

# CERTIFIED COPY OF ORDER

August Session of the July Adjourned **Term. 20 05**

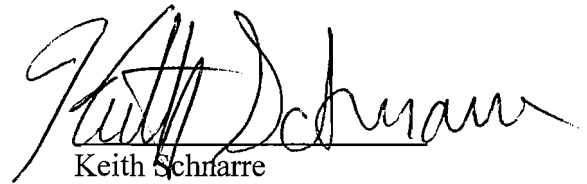
STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 25<sup>th</sup> day of August 20 05

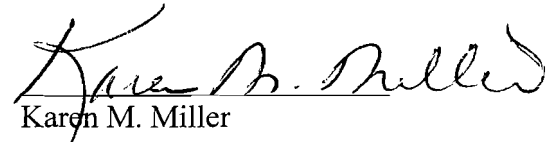
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the DOVE Grant application for the Boone County Prosecuting Attorney's Office.

Done this 25<sup>th</sup> day of August, 2005.

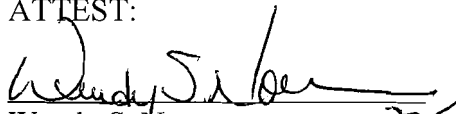


Keith Schfarre  
Presiding Commissioner



Karen M. Miller  
District I Commissioner

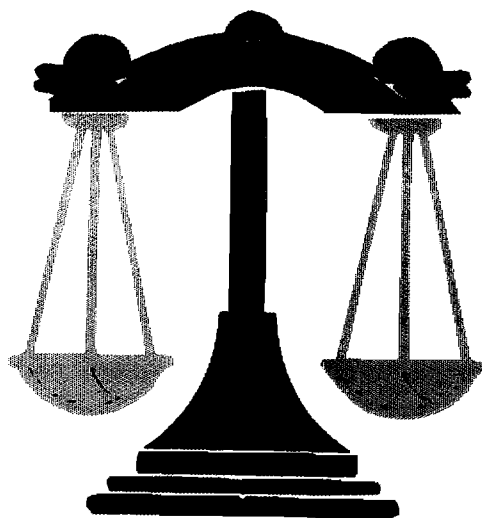
ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent

Skip Elkin  
District II Commissioner

# Boone County Prosecuting Attorney



Violence Against Women Act  
Application for Funding 2006

**BOONE COUNTY PROSECUTING ATTORNEY**  
**Violence Against Women Act Grant Application**  
**TABLE OF CONTENTS**

|  |    |
|--|----|
| Application Summary Report _____                     | 2  |
| Application for Funding _____                        | 3  |
| Budget Pages _____                                   | 4  |
| Personnel Information _____                          | 5  |
| Job Descriptions _____                               | 6  |
| Narrative Work Program _____                         | 10 |
| Brief History of the Program Project Agency _____    | 10 |
| Statement of the Problem _____                       | 10 |
| Goals & Objectives _____                             | 13 |
| Evaluation Procedure _____                           | 14 |
| Methodology _____                                    | 15 |
| Agency's Current Budget _____                        | 24 |
| Other Sources of Funding _____                       | 35 |
| Agency Organizational Chart _____                    | 36 |
| Agency Procurement Policy _____                      | 37 |
| Certified Assurances _____                           | 38 |
| Audit Requirements _____                             | 42 |
| Report of Expenditures/Check Payee Information _____ | 43 |
| Certification Regarding Debarment _____              | 44 |
| Letters of Support _____                             | 45 |

**ATTACHMENTS**

|  |    |
|--|----|
| DOVE Statistical Chart 2004 _____        | 50 |
| DOVE Statistical Chart 2005 _____        | 54 |
| DOVE Chart CPD 2005 _____                | 56 |
| DOVE Chart CPD 2004 _____                | 57 |
| The DOVE Unit Procedural Protocols _____ | 59 |

**STOP APPLICATION SUMMARY REPORT**

Agency Name: **Boone County Prosecuting Attorney**

Program Title: **Domestic Violence Enforcement Unit**

**Authorized Official Name and Address**  
 Name: Keith Schnarre  
 Address: 801 E. Walnut Street  
 City: Columbia  
 State/Zip: MO 65201  
 E-Mail: kschnarre@boonecountymo.org  
 Phone Number: ( 573 ) 886 - 4305  
 Fax Number: ( 573 ) 886 - 3311

**Project Director Name and Address**  
 Name: Bonnie J. Adkins  
 Address: 705 E. Walnut Street  
 City: Columbia  
 State/Zip: MO 65201-4485  
 E-Mail: badkins@boonecountymo.org  
 Phone Number: ( 573 ) 886 - 4112  
 Fax Number: ( 573 ) 886 - 4148

**Contact Person Name and Address**  
 Name: Bonnie J. Adkins  
 Address: 705 E. Walnut Street  
 City: Columbia  
 State/Zip: MO 65201-4485  
 E-Mail: badkins@boonecountymo.org  
 Phone Number: ( 573 ) 886 - 4112  
 Fax Number: ( 573 ) 886 - 4148

STOP Program Funds Requested: \$ 67,725.00  
 Local Match Share Required: \$ 22,575.00

Source(s) of Local Match:  
Existing salary of Victim Assistant - General Fund

Geographic Area to be Served by this Project: Boone County - Missouri

The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)  
 Courts     Law Enforcement     Prosecution     Victim Services Project     Other/Combination (specify) \_\_\_\_\_  
 \_\_\_\_\_ % Courts    \_\_\_\_\_ % Law Enforcement    \_\_\_\_\_ % Prosecution    \_\_\_\_\_ % Victim Services    \_\_\_\_\_ % Other (specify) \_\_\_\_\_

The requested STOP Program funds will be used to:  
 Fund a New STOP Project     Expand/Enhance an Existing STOP Project     Continue an Existing STOP Project

The Focus of this project is on: (Check all that apply.)  
 Domestic Violence     Sexual Assault     Stalking     Training     Other (Please explain) \_\_\_\_\_

Indicate the anticipated number of victims to be served by this STOP funded project: \_\_\_\_\_ Total Victims of Crime    \_\_\_\_\_ Hotline Calls  
 If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and outreach services, the number of anticipated hotline calls and the anticipated number of bednights.  
 \_\_\_\_\_ Women    \_\_\_\_\_ Children    \_\_\_\_\_ Hotline Calls    \_\_\_\_\_ Bednights  
 If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:  
 \_\_\_\_\_ People    \_\_\_\_\_ Communities

Give a brief summary of the services to be offered by this STOP Program project:  
 The Domestic Violence Enforcement Unit (DOVE Unit) is a continuing collaboration of agencies in Boone County dedicated to combating domestic violence and serving women who are victims of domestic violence. The DOVE Unit is comprised of three Law Enforcement Investigators, two from the Columbia Police Department and one from the Boone County Sheriff's Department, two Assistant Prosecuting Attorneys from the Boone County Prosecutor's Office and one Victim Advocate from The Shelter. The mission of the DOVE Unit is to decrease the level of domestic violence by investigating select domestic violence cases, promoting deterrence, assisting victims and interrupting the cycle of violence. Each domestic violence case handled by the Boone County Prosecutor's Office is reviewed by the Boone County Prosecutor's Office Chief Investigator and then assigned to one of the two Domestic Violence Prosecuting Attorneys for their review. The DV attorneys interview domestic violence victims, allow them to express their wishes about the case outcome and attempt to prosecute even the cases where the victim is not cooperative. The DOVE Unit meets weekly to discuss current cases and the members are also given the opportunity to discuss other issues surrounding the operation of the unit. The DOVE Unit continues to be a vital program dedicated to serving victims of domestic violence in Boone County.

# Application for Funding



Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749 Jefferson City, MO 65102  
573-751-4905 e-mail: [dpsinfo@dps.mo.gov](mailto:dpsinfo@dps.mo.gov)



|  |  |  |   |
|--|--|--|---|
| <b>SECTION 1 - INSTRUCTIONS</b>  |  |  |   |
| This application must be typewritten. Please refer to the enclosed instructions to complete this form.   |  |  |   |
| <b>SECTION 2 - GRANT PROGRAMS</b>  |  |  |   |
| <input type="radio"/> VOCA - Victims of Crime Act <input type="radio"/> SSVF - State Services to Victims Fund <input checked="" type="radio"/> STOP - Stop Violence Against Women Grant Program<br><input type="radio"/> Byrne - Byrne Formula Grant (NCAP) <input type="radio"/> MCLUP - Mo. Crime Lab Upgrade Program <input type="radio"/> RSAT - Residential Substance Abuse & Treatment Program<br><input type="radio"/> CLAP - Crime Lab Assistance Program <input type="radio"/> LLEBG - Local Law Enforcement Block Grant <input type="radio"/> LGSD - Local Government School District Program<br><input type="radio"/> Title V - Delinquency & Youth Violence Prevention <input type="radio"/> Title II - Juvenile Justice Formula Grants <input type="radio"/> JAIBG - Juvenile Accountability Incentive Block Grant<br><input type="radio"/> Challenge - Statewide Policies and Programs |  |  |   |
| <b>SECTION 3 - APPLICANT AGENCY</b>  |  | <b>SECTION 8 - PROJECT TITLE</b>   |   |
| AGENCY<br>Boone County Prosecuting Attorney  | FAX (573) 886-4148<br>PHONE (573) 886-4100 | Domestic Violence Enforcement Unit (DOVE Unit)   |   |
| ADDRESS<br>705 E. Walnut Street  |  | <b>SECTION 9 - TYPE OF APPLICATION</b>   |   |
| CITY<br>Columbia   | STATE<br>mo                                | ZIP + FOUR<br>65201-4485   | <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Continuation |
| <b>SECTION 4 - APPLICANT AUTHORIZED OFFICIAL</b>   |  | <b>SECTION 10 - CURRENT CONTRACT NUMBER(S)</b>   |   |
| NAME<br>Keith Schnarre   | FAX (573) 886-3311<br>PHONE (573) 886-4305 | 2004-VAWA-0004 2002-VOCA-0108  |   |
| TITLE<br>Presiding Commissioner  |  | <b>SECTION 11 - APPLICANT'S FEDERAL TAX I.D. #</b>   |   |
| AGENCY<br>Boone County Commission  |  | 43-6000349   |   |
| ADDRESS<br>801 E. Walnut Street  |  | <b>SECTION 12 - PROGRAM CATEGORY</b>   |   |
| CITY<br>Columbia   | STATE<br>MO                                | ZIP + FOUR<br>65201-0000   | <b>SECTION 13 - CONTRACT PERIOD</b>   |
|  |  |  | Beginning Date 1 1 2006      End Date 12 31 2006  |
| <b>SECTION 5 - PROJECT DIRECTOR</b>  |  | <b>SECTION 14 - TYPE OF PROJECT</b>  |   |
| NAME<br>Bonnie J. Adkins   | FAX (573) 886-4148<br>PHONE (573) 886-4112 | <input type="checkbox"/> Statewide <input type="checkbox"/> Regional <input checked="" type="checkbox"/> Local |   |
| TITLE<br>Office Administrator  |  | <b>SECTION 15 - PROGRAM INCOME</b>   |   |
| E-Mail Address:<br>badkins@boonecountymmo.org  |  | Will Program Income be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No                     |   |
| AGENCY<br>Boone County Prosecuting Attorney  |  | <b>SECTION 16 - BUDGET</b>   |   |
| ADDRESS<br>705 E. Walnut Street  |  | <b>PERSONNEL</b>   |   |
| CITY<br>Columbia   | STATE<br>mo                                | ZIP + FOUR<br>65201-4485   | 90,300.00   |
| <b>SECTION 6 - APPLICANT FISCAL OFFICER</b>  |  | <b>VOLUNTEER MATCH</b>   |   |
| NAME<br>Kay Murray   | FAX (573) 886-4369<br>PHONE (573) 886-4365 | TRAVEL   |   |
| TITLE<br>Boone County Treasurer  |  | EQUIPMENT  |   |
| AGENCY<br>Boone County Treasurer's Office  |  | SUPPLIES/OPERATIONS  |   |
| ADDRESS<br>801 E. Walnut Street Room 112   |  | CONTRACTUAL  |   |
| CITY<br>Columbia   | STATE<br>mo                                | ZIP + FOUR<br>65201-0000   | RENOVATION/CONSTRUCTION   |
| <b>SECTION 7 - NON-PROFIT BOARD CHAIRPERSON</b>  |  | <b>TOTAL PROJECT COSTS</b>   |   |
| NAME<br>n/a  | FAX<br>PHONE                               | \$ 90,300.00   |   |
| TITLE  |  | <b>FEDERAL/STATE SHARE</b>   |   |
| AGENCY   |  | 75%    \$ 67,725.00  |   |
| ADDRESS  |  | <b>LOCAL MATCH SHARE</b>   |   |
| CITY   | STATE                                      | 25%    \$ 22,575.00  |   |
| <b>SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE</b>  |  |  |   |
|  |  | Signature  |   |
|  |  | 8-25-05<br>Date  |   |

| <b>PERSONNEL</b>  |                                | <b>PROJECT TITLE: Domestic Violence Enforcement Unit</b>   |                              |                      |                       |                     |
|---|--------------------------------|--|------------------------------|----------------------|-----------------------|---------------------|
| <b>INSTRUCTIONS</b>   |                                | <b>APPLICANT AGENCY:</b>   |                              |                      |                       |                     |
| 1. Include all personnel to be employed on the proposed project.<br>2. Under <b>Title or Position</b> , list each proposed position.<br>3. Under <b>Name of the Individual</b> , list the name of the person who will fill each proposed position (if known)<br>4. Show <b>Gross Monthly Salary</b> for each individual and show the Percent Of Time to be devoted to this grant-funding project.<br>5. The Total Costs should be calculated as follows:<br><b>(Salary/Month) x (% of Time on Grant) x (Months to be employed).</b> |                                | 6. Under the <b>Fringe Benefits</b> section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized.<br>7. Under the column entitled <b>Basis for Cost Estimate</b> , enter the formula for computing the cost for each fringe benefit.<br>8. Enter the total in the <b>Total Cost</b> column. |                              |                      |                       |                     |
| Title or Position   | Name of Individual             | Salary Per Month   | PT or FT                     | % Of Time On Project | Months To Be Employed | Total Costs         |
| <b>Asst Prosecutor</b>  | <b>Merilee Crockett</b>        | <b>4,352.40</b>  | <b>FT</b>                    | <b>85</b>            | <b>12.00</b>          | <b>44,394.48</b>    |
| <b>Asst Prosecutor</b>  | <b>Nicole Volkert</b>          | <b>3,917.33</b>  | <b>FT</b>                    | <b>85.00</b>         | <b>12.00</b>          | <b>39,956.76</b>    |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
|   |                                |  |                              |                      |                       |                     |
| <b>SUBTOTAL</b>   |                                |  |                              |                      |                       | <b>\$ 84,351.24</b> |
| <b>FRINGE BENEFITS</b>  | <b>BASIS FOR COST ESTIMATE</b> |  |                              |                      |                       |                     |
| F.I.C.A. & Medicare (.0765)   | <b>FICA</b>                    |  |                              |                      |                       | <b>5,948.76</b>     |
| PENSION/RETIREMENT  |                                |  |                              |                      |                       |                     |
| LIFE INSURANCE  |                                |  |                              |                      |                       |                     |
| MEDICAL INSURANCE   |                                |  |                              |                      |                       |                     |
| UNEMPLOYMENT COMPENSATION   |                                |  |                              |                      |                       |                     |
| WORKERS' COMPENSATION LIAB.   |                                |  |                              |                      |                       |                     |
| OTHER (PLEASE IDENTIFY)   |                                |  |                              |                      |                       |                     |
| <b>SUBTOTAL</b>   |                                |  |                              |                      |                       | <b>\$ 5,948.76</b>  |
| State/Federal Share   | \$                             | <b>67,725.00</b>   | <b>TOTAL PERSONNEL COSTS</b> |                      |                       | \$ <b>90,300.00</b> |
| Local Match Share   | \$                             | <b>0.00</b>  |                              |                      |                       |                     |

**PERSONNEL INFORMATION**

Grant Project Staff Only

| Staff Member   | Brief List of Experience and Current Job Responsibilities  |
|--|--|
| 1. <u>Merilee Crockett</u><br>(Name)<br><br><u>Assistant Prosecutor</u><br>(Title) | <b>Juris Doctorate-May 1997. Asst PA in Vernon County, MO and attorney for Ewing &amp; Hoberock in Nevada, MO with emphasis in domestic relations. Current responsibilities include reviewing domestic violence cases, preparing those cases for trial by identification of witnesses, internal investigation, conferring with victims &amp; establishing trial strategy designed to secure a verdict of guilty.</b> |
| 2. <u>Nicole Volkert</u><br>(Name)<br><br><u>Asst Prosecutor</u><br>(Title)        | <b>Juris Docotorate-May 1998. Asst PA in Callaway County, MO with emphasis in domestic violence, Asst Corp Counsel-City of Chicago, Dept of Law. Current responsibilities include reviewing domestic violence cases, preparing those cases for trial by identification of witnesses, internal investigation, conferring with victims &amp; establishing trial strategy designed to secure a verdict of guilty.</b>   |
| 3. _____<br>(Name)<br><br>_____<br>(Title)   |  |
| 4. _____<br>(Name)<br><br>_____<br>(Title)   |  |
| 5. _____<br>(Name)<br><br>_____<br>(Title)   |  |
| 6. _____<br>(Name)<br><br>_____<br>(Title)   |  |

**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

**Merilee Crockett**

ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE

STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of a Domestic Violence Prosecutor in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Conduct factual and legal analysis of domestic violence reports submitted by law enforcement.
- Determine whether or what charges should be filed based on the facts and the law.
- Represent the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.
- Prepare domestic violence cases for trial by identification of witnesses, internal investigation, confer with domestic violence victims, and establish trial strategy designed to secure a verdict of guilty.
- Manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.
- Write briefs in misdemeanor domestic violence appeals and trial briefs.
- Recommend to the court as to bonds and punishments.
- Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.
- Gather and analyze evidence in domestic violence cases.
- Interview witnesses to ascertain facts of domestic violence cases.
- Review pertinent decision, polices, regulations and other legal matters pertaining to domestic violence cases.
- Maintain proficiency in Missouri and Federal Statutory case law.
- Present evidence on behalf of the State to grand jury for indictment.
- Engage in jury selection in domestic violence cases.
- Represent Boone County and the State in court of law and present evidence before Judge, judiciary and jury in domestic violence cases.
- Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.
  
- *Any other duties as designated by the Prosecuting Attorney.*



## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Thorough knowledge of the judicial process.

Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

**Nicole Volkert**

ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE

STATUS: FULL-TIME

**RESPONSIBILITIES:**

The responsibilities of a Domestic Violence Prosecutor in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Conduct factual and legal analysis of domestic violence reports submitted by law enforcement.
- Determine whether or what charges should be filed based on the facts and the law.
- Represent the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.
- Prepare domestic violence cases for trial by identification of witnesses, internal investigation, confer with domestic violence victims, and establish trial strategy designed to secure a verdict of guilty.
- Manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.
- Write briefs in misdemeanor domestic violence appeals and trial briefs.
- Recommend to the court as to bonds and punishments.
- Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.
- Gather and analyze evidence in domestic violence cases.
- Interview witnesses to ascertain facts of domestic violence cases.
- Review pertinent decision, polices, regulations and other legal matters pertaining to domestic violence cases.
- Maintain proficiency in Missouri and Federal Statutory case law.
- Present evidence on behalf of the State to grand jury for indictment.
- Engage in jury selection in domestic violence cases.
- Represent Boone County and the State in court of law and present evidence before Judge, judiciary and jury in domestic violence cases.
- Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.
- *Any other duties as designated by the Prosecuting Attorney.*

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Thorough knowledge of the judicial process.

Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

**NARRATIVE WORK PROGRAM**  
**Domestic Violence Enforcement Unit**  
**(DOVE Unit)**

**A. Brief History of the Applicant Agency**

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and Family Support Enforcement. The office is comprised of 35 staff members. Staff includes the elected Prosecutor, 10 Assistant Prosecuting Attorneys (including 2 VAWA-funded Assistant Prosecutors), 3 Investigators, a VOCA-funded Crime Victim Specialist, and a Victim Assistant. The Prosecuting Attorney's Office provides services to victims of crime in Boone County with the ongoing support of VOCA since 1993 and STOP Violence Against Women grant funds since 1998. Our Victim Response Team is dedicated to addressing the needs of victims in Boone County. We continue to have an excellent volunteer program including volunteers from the University of Missouri and other local colleges. With the creation of the **DOVE** Unit in 1998, communication between local law enforcement agencies, criminal justice personnel, and community support has been greatly enhanced. Having two Assistant Prosecutors dedicated to domestic violence cases has enabled this office to continue to serve domestic violence victims more efficiently and effectively. The Prosecuting Attorney's Office handled 1201 offenses in 2000, 1114 in 2001, 1119 in 2002 and 1056 in 2003 and 1135 in 2004 and 692 through July 31<sup>st</sup> of this year. The **DOVE** Unit anticipates serving 1167 domestic violence victims in 2005. In addition to providing enhanced victim services, members of the **DOVE** Unit offer training to law enforcement and the community on issues related to domestic violence laws, law enforcement response, community collaboration, and victim services. These training and community education opportunities build the foundation for law enforcement and criminal justice personnel to ensure offender accountability and victim safety in Boone County.

This grant renewal is submitted in a continued effort to facilitate the safe and effective prosecution of domestic violence crimes in Boone County. With the ongoing support of STOP Violence Against Women funds, the Prosecuting Attorney's Office is able to provide a unique and coordinated community response to domestic violence.

**B. Statement of the Problem**

Boone County is a growing, progressive county located in the center of the state at the crossroads of major east-west and north-south highways. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the most recent census, the City of Columbia has a population of 79,082. The

County of Boone has a population of 130,179. The median age of the population in the City of Columbia is 26 and the average Columbia household income is \$31,219.00. The population of the City of Columbia has increased by 9,082 over the past 10 years, and the population of Boone County as a whole has increased by 15,563 since 1990. Demographics are of an urban, semi-urban and rural composition with a unique degree of ethnic diversity.

With the prosperity and growth of this community in the last decade has come a more volatile crime rate in all areas, including domestic violence.

Law enforcement officers are typically the first component of the justice system involved in domestic violence cases. Historically, the most common law enforcement response to domestic violence was non-arrest. That is, officers typically mediated the situation by separating the parties involved or took no action by deeming domestic violence as a "private, family matter." With increasing public recognition of domestic violence as a crime, advocates for battered women demanded that law enforcement and the judiciary hold abusers criminally accountable for their actions. By the late 1980s, Congress mandated the Law Enforcement Assistance Administration to focus on the "role of the criminal justice system in preventing and controlling violence and abusive behavior in the home", (R. Emerson Dobash and Russel P. Dobash, *Women, Violence, and Social Change*. New York: Rutledge Press, p. 177). In 1989, the Missouri Adult Abuse Statute was significantly amended to increase protection for victims of domestic violence by allowing officers to make probable cause arrests at the scene when the incident did not occur in their presence or without the victim agreeing to press charges. In the years since, amendments and additions to Missouri's Adult Abuse Laws have strengthened law enforcement's response to domestic violence. In August 2000, domestic violence legislation was again strengthened. Specifically, the definition of a family or household member was broadened to include any continuing social relationship of a romantic or intimate nature. Three new sections were added under the crimes against persons chapter to include the assault of a family or household member. Also, two Class C misdemeanors under the old statute - offensive contact, and placing someone in fear of immediate physical injury, are now Class A misdemeanors if committed against a family or household member. Another change in the law under the orders of protection now allows the Judge to prohibit communication between the petitioner and the respondent through any means.

In 1998 the Missouri State Highway Patrol, Columbia Police Department, Boone County Sheriff's Department, Boone County Prosecutor's and The Shelter formed a cooperative partnership and took the next step in Boone County's response to domestic violence. With the help of STOP Violence Against Women funds, the **Domestic Violence Enforcement Unit** was created. The **DOVE** Unit originally

consisted of three Investigators, one Victim Advocate and one Assistant Prosecuting Attorney. In 1999 one additional prosecuting attorney was added to the unit. In 2000 the Domestic Violence Prosecutor handled 24.93% of the cases filed in Boone County, in 2001 21.90 %, in 2002 21.04% and in 2003 19.62 %, in 2004 18.97% and in 2005 to date 19.96% of the cases handled are related to domestic violence. The **DOVE** Unit has given the Prosecuting Attorney's Office the ability to better serve the domestic violence victims in Boone County. The mission of the **DOVE** Unit is to decrease intimate and familial violence and its negative effects in Boone County. This will be accomplished by the combined efforts of the Unit members through education, intervention, enforcement, and prosecution.

The following is a summary of total felonies and misdemeanors filed in Boone County in the past five years:

**Felonies**

| 2000 | 2001 | 2002 | 2003 | 2004 | 2005 through 7/31/05 |
|------|------|------|------|------|----------------------|
| 1102 | 1223 | 1213 | 1522 | 1561 | 1049                 |

**Misdemeanors**

| 2000 | 2001 | 2002 | 2003 | 2004 | 2005 through 7/31/05 |
|------|------|------|------|------|----------------------|
| 3952 | 3714 | 4103 | 3860 | 4422 | 2417                 |

An all time record number of cases were filed in 2004. As of the end of July 2005, 692 domestic violence offenses have been handled by the **DOVE** prosecutors, 187 offenses were Not Filed, 18 were Nollied, 6 were Deferred, 81 Plead Guilty, 359 are pending and 30 are still under review for charges.

If we continue at the current rate of filings, we again will handle over 1100 domestic violence cases in the Prosecutor's Office.

The following is a summary of the Domestic Violence Cases offenses in the past five years.

| 2000 | 2001 | 2002 | 2003 | 2004 | 2005 (thru 7/31/05) |
|------|------|------|------|------|---------------------|
| 1041 | 1201 | 1114 | 1119 | 1135 | 692                 |

## **C. Goals & Objectives**

**Goal #1: To make the community aware of the danger and seriousness of domestic violence and of the mission of The DOVE Unit.**

Objective #1: At least 25 presentations will be made to civic, religious, student, law enforcement, and government groups by participating members of the Unit; two public service announcements on domestic violence will be written and sent to Mid-Missouri media outlets; and at least one community-wide domestic violence awareness special event will be held.

Objective #2: At least 80% of presentation participants will indicate on a post-test that they increased their knowledge of the nature and dynamics of domestic violence and increased their knowledge of The **DOVE** Unit.

Objective #3: Unit Members (working together) will facilitate at least three POST-certified training sessions (6-8 hours each) on domestic violence to law enforcement and social service professionals.

Objective #4: At least 80% of participants will agree on a survey that the training provided increased their knowledge of the nature and dynamics of domestic violence and increased their knowledge of The **DOVE** Unit.

**Goal #2: To move The DOVE Unit towards a more effective, collaborative, coordinated community response team by implementing a systemic philosophical shift in promoting accountability in working practices.**

Objective #1: Utilizing an agenda developed from established protocols, members of The **DOVE** Unit will meet weekly to review and discuss Unit activities/issues.

Objective #2: Agency supervisors attend Unit meetings once a month to provide an evaluative monitoring of Unit progress and ensure adherence to Unit protocols.

Objective #3: A minimum of two “cross-training” sessions (or intra-disciplinary sessions) will be provided to members of The **DOVE** Unit to ensure each member understands the others’ roles within the Unit.

Objective #4: If any death occurs as the result of domestic violence, the Unit (along with agency supervisors) will meet to perform a full case review to determine if there are inherent weaknesses in protocols or procedures.

**Goal #3: To offer timely, effective, and appropriate prosecution services of domestic violence crimes.**

Objective #1: The **DOVE** Assistant Prosecuting Attorneys will file charges in 100% of domestic violence cases where the elements of the offense are established.

Objective #2: The **DOVE** Assistant Prosecuting Attorneys will attempt to prosecute 100% of cases based upon evidence, regardless of victim cooperation.

Objective #3: The **DOVE** Assistant Prosecuting Attorneys will continue to utilize community resources for treatment and counseling when making recommendations in sentencing for the defendant when appropriate. Such resources include probation, batterer intervention counseling for the defendant, aggressive violence prevention education, alcohol counseling, drug counseling and or parenting classes.

Objective #4: The **DOVE** Assistant Prosecuting Attorneys will ensure that 50% of those victims identified during a criminal prosecution will report satisfaction with prosecution services upon case disposition.

#### **D. Evaluation Procedure**

The DOVE Unit's goals will be measured and evaluated in the following ways:

**Goal #1: To make the community aware of the danger and seriousness of domestic violence and of the mission of the DOVE Unit.**

**Objectives #1 & 3:** The unit will provide at least 25 presentations, two public service announcements, one community-wide domestic violence awareness special event, and three POST-certified training sessions (6-8 hours each).

*Evaluation: These Objectives will be considered "met" if the presentations, training sessions and special awareness events are held as specified. Records of the events will be maintained by members of the **DOVE** Unit.*

**Objective #2 & 4:** At least 80% of participants will agree during presentations that the presentation increased their knowledge of the nature and dynamics of domestic violence and their knowledge of The **DOVE** Unit and at least 80% of participants in trainings will agree in writing that the training increased their knowledge of the nature and dynamics of domestic violence and The **DOVE** Unit.

*Evaluation: For community presentations, DOVE Unit members will verbally poll participants to determine this increase in knowledge. Results of this poll will be included in the facilitator's report of the presentation. During formal trainings, a written "post-test" or evaluation survey will be distributed. Results will be tallied by facilitators and reported to all **DOVE** unit members.*

**Goal #2: To move the DOVE Unit towards a more effective and truly collaborative coordinated community response team by implementing a systemic philosophical shift in promoting accountability in working practices.**

**Objectives #1-2 & 4:** Members of the **DOVE** Unit will meet weekly to review and discuss Unit activities/issues. Agency supervisors will attend these meetings



once a month. If any death occurs as the result of domestic violence, the Unit and agency supervisors will meet to perform a full case review. *Project evaluation is part of the purpose for developing and using an agenda based on Unit protocols--to uncover instances when the protocols have not been followed and to determine why. The agenda will enable the Unit to review its procedures on a weekly basis and address any problems or issues that arise. Agency supervisors will also meet periodically to discuss problems noted during the weekly DOVE meetings or to discuss specific case issues that have not been resolved through the DOVE meeting process. The success of the reviews will be determined by insights gained during the process. The Unit will determine if these reviews yield important results during ongoing DOVE unit meetings.*

**Objective #3:** A minimum of two “cross-training” sessions will be provided to members of the DOVE Unit. *Evaluation: DOVE supervisors will ensure these intra-disciplinary training sessions occur. Unit members will report to their supervisors about the effectiveness of the training.*

**Goal #3: To offer timely, effective, and appropriate Victim Services to domestic violence survivors and their families.**

**Objectives #1-3:** The DOVE Assistant Prosecuting Attorneys will file charges in 100% of domestic violence cases where the elements of the offense are established and/or attempt to prosecute 100% of cases based upon evidence, regardless of victim cooperation. The DOVE Assistant Prosecuting Attorneys will continue to utilize community resources for treatment and counseling when making recommendations in sentencing for the defendant when appropriate. *Evaluation is based upon tracking the number of domestic violence cases filed and the disposition of those cases and comparing the data to prior grant cycles.*

**Objectives #4:** The DOVE Assistant Prosecuting Attorneys will ensure that 50% of those victims identified during a criminal prosecution will report satisfaction with prosecution services upon case disposition. *Evaluation is based upon compiling the results of our Victim Services Surveys (see attached) and by periodic evaluation by the DOVE Assistant Prosecutors and elected Prosecuting Attorney.*

**E. Methodology**

**1. Type of Program:**

The Domestic Violence Enforcement (DOVE) Unit is a continuing collaboration of agencies in Boone County formed with STOP Violence Against Women grant

funds. The **DOVE** Unit is comprised of three law enforcement investigators, one from the Boone County Sheriff's Department and two from the Columbia Police Department, one victim advocate from the Women's Shelter and two assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office.

The law enforcement component of the **DOVE** Unit receives most domestic violence related incidents reported to the Boone County Sheriff's Department and the Columbia Police Department. They forward cases where a crime was committed to the **DOVE** Unit prosecuting attorneys. The Boone County Prosecuting Attorney's Office component of the **DOVE** Unit receives all domestic violence cases in Boone County that involve a female victim. The **DOVE** Unit prosecutors also handle other violent crimes committed against women, however the majority of the cases they handle are referred from the **DOVE** investigators.

After a domestic violence crime is committed in Boone County the cases are placed into the Columbia Police Department Case Management system and assigned to one of the **DOVE** investigators. When the investigators receive the cases, they check both the Columbia Police Department and the Boone County Sheriff's Department record systems for any domestic violence related incidents involving either the victim or the perpetrator. This gives the investigators background information on prior incidents with the subjects before making contact with the woman.

When the victim is contacted, the **DOVE** investigators obtain as much information as possible about the incident and check to see if any abuse has occurred since the police were last in contact with her. They obtain information on previously reported or unreported incidents of abuse, whether the woman has left the abusive relationship or has chosen to stay. The investigators ask about injuries sustained during the incident. If she has visible injuries, the investigator arranges to take photographs of them and they are submitted into evidence. The investigator informs the victim that the State of Missouri is "pressing charges" against her abuser, not her. This simple statement often removes the burden of going forward with prosecution from the victim. It is common for the woman to contact the prosecuting attorney wanting to drop charges the day after the police arrest her abuser. There are many reasons for this, often because she is being intimidated, threatened or coerced by her abuser to drop the charges. The **DOVE** prosecuting attorneys attempt to personally meet with all of the women that wish to drop charges. The victim is advised again she is not "pressing charges" against her abuser, the State of Missouri is. The **DOVE** prosecuting attorneys also inform her that it is not always the goal of the State to put her abuser in jail. Since the woman may rely upon the abuser's income to feed and clothe her and her children this is often a major concern. The **DOVE** prosecutors work with women who want their abusers to get help by mandating the abuser attend a

domestic violence treatment program and alcohol/drug rehabilitation, if necessary. This type of intervention from the prosecuting attorney allows the victim to have some control over her life and she is allowed to help in the decision making process regarding her abuser, if appropriate.

The **DOVE** advocate is a vital member of the Unit. The advocate is available to assist the victim in obtaining an Ex Parte, if appropriate, and accompanies her to the court hearing if requested. The advocate also speaks at great length with the victim about the cycle of violence, helping her to understand what is going on in the relationship and assisting the woman in leaving the relationship if she decides to do so. The victim advocate provides information on community services that may be helpful to the woman and her children.

The **DOVE** advocate is often contacted by the officers at the scene of a domestic violence incident and is available to provide information about the woman so that immediate crisis intervention can take place. Often the window of opportunity for helping a woman and providing her with the services the community has to offer has long since closed by the time the victim advocate gets in contact with her a day or two after the incident occurred.

The **DOVE** Unit has developed protocols for each member of the unit. Please see Attachment B for a complete set of DOVE Unit protocols.

## **2. Proposed Service Area**

This agency handles crimes perpetrated in Boone County. Domestic violence victims served will include residents of this County as well as persons victimized as they travel through Boone County, pursue employment or education or are otherwise here temporarily. Thus, the service area will include any location where victims re-locate after the crime occurs. The service area will also include areas where the victim's family and/or relatives live who need to be informed of case progress and information. In the past, this has included all areas of Missouri as well as a few areas outside of Missouri.

## **3. Coordination & Integration**

The **DOVE** Unit is comprised of members of law enforcement, prosecution and victim services. The continued funding of the **DOVE** Unit will provide ongoing services to the women who are victims of domestic violence in Boone County. The **DOVE** Unit members strive to keep communication open between the different agencies and address issues surrounding domestic violence in Boone County as they are presented. The Unit members have been active in presenting

information on domestic violence to community groups when requested. The **DOVE** Unit continues to use the Domestic Violence Web page linked to the Columbia Police Department. The Page provides information on the Unit members and how to contact them. It also addresses the issue of safety planning while in a violent relationship.

The Missouri Board of Probation and Parole in Boone County continues to be an active participant with the **DOVE** unit. They provide the Unit with a liaison to share information about the victim and the abuser. The **DOVE** unit meets each Friday to discuss current cases and issues surrounding the operation of the Unit. The Missouri Board of Probation and Parole is included in the Friday **DOVE** meetings. They assist in providing information about specific defendants. The Division of Family Services is also involved with the **DOVE** Unit. The **DOVE** Unit keeps a list of the reports that involve children at the scene of the domestic crime. The Division of Family Services meets biweekly with the **DOVE** investigators and reviews the list to see if there are cases involving families they are currently working with. The coordination with the Division of Family Services is an effort to bridge the gap between families, since domestic violence and child abuse often go hand in hand.

#### **4. Identification of Matching Funds**

The 25% match for the two Domestic Violence Prosecuting Attorneys is taken from the Prosecuting Attorney's P.A. Administration fund.

#### **5. Budget Justification**

**Justification of Salaries:** The funding for the two Domestic Violence Prosecuting Attorney's salaries requested via this renewal application is for the continuation of funding provided by STOP Violence Against Women grant funds since 1998. The 25% matching funds for both positions will be provided by the Boone County Prosecuting Attorney's P.A. Administration Fund. The two domestic violence prosecutors manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured. Each domestic violence attorney prepares domestic violence cases for trial by identification of witnesses, internal investigation, conferring with domestic violence victims and establishing trial strategy designed to stop the cycle of violence. The **DOVE** program has become a vital part of the Boone County Prosecutor's Office and continued funding will enable us to better serve victims of domestic violence in Boone County.

## 6. Supplanting

This renewal application is a request for the continuation of funding for the salaries of the two domestic violence prosecuting attorneys for the **DOVE** Unit created in 1998 through STOP Violence Against Women grant funds. No portion of the funds received will be used to supplant existing funds. The funds will be used solely for the continuation of the **DOVE** Unit.

## 7. Number of Victims to be Served

Domestic Violence Victims Served by the **DOVE** Unit:

|                     | (Jan-Dec) | (Jan-Dec) | (Jan-Dec) | (Jan-Dec) | (Jan-Dec) | (Jan-Jul) |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                     | 2000      | 2001      | 2002      | 2003      | 2004      | 2005      |
| Assault             | 762       | 740       | 738       | 738       | 762       | 485       |
| Burglary/Robbery    | 23        | 18        | 14        | 12        | 25        | 5         |
| Elder Abuse         | 4         | 0         | 0         | 0         | 9         | 0         |
| Exparte             | 145       | 127       | 155       | 109       | 119       | 77        |
| Felonious Restraint | 23        | 24        | 27        | 23        | 21        | 18        |
| Harassment          | 32        | 30        | 29        | 25        | 41        | 22        |
| Homicide            | 3         | 0         | 0         | 0         | 0         | 0         |
| Peace Disturbance   | 35        | 17        | 31        | 18        | 22        | 2         |
| Property Damage     | 56        | 44        | 45        | 35        | 34        | 24        |
| Rape                | 0         | 1         | 0         | 1         | 0         | 0         |
| Resisting Arrest    | 25        | 9         | 5         | 4         | 3         | 1         |
| Forcible Sodomy     | 0         | 0         | 0         | 0         | 9         | 1         |
| Sexual Misc/Asslt   | 3         | 4         | 2         | 5         | 0         | 1         |
| Stalking            | 7         | 6         | 8         | 8         | 9         | 4         |
| Tamper/Stealing     | 11        | 5         | 9         | 8         | 9         | 8         |
| Tamper w/vict/wit   | 20        | 31        | 19        | 20        | 14        | 8         |
| Trespass            | 28        | 28        | 13        | 17        | 21        | 10        |
| UUW                 | 19        | 19        | 21        | 22        | 27        | 14        |
| ACA                 | 4         | 11        | 3         | 11        | 10        | 12        |
|                     | 1201      | 1114      | 1119      | 1056      | 1135      | 692       |

If we continue to receive Domestic Violence cases at the current rate, we will again serve over 1100 victims of domestic violence in the year 2005.

