

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

6th

day of

August

20 19

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 attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 388 E Winter Street, parcel #11-619-24-01-099.00 01.

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*

Fred J. Parry  
District I Commissioner

*Janet M. Thompson*

Janet M. Thompson  
District II Commissioner

**BEFORE THE COUNTY COMMISSION OF  
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement	)	August Session
388 E Winter St	)	July Adjourned
Columbia, MO 65202	)	Term 2019
	)	Commission Order No. <u>321-2019</u>

**FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT**

**NOW** on this 6<sup>th</sup> day of August 2019, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture and growth of weeds in excess of twelve inches high on the premises.
4. The location of the public nuisance is as follows: 388 E Winter St, Columbia, MO, a/k/a parcel# 11-619-24-01-099.00 01, Clearview Plat 4 Lot 83, Section 24, Township 49, Range 13 as shown by deed book 3665 page 0148, Boone County
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code and growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 13<sup>th</sup> day of June 2019, to the property owner.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly,

in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

**Order For Abatement Chargeable As a Special Assessment To The Property**

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

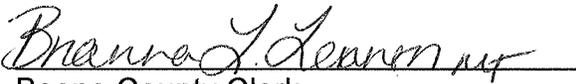
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

**WITNESS** the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri  
By Boone County Commission

  
\_\_\_\_\_  
Presiding Commissioner

ATTEST:

  
\_\_\_\_\_  
Boone County Clerk

Lonnie Tolbert

388 E Winter Street

Health Department nuisance notice – timeline

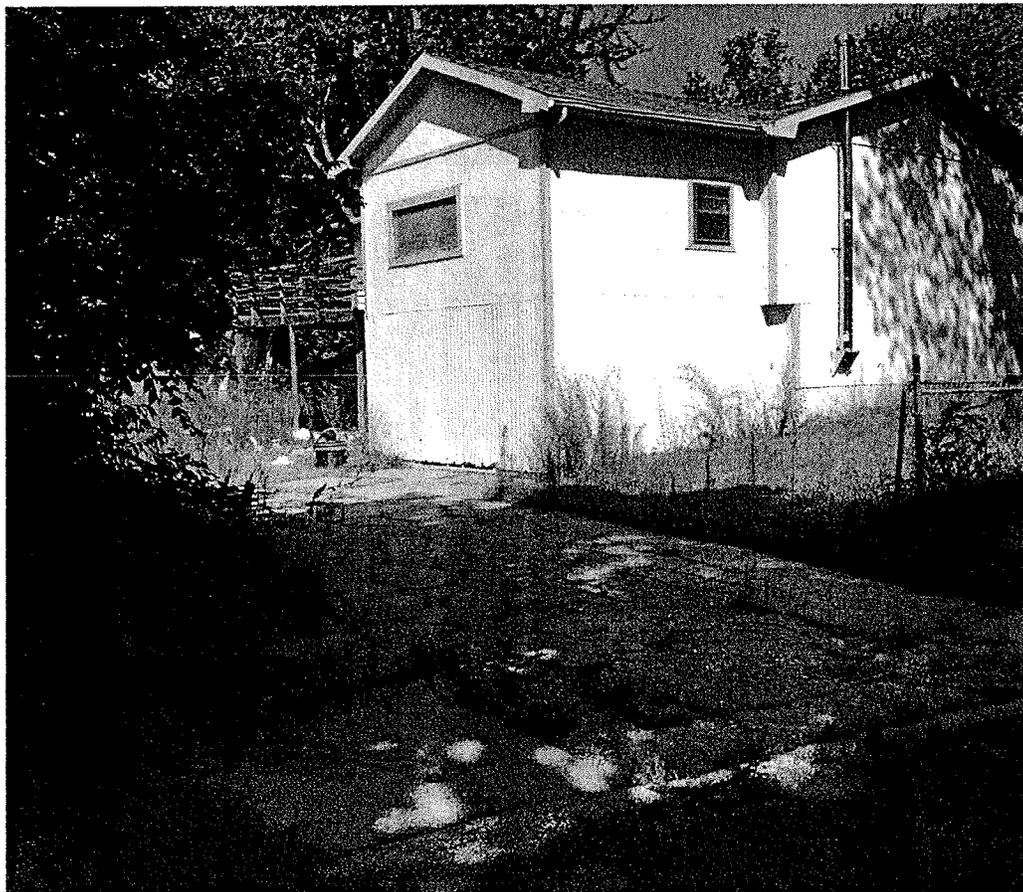
- 5/16/19: Citizen complaint received
- 5/16/19: Initial inspection conducted
- 5/17/19: Notice of violation sent to owner, return receipt requested
- 6/13/19: Notice of violation posted in local newspaper
- 7/14/19: Reinspection conducted – violation not abated
- 7/17/19: Second citizen complaint received
- 7/17/19: Hearing notice sent
- 8/5/19: Reinspection conducted – violation not abated – photographs taken at ~ 10:25 am