## **F. Cost Assumption**

In the event that state funding is no longer available, this office will make application to the Boone County Commission for the perpetuation of this vital program. Boone County has a commitment to serving victims of Domestic Violence.

## **G. Report of Success**

**Goal #1: To make the community aware of the danger and seriousness of domestic violence and of the mission of The DOVE Unit.**

Objective #1: At least 25 presentations will be made to civic, religious, student, law enforcement, and government groups by participating members of the Unit; two public service announcements on domestic violence will be written and sent to Mid-Missouri media outlets; and at least one community-wide domestic violence awareness special event will be held.

**Response: Objective met and exceeding expectations.** *During 2005 the DOVE Unit conducted 36 presentations for a total of 58 hours of training with 712 participants.*

*The 2 Public Service Announcements and a community-wide domestic violence awareness event are again scheduled to occur in October during Domestic Violence Awareness Month.*

Objective #2: At least 80% of presentation participants will indicate on a post-test that they increased their knowledge of the nature and dynamics of domestic violence and increased their knowledge of The **DOVE** Unit.

**Response: Objective not met.** *Although many presentations have already been held, DOVE Unit members believe post tests do more harm than good in this venue. Unit members have suggested that making this requirement less formal will increase the number of requests for presentations and ensure that audiences will ask members to return. The Unit will plan on polling future presentation participants verbally during each presentation and reporting an estimate of the number of responses. In this manner they hope to meet this objective by the end of the funding cycle.*

Objective #3: Unit members (working together) will facilitate at least three POST-certified training sessions (6-8 hours each) on domestic violence to law enforcement and social service professionals.

**Response: Objective met.** *The POST certified trainings are again scheduled for November and will be 6-8 hours each.*

Objective #4: At least 80% of participants will agree on a survey that the training provided increased their knowledge of the nature and dynamics of domestic violence and increased their knowledge of The **DOVE** Unit.

**Response: Objective met.** *During the trainings, a survey was distributed and Unit members believe this objective was attained as it has following previous annual law enforcement trainings.*

**Goal #2: To move The DOVE Unit towards a more effective, collaborative, coordinated community response team by implementing a systemic philosophical shift in promoting accountability in working practices.**

Objective #1: Utilizing an agenda developed from established protocols, members of The **DOVE** Unit will meet weekly to review and discuss Unit activities/issues.

**Response: Objective being met.** *Members of the DOVE Unit continue to meet weekly, utilizing an agenda developed in 2003 to review and discuss current activities/cases.*

Objective #2: Agency supervisors attend Unit meetings once a month to provide an evaluative monitoring of Unit progress and ensure adherence to Unit protocols.

**Response: Objective being met.** *Agency Supervisors schedule once a month meetings throughout the year to monitor unit progress. Due to the conflicting schedules of these busy personnel, 3 meetings in the past eight months have been cancelled. The supervisors continue, however, to schedule and attend meetings to enhance and update Unit Protocols, ensure adherence to these, and to monitor the progress of the Unit overall.*

Objective #3: A minimum of two “cross-training” sessions (or intra-disciplinary sessions) will be provided to members of The **DOVE** Unit to ensure each member understands the others’ roles within the Unit.

**Response: Objective has not been met.** *Due to staff turnover during the last grant cycle, this objective has not been met. Members will be scheduling these training sessions in the next few weeks.*

Objective #4: If any death occurs as the result of domestic violence, the Unit (along with agency supervisors) will meet to perform a full case review to determine if there are inherent weaknesses in protocols or procedures.

**Response: Objective being met.** *Although no case involving STOP funds has resulted in a death this year (one case involving male-on-male domestic violence did result in the death of a victim but the DOVE Unit was not part of this case), the procedure for the case review has been developed and will be followed should the need arise.*

**Goal #3: To offer timely, effective, and appropriate prosecution services of domestic violence crimes.**

Objective #1: The **DOVE** Assistant Prosecuting Attorneys will file charges in 100% of domestic violence cases where the elements of the offense are established.

**Response: Objective being met.** *The DOVE Prosecutors review each case to be certain that the elements of offense are established. The following statistics demonstrate what percent of cases reviewed by the DOVE prosecutors result in a filing as compared to previous grant years.*

|      |                             |
|------|-----------------------------|
| 2000 | 66.25%                      |
| 2001 | 60.44%                      |
| 2002 | 67.89%                      |
| 2003 | 73.05%                      |
| 2004 | 73.17%                      |
| 2005 | 66.01%(As of July 31, 2005) |

Objective #2: The **DOVE** Assistant Prosecuting Attorneys will attempt to prosecute 100% of cases based upon evidence, regardless of victim cooperation.

**Response: Objective being met.** *During the first seven months of this grant cycle, DOVE Assistant Prosecutors have handled 692 domestic violence offenses. 187 cases were not filed, 18 were nollied or dismissed, 81 have plead guilty, 30 are under review for filing charges and 359 are still pending. **There were only 35 cases that were not filed because the victim was uncooperative, that is 5.05% of total cases to date in this grant cycle.***

Objective #3: The **DOVE** Assistant Prosecuting Attorneys will continue to utilize community resources for treatment and counseling when making recommendations in sentencing for the defendant when appropriate. Such resources include probation, batterer intervention counseling for the defendant, aggressive violence prevention education, alcohol counseling, drug counseling and or parenting classes.

**Response: Objective being met.** *DOVE Assistant Prosecutors continue to utilize community resources for the treatment and rehabilitation of batterers. Members of the DOVE Unit have met with members of the local counseling community to look at enhancing batterer intervention services. Potential programs are encouraged to adopt the Duluth treatment model. In addition, DOVE Assistant Prosecutors are researching alternative batterer intervention programs adopted by other jurisdictions.*

Objective #4: The **DOVE** Assistant Prosecuting Attorneys will ensure that 50% of those victims identified during a criminal prosecution will report satisfaction with prosecution services upon case disposition.



**Response: Objective not met.** *It is a continuing struggle to get domestic violence victims to return our Victim Services Survey. We currently have **only 53** surveys that were returned to our office and most of them are not related to domestic violence. Because victims of domestic violence have ongoing concerns regarding their personal safety and the safety of their children, it is often difficult to have follow-up contact with victims who must relocate or seek shelter services. We will continue to work closely with The Shelter to find ways of measuring victim satisfaction with prosecution. It seems that victims of property crimes are more willing to return their surveys. Of the surveys that we did receive, 94% of the victims expressed satisfaction. Our staff and volunteers continue to address ways to improve overall victim response. Based on previous experience, we have found that optimum feedback is generated when surveys are sent at the disposition of a criminal case. In an effort to further improve our response, instead of mailing the surveys, we are going to have the Victim Specialist personally hand a survey to each victim when they come to court for sentencing at the final disposition hearing, and request that they fill it out before leaving the courthouse. When mailing our surveys, we currently include a self-addressed stamped envelope to make it as convenient as possible for victims to return their surveys. We will continue to look for ways to improve our overall victim response.*

*The **DOVE** Unit as a whole is dedicated to strengthening the criminal justice system's response to domestic violence in Boone County. The Boone County Prosecuting Attorney's Office victim services have been greatly enhanced by having a specialized domestic violence enforcement unit. We truly appreciate the opportunity to receive STOP Violence Against Women grant funding through the Department of Public Safety, thereby enabling us to better serve the victims of domestic violence in Boone County.*

# Prosecuting Attorney

# Dept. No. 1261

## Annual Budget

| 1261 PROSECUTING ATTORNEY |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|---------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 100 GENERAL FUND          |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                      | DESCRIPTION                    | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLEMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | PY<br>BUD |
| 3411                      | FEDERAL GRANT REIMBURSE        | 67,725         | 67,725                        | 67,725            | 67,725                  | 0                               | 67,725                    | 0         |
|                           | SUBTOTAL *****                 | 67,725         | 67,725                        | 67,725            | 67,725                  | 0                               | 67,725                    | 0         |
|                           | CHARGES FOR SERVICES           |                |                               |                   |                         |                                 |                           |           |
| 3528                      | REIMB PERSONNEL/PROJECTS       | 24,745         | 25,879                        | 25,921            | 26,608                  | 0                               | 26,608                    | 2         |
| 3560                      | COLLECTION FEES                | 13,026         | 18,500                        | 28,000            | 18,500                  | 0                               | 18,500                    | 0         |
| 3574                      | P.A. FEES                      | 117,653        | 122,000                       | 122,000           | 125,000                 | 0                               | 125,000                   | 2         |
|                           | SUBTOTAL *****                 | 155,425        | 166,379                       | 175,921           | 170,108                 | 0                               | 170,108                   | 2         |
|                           | MISCELLANEOUS                  |                |                               |                   |                         |                                 |                           |           |
| 3835                      | SALE OF COUNTY FIXED ASSET     | 0              | 0                             | 0                 | 0                       | 2,000                           | 2,000                     | 0         |
| 3892                      | DEPOSIT OVERAGE                | 0              | 0                             | 1                 | 0                       | 0                               | 0                         | 0         |
|                           | SUBTOTAL *****                 | 0              | 0                             | 1                 | 0                       | 2,000                           | 2,000                     | 0         |
|                           | TOTAL REVENUES *****           | 223,150        | 234,104                       | 243,647           | 237,833                 | 2,000                           | 239,833                   | 2         |
|                           | PERSONAL SERVICES              |                |                               |                   |                         |                                 |                           |           |
| 10100                     | SALARIES & WAGES               | 921,999        | 1,017,526                     | 999,625           | 1,044,799               | 0                               | 1,044,799                 | 2         |
| 10110                     | OVERTIME                       | 11,233         | 16,500                        | 18,700            | 18,700                  | 0                               | 18,700                    | 13        |
| 10120                     | HOLIDAY WORKED                 | 124            | 100                           | 161               | 200                     | 0                               | 200                       | 100       |
| 10200                     | FICA                           | 67,721         | 79,111                        | 75,200            | 81,373                  | 0                               | 81,373                    | 2         |
| 10300                     | HEALTH INSURANCE               | 75,020         | 89,851                        | 89,851            | 98,632                  | 0                               | 98,632                    | 9         |
| 10325                     | DISABILITY INSURANCE           | 4,024          | 4,646                         | 4,265             | 4,817                   | 0                               | 4,817                     | 3         |
| 10350                     | LIFE INSURANCE                 | 729            | 871                           | 871               | 870                     | 0                               | 870                       | 0         |
| 10375                     | DENTAL INSURANCE               | 6,050          | 7,031                         | 7,031             | 7,030                   | 0                               | 7,030                     | 0         |
| 10400                     | WORKERS COMP                   | 6,421          | 6,311                         | 6,311             | 7,261                   | 0                               | 7,261                     | 15        |
| 10500                     | 401(A) MATCH PLAN              | 9,150          | 13,058                        | 9,850             | 13,057                  | 0                               | 13,057                    | 0         |
| 10510                     | CERF-EMPLOYER PD CONTRIBUTION  | 4,964          | 4,979                         | 5,164             | 0                       | 0                               | 5,411                     | 8         |
|                           | SUBTOTAL *****                 | 1,107,439      | 1,239,984                     | 1,217,029         | 1,276,739               | 0                               | 1,282,150                 | 3         |
|                           | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                 |                           |           |
| 22500                     | SUBSCRIPTIONS/PUBLICATION      | 15,474         | 14,306                        | 15,500            | 15,565                  | 0                               | 15,565                    | 8         |
| 23000                     | OFFICE SUPPLIES                | 10,513         | 8,960                         | 8,960             | 12,950                  | 0                               | 12,950                    | 44        |
| 23001                     | PRINTING                       | 2,050          | 2,810                         | 2,800             | 2,825                   | 0                               | 2,825                     | 0         |
| 23050                     | OTHER SUPPLIES                 | 244            | 250                           | 250               | 250                     | 0                               | 250                       | 0         |
| 23850                     | MINOR EQUIPMENT & TOOLS        | 499            | 250                           | 350               | 250                     | 0                               | 250                       | 0         |
|                           | SUBTOTAL *****                 | 28,781         | 26,576                        | 27,860            | 31,840                  | 0                               | 31,840                    | 19        |
|                           | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |           |
| 37000                     | DUES                           | 3,660          | 3,710                         | 3,805             | 4,085                   | 0                               | 4,085                     | 10        |
| 37200                     | SEMINARS/CONFERENCE/MEETING    | 1,077          | 3,920                         | 3,450             | 3,920                   | 0                               | 3,920                     | 0         |
| 37220                     | TRAVEL (AIRFARE, MILEAGE, ETC) | 174            | 2,120                         | 1,500             | 2,120                   | 0                               | 2,120                     | 0         |
| 37230                     | MEALS & LODGING-TRAINING       | 58             | 2,570                         | 3,500             | 2,387                   | 0                               | 2,387                     | 7-        |
|                           | SUBTOTAL *****                 | 4,970          | 12,320                        | 12,255            | 12,512                  | 0                               | 12,512                    | 1         |
|                           | UTILITIES                      |                |                               |                   |                         |                                 |                           |           |
| 48000                     | TELEPHONES                     | 12,064         | 14,500                        | 14,500            | 14,500                  | 0                               | 14,500                    | 0         |
| 48050                     | CELLULAR TELEPHONES            | 1,530          | 1,800                         | 1,500             | 1,560                   | 0                               | 1,560                     | 13-       |
|                           | SUBTOTAL *****                 | 13,594         | 16,300                        | 16,000            | 16,060                  | 0                               | 16,060                    | 1-        |
|                           | VEHICLE EXPENSE                |                |                               |                   |                         |                                 |                           |           |
| 59000                     | MOTORFUEL/GASOLINE             | 2,976          | 2,940                         | 2,712             | 2,712                   | 0                               | 2,712                     | 7-        |
| 59030                     | MOTOR VEHICLE LICENSE FEE      | 36             | 111                           | 111               | 111                     | 0                               | 111                       | 0         |
| 59100                     | VEHICLE REPAIRS                | 1,862          | 2,500                         | 2,000             | 2,500                   | 1,250-                          | 1,250                     | 50-       |
| 59105                     | TIRES                          | 15             | 0                             | 368               | 150                     | 0                               | 150                       | 0         |
| 59200                     | LOCAL MILEAGE                  | 285            | 480                           | 480               | 500                     | 0                               | 500                       | 4         |
| 59201                     | SPECIAL MILEAGE                | 140            | 100                           | 100               | 100                     | 0                               | 100                       | 0         |
|                           | SUBTOTAL *****                 | 5,315          | 6,131                         | 5,771             | 6,073                   | 1,250-                          | 4,823                     | 21-       |
|                           | EQUIP & BLDG MAINTENANCE       |                |                               |                   |                         |                                 |                           |           |
| 60050                     | EQUIP SERVICE CONTRACT         | 1,980          | 4,259                         | 3,998             | 4,374                   | 0                               | 4,374                     | 2         |
| 60200                     | EQUIP REPAIRS/MAINTENANCE      | 161            | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
|                           | SUBTOTAL *****                 | 2,141          | 4,459                         | 4,198             | 4,574                   | 0                               | 4,574                     | 2         |

# Prosecuting Attorney

# Dept. No. 1261

1261 PROSECUTING ATTORNEY  
100 GENERAL FUND

| ACCT  | DESCRIPTION                | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|----------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
|       | CONTRACTUAL SERVICES       |                |                               |                   |                         |                                |                           |                           |
| 71000 | INSURANCE AND BONDS        | 225            | 150                           | 75                | 75                      | 0                              | 75                        | 50-                       |
| 71100 | OUTSIDE SERVICES           | 79             | 1,000                         | 1,000             | 1,000                   | 0                              | 1,000                     | 0                         |
| 71500 | BUILDING USE/RENT CHARGE   | 104,427        | 104,427                       | 104,427           | 132,338                 | 0                              | 132,338                   | 26                        |
| 71600 | EQUIP LEASES & METER CHRGS | 393            | 420                           | 375               | 360                     | 0                              | 360                       | 14-                       |
|       | SUBTOTAL *****             | 105,124        | 105,997                       | 105,877           | 133,773                 | 0                              | 133,773                   | 26                        |
|       | OTHER                      |                |                               |                   |                         |                                |                           |                           |
|       | SUBTOTAL *****             | 0              | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | FIXED ASSET ADDITIONS      |                |                               |                   |                         |                                |                           |                           |
| 91100 | FURNITURE AND FIXTURES     | 1,433          | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 91300 | MACHINERY & EQUIPMENT      | 0              | 0                             | 0                 | 0                       | 600                            | 600                       | 0                         |
| 92000 | REPLCMNT OFFICE EQUIP      | 8,710          | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 92100 | REPLCMNT FURN & FIXTURES   | 745            | 0                             | 0                 | 0                       | 0                              | 1,996                     | 0                         |
| 92400 | REPLCMNT AUTO/TRUCKS       | 0              | 0                             | 0                 | 0                       | 20,776                         | 20,776                    | 0                         |
|       | SUBTOTAL *****             | 10,889         | 0                             | 0                 | 0                       | 21,376                         | 23,372                    | 0                         |
|       | TOTAL EXPENDITURES *****   | 1,278,255      | 1,411,767                     | 1,388,990         | 1,481,571               | 20,126                         | 1,509,104                 | 6                         |

Decimal values have been truncated.

# Victim Witness

# Dept. No. 1262

## Annual Budget

| 1262 VICTIM WITNESS |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|---------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 100 GENERAL FUND    |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                | DESCRIPTION                    | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLEMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | PY<br>BUD |
|                     | INTERGOVERNMENTAL REVENUE      |                |                               |                   |                         |                                 |                           |           |
| 3411                | FEDERAL GRANT REIMBURSE        | 47,198         | 37,940                        | 51,433            | 38,787                  | 0                               | 38,787                    | 2         |
|                     | SUBTOTAL *****                 | 47,198         | 37,940                        | 51,433            | 38,787                  | 0                               | 38,787                    | 2         |
|                     | TOTAL REVENUES *****           | 47,198         | 37,940                        | 51,433            | 38,787                  | 0                               | 38,787                    | 2         |
|                     | PERSONAL SERVICES              |                |                               |                   |                         |                                 |                           |           |
| 10100               | SALARIES & WAGES               | 93,875         | 88,855                        | 99,307            | 102,689                 | 0                               | 93,001                    | 4         |
| 10110               | OVERTIME                       | 247            | 0                             | 384               | 0                       | 0                               | 0                         | 0         |
| 10200               | FICA                           | 6,937          | 6,797                         | 7,453             | 7,855                   | 0                               | 7,114                     | 4         |
| 10300               | HEALTH INSURANCE               | 10,230         | 12,075                        | 12,075            | 13,257                  | 0                               | 12,152                    | 0         |
| 10325               | DISABILITY INSURANCE           | 410            | 401                           | 433               | 464                     | 0                               | 419                       | 4         |
| 10350               | LIFE INSURANCE                 | 106            | 117                           | 117               | 117                     | 0                               | 107                       | 8-        |
| 10375               | DENTAL INSURANCE               | 825            | 945                           | 945               | 945                     | 0                               | 866                       | 8-        |
| 10400               | WORKERS COMP                   | 470            | 401                           | 401               | 535                     | 0                               | 535                       | 33        |
| 10500               | 401(A) MATCH PLAN              | 700            | 1,755                         | 1,325             | 1,755                   | 0                               | 1,609                     | 8-        |
| 10510               | CERF-EMPLOYER PD CONTRIBUTION  | 1,047          | 1,039                         | 1,126             | 0                       | 0                               | 1,182                     | 13        |
|                     | SUBTOTAL *****                 | 114,849        | 112,385                       | 123,566           | 127,617                 | 0                               | 116,985                   | 4         |
|                     | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                 |                           |           |
| 22500               | SUBSCRIPTIONS/PUBLICATION      | 442            | 212                           | 246               | 205                     | 0                               | 205                       | 3-        |
| 23000               | OFFICE SUPPLIES                | 1,491          | 1,100                         | 1,100             | 1,100                   | 0                               | 1,100                     | 0         |
| 23001               | PRINTING                       | 2,379          | 2,895                         | 1,750             | 2,155                   | 0                               | 2,155                     | 25-       |
| 23050               | OTHER SUPPLIES                 | 35             | 250                           | 250               | 250                     | 0                               | 250                       | 0         |
| 23850               | MINOR EQUIPMENT & TOOLS        | 81             | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
|                     | SUBTOTAL *****                 | 4,431          | 4,657                         | 3,546             | 3,910                   | 0                               | 3,910                     | 16-       |
|                     | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |           |
| 37000               | DUES                           | 275            | 475                           | 325               | 325                     | 0                               | 325                       | 31-       |
| 37200               | SEMINARS/CONFEREN/MEETING      | 794            | 750                           | 890               | 750                     | 0                               | 750                       | 0         |
| 37220               | TRAVEL (AIRFARE, MILEAGE, ETC) | 558            | 944                           | 250               | 950                     | 0                               | 950                       | 0         |
| 37230               | MEALS & LODGING-TRAINING       | 882            | 2,016                         | 1,350             | 2,278                   | 0                               | 2,278                     | 12        |
|                     | SUBTOTAL *****                 | 2,510          | 4,185                         | 2,815             | 4,303                   | 0                               | 4,303                     | 2         |
|                     | UTILITIES                      |                |                               |                   |                         |                                 |                           |           |
| 48000               | TELEPHONES                     | 928            | 1,250                         | 900               | 900                     | 0                               | 900                       | 28-       |
|                     | SUBTOTAL *****                 | 928            | 1,250                         | 900               | 900                     | 0                               | 900                       | 28-       |
|                     | EQUIP & BLDG MAINTENANCE       |                |                               |                   |                         |                                 |                           |           |
| 60050               | EQUIP SERVICE CONTRACT         | 25             | 28                            | 72                | 72                      | 0                               | 72                        | 157       |
|                     | SUBTOTAL *****                 | 25             | 28                            | 72                | 72                      | 0                               | 72                        | 157       |
|                     | CONTRACTUAL SERVICES           |                |                               |                   |                         |                                 |                           |           |
| 71600               | EQUIP LEASES & METER CHRG      | 190            | 192                           | 192               | 192                     | 0                               | 192                       | 0         |
|                     | SUBTOTAL *****                 | 190            | 192                           | 192               | 192                     | 0                               | 192                       | 0         |
|                     | OTHER                          |                |                               |                   |                         |                                 |                           |           |
| 84010               | RECEPTION/MEETINGS             | 63             | 150                           | 152               | 150                     | 0                               | 150                       | 0         |
| 84600               | COURT COSTS                    | 944            | 900                           | 900               | 900                     | 0                               | 900                       | 0         |
| 84700               | WITNESS EXPENSES               | 909            | 2,500                         | 2,500             | 2,500                   | 0                               | 2,500                     | 0         |
| 84800               | TRANSCRIPTS-CRIMINAL           | 2,934          | 350                           | 350               | 350                     | 0                               | 350                       | 0         |
|                     | SUBTOTAL *****                 | 4,853          | 3,900                         | 3,902             | 3,900                   | 0                               | 3,900                     | 0         |
|                     | FIXED ASSET ADDITIONS          |                |                               |                   |                         |                                 |                           |           |
| 92100               | REPLCMENT FURN & FIXTURES      | 747            | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                     | SUBTOTAL *****                 | 747            | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                     | TOTAL EXPENDITURES *****       | 128,536        | 126,597                       | 134,993           | 140,894                 | 0                               | 130,262                   | 2         |

Decimal values have been truncated.

# Child Support Enforcement

Dept. No. 1263

## Annual Budget

| 1263 IV-D<br>100 GENERAL FUND |  | 2003    | 2004                  | 2004      | 2005            | 2005                    | 2005              | %CHG              |
|-------------------------------|--|---------|-----------------------|-----------|-----------------|-------------------------|-------------------|-------------------|
| ACCT                          | DESCRIPTION  | ACTUAL  | BUDGET +<br>REVISIONS | PROJECTED | CORE<br>REQUEST | SUPPLEMENTAL<br>REQUEST | ADOPTED<br>BUDGET | FROM<br>PY<br>BUD |
| 3465                          | INTERGOVERNMENTAL REVENUE<br>FED-STATE REIM EXPENSES | 364,096 | 400,000               | 395,000   | 425,000         | 34,851                  | 459,851           | 14                |
|                               | SUBTOTAL *****                                       | 364,096 | 400,000               | 395,000   | 425,000         | 34,851                  | 459,851           | 14                |
|                               | TOTAL REVENUES *****                                 | 364,096 | 400,000               | 395,000   | 425,000         | 34,851                  | 459,851           | 14                |
| PERSONAL SERVICES             |  |         |                       |           |                 |                         |                   |                   |
| 10100                         | SALARIES & WAGES                                     | 215,619 | 235,505               | 211,009   | 245,502         | 26,289                  | 271,791           | 15                |
| 10110                         | OVERTIME   | 0       | 1,450                 | 1,200     | 1,450           | 0                       | 1,450             | 0                 |
| 10120                         | HOLIDAY WORKED                                       | 0       | 0                     | 137       | 0               | 0                       | 0                 | 0                 |
| 10200                         | FICA   | 15,042  | 18,127                | 16,245    | 18,891          | 2,011                   | 20,902            | 15                |
| 10300                         | HEALTH INSURANCE                                     | 23,870  | 28,175                | 28,175    | 30,933          | 4,419                   | 35,352            | 25                |
| 10325                         | DISABILITY INSURANCE                                 | 926     | 1,071                 | 1,125     | 1,116           | 121                     | 1,237             | 15                |
| 10350                         | LIFE INSURANCE                                       | 244     | 273                   | 273       | 273             | 39                      | 312               | 14                |
| 10375                         | DENTAL INSURANCE                                     | 1,925   | 2,205                 | 2,205     | 2,205           | 315                     | 2,520             | 14                |
| 10400                         | WORKERS COMP   | 1,169   | 1,071                 | 1,071     | 1,286           | 114                     | 1,400             | 30                |
| 10500                         | 401(A) MATCH PLAN                                    | 1,950   | 4,095                 | 2,108     | 4,095           | 650                     | 4,745             | 15                |
| 10510                         | CERF-EMPLOYER PD CONTRIBUTION                        | 1,033   | 1,040                 | 166       | 0               | 0                       | 0                 | 0                 |
| 10600                         | UNEMPLOYMENT BENEFITS                                | 4,226   | 276                   | 275       | 0               | 0                       | 0                 | 0                 |
|                               | SUBTOTAL *****                                       | 266,008 | 293,288               | 263,989   | 305,751         | 33,958                  | 339,709           | 15                |
| MATERIALS & SUPPLIES          |  |         |                       |           |                 |                         |                   |                   |
| 22500                         | SUBSCRIPTIONS/PUBLICATION                            | 705     | 716                   | 881       | 839             | 0                       | 839               | 17                |
| 23000                         | OFFICE SUPPLIES                                      | 1,877   | 1,800                 | 1,800     | 2,000           | 0                       | 2,000             | 11                |
| 23001                         | PRINTING   | 710     | 730                   | 500       | 730             | 0                       | 730               | 0                 |
| 23850                         | MINOR EQUIPMENT & TOOLS                              | 393     | 650                   | 502       | 500             | 0                       | 500               | 23-               |
|                               | SUBTOTAL *****                                       | 3,688   | 3,896                 | 3,683     | 4,069           | 0                       | 4,069             | 4                 |
| DUES TRAVEL & TRAINING        |  |         |                       |           |                 |                         |                   |                   |
| 37000                         | DUES   | 490     | 585                   | 590       | 515             | 0                       | 515               | 11-               |
| 37200                         | SEMINARS/CONFEREN/MEETING                            | 2,440   | 2,995                 | 2,800     | 2,920           | 0                       | 2,920             | 2-                |
| 37220                         | TRAVEL (AIRFARE, MILEAGE, ETC)                       | 1,838   | 2,562                 | 2,562     | 3,429           | 0                       | 3,429             | 33                |
| 37230                         | MEALS & LODGING-TRAINING                             | 2,314   | 6,140                 | 6,140     | 4,450           | 0                       | 4,450             | 27-               |
|                               | SUBTOTAL *****                                       | 7,082   | 12,282                | 12,092    | 11,314          | 0                       | 11,314            | 7-                |
| UTILITIES                     |  |         |                       |           |                 |                         |                   |                   |
| 48000                         | TELEPHONES   | 3,151   | 4,116                 | 3,300     | 4,684           | 265                     | 4,949             | 20                |
| 48100                         | NATURAL GAS  | 1,756   | 2,970                 | 2,970     | 2,970           | 0                       | 2,970             | 0                 |
| 48200                         | ELECTRICITY  | 3,122   | 3,816                 | 3,400     | 3,400           | 0                       | 3,400             | 10-               |
| 48300                         | WATER  | 131     | 225                   | 160       | 160             | 0                       | 160               | 28-               |
| 48400                         | SOLID WASTE  | 156     | 168                   | 168       | 168             | 0                       | 168               | 0                 |
| 48600                         | SEWER USE  | 153     | 180                   | 180       | 180             | 0                       | 180               | 0                 |
|                               | SUBTOTAL *****                                       | 8,471   | 11,475                | 10,178    | 11,562          | 265                     | 11,827            | 3                 |
| EQUIP & BLDG MAINTENANCE      |  |         |                       |           |                 |                         |                   |                   |
| 60050                         | EQUIP SERVICE CONTRACT                               | 340     | 600                   | 365       | 400             | 0                       | 400               | 33-               |
|                               | SUBTOTAL *****                                       | 340     | 600                   | 365       | 400             | 0                       | 400               | 33-               |
| CONTRACTUAL SERVICES          |  |         |                       |           |                 |                         |                   |                   |
| 71000                         | INSURANCE AND BONDS                                  | 173     | 0                     | 0         | 0               | 0                       | 0                 | 0                 |
| 71100                         | OUTSIDE SERVICES                                     | 7,508   | 9,780                 | 7,000     | 9,718           | 0                       | 9,718             | 0                 |
| 71500                         | BUILDING USE/RENT CHARGE                             | 45,528  | 45,528                | 46,385    | 47,313          | 0                       | 47,313            | 3                 |
| 71600                         | EQUIP LEASES & METER CHR                             | 0       | 3,003                 | 1,451     | 2,901           | 420                     | 3,321             | 10                |
|                               | SUBTOTAL *****                                       | 53,210  | 58,311                | 54,836    | 59,932          | 420                     | 60,352            | 3                 |
| OTHER                         |  |         |                       |           |                 |                         |                   |                   |
| 86300                         | TESTING  | 0       | 1                     | 0         | 0               | 0                       | 0                 | 0                 |
|                               | SUBTOTAL *****                                       | 0       | 1                     | 0         | 0               | 0                       | 0                 | 0                 |
| FIXED ASSET ADDITIONS         |  |         |                       |           |                 |                         |                   |                   |
| 91000                         | OFFICE EQUIPMENT                                     | 0       | 0                     | 0         | 0               | 200                     | 200               | 0                 |
| 91100                         | FURNITURE AND FIXTURES                               | 0       | 4,374                 | 4,374     | 0               | 0                       | 0                 | 0                 |
| 92100                         | REPLCMENT FURN & FIXTURES                            | 1,355   | 0                     | 0         | 0               | 0                       | 0                 | 0                 |
|                               | SUBTOTAL *****                                       | 1,355   | 4,374                 | 4,374     | 0               | 200                     | 200               | 95-               |
|                               | TOTAL EXPENDITURES *****                             | 340,158 | 384,227               | 349,517   | 393,028         | 34,843                  | 427,871           | 11                |

Decimal values have been truncated.

# Prosecuting Attorney Retirement

Dept. No. 1264

## Mission

The Prosecuting Attorneys' Retirement Fund is a statutory retirement fund provided for Prosecuting Attorneys in the State of Missouri. Boone County is required by law to make a specified annual contribution to the fund; however, the fund is controlled and managed by the State of Missouri.

## Budget Highlights

Legislation passed and signed into law during 2003 reduced the County's annual contribution by one-half and added a \$4 surcharge to the court costs on all criminal and traffic cases handled by the Prosecuting Attorney. The surcharge is remitted to the state.

## Annual Budget

| 1264 PA RETIREMENT<br>100 GENERAL FUND |                                    | 2003   | 2004                  | 2004      | 2005            | 2005                    | 2005              | %CHG              |
|--|------------------------------------|--------|-----------------------|-----------|-----------------|-------------------------|-------------------|-------------------|
| ACCT                                   | DESCRIPTION                        | ACTUAL | BUDGET +<br>REVISIONS | PROJECTED | CORE<br>REQUEST | SUPPLEMENTAL<br>REQUEST | ADOPTED<br>BUDGET | FROM<br>PY<br>BUD |
| 86790                                  | MO PROSECUTOR'S RETIREMEN<br>OTHER | 14,208 | 15,500                | 6,461     | 7,752           | 0                       | 7,752             | 49-               |
|  | SUBTOTAL *****                     | 14,208 | 15,500                | 6,461     | 7,752           | 0                       | 7,752             | 49-               |
|  | TOTAL EXPENDITURES *****           | 14,208 | 15,500                | 6,461     | 7,752           | 0                       | 7,752             | 49-               |

Decimal values have been truncated.

# Prosecuting Attorney Training

## Department Number 2600

### Mission

The PA Tax Training fund was established to account for the monies received pursuant to RSMo 56.765. The funding for this budget is intended to provide training for prosecuting attorneys and their staff.

The Prosecuting Attorney administers this fund.

### Budget Highlights

There are no significant changes to this budget.

### Annual Budget

| 2600 PA TRAINING     |  |                |                               |                   |                         |                                |                           |                           |
|----------------------|--|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 260 PA TRAINING FUND |  |                |                               |                   |                         |                                |                           |                           |
| ACCT                 | DESCRIPTION  | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
| 3540                 | CHARGES FOR SERVICES<br>DEFENDANT CRT COSTS&RECOUPMENT | 4,335          | 4,400                         | 4,300             | 4,300                   | 0                              | 4,300                     | 2-                        |
|                      | SUBTOTAL *****   | 4,335          | 4,400                         | 4,300             | 4,300                   | 0                              | 4,300                     | 2-                        |
|                      | FINES AND FORFEITURES                                  |                |                               |                   |                         |                                |                           |                           |
|                      | SUBTOTAL *****   | 0              | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|                      | INTEREST   |                |                               |                   |                         |                                |                           |                           |
| 3711                 | INT-OVERNIGHT  | 6              | 10                            | 3                 | 3                       | 0                              | 3                         | 70-                       |
| 3712                 | INT-LONG TERM INVEST                                   | 52             | 57                            | 72                | 72                      | 0                              | 72                        | 26                        |
| 3798                 | INC/DEC IN FV OF INVESTMENTS                           | 7              | 5                             | 32-               | 0                       | 0                              | 0                         | 0                         |
|                      | SUBTOTAL *****   | 66             | 72                            | 43                | 75                      | 0                              | 75                        | 4                         |
|                      | TOTAL REVENUES *****                                   | 4,402          | 4,472                         | 4,343             | 4,375                   | 0                              | 4,375                     | 2-                        |
|                      | DUES TRAVEL & TRAINING                                 |                |                               |                   |                         |                                |                           |                           |
| 37210                | TRAINING/SCHOOLS                                       | 4,760          | 2,300                         | 2,833             | 2,300                   | 0                              | 2,300                     | 0                         |
| 37220                | TRAVEL (AIRFARE, MILEAGE, ETC)                         | 2,264          | 1,380                         | 1,100             | 1,380                   | 0                              | 1,380                     | 0                         |
| 37230                | MEALS & LODGING-TRAINING                               | 7,173          | 2,720                         | 1,700             | 2,740                   | 0                              | 2,740                     | 0                         |
|                      | SUBTOTAL *****   | 14,197         | 6,400                         | 5,633             | 6,420                   | 0                              | 6,420                     | 0                         |
|                      | TOTAL EXPENDITURES *****                               | 14,197         | 6,400                         | 5,633             | 6,420                   | 0                              | 6,420                     | 0                         |

Decimal values have been truncated.

**Prosecuting Attorney  
Tax Collection**

**Dept. No. 2610**

**Annual Budget**

| 2610 PA TAX COLLECTION     |                               |                |                               |                   |                         |                                 |                           |                           |
|----------------------------|-------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 261 PA TAX COLLECTION FUND |                               |                |                               |                   |                         |                                 |                           |                           |
| ACCT                       | DESCRIPTION                   | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLEMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
| 3560                       | COLLECTION FEES               | 13,025         | 18,500                        | 28,000            | 20,000                  | 0                               | 20,000                    | 8                         |
|                            | SUBTOTAL *****                | 13,025         | 18,500                        | 28,000            | 20,000                  | 0                               | 20,000                    | 8                         |
|                            | INTEREST                      |                |                               |                   |                         |                                 |                           |                           |
| 3711                       | INT-OVERNIGHT                 | 16             | 20                            | 7                 | 7                       | 0                               | 7                         | 65-                       |
| 3712                       | INT-LONG TERM INVEST          | 203            | 167                           | 154               | 154                     | 0                               | 154                       | 7-                        |
| 3798                       | INC/DEC IN FV OF INVESTMENTS  | 21             | 5                             | 46-               | 5                       | 0                               | 5                         | 0                         |
|                            | SUBTOTAL *****                | 241            | 192                           | 115               | 166                     | 0                               | 166                       | 13-                       |
|                            | TOTAL REVENUES *****          | 13,267         | 18,692                        | 28,115            | 20,166                  | 0                               | 20,166                    | 7                         |
|                            | PERSONAL SERVICES             |                |                               |                   |                         |                                 |                           |                           |
| 10100                      | SALARIES & WAGES              | 12,064         | 14,972                        | 15,806            | 19,566                  | 0                               | 19,566                    | 30                        |
| 10110                      | OVERTIME                      | 0              | 0                             | 775               | 1,000                   | 0                               | 1,000                     | 0                         |
| 10200                      | FICA                          | 909            | 1,145                         | 1,257             | 1,573                   | 0                               | 1,573                     | 37                        |
| 10300                      | HEALTH INSURANCE              | 3,410          | 8,050                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10325                      | DISABILITY INSURANCE          | 64             | 68                            | 94                | 4                       | 0                               | 4                         | 94-                       |
| 10350                      | LIFE INSURANCE                | 18             | 78                            | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10375                      | DENTAL INSURANCE              | 275            | 630                           | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10400                      | WORKERS COMP                  | 122            | 71                            | 72                | 107                     | 0                               | 107                       | 50                        |
| 10510                      | CERF-EMPLOYER PD CONTRIBUTION | 43             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                            | SUBTOTAL *****                | 16,906         | 25,014                        | 18,004            | 22,250                  | 0                               | 22,250                    | 11-                       |
|                            | MATERIALS & SUPPLIES          |                |                               |                   |                         |                                 |                           |                           |
| 22500                      | SUBSCRIPTIONS/PUBLICATION     | 270            | 270                           | 278               | 278                     | 0                               | 278                       | 2                         |
| 23000                      | OFFICE SUPPLIES               | 837            | 1,000                         | 987               | 1,000                   | 0                               | 1,000                     | 0                         |
| 23001                      | PRINTING                      | 70             | 70                            | 75                | 75                      | 0                               | 75                        | 7                         |
| 23050                      | OTHER SUPPLIES                | 0              | 50                            | 50                | 50                      | 0                               | 50                        | 0                         |
| 23850                      | MINOR EQUIPMENT & TOOLS       | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0                         |
|                            | SUBTOTAL *****                | 1,177          | 1,490                         | 1,490             | 1,503                   | 0                               | 1,503                     | 0                         |
|                            | CONTRACTUAL SERVICES          |                |                               |                   |                         |                                 |                           |                           |
| 71100                      | OUTSIDE SERVICES              | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0                         |
|                            | SUBTOTAL *****                | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0                         |
|                            | OTHER                         |                |                               |                   |                         |                                 |                           |                           |
|                            | SUBTOTAL *****                | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                            | TOTAL EXPENDITURES *****      | 18,084         | 26,604                        | 19,594            | 23,853                  | 0                               | 23,853                    | 10-                       |

Decimal values have been truncated.



# Prosecuting Attorney Contingency

## Department Number 2620

### Mission

The PA Contingency Department accounts for fees collected under RSMo 56.330 for the Prosecuting Attorney of a first class county to be used to pay for incidental costs. The maximum amount of expenditures allowed from this fund each year is \$20,000. Unexpended amounts do not accumulate in the fund. Prior to 1991, these revenues were accounted for in the General Fund.

The Prosecuting Attorney, with the approval of a circuit judge, administers this fund.

### Budget Highlights

There are no significant changes in this budget.

### Annual Budget

| 2620 PA CONTINGENCY     |                              |                |                               |                   |                         |                                |                           |                           |
|-------------------------|------------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 262 PA CONTINGENCY FUND |                              |                |                               |                   |                         |                                |                           |                           |
| ACCT                    | DESCRIPTION                  | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
| 3569                    | OTHER FEES                   | 19,719         | 19,838                        | 19,629            | 20,000                  | 0                              | 20,000                    | 0                         |
|                         | SUBTOTAL *****               | 19,719         | 19,838                        | 19,629            | 20,000                  | 0                              | 20,000                    | 0                         |
|                         | INTEREST                     |                |                               |                   |                         |                                |                           |                           |
| 3711                    | INT-OVERNIGHT                | 5              | 10                            | 7                 | 7                       | 0                              | 7                         | 30-                       |
| 3712                    | INT-LONG TERM INVEST         | 148            | 150                           | 150               | 150                     | 0                              | 150                       | 0                         |
| 3798                    | INC/DEC IN FV OF INVESTMENTS | 2              | 2                             | 0                 | 2                       | 0                              | 2                         | 0                         |
|                         | SUBTOTAL *****               | 157            | 162                           | 157               | 159                     | 0                              | 159                       | 1-                        |
|                         | TOTAL REVENUES *****         | 19,876         | 20,000                        | 19,786            | 20,159                  | 0                              | 20,159                    | 0                         |
|                         | CONTRACTUAL SERVICES         |                |                               |                   |                         |                                |                           |                           |
| 71105                   | LEGAL SERVICES               | 1,500          | 1,000                         | 500               | 1,000                   | 0                              | 1,000                     | 0                         |
|                         | SUBTOTAL *****               | 1,500          | 1,000                         | 500               | 1,000                   | 0                              | 1,000                     | 0                         |
|                         | OTHER                        |                |                               |                   |                         |                                |                           |                           |
| 84600                   | COURT COSTS                  | 1,431          | 5,500                         | 4,500             | 5,500                   | 0                              | 5,500                     | 0                         |
| 84700                   | WITNESS EXPENSES             | 2,688          | 6,500                         | 7,500             | 6,500                   | 0                              | 6,500                     | 0                         |
| 84800                   | TRANSCRIPTS-CRIMINAL         | 14,185         | 6,500                         | 6,500             | 6,500                   | 0                              | 6,500                     | 0                         |
| 85400                   | CRIMINAL INVESTIGATION       | 0              | 500                           | 500               | 500                     | 0                              | 500                       | 0                         |
|                         | SUBTOTAL *****               | 18,305         | 19,000                        | 19,000            | 19,000                  | 0                              | 19,000                    | 0                         |
|                         | TOTAL EXPENDITURES *****     | 19,805         | 20,000                        | 19,500            | 20,000                  | 0                              | 20,000                    | 0                         |

Decimal values have been truncated.

# Prosecuting Attorney Bad Check Collections

Dept. No. 2630

## Annual Budget

2630 PA BAD CHECK COLLECTIONS  
263 PA BAD CHECK FUND

| ACCT  | DESCRIPTION                             | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 3560  | CHARGES FOR SERVICES<br>COLLECTION FEES | 125,069        | 123,000                       | 125,000           | 123,000                 | 0                              | 123,000                   | 0                         |
|       | SUBTOTAL *****                          | 125,069        | 123,000                       | 125,000           | 123,000                 | 0                              | 123,000                   | 0                         |
|       | INTEREST                                |                |                               |                   |                         |                                |                           |                           |
| 3711  | INT-OVERNIGHT                           | 14             | 17                            | 12                | 12                      | 0                              | 12                        | 29-                       |
| 3712  | INT-LONG TERM INVEST                    | 265-           | 100                           | 268               | 200                     | 0                              | 200                       | 100                       |
| 3798  | INC/DEC IN FV OF INVESTMENTS            | 46             | 25                            | 100-              | 25                      | 0                              | 25                        | 0                         |
|       | SUBTOTAL *****                          | 204-           | 142                           | 180               | 237                     | 0                              | 237                       | 66                        |
|       | MISCELLANEOUS                           |                |                               |                   |                         |                                |                           |                           |
| 3891  | DIVIDENDS/REBATES                       | 166            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 3892  | DEPOSIT OVERAGE                         | 200            | 125                           | 130               | 125                     | 0                              | 125                       | 0                         |
|       | SUBTOTAL *****                          | 367            | 125                           | 130               | 125                     | 0                              | 125                       | 0                         |
|       | TOTAL REVENUES *****                    | 125,233        | 123,267                       | 125,310           | 123,362                 | 0                              | 123,362                   | 0                         |
|       | PERSONAL SERVICES                       |                |                               |                   |                         |                                |                           |                           |
| 10100 | SALARIES & WAGES                        | 108,923        | 86,769                        | 86,769            | 89,419                  | 0                              | 89,419                    | 3                         |
| 10110 | OVERTIME                                | 1,019          | 1,500                         | 1,500             | 1,500                   | 0                              | 1,500                     | 0                         |
| 10200 | FICA                                    | 8,154          | 6,752                         | 6,752             | 6,955                   | 0                              | 6,955                     | 3                         |
| 10300 | HEALTH INSURANCE                        | 10,230         | 10,774                        | 10,774            | 11,842                  | 0                              | 11,842                    | 9                         |
| 10325 | DISABILITY INSURANCE                    | 424            | 398                           | 398               | 411                     | 0                              | 411                       | 3                         |
| 10350 | LIFE INSURANCE                          | 129            | 104                           | 104               | 104                     | 0                              | 104                       | 0                         |
| 10375 | DENTAL INSURANCE                        | 825            | 844                           | 844               | 844                     | 0                              | 844                       | 0                         |
| 10400 | WORKERS COMP                            | 618            | 397                           | 400               | 473                     | 0                              | 473                       | 19                        |
| 10500 | 401(A) MATCH PLAN                       | 650            | 1,567                         | 663               | 1,567                   | 0                              | 1,567                     | 0                         |
|       | SUBTOTAL *****                          | 130,976        | 109,105                       | 108,204           | 113,115                 | 0                              | 113,115                   | 3                         |
|       | MATERIALS & SUPPLIES                    |                |                               |                   |                         |                                |                           |                           |
| 22000 | POSTAGE                                 | 0              | 5                             | 5                 | 5                       | 0                              | 5                         | 0                         |
| 22500 | SUBSCRIPTIONS/PUBLICATION               | 1,029          | 63                            | 63                | 63                      | 0                              | 63                        | 0                         |
| 23000 | OFFICE SUPPLIES                         | 2,663          | 3,250                         | 3,250             | 3,250                   | 0                              | 3,250                     | 0                         |
| 23001 | PRINTING                                | 2,555          | 2,820                         | 2,500             | 2,830                   | 0                              | 2,830                     | 0                         |
| 23050 | OTHER SUPPLIES                          | 0              | 250                           | 250               | 250                     | 0                              | 250                       | 0                         |
| 23850 | MINOR EQUIPMENT & TOOLS                 | 236            | 300                           | 200               | 300                     | 0                              | 300                       | 0                         |
|       | SUBTOTAL *****                          | 6,485          | 6,688                         | 6,268             | 6,698                   | 0                              | 6,698                     | 0                         |
|       | DUES TRAVEL & TRAINING                  |                |                               |                   |                         |                                |                           |                           |
| 37000 | DUES                                    | 350            | 400                           | 329               | 400                     | 0                              | 400                       | 0                         |
| 37200 | SEMINARS/CONFEREN/MEETING               | 160            | 180                           | 180               | 180                     | 0                              | 180                       | 0                         |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC)          | 192            | 124                           | 124               | 124                     | 0                              | 124                       | 0                         |
| 37235 | MEALS & LODGING - OTHER                 | 190            | 436                           | 440               | 440                     | 0                              | 440                       | 0                         |
|       | SUBTOTAL *****                          | 893            | 1,140                         | 1,073             | 1,144                   | 0                              | 1,144                     | 0                         |
|       | EQUIP & BLDG MAINTENANCE                |                |                               |                   |                         |                                |                           |                           |
| 60050 | EQUIP SERVICE CONTRACT                  | 700            | 700                           | 700               | 700                     | 0                              | 700                       | 0                         |
| 60200 | EQUIP REPAIRS/MAINTENANCE               | 0              | 50                            | 50                | 50                      | 0                              | 50                        | 0                         |
|       | SUBTOTAL *****                          | 700            | 750                           | 750               | 750                     | 0                              | 750                       | 0                         |
|       | CONTRACTUAL SERVICES                    |                |                               |                   |                         |                                |                           |                           |
| 71100 | OUTSIDE SERVICES                        | 0              | 250                           | 250               | 250                     | 0                              | 250                       | 0                         |
|       | SUBTOTAL *****                          | 0              | 250                           | 250               | 250                     | 0                              | 250                       | 0                         |
|       | OTHER                                   |                |                               |                   |                         |                                |                           |                           |
| 86896 | DEPOSIT SHORTAGE                        | 215            | 50                            | 80                | 50                      | 0                              | 50                        | 0                         |
| 86898 | OVER AND SHORT                          | 50-            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                          | 165            | 50                            | 80                | 50                      | 0                              | 50                        | 0                         |
|       | TOTAL EXPENDITURES *****                | 139,220        | 117,983                       | 116,625           | 122,007                 | 0                              | 122,007                   | 3                         |

Decimal values have been truncated.

# Prosecuting Attorney

## Forfeiture Fund

Department Number 2640

### Mission

The PA Forfeiture Fund accounts for the monies distributed to the Prosecuting Attorney as part of a federal drug forfeiture program. The Prosecuting Attorney has received no distributions for several years and future distributions are not expected. At such time that the existing resources in the fund are fully expended, the fund will be closed.

Expenditures must comply with strict federal program guidelines and are restricted to drug enforcement or drug prosecution activities.

### Budget Highlights

This budget includes a small amount for training and a lump-sum amount for outside services. No specific spending plans are identified at this time for the lump-sum amount; it may be spent throughout the year on allowable activities as directed by the Prosecuting Attorney.

### Annual Budget

| 2640 PA FORFEITURE MONEY |                                |                |                               |                   |                         |                                 |                           |                           |
|--------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 264 PA FORFEITURE FUND   |                                |                |                               |                   |                         |                                 |                           |                           |
| ACCT                     | DESCRIPTION                    | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLEMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|                          | INTEREST                       |                |                               |                   |                         |                                 |                           |                           |
| 3711                     | INT-OVERNIGHT                  | 11             | 15                            | 8                 | 8                       | 0                               | 8                         | 46-                       |
| 3712                     | INT-LONG TERM INVEST           | 154            | 120                           | 190               | 175                     | 0                               | 175                       | 45                        |
| 3798                     | INC/DEC IN FV OF INVESTMENTS   | 19             | 5                             | 82-               | 0                       | 0                               | 0                         | 0                         |
|                          | SUBTOTAL *****                 | 185            | 140                           | 116               | 183                     | 0                               | 183                       | 30                        |
|                          | TOTAL REVENUES *****           | 185            | 140                           | 116               | 183                     | 0                               | 183                       | 30                        |
|                          | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |                           |
| 37200                    | SEMINARS/CONFEREN/MEETING      | 0              | 500                           | 0                 | 500                     | 0                               | 500                       | 0                         |
| 37220                    | TRAVEL (AIRFARE, MILEAGE, ETC) | 0              | 700                           | 0                 | 700                     | 0                               | 700                       | 0                         |
| 37230                    | MEALS & LODGING-TRAINING       | 0              | 700                           | 0                 | 700                     | 0                               | 700                       | 0                         |
|                          | SUBTOTAL *****                 | 0              | 1,900                         | 0                 | 1,900                   | 0                               | 1,900                     | 0                         |
|                          | CONTRACTUAL SERVICES           |                |                               |                   |                         |                                 |                           |                           |
| 71100                    | OUTSIDE SERVICES               | 0              | 13,750                        | 0                 | 13,750                  | 0                               | 13,750                    | 0                         |
|                          | SUBTOTAL *****                 | 0              | 13,750                        | 0                 | 13,750                  | 0                               | 13,750                    | 0                         |
|                          | TOTAL EXPENDITURES *****       | 0              | 15,650                        | 0                 | 15,650                  | 0                               | 15,650                    | 0                         |

Decimal values have been truncated.

# Prosecuting Attorney Law Enforcement Sales Tax

Dept. No. 2903

## Annual Budget

| 2903 PROSECUTING ATTRNY-LE SALES TX |                               |                |                               |                   |                         |                                |                           |                           |
|-------------------------------------|-------------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 290 LAW ENFORCEMENT SERVICES FUND   |                               |                |                               |                   |                         |                                |                           |                           |
| ACCT                                | DESCRIPTION                   | 2003<br>ACTUAL | 2004<br>BUDGET +<br>REVISIONS | 2004<br>PROJECTED | 2005<br>CORE<br>REQUEST | 2005<br>SUPPLMENTAL<br>REQUEST | 2005<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|                                     | PERSONAL SERVICES             |                |                               |                   |                         |                                |                           |                           |
| 10100                               | SALARIES & WAGES              | 61,215         | 124,933                       | 112,000           | 131,102                 | 0                              | 131,102                   | 4                         |
| 10110                               | OVERTIME                      | 1,611          | 1,750                         | 2,315             | 2,200                   | 0                              | 2,200                     | 25                        |
| 10200                               | FICA                          | 4,576          | 9,691                         | 9,691             | 10,197                  | 0                              | 10,197                    | 5                         |
| 10300                               | HEALTH INSURANCE              | 6,820          | 12,075                        | 12,075            | 13,257                  | 0                              | 13,257                    | 9                         |
| 10325                               | DISABILITY INSURANCE          | 237            | 577                           | 577               | 602                     | 0                              | 602                       | 4                         |
| 10350                               | LIFE INSURANCE                | 70             | 117                           | 117               | 117                     | 0                              | 117                       | 0                         |
| 10375                               | DENTAL INSURANCE              | 550            | 945                           | 945               | 945                     | 0                              | 945                       | 0                         |
| 10400                               | WORKERS COMP                  | 275            | 578                           | 578               | 694                     | 0                              | 694                       | 20                        |
| 10500                               | 401 (A) MATCH PLAN            | 0              | 1,170                         | 925               | 1,755                   | 0                              | 1,755                     | 50                        |
| 10510                               | CERF-EMPLOYER PD CONTRIBUTION | 1,034          | 1,609                         | 1,350             | 0                       | 0                              | 1,425                     | 11-                       |
|                                     | SUBTOTAL *****                | 76,391         | 153,445                       | 140,573           | 160,869                 | 0                              | 162,294                   | 5                         |
|                                     | UTILITIES                     |                |                               |                   |                         |                                |                           |                           |
| 48000                               | TELEPHONES                    | 614            | 889                           | 710               | 708                     | 0                              | 708                       | 20-                       |
|                                     | SUBTOTAL *****                | 614            | 889                           | 710               | 708                     | 0                              | 708                       | 20-                       |
|                                     | EQUIP & BLDG MAINTENANCE      |                |                               |                   |                         |                                |                           |                           |
| 60050                               | EQUIP SERVICE CONTRACT        | 37             | 94                            | 41                | 48                      | 0                              | 48                        | 48-                       |
|                                     | SUBTOTAL *****                | 37             | 94                            | 41                | 48                      | 0                              | 48                        | 48-                       |
|                                     | FIXED ASSET ADDITIONS         |                |                               |                   |                         |                                |                           |                           |
| 91100                               | FURNITURE AND FIXTURES        | 396            | 4,790                         | 4,019             | 0                       | 0                              | 0                         | 0                         |
| 91300                               | MACHINERY & EQUIPMENT         | 0              | 350                           | 352               | 0                       | 0                              | 0                         | 0                         |
| 91301                               | COMPUTER HARDWARE             | 1,192          | 1,500                         | 1,373             | 0                       | 0                              | 0                         | 0                         |
|                                     | SUBTOTAL *****                | 1,588          | 6,640                         | 5,744             | 0                       | 0                              | 0                         | 0                         |
|                                     | TOTAL EXPENDITURES *****      | 78,632         | 161,068                       | 147,068           | 161,625                 | 0                              | 163,050                   | 1                         |

Decimal values have been truncated.

## OTHER FUNDING SOURCES

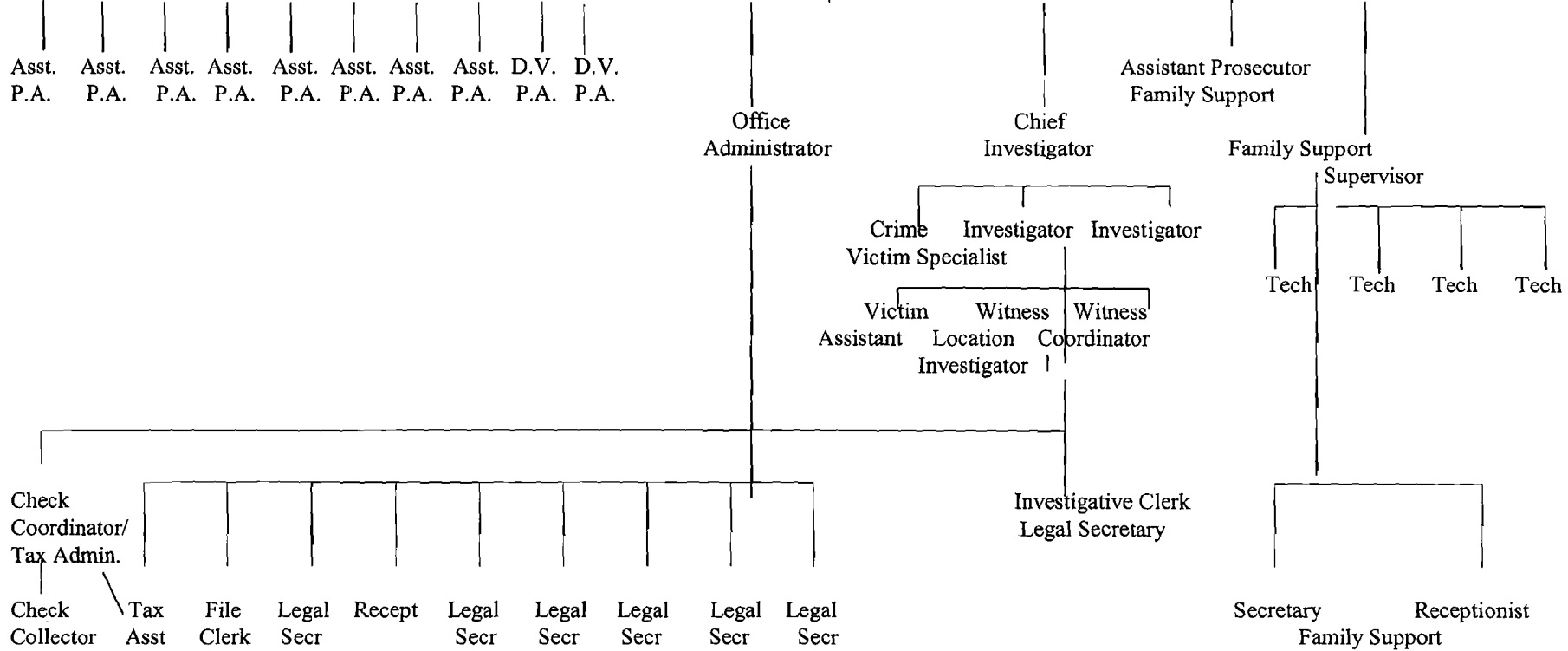
List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

| Source of Funding                             | Amount       | Description of the Funding                               | Funding Period  | Expenditures Covered by Funding                             |
|---|--------------|--|-----------------|---|
| Boone County Prosecutor's Office General Fund | \$ 22,575.00 | Matching funds provided by the Boone County General Fund | 1/1/06-12/31/06 | 25% Matching funds. Taken from Boone County's General Fund. |
|   | \$           |  |                 |   |
|   | \$           |  |                 |   |
|   | \$           |  |                 |   |
|   | \$           |  |                 |   |
|   | \$           |  |                 |   |
|   | \$           |  |                 |   |

# BOONE COUNTY PROSECUTING ATTORNEY ORGANIZATIONAL CHART

PROSECUTING ATTORNEY

First Assistant Prosecuting Attorney



Now on this day the Boone County Commission does hereby adopt the following purchasing procedure for the County of Boone. The primary objective of this order is to procure all materials, supplies, equipment and services for the County of Boone in accordance with applicable state laws and in such a manner that the maximum value will be obtained for the money expended.

The term "purchase" as used in this order refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles, except as provided in this order. This definition should be used when applying the procurement procedures contained herein. A purchase is one transaction regardless of the number or type of items acquired or ordered in that transaction.

The term "emergency" as used in this order refers to any situation which creates a serious and obvious threat to public health, welfare or safety and/or to the operation of the county in executing its legal responsibilities to the public and/or for the persons or property in its legal care, custody or control as may arise by reason of flood, epidemic, illness, riot, natural disaster, accidents, equipment failure and similar causes.

The term "sole source" as used in this order refers to any purchase from one source only, and allowing no substitutes and is sufficiently unique to preclude the use of another similar item of different manufacture or brand.

**A Purchase of \$250 to \$749.99** – Requires oral bid documentation from a least three vendors to be attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Oral bid documentation will include detailed bid specifications, vendor name, address, telephone number, representative name, total bid including any shipping and handling charges, and date bid requested and received.

**A Purchase of \$750 to \$2999.99** – Requires written bid documentation provided by at least three vendors attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Written bid documentation will include detailed bid specifications, vendor name, address, representative name, description of item(s) bid if different than the item(s) requested and total bid including any shipping and handling charges.

Any deviation from this policy, as outlined herein, shall require prior auditor approval.

**A Purchase of \$3000 or more** – The request for sealed bids will be advertised in a local newspaper in the county as required by RSMo 50.660 and 50.760. Advertising and award time tables will be established by the county commission in cooperation with the requisitioning official and county clerk's office.

Any deviation from this policy, as outlined herein, shall require prior county commission approval.

Emergency purchases made without following the above bidding requirements must receive prior written approval of at least one county commissioner. To qualify as an emergency, conditions (as defined above) must exist and create an immediate and serious need for supplies or services which cannot be satisfied through normal procurement methods. A situation shall not warrant an emergency purchase unless (1) an emergency condition exists, (2) the element of time is a crucial factor in seeking relief, and (3) the resolution of the condition receives priority over routine operations and duties of the county.

Sole Source purchases must be completely justified in writing setting forth the specific and valid reasons(s) which will prevent any other vendors' product or service from satisfying a valid requirement. This justification must be submitted with the purchase order request and approved by at least one county commissioner. Authorization for sole source purchases must be obtained prior to placement of the order. For approved sole source purchases of a continuing nature, said justification will be required one time annually.

No additional bid documentation will be necessary when a purchase is made from a cooperative procurement agreement in which the county participates.

Revised: 8/1995

C:\WORD\DRAFT\BIDPOLICY.DOC

# STOP Violence Against Women Certified Assurances

Agency Name: Boone County Prosecuting Attorney

Project Title: Domestic Violence Enforcement Unit

Contract No.:

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances.

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions of Sections 2001 through 2006 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV, Section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322; The Reauthorized Violence Against Women Act of 2000; *Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts*; the *OC Financial Guide*; the *Application Packet for the 2002 STOP Violence Against Women Grant Program*; and other applicable federal laws, orders, circulars or regulations.
  2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
  3. Subgrant Award Reports for STOP and STOP (VAWA) are due with the award documents and no later than 30 days from the beginning of the contract period.
  4. STOP and STOP (VAWA) contractors must submit a report, on the form provided by the Department of Public Safety, six months after the beginning date of the contract, which outlines the status of the project from both a financial and a programmatic standpoint.
  5. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description/annual report forms included in the application packet; the results of the evaluation process; and a brief assessment of impact.
  6. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel or motel receipts must be on file. Maximum amounts cannot exceed the amounts approved in the budget for mileage, meals and other expenses. Reimbursement of travel expenses will not occur until after the travel has taken place.
  7. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
  8. **Supplies and Operations:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers must support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be reimbursed until the conference has taken place.
  9. **Personnel:** The applicant assures that time and attendance records shall support any personnel costs and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.
- If less than 100% of an employee's salary is supported by the contract – either through federal funding or local match funding – that employee must keep a timesheet of all activities to document the percentage of time spent on the project. Only actual time spent on the project may be claimed. The timesheets must include



the date, the beginning time, a brief description and the ending time for each task performed by the employee. If less than 100% of an employee's salary is supported by the contract – either through the federal funding or the local match funding – but the employee is spending 100% of her/his time on the project as supported by the employee's job description, this requirement may be waived at the discretion of the Department of Public Safety.

10. **Local Share:** The approved match must be expended within the time period (the contract period) for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

**Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.**

11. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

**Contract Adjustments/Budget Revisions:**

**Formal Budget Revisions:** Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary additions to the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total award amount.
- d. A change in the scope of the project
- e. A change in or temporary absences of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

**Timing of Formal Budget Revisions:** If a budget or programmatic revision is required, the request for a change must be submitted at least **30** days prior to the proposed change taking effect and at least **60** days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

**Informal Budget Revisions:**

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category or within a budget category (except for the Personnel Budget – Prior approval for any monetary additions to this category is necessary).

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the grant period.
- A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- Payments must be supported by statements providing the services rendered and supporting the period covered.
- Any contract or agreement for services of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- Individual rates cannot exceed \$450.00 per day without prior approval from the Missouri Department of Public Safety or the U.S. Department of Justice.

13. **Procurement:** The applicant assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. In addition, the applicant assures that all procurement transactions will meet the minimum standards set forth in the *Missouri Department of Public Safety Financial and Administrative Guide for Contracts*.
14. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000.00 to \$100,000 requires **prior** approval by the Department of Public Safety. In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.
15. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
16. The applicant fully understands that the intent of the STOP Violence Against Women Grant Program is to address violent crimes committed against adult women, (especially the crimes of domestic violence, sexual assault and stalking), and will comply with this intent.
17. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for STOP Violence Against Women Grant Program purposes only.
18. The applicant assures that federal block grant funds made available will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of federal funds, be made available for the activities of this project.
19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. **Audit:** The applicant agrees to provide an annual audit of their organization in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
21. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.
22. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEO on file which meets the requirements therein.
23. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
24. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Violence Against Women Act, 42 U.S.C. Department of Justice Non-Discrimination Regulations 28 CFR part 42, Subparts C, D, E, and G.
25. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
26. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law





**REPORT OF EXPENDITURES AND  
CHECK PAYEE INFORMATION**

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

---

**Name and address** of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Bonnie J. Adkins  
AGENCY: Boone County Prosecuting Attorney  
ADDRESS: 705 E. Walnut Street  
Columbia, MO  
(Include city, state, and zip)

TELEPHONE: ( 573 ) 886-4112 FAX NUMBER: 573-886-4148

E-MAIL ADDRESS: badkins@boonecountymo.org

---

**Check Payee Information** - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.* (Example: City of Jefferson City, NOT Jefferson City Police Department)

AGENCY: Boone County Prosecuting Attorney  
ADDRESS: 705 E. Walnut Street  
Columbia, MO  
(Include city, state, and zip)

---

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Kay Murray  
AGENCY: Boone County Treasurer  
ADDRESS: 801 E. Walnut Street Room 112  
Columbia, MO  
(Include city, state, and zip)

TELEPHONE: ( 573 ) 866-4365 FAX NUMBER: 573-886-4369

E-MAIL ADDRESS: kmurray@boonecountymo.org

---

Clear Form



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12649, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Kevin M.J. Crane, Prosecuting Attorney**

Name and Title of Authorized Representative

Signature

Date

**Boone County Prosecuting Attorney**

Name of Organization

**705 E. Walnut Street**

Address of Organization

**Columbia, MO**



School of Law

University of Missouri-Columbia

August 8, 2005

Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749  
Jefferson City, Missouri 65102

RE: STOP Violence Against Women Grant

Dear Review Panel:

I am writing this letter in support of continued funding for the Boone County Prosecuting Attorney's Office participation in the Domestic Violence Enforcement Unit (DOVE). The specialized prosecution provided by these attorneys is essential in successfully fighting domestic violence in this community.

Having had the opportunity to prosecute domestic violence cases in the past, I realize the importance of being able to concentrate solely on cases involving victims of domestic violence and sexual assault. In addition, the Boone County Prosecuting Attorney's Office participation in the team approach to these investigations is crucial. The prosecutor's dedication and service plays a significant role in the successful prosecution of domestic violence cases.

The STOP grant funds enable each organization to take part in this unique and effective collaboration. I would urge you to continue funding the position so that the entire domestic violence enforcement unit may continue to function efficiently and effectively.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Z. Gonzalez".

Tracy Z. Gonzalez  
Child Protection Clinic, Director  
University of Missouri – School of Law



# BOONE COUNTY SHERIFF'S DEPARTMENT

2121 County Drive  
DWAYNE CAREY, Sheriff

Columbia, Missouri 65202-9051  
Phone: (573) 875-1111 • Fax (573) 874-8953

---

August 8, 2005

Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749  
Jefferson City, MO 65101

Review Panel:

I am writing this letter in support of continued funding from the STOP Grant for the two domestic violence crimes attorneys at the Boone County Prosecuting Attorney's Office. These attorneys are an integral part of the D.O.V.E. Unit, a team effort to minimize domestic violence and its negative effects in our community.

Prosecuting offenders of domestic violence is a key element in the overall role of the D.O.V.E. Unit. Holding offenders accountable and facing the consequences for their actions is vital to the success of the Unit. These attorneys aggressively pursue prosecution against offenders, at times without victim assistance, in the hopes the offender will realize and not repeat their unacceptable behavior.

Columbia/Boone County residents enjoy a team approach to domestic violence from Law Enforcement, The Shelter, and the Boone County Prosecuting Attorney's Office. This team approach and its success can only be maintained with continued funding for the D.O.V.E. Unit attorneys. I urge you to continue funding these positions so the Team may continue to function for the betterment of our community.

Respectfully,

A handwritten signature in cursive script that reads "Dwayne Carey".

Dwayne Carey  
Sheriff  
Boone County, Missouri





State of Missouri  
**DEPARTMENT OF CORRECTIONS**  
**Board of Probation and Parole**

*Ad Excelleum Conamur - "We Strive Towards Excellence"*

1512 Heriford, Suite A  
Columbia, MO 65202  
Phone: (573) 884-7016  
Fax: (573) 884-7076

August 12, 2005

RE: 2006 D.O.V.E. Grant Application

Dear To Whom It May Concern:

I am writing this letter as a recommendation that a grant be re-awarded to the Boone County Prosecuting Attorney's Office for the work of their attorneys assigned to domestic violence cases, Merilee Crockett and Nicole Volkert. These attorneys are asked to bring abusers to justice, while compassionately dealing with the victims and obtaining the information needed to hold batterers accountable. Both attorneys work hard to break the system down for these victims and spend many hours helping them understand why not prosecuting these offenders is problematic to the next victim that may come along, as the cycle continues for each of these perpetrators.

As a Probation & Parole Officer for the State of Missouri, I have had the opportunity to observe the important service these grant monies play in Boone County. The rate of re-offending is high, and the cooperation of all individuals is necessary to bring justice to the victim. These Boone County Prosecuting Attorneys utilize the monies from this grant to help curtail the increasing threat to our community and take the extra time needed to work with victims in minimizing the consequences of domestic violence.

Sincerely,

A handwritten signature in cursive script that reads "Julie Florence".

Julie Florence  
State Probation and Parole Officer II  
District #6/Columbia, MO



# The Shelter

*For Victims of Domestic Violence and Sexual Assault*  
P.O. Box 1367 Columbia, MO 65205-1367  
Phone: (573)-875-1369 Fax: (573)-817-1280

August 18, 2005

Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749  
Jefferson City, MO 65102-0749

STOP Review Panel:

Comprehensive Human Services, Inc., The Shelter, once again strongly supports the continued funding of the Prosecuting Attorney's Office's participation in the Domestic Violence Enforcement Unit (DOVE).

We continue to work well with The Prosecuting Attorney's office and we know first hand the critical role these dedicated individuals play in prosecuting incidents of domestic violence. The team works collaboratively and is comprised of prosecuting attorneys, victim advocates, and police investigators. Combining these entities has created a powerful force within our community.

The STOP grant funding enables each organization to take part in this unique and effective collaboration. Because of the coordinated community response, offenders have been held accountable and victims have been assisted in a more proactive and effective manner. I cannot say enough about the dedication of all of those involved in the unit. They are truly making a difference in the lives of victims of domestic violence.

If you need additional information or have questions regarding this communication, please contact me at (573) 875-1369.

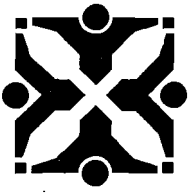
Sincerely,

E. Leigh Voltmer  
Executive Director



Comprehensive Human Services, Inc  
A United Way Agency





August 11, 2005

Department of Public Safety  
P.O. Box 749  
Jefferson City, Missouri 65102

**Re: Stop violence Against Women Grant**

Dear Review Panel:

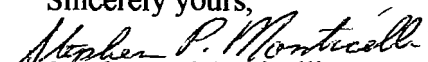
I would like to express my sincere support for the continued STOP Grant funding of the Domestic Violence Enforcement Program that is also known as the DOVE Program. Since it's inception in February 1998 the DOVE Program has investigated cases, prosecuted offenders and have assisted victims of domestic violence in Boone County to include the City of Columbia. The Program is comprised of three investigators from the Columbia Police Department's Family Services Unit, an investigator from the Boone County Sheriff's Department, Victim Advocates from the local abuse shelter, and two prosecutors from the Prosecutor's office of Boone County.

The STOP Grant funds have enabled each organization to take part in this unique and effective team effort to fight domestic violence in our community. It is the entire teams belief that through the Program and its team approach have been able to hold the offender accountable, and assist the victim in a more effective and appropriate manner.


The Family Services Unit has investigated 880 domestic violence cases in 2004 and so far this year they have investigated 516 domestic violence cases. The Family Services Unit within the DOVE Program has taken an aggressive approach to teach the law enforcement community what they can do to fight domestic violence in this community. It is very exciting to see the progress the DOVE Program has made since it was first started in February 1998. The success of the Domestic Violence Enforcement Program is recognized throughout the State of Missouri and other parts of the country.

I would urge you to continue to provide the needed funds to the DOVE Program to assist them in their battle to fight violence against women. The progress of the DOVE Program has sent a clear message to the citizens of Boone County and the City of Columbia that domestic violence is not going to be tolerated by local law enforcement. The DOVE Program should continue to be funded by the STOP Grant to ensure the victims receive the services provided by this model program.

Sincerely yours,

  
Stephen P. Monticelli  
Sergeant, Major Crimes Unit

Sincerely yours,

  
Randy Boehm  
Chief of Police

## DOVE STATISTICS

## Violence Against Women By Offense Type

1/1/2004-12/31/2004

|                         | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
|-------------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Arson                   | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Assault                 | 55         | 50         | 80         | 69           | 59         | 56          | 70          | 66         | 63          | 61         | 77         | 56         | 762          |
| Burglary/Robbery        | 1          | 0          | 1          | 5            | 3          | 3           | 0           | 4          | 0           | 2          | 4          | 2          | 25           |
| Elder Abuse             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 9          | 9            |
| Ex Parte                | 11         | 9          | 14         | 17           | 5          | 9           | 10          | 13         | 11          | 15         | 5          | 0          | 119          |
| Fel Rest/False Imprison | 1          | 0          | 1          | 3            | 0          | 3           | 5           | 1          | 0           | 6          | 1          | 0          | 21           |
| Harassment              | 1          | 4          | 6          | 4            | 2          | 6           | 2           | 2          | 2           | 4          | 5          | 3          | 41           |
| Homicide                | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Peace Disturbance       | 1          | 1          | 0          | 1            | 1          | 1           | 1           | 7          | 2           | 3          | 2          | 2          | 22           |
| Property Damage         | 1          | 1          | 4          | 5            | 3          | 3           | 2           | 2          | 0           | 6          | 5          | 2          | 34           |
| Rape                    | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Forcible Sodomy         | 0          | 0          | 0          | 0            | 1          | 0           | 0           | 0          | 0           | 0          | 2          | 0          | 3            |
| Resist Arrest           | 0          | 0          | 2          | 1            | 0          | 0           | 0           | 0          | 1           | 0          | 5          | 0          | 9            |
| Sexual Misc/Assault     | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Stalking                | 0          | 2          | 1          | 1            | 0          | 1           | 0           | 1          | 1           | 1          | 0          | 1          | 9            |
| Tamper/Stealing         | 1          | 1          | 0          | 1            | 3          | 1           | 0           | 0          | 0           | 2          | 0          | 0          | 9            |
| Tamper w/victim/wit     | 1          | 0          | 1          | 2            | 1          | 1           | 1           | 2          | 2           | 2          | 1          | 0          | 14           |
| Trespass                | 5          | 0          | 4          | 1            | 0          | 2           | 2           | 0          | 2           | 3          | 1          | 1          | 21           |
| UUW                     | 0          | 4          | 3          | 3            | 2          | 1           | 4           | 1          | 1           | 5          | 1          | 2          | 27           |
| ACA                     | 0          | 0          | 1          | 1            | 0          | 1           | 2           | 0          | 0           | 1          | 1          | 3          | 10           |
| Total Offenses          | 78         | 72         | 118        | 114          | 80         | 88          | 99          | 99         | 85          | 111        | 110        | 81         | 1135         |

DOVE STATISTICS

Violence Against Women By Offense Type  
1/1/2004-12/31/2004

|                        |     |
|------------------------|-----|
| Not Files              | 261 |
| Nolle Pros/Dismissed   | 59  |
| Deferred               | 15  |
| Pled Guilty            | 256 |
| Pending Cases          | 275 |
| Charge Merged          | 31  |
| Cases under review     | 6   |
| Additional Information | 0   |
| Acquitted              | 0   |

| Defendants | Male | Female | Victims |
|------------|------|--------|---------|
| Age 18-20  | 85   | 28     | 210     |
| 21-30      | 324  | 57     | 353     |
| 31-40      | 255  | 33     | 277     |
| 41-50      | 168  | 11     | 132     |
| 51-60      | 41   | 3      | 39      |
| 61-70      | 12   |        | 14      |
| 71-80      |      |        | 1       |
| 81-90      |      |        | 1       |
|            | 885  | 0 132  | 0 1027  |

|          |            |           |        |
|----------|------------|-----------|--------|
| Asian    | 3          |           | 2      |
| Indian   | 7          |           | 6      |
| Hispanic | 20         |           | 6      |
| Black    | 355        | 55        | 322    |
| White    | <u>500</u> | <u>77</u> | 691    |
|          | 885        | 0 132     | 0 1027 |

|                   | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
|-------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Male              | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Defendants        |            |            |            |              |            |             |             |            |             |            |            |            | 0            |
| Age 18-20         | 3          | 8          | 11         | 8            | 8          | 9           | 6           | 5          | 5           | 7          | 7          | 8          | 85           |
| 21-30             | 21         | 28         | 32         | 19           | 26         | 31          | 33          | 25         | 35          | 30         | 27         | 17         | 324          |
| 31-40             | 19         | 18         | 16         | 37           | 17         | 19          | 18          | 25         | 17          | 29         | 24         | 16         | 255          |
| 41-50             | 11         | 9          | 21         | 21           | 17         | 5           | 13          | 17         | 15          | 8          | 17         | 14         | 168          |
| 51-60             | 5          | 1          | 3          | 4            | 4          | 2           | 6           | 5          | 1           | 5          | 1          | 4          | 41           |
| 61-70             | 3          | 1          | 0          | 0            | 2          | 0           | 0           | 2          | 1           | 3          | 0          | 0          | 12           |
| 71-80             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| 81-90             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Male Defenda      | 62         | 65         | 83         | 89           | 74         | 66          | 76          | 79         | 74          | 82         | 76         | 59         | 885          |
| Indian            | 0          | 0          | 0          | 0            | 2          | 0           | 0           | 0          | 0           | 0          | 0          | 1          | 3            |
| Oriental          | 0          | 0          | 0          | 0            | 1          | 3           | 0           | 1          | 0           | 0          | 1          | 1          | 7            |
| Hispanic          | 2          | 4          | 3          | 1            | 0          | 2           | 2           | 0          | 3           | 2          | 0          | 1          | 20           |
| Black             | 22         | 22         | 30         | 34           | 36         | 30          | 25          | 39         | 31          | 28         | 37         | 21         | 355          |
| White             | 38         | 39         | 50         | 54           | 35         | 31          | 49          | 39         | 40          | 52         | 38         | 35         | 500          |
|                   | 62         | 65         | 83         | 89           | 74         | 66          | 76          | 79         | 74          | 82         | 76         | 59         | 885          |
| Female            |            |            |            |              |            |             |             |            |             |            |            |            |              |
| Defendants        |            |            |            |              |            |             |             |            |             |            |            |            | 0            |
| Age 18-20         | 5          | 3          | 1          | 3            | 2          | 2           | 3           | 3          | 0           | 2          | 2          | 2          | 28           |
| 21-30             | 2          | 3          | 9          | 6            | 3          | 3           | 6           | 6          | 2           | 3          | 10         | 4          | 57           |
| 31-40             | 1          | 0          | 4          | 1            | 1          | 5           | 5           | 5          | 4           | 3          | 2          | 2          | 33           |
| 41-50             | 0          | 0          | 1          | 3            | 0          | 1           | 1           | 0          | 1           | 1          | 1          | 2          | 11           |
| 51-60             | 0          | 0          | 0          | 2            | 1          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 3            |
| 61-70             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| 71-80             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| 81-90             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
|                   | 8          | 6          | 15         | 15           | 7          | 11          | 15          | 14         | 7           | 9          | 15         | 10         | 132          |
| Female Defendants |            |            |            |              |            |             |             |            |             |            |            |            |              |
| Indian            | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Oriental          | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Hispanic          | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Black             | 2          | 3          | 3          | 9            | 1          | 3           | 6           | 10         | 4           | 5          | 6          | 3          | 55           |
| White             | 6          | 3          | 12         | 6            | 6          | 8           | 9           | 4          | 3           | 4          | 9          | 7          | 77           |
|                   | 8          | 6          | 15         | 15           | 7          | 11          | 15          | 14         | 7           | 9          | 15         | 10         | 132          |

Jan   Feb   Mar   April   May   June   July   Aug   Sept   Oct   Nov   Dec   Total

|                  |    |    |    |     |    |    |    |     |    |    |    |    |             |
|------------------|----|----|----|-----|----|----|----|-----|----|----|----|----|-------------|
|                  | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0           |
| <b>Victims</b>   |    |    |    |     |    |    |    |     |    |    |    |    | <b>0</b>    |
| <b>Age 18-20</b> | 10 | 16 | 22 | 19  | 19 | 16 | 17 | 30  | 15 | 16 | 12 | 18 | <b>210</b>  |
| 21-30            | 22 | 24 | 43 | 26  | 21 | 35 | 34 | 24  | 29 | 36 | 38 | 21 | <b>353</b>  |
| 31-40            | 17 | 21 | 18 | 39  | 22 | 23 | 20 | 27  | 25 | 24 | 26 | 15 | <b>277</b>  |
| 41-50            | 13 | 9  | 10 | 15  | 19 | 6  | 10 | 14  | 12 | 12 | 6  | 6  | <b>132</b>  |
| 51-60            | 7  | 3  | 2  | 6   | 1  | 3  | 5  | 4   | 1  | 2  | 2  | 3  | <b>39</b>   |
| 61-70            | 2  | 0  | 0  | 0   | 3  | 2  | 1  | 2   | 3  | 0  | 1  | 0  | <b>14</b>   |
| 71-80            | 0  | 0  | 0  | 1   | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 0  | <b>1</b>    |
| 81-90            | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 1  | <b>1</b>    |
|                  | 71 | 73 | 95 | 106 | 85 | 85 | 87 | 101 | 85 | 90 | 85 | 64 | <b>1027</b> |
| <b>Victims</b>   |    |    |    |     |    |    |    |     |    |    |    |    |             |
| <b>Indian</b>    | 0  | 0  | 0  | 0   | 1  | 0  | 0  | 0   | 0  | 0  | 0  | 1  | <b>2</b>    |
| <b>Oriental</b>  | 0  | 0  | 0  | 0   | 1  | 0  | 0  | 0   | 2  | 1  | 2  | 0  | <b>6</b>    |
| <b>Hispanic</b>  | 0  | 0  | 0  | 0   | 0  | 0  | 3  | 1   | 0  | 2  | 0  | 0  | <b>6</b>    |
| <b>Black</b>     | 20 | 18 | 18 | 38  | 33 | 28 | 31 | 42  | 22 | 29 | 29 | 14 | <b>322</b>  |
| <b>White</b>     | 51 | 55 | 77 | 68  | 50 | 57 | 53 | 58  | 61 | 58 | 54 | 49 | <b>691</b>  |
|                  | 71 | 73 | 95 | 106 | 85 | 85 | 87 | 101 | 85 | 90 | 85 | 64 | <b>1027</b> |

## DOVE STATISTICS

Violence Against Women By Offense Type  
1/1/2005-12/31/2005

|                         | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
|-------------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Arson                   | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Assault                 | 58         | 59         | 75         | 62           | 65         | 77          | 89          |            |             |            |            |            | 485          |
| Burglary/Robbery        | 1          | 0          | 0          | 0            | 1          | 2           | 1           |            |             |            |            |            | 5            |
| Elder Abuse             | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Ex Parte                | 18         | 5          | 15         | 16           | 8          | 10          | 5           |            |             |            |            |            | 77           |
| Fel Rest/False Imprison | 5          | 5          | 0          | 1            | 3          | 1           | 3           |            |             |            |            |            | 18           |
| Harassment              | 0          | 2          | 10         | 3            | 1          | 4           | 2           |            |             |            |            |            | 22           |
| Homicide                | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Peace Disturbance       | 1          | 0          | 0          | 0            | 0          | 0           | 1           |            |             |            |            |            | 2            |
| Property Damage         | 2          | 8          | 6          | 4            | 1          | 2           | 1           |            |             |            |            |            | 24           |
| Rape                    | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Forcible Sodomy         | 1          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 1            |
| Resist Arrest           | 0          | 0          | 0          | 0            | 0          | 1           | 0           |            |             |            |            |            | 1            |
| Sexual Misc/Assault     | 0          | 0          | 0          | 0            | 0          | 1           | 0           |            |             |            |            |            | 1            |
| Stalking                | 0          | 0          | 2          | 1            | 1          | 0           | 0           |            |             |            |            |            | 4            |
| Tamper/Robbery/Stealing | 0          | 0          | 2          | 3            | 0          | 2           | 1           |            |             |            |            |            | 8            |
| Tamper w/victim/wit     | 2          | 0          | 2          | 0            | 3          | 0           | 1           |            |             |            |            |            | 8            |
| Trespass                | 1          | 2          | 1          | 1            | 1          | 1           | 3           |            |             |            |            |            | 10           |
| UUW                     | 4          | 0          | 3          | 4            | 1          | 2           | 0           |            |             |            |            |            | 14           |
| ACA                     | 0          | 0          | 4          | 1            | 2          | 3           | 2           |            |             |            |            |            | 12           |
| Total Offenses          | 93         | 81         | 120        | 96           | 87         | 106         | 109         | 0          | 0           | 0          | 0          | 0          | 692          |









**Family Services Unit - Second Quarter Report**  
**Case Assignments from January 1, 2005 to July 31, 2005**  
**City of Columbia Domestic Violence Cases**



| Type of Clearance         | Active/ Open | Arrest     | Warrant Pending | Exceptional | Information | Unfounded | Administrative | Total Cases |
|---------------------------|--------------|------------|-----------------|-------------|-------------|-----------|----------------|-------------|
| Homicide                  | 0            | 0          | 0               | 1           | 0           | 0         | 0              | 1           |
| Rape/Sexual Assault       | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Assault-Second            | 1            | 40         | 8               | 0           | 0           | 2         | 0              | 51          |
| Assault-Third             | 9            | 150        | 44              | 23          | 0           | 4         | 0              | 230         |
| Court Order Violation     | 1            | 22         | 12              | 8           | 0           | 0         | 0              | 43          |
| Burglary                  | 1            | 2          | 1               | 1           | 0           | 0         | 0              | 5           |
| Larceny                   | 0            | 2          | 0               | 0           | 0           | 1         | 0              | 3           |
| Property Damage           | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Harassment                | 2            | 21         | 7               | 0           | 0           | 1         | 0              | 31          |
| Stalking                  | 0            | 0          | 1               | 0           | 0           | 1         | 0              | 2           |
| Trespass Person           | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Disturbance               | 0            | 0          | 0               | 0           | 147         | 0         | 0              | 147         |
| Other Crimes              | 0            | 2          | 2               | 0           | 0           | 0         | 1              | 5           |
|                           |              |            |                 |             |             |           |                |             |
| <b>Total Cases Worked</b> | <b>14</b>    | <b>239</b> | <b>75</b>       | <b>33</b>   | <b>147</b>  | <b>9</b>  | <b>1</b>       | <b>518</b>  |

| Type of Clearance         | Active/ Open | Arrest     | Warrant Pending | Exceptional | Information | Unfounded | Administrative | Total Cases |
|---------------------------|--------------|------------|-----------------|-------------|-------------|-----------|----------------|-------------|
| Homicide                  | 0            | 1          | 0               | 0           | 0           | 0         | 0              | 1           |
| Rape/Sexual Assault       | 0            | 5          | 0               | 2           | 0           | 0         | 2              | 9           |
| Assault-Second            | 2            | 68         | 2               | 2           | 0           | 3         | 0              | 77          |
| Assault-Third             | 0            | 253        | 12              | 29          | 0           | 9         | 0              | 303         |
| Court Order Violation     | 0            | 40         | 30              | 21          | 0           | 3         | 1              | 68          |
| Burglary                  | 0            | 17         | 1               | 3           | 0           | 1         | 0              | 22          |
| Larceny                   | 0            | 3          | 0               | 0           | 0           | 0         | 0              | 3           |
| Property Damage           | 2            | 2          | 2               | 20          | 0           | 0         | 0              | 6           |
| Harassment                | 0            | 36         | 3               | 9           | 0           | 10        | 1              | 59          |
| Stalking                  | 0            | 2          | 0               | 1           | 0           | 1         | 0              | 4           |
| Trespass Person           | 0            | 0          | 0               | 1           | 0           | 0         | 0              | 1           |
| Disturbance               | 0            | 0          | 0               | 0           | 307         | 0         | 1              | 308         |
| Other Crimes              | 0            | 6          | 0               | 1           | 0           | 0         | 0              | 7           |
|                           |              |            |                 |             |             |           |                |             |
| <b>Total Cases Worked</b> | <b>4</b>     | <b>433</b> | <b>23</b>       | <b>69</b>   | <b>307</b>  | <b>27</b> | <b>5</b>       | <b>868</b>  |

# THE DOVE UNIT

## PROCEDURAL PROTOCOLS

Developed and Implemented August, 2003

### COLUMBIA POLICE DEPARTMENT/ BOONE COUNTY SHERIFF'S DEPARTMENT

#### A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators are responsible for obtaining initial domestic violence reports with the following guidelines:
  - ▶ Reporting officers will complete all preliminary reports by the end of their tour of duty
  - ▶ Columbia Police investigators will receive all domestic violence related incidents on the next business day after the incident occurs or within no more than two business days.
  - ▶ Boone County Sheriff's Department investigators will receive all domestic violence related incidents where a criminal violation occurred on the next business day after the incident occurs or within no more than two business days. Investigators will receive all other domestic violence incidents where no known criminal violation occurred (verbal argument only) within four business days.
  - ▶ The investigator will receive the reports through their supervisor or records department after the case has been assigned to them
  - ▶ When the investigator receives the cases, they check the agencies record system for any domestic violence related incidents with the subjects before making contact with the victim.
  - ▶ When investigator receives a report of domestic violence, said report will be made available to victim advocate.
2. After reviewing original report, investigator will attempt to contact the victim within two business days of receiving said report.
  - ▶ When the investigator contacts the victim, the investigator will obtain as much information from them about the incident, and if any abuse has occurred since the police were last in contact with them.
  - ▶ The investigator will obtain information on previous reported or unreported incidents of abuse.
  - ▶ Whether the victim has left the abusive relationship or has chosen to stay.
  - ▶ The investigator asks about injuries sustained during the incident.
3. Cases of high lethality may require an investigator's immediate response.
  - ▶ The investigator will assist the responding/reporting officer in the investigation of the incident, apprehension of the suspect, interview of the victim, provide information for obtaining Orders of Protection, and attempt to increase the suspect's bond if appropriate.
  - ▶ Investigator will put the victim in communication with the advocate, if the victim chooses. If the victim refuses, the investigator will provide the advocate with the victim's information for contact attempts by the advocate.

4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator.
  - ▶ If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
  - ▶ In the course of speaking with the victim, the investigator will try to obtain a written statements from the victim about the crime that had occurred.
  - ▶ The investigator informs the victim that the state of Missouri, not the victim, is pressing charges against the abuser.
5. Contact with victim may include in person, telephone or written notification.
6. In person contact may be indicated when:
  - ▶ Follow up photos must be taken of visible injuries.
  - ▶ Medical release form must be obtained.
  - ▶ Multiple cases with same victim.
  - ▶ When requested by a team member.
  - ▶ Investigator has been unable to make contact by other means.
7. Investigator will perform follow up investigations which include interviewing victim, suspect, or witness.
8. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
9. Investigators are responsible for evidence collection including the following:
  - ▶ Follow up photographs.
  - ▶ Copies of 911 or jail tapes.
  - ▶ Medical record release forms.
  - ▶ Signed or written statements.
  - ▶ Any other pertinent detectable physical evidence.
10. Upon completion of follow up investigation the investigator will complete a written report of said investigation and provide a copy of that report to immediate supervisor and prosecuting attorney's office within three business days.
  - ▶ After hours investigations of high lethality incidents, the investigator will make contact with the on call prosecutor to obtain a higher bond, if appropriate.
11. Investigator may attend ex parte hearings on an as needed basis or as requested by a team member or victim.
  - ▶ This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security for the victim.
12. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.
  - ▶ Participation between all team members is vital to the success of the

training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community

13. Investigator will be required to contribute to community awareness presentations or participate in panel discussions.

- ▶ These are important for the success of the unit and all members are expected to provide support for these events.

14. Investigator must be able to work as part of a team, a coordinated response to domestic violence.

- ▶ Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
- ▶ These relationships are ever changing as we discover new ideas and ways to assist one another.

15. Investigator is required to keep statistical data on domestic violence.

- ▶ Every criminal case assigned to an investigator is entered into a database developed to track various information pertaining to domestic violence cases the unit works.
- ▶ Data collected includes but not limited to the following:

|  |   |
|--|---|
| ◆ race of victim                           | ◆ gender of suspect                           |
| ◆ age of victim                            | ◆ 911 tape for evidence                       |
| ◆ gender of victim                         | ◆ ethnicity of victim                         |
| ◆ relationship of victim to abuser         | ◆ warrant applied for arrest of suspect       |
| ◆ type of violence                         | ◆ weapons involved during incident            |
| ◆ location of incident (urban or rural)    | ◆ warrant applied for arrest of suspect       |
| ◆ prior domestic violence suspect          | ◆ weapons involved during incident            |
| ◆ prior domestic violence victim           | ◆ level of injury to victim                   |
| ◆ prior incidents with same victim/suspect | ◆ drug/alcohol use by suspect or victim       |
| ◆ ex parte obtained                        | ◆ special needs of victim                     |
| ◆ children present at scene                | ◆ photographs taken at scene                  |
| ◆ suspect arrested at scene                | ◆ photographs taken by follow up investigator |
| ◆ language spoken by victim                | ◆ method used to contact victim               |
| ◆ race of suspect                          |   |

**\*Sections 18, 19, 20 are handled slightly differently between Columbia Police Department (CPD) and the Boone County Sheriffs Department (BCSD) as outlined below:**

18. (CPD) Members of Family Services Unit will address child abuse incidents when they are related to domestic violence.

18. (BCSD) The investigator will address child abuse incidents related to domestic violence by referral to a child abuse investigator.

19. (CPD) Members of the Family Services Unit will support each other on the investigation of all violence against women incidents to include:

- ▶ rape
  - ▶ sexual assaults
  - ▶ stalkings
  - ▶ domestic violence
  - ▶ property damage
19. (BCSD) The investigator will provide support for investigations involving crimes against women including, but not limited to:
- ▶ rape
  - ▶ sexual assaults
  - ▶ stalking
  - ▶ other criminal offenses as a result of an intimate relationship
20. (CPD) Members of the Family Services Unit will provide records of their time spent on working domestic violence investigations that will be approved by the supervisor and provided to Department of Public Safety.

## **THE SHELTER for Victims of Domestic Violence**

### **B. DOVE VICTIM ADVOCATE PROTOCOLS**

1. The DOVE Victim Advocate is responsible for reviewing CPD/BCSD Domestic Violence reports (FFR and Offense) within 24 hours after the detective makes the report available.
2. The DOVE Victim Advocate will attempt to contact victim within 48 hours of reviewing the detective's report. This communication may be by letter, telephone, home visit with an accompanying detective, or in person meeting somewhere other than victim's home.
3. Home visits are performed at the request of the victim or DOVE Unit member when there is a concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resource information, and information regarding civil orders of protection or other basic court information.
5. The DOVE Victim Advocate will meet with survivors to provide DV101 education sessions when amenable to victim.
6. The DOVE Victim Advocate will assist with "case management" on an as-needed or as-appropriate basis if the service assists the crime victim in working toward a life free from violence. This includes advocacy with other community agency members and community resources.
7. The DOVE Victim Advocate will refer victims to and work with Prosecutor's Victim Advocate when appropriate—particularly in assisting with crime victim's

compensation applications and researching the status of the criminal case against the abuser.

8. The DOVE Victim Advocate will attend full order hearings on the request of the victim, or will assist with arranging court advocacy through The Shelter CAP program. (If The DOVE Victim Advocate deems it appropriate, he/she may offer The Shelter services information to victims met at full order hearing.)
9. The DOVE Victim Advocate will attend Unit meetings on a regular basis. If the advocate cannot attend, he/she will contact the agency supervisor to find a replacement.
10. The DOVE Victim Advocate will provide DOVE Unit members with domestic violence information and will assist in facilitating DOVE Unit education presentations involving shelter volunteers, law enforcement personnel and community members.
11. The DOVE Victim Advocate will keep ongoing information regarding DOVE clients for two months. If no contact has been achieved by this time, the information will be filed.
12. The DOVE Victim Advocate will maintain ongoing communication with other Unit members.
13. The DOVE Victim Advocate will attempt to prioritize cases on basis of potential lethality, repeated law enforcement response to the same victim, weapons involved/available, level of injury, threats to kill or commit suicide, etc.
14. The DOVE Victim Advocate will implement and adhere to the protocol accountability structure established by the Unit.
15. The DOVE Victim Advocate will assist the Unit in providing appropriate feedback to criminal justice systems' personnel when commendation or criticism is warranted.
16. The DOVE Victim Advocate will send evaluations to all victims with whom he/she has been able to establish contact at least quarterly.

## **THE BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

### **C. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY IN DOMESTIC VIOLENCE CASES**

1. Review investigative reports as soon after receipt as possible;
2. If additional information is needed before the filing decision can be made, request the appropriate officer to conduct follow up investigation;



3. Insure that investigative members of the DOVE unit clearly understand exactly what the follow up request is and why the request is being made;
4. Make contact with the victim via PA investigator, victim advocate or personally prior to filing when appropriate to evaluate the filing decision;
5. Make filing decisions in a timely fashion to avoid compromising victim safety;
6. If there is a good faith basis for a charge, err on the side of filing charges;
7. Filing decisions shall be based on whether there is sufficient evidence to get a conviction regardless of the victim's desire to prosecute. A victim's unwillingness or inability to assist is an issue for consideration but not an exclusion to filing charges in the appropriate case;
8. Request bond amounts higher than pre-set bonds when appropriate to further victim safety, for instance, do not hesitate to request a \$30,000 bond with condition no contact with the victim even when the charge is misdemeanor assault in a case where the facts warrant such a request;
9. Post filing, contact victim when practicable to develop rapport, assist victim in understanding outcome options and gain further factual education;
10. Insure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
11. Move cases to final disposition as expeditiously as possible;
12. Attend DOVE unit meetings and be prepared to discuss cases, explain rationale for decisions and freely express ideas on how to improve our work product;
13. Provide training to law enforcement and other agencies involved in protecting and serving victims of domestic violence;
14. Stay current on the law and update members of DOVE unit on new legislative developments;
15. Attend training and maintain progressive approach to domestic violence prosecution.

#### **D. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY'S VICTIM ADVOCATE WHEN RESPONDING TO DOMESTIC VIOLENCE CASES**

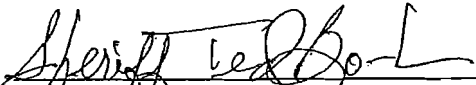
The Prosecuting Attorney's Victim Advocate will attempt to do the following when practicable:

1. Review law enforcement reports or case files, and, within 24 hours, attempt to contact victims. On a case wherein the offense is a misdemeanor, a Victim Impact Statement will be sent if possible. On felony cases, phone contact and a


Victim Impact Statement will be the means of contact.

2. During phone contact the Victim Advocate will assess the victims':
  - a. Safety
  - b. Severity of injury/trauma (medical release, CVCF)
  - c. Level of support (family, community, DOVE Unit Contact)
  - d. Level of Criminal Justice System knowledge
  - e. Need for immediate face-to-face contact.
3. Document all contacts in the case file and follow-up with the designated prosecuting attorney or DOVE Unit member (if necessary) and inform the victim of potential plea options.
4. Meet with the victim face-to-face to provide Criminal Justice System education/preparation, emotional support, court accompaniment, and referral to community supports.
5. Respond within a reasonable time to any other victim request.
6. Upon case disposition, send closing letter and Victim Services Survey with self-addressed stamped envelope.
7. Attend all DOVE Unit meetings and prepare list for case review.


These protocols have been reviewed and approved by DOVE Unit agency supervisors.

  
\_\_\_\_\_  
Sheriff Ted Boehm  
Boone County Sheriff's Department

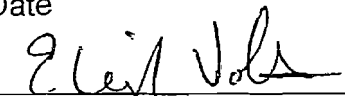
8-20-03  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kevin Crane, Prosecuting Attorney  
Boone County Office

8-20-03  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Randy Boehm  
Columbia Police Dept.

08-22-03  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
E. Leigh Voltmer, Executive Director  
CHS - The Shelter

08-22-03  
\_\_\_\_\_  
Date

## DOVE STATISTICS

Violence Against Women By Offense Type  
1/1/2004-12/31/2004

|                         | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
|-------------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Arson                   | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Assault                 | 55         | 50         | 80         | 69           | 59         | 56          | 70          | 66         | 63          | 61         | 77         | 56         | 762          |
| Burglary/Robbery        | 1          | 0          | 1          | 5            | 3          | 3           | 0           | 4          | 0           | 2          | 4          | 2          | 25           |
| Elder Abuse             | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 9          | 9            |
| Ex Parte                | 11         | 9          | 14         | 17           | 5          | 9           | 10          | 13         | 11          | 15         | 5          | 0          | 119          |
| Fel Rest/False Imprison | 1          | 0          | 1          | 3            | 0          | 3           | 5           | 1          | 0           | 6          | 1          | 0          | 21           |
| Harassment              | 1          | 4          | 6          | 4            | 2          | 6           | 2           | 2          | 2           | 4          | 5          | 3          | 41           |
| Homicide                | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Peace Disturbance       | 1          | 1          | 0          | 1            | 1          | 1           | 1           | 7          | 2           | 3          | 2          | 2          | 22           |
| Property Damage         | 1          | 1          | 4          | 5            | 3          | 3           | 2           | 2          | 0           | 6          | 5          | 2          | 34           |
| Rape                    | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Forcible Sodomy         | 0          | 0          | 0          | 0            | 1          | 0           | 0           | 0          | 0           | 0          | 2          | 0          | 3            |
| Resist Arrest           | 0          | 0          | 2          | 1            | 0          | 0           | 0           | 0          | 1           | 0          | 5          | 0          | 9            |
| Sexual Misc/Assault     | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Stalking                | 0          | 2          | 1          | 1            | 0          | 1           | 0           | 1          | 1           | 1          | 0          | 1          | 9            |
| Tamper/Stealing         | 1          | 1          | 0          | 1            | 3          | 1           | 0           | 0          | 0           | 2          | 0          | 0          | 9            |
| Tamper w/victim/wit     | 1          | 0          | 1          | 2            | 1          | 1           | 1           | 2          | 2           | 2          | 1          | 0          | 14           |
| Trespass                | 5          | 0          | 4          | 1            | 0          | 2           | 2           | 0          | 2           | 3          | 1          | 1          | 21           |
| UUV                     | 0          | 4          | 3          | 3            | 2          | 1           | 4           | 1          | 1           | 5          | 1          | 2          | 27           |
| ACA                     | 0          | 0          | 1          | 1            | 0          | 1           | 2           | 0          | 0           | 1          | 1          | 3          | 10           |
| Total Offenses          | 78         | 72         | 118        | 114          | 80         | 88          | 99          | 99         | 85          | 111        | 110        | 81         | 1135         |

## DOVE STATISTICS

### Violence Against Women By Offense Type 1/1/2004-12/31/2004

|                        |             |               |                |  |  |
|------------------------|-------------|---------------|----------------|--|--|
| Not Files              | 261         |               |                |  |  |
| Nolle Pros/Dismissed   | 59          |               |                |  |  |
| Deferred               | 15          |               |                |  |  |
| Pled Guilty            | 256         |               |                |  |  |
| Pending Cases          | 275         |               |                |  |  |
| Charge Merged          | 31          |               |                |  |  |
| Cases under review     | 6           |               |                |  |  |
| Additional Information | 0           |               |                |  |  |
| Acquitted              | 0           |               |                |  |  |
| <b>Defendants</b>      | <b>Male</b> | <b>Female</b> | <b>Victims</b> |  |  |
| Age 18-20              | 85          | 28            | 210            |  |  |
| 21-30                  | 324         | 57            | 353            |  |  |
| 31-40                  | 255         | 33            | 277            |  |  |
| 41-50                  | 168         | 11            | 132            |  |  |
| 51-60                  | 41          | 3             | 39             |  |  |
| 61-70                  | 12          |               | 14             |  |  |
| 71-80                  |             |               | 1              |  |  |
| 81-90                  |             |               | 1              |  |  |
|                        | <b>885</b>  | <b>0 132</b>  | <b>0 1027</b>  |  |  |
| Asian                  | 3           |               | 2              |  |  |
| Indian                 | 7           |               | 6              |  |  |
| Hispanic               | 20          |               | 6              |  |  |
| Black                  | 355         | 55            | 322            |  |  |
| White                  | <u>500</u>  | <u>77</u>     | 691            |  |  |
|                        | <b>885</b>  | <b>0 132</b>  | <b>0 1027</b>  |  |  |

## DOVE STATISTICS

## Violence Against Women By Offense Type

1/1/2005-12/31/2005

|                         | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
|-------------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Arson                   | 0          | 0          | 0          | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | 0          | 0            |
| Assault                 | 58         | 59         | 75         | 62           | 65         | 77          | 89          |            |             |            |            |            | 485          |
| Burglary/Robbery        | 1          | 0          | 0          | 0            | 1          | 2           | 1           |            |             |            |            |            | 5            |
| Elder Abuse             | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Ex Parte                | 18         | 5          | 15         | 16           | 8          | 10          | 5           |            |             |            |            |            | 77           |
| Fel Rest/False Imprison | 5          | 5          | 0          | 1            | 3          | 1           | 3           |            |             |            |            |            | 18           |
| Harassment              | 0          | 2          | 10         | 3            | 1          | 4           | 2           |            |             |            |            |            | 22           |
| Homicide                | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Peace Disturbance       | 1          | 0          | 0          | 0            | 0          | 0           | 1           |            |             |            |            |            | 2            |
| Property Damage         | 2          | 8          | 6          | 4            | 1          | 2           | 1           |            |             |            |            |            | 24           |
| Rape                    | 0          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 0            |
| Forcible Sodomy         | 1          | 0          | 0          | 0            | 0          | 0           | 0           |            |             |            |            |            | 1            |
| Resist Arrest           | 0          | 0          | 0          | 0            | 0          | 1           | 0           |            |             |            |            |            | 1            |
| Sexual Misc/Assault     | 0          | 0          | 0          | 0            | 0          | 1           | 0           |            |             |            |            |            | 1            |
| Stalking                | 0          | 0          | 2          | 1            | 1          | 0           | 0           |            |             |            |            |            | 4            |
| Tamper/Robbery/Stealing | 0          | 0          | 2          | 3            | 0          | 2           | 1           |            |             |            |            |            | 8            |
| Tamper w/victim/wit     | 2          | 0          | 2          | 0            | 3          | 0           | 1           |            |             |            |            |            | 8            |
| Trespass                | 1          | 2          | 1          | 1            | 1          | 1           | 3           |            |             |            |            |            | 10           |
| UUW                     | 4          | 0          | 3          | 4            | 1          | 2           | 0           |            |             |            |            |            | 14           |
| ACA                     | 0          | 0          | 4          | 1            | 2          | 3           | 2           |            |             |            |            |            | 12           |
| Total Offenses          | 93         | 81         | 120        | 96           | 87         | 106         | 109         | 0          | 0           | 0          | 0          | 0          | 692          |







## Family Services Unit - Second Quarter Report

### Case Assignments from January 1, 2005 to July 31, 2005

### City of Columbia Domestic Violence Cases



| Type of Clearance         | Active/ Open | Arrest     | Warrant Pending | Exceptional | Information | Unfounded | Administrative | Total Cases |
|---------------------------|--------------|------------|-----------------|-------------|-------------|-----------|----------------|-------------|
| Homicide                  | 0            | 0          | 0               | 1           | 0           | 0         | 0              | 1           |
| Rape/Sexual Assault       | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Assault-Second            | 1            | 40         | 8               | 0           | 0           | 2         | 0              | 51          |
| Assault-Third             | 9            | 150        | 44              | 23          | 0           | 4         | 0              | 230         |
| Court Order Violation     | 1            | 22         | 12              | 8           | 0           | 0         | 0              | 43          |
| Burglary                  | 1            | 2          | 1               | 1           | 0           | 0         | 0              | 5           |
| Larceny                   | 0            | 2          | 0               | 0           | 0           | 1         | 0              | 3           |
| Property Damage           | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Harassment                | 2            | 21         | 7               | 0           | 0           | 1         | 0              | 31          |
| Stalking                  | 0            | 0          | 1               | 0           | 0           | 1         | 0              | 2           |
| Trespass Person           | 0            | 0          | 0               | 0           | 0           | 0         | 0              | 0           |
| Disturbance               | 0            | 0          | 0               | 0           | 147         | 0         | 0              | 147         |
| Other Crimes              | 0            | 2          | 2               | 0           | 0           | 0         | 1              | 5           |
|                           |              |            |                 |             |             |           |                |             |
| <b>Total Cases Worked</b> | <b>14</b>    | <b>239</b> | <b>75</b>       | <b>33</b>   | <b>147</b>  | <b>9</b>  | <b>1</b>       | <b>518</b>  |

| Type of Clearance         | Active/ Open | Arrest     | Warrant Pending | Exceptional | Information | Unfounded | Administrative | Total Cases |
|---------------------------|--------------|------------|-----------------|-------------|-------------|-----------|----------------|-------------|
| Homicide                  | 0            | 1          | 0               | 0           | 0           | 0         | 0              | 1           |
| Rape/Sexual Assault       | 0            | 5          | 0               | 2           | 0           | 0         | 2              | 9           |
| Assault-Second            | 2            | 68         | 2               | 2           | 0           | 3         | 0              | 77          |
| Assault-Third             | 0            | 253        | 12              | 29          | 0           | 9         | 0              | 303         |
| Court Order Violation     | 0            | 40         | 30              | 21          | 0           | 3         | 1              | 68          |
| Burglary                  | 0            | 17         | 1               | 3           | 0           | 1         | 0              | 22          |
| Larceny                   | 0            | 3          | 0               | 0           | 0           | 0         | 0              | 3           |
| Property Damage           | 2            | 2          | 2               | 20          | 0           | 0         | 0              | 6           |
| Harassment                | 0            | 36         | 3               | 9           | 0           | 10        | 1              | 59          |
| Stalking                  | 0            | 2          | 0               | 1           | 0           | 1         | 0              | 4           |
| Trespass Person           | 0            | 0          | 0               | 1           | 0           | 0         | 0              | 1           |
| Disturbance               | 0            | 0          | 0               | 0           | 307         | 0         | 1              | 308         |
| Other Crimes              | 0            | 6          | 0               | 1           | 0           | 0         | 0              | 7           |
| <b>Total Cases Worked</b> | <b>4</b>     | <b>433</b> | <b>23</b>       | <b>69</b>   | <b>307</b>  | <b>27</b> | <b>5</b>       | <b>868</b>  |



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 20 05

In the County Commission of said county, on the

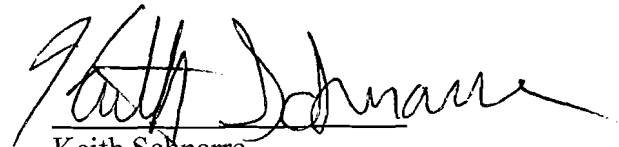
25<sup>th</sup> day of August

20 05

the following, among other proceedings, were had, viz:

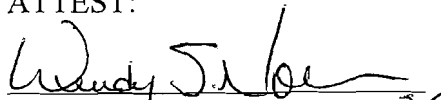
Now on this day the County Commission of the County of Boone does hereby receive and acknowledge the recommendation from PAC on the Employee Assistance Program.


Done this 25<sup>th</sup> day of August, 2005.



Keith Schmarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission



Karen M. Miller  
District I Commissioner

absent

\_\_\_\_\_  
Skip Elkin  
District II Commissioner

347-2005

# Boone County Human Resources

**BETTY DICKNEITE**  
Director



601 E. Walnut-Room 211  
Columbia, MO 65201  
(573) 886-4395

August 17, 2005

**TO:** Keith Schnarre, Presiding Commissioner  
Karen Miller, District 1 Commissioner  
Skip Elkin, District 2 Commissioner

**FROM:** Betty Dickneite, Chairperson  
Personnel Advisory Committee

**RE:** Recommendation from Personnel Advisory Committee re Employee Assistance Program

The Personnel Advisory Committee met on August 15, 2005 and unanimously recommended establishment of an Employee Assistance Program for Boone County employees.

The Personnel Advisory Committee members in attendance at that meeting were:

Commissioner Skip Elkin, David Mink, Dwayne Carey, June Pitchford, Kay Murray, Melinda Bobbitt, Pat Lensmeyer, Stan Shawver, Wendy Noren and Betty Dickneite. Two proxies were in attendance: Bonnie Adkins for Kevin Crane and Trudy Fisher for Michael Mallicoat.

Should you have any questions, please let me know.

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

August Session of the July Adjourned Term. 20 05

In the County Commission of said county, on the 25<sup>th</sup> day of August 20 05

the following, among other proceedings, were had, viz:

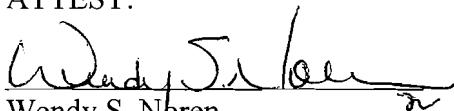
Now on this day the County Commission of the County of Boone does hereby authorize a closed session on Monday, August 29, 2005 at 10:00 a.m. in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by Section 610.021(3) RSMo. to discuss the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded, and 610.021(13) RSMo. to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Done this 25<sup>th</sup> day of August, 2005.



Keith Schnarre  
 Presiding Commissioner

ATTEST:



Wendy S. Noren  
 Clerk of the County Commission



Karen M. Miller  
 District I Commissioner

--absent--

Skip Elkin  
 District II Commissioner