Photographs taken 8/5/19 @ ~ 10:25 am

388 E Winter Street

Growth of weeds in excess of twelve inches high, and trash, rubbish and garbage on the premises







## HEARING NOTICE

TOLBERT LONNIE  
6883 OVEJA AVE  
EL PASO, TX 79912-7991

An inspection of the property you own located at 388 E WINTER ST (parcel # 11-619-24-01-099.00 01) was conducted on July 14, 2019 and revealed a growth of weeds in excess of twelve inches high, and trash, rubbish and garbage on the premises. This condition was declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.7 and 6.5.

You are herewith notified that a hearing will be held before the County Commission on August 6, 2019 at 9:30 am in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

If the nuisance is not removed as ordered, any property contributing to the nuisance is deemed forfeited, and the County Commission may have the nuisance seized, removed, and abated. All costs of seizure, removal, and abatement, plus administrative fees, will be assessed against the property in a tax bill. **If the above nuisance condition has been corrected prior to the hearing, you do not have to appear for the hearing.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter.

Sincerely,

Garth Baker  
Environmental Public Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 17<sup>th</sup> day of

July 2019 by br

**AFFIDAVIT OF PUBLICATION**

STATE OF MISSOURI ) ss.  
County of Boone )

I, Ellen Ferrell, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

- 1st Insertion June 13th, 2019
- 2nd Insertion \_\_\_\_\_
- 3rd Insertion \_\_\_\_\_
- 4th Insertion \_\_\_\_\_
- 5th Insertion \_\_\_\_\_
- 6th Insertion \_\_\_\_\_
- 7th Insertion \_\_\_\_\_
- 8th Insertion \_\_\_\_\_
- 9th Insertion \_\_\_\_\_
- 10th Insertion \_\_\_\_\_
- 11th Insertion \_\_\_\_\_
- 12th Insertion \_\_\_\_\_
- 13th Insertion \_\_\_\_\_
- 14th Insertion \_\_\_\_\_
- 15th Insertion \_\_\_\_\_
- 16th Insertion \_\_\_\_\_
- 17th Insertion \_\_\_\_\_
- 18th Insertion \_\_\_\_\_
- 19th Insertion \_\_\_\_\_
- 20th Insertion: \_\_\_\_\_
- 21st Insertion: \_\_\_\_\_
- 22nd Insertion: \_\_\_\_\_

\$66.52

Subscribed & sworn to before me this 18th day of June, 2019

By: Ellen Ferrell  
Ellen Ferrell  
Sandra L. Rother  
Notary Public



SANDRA L. ROTHER  
My Commission Expires  
September 9, 2019  
Boone County  
Commission #15638071

**NOTICE OF DECLARATION OF  
PUBLIC NUISANCE  
AND ORDER OF ABATEMENT**

TOLBERT LONNIE  
6883 OVEJA AVE  
EL PASO, TX 79912-7991

In accordance with section 67.402 RSMo and section 6.10, Boone County Code of Health Regulations, the undersigned gives notice to the above named persons or entities that the following described real property is hereby declared to contain the following described public nuisance which is ordered abated within 15 days of the date of this notice, and that if such abatement does not occur, then such nuisance may be ordered abated by the action of the Columbia/Boone County Department of Public Health, with the cost thereof to be the subject of a special tax bill against the property subject to abatement.

Property Description: Clearview Subdivision, Plat 4, Lot 83 a/k/a 388 E Winter St as shown by deed book 3665 page 0148

**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box and fee as appropriate)

Return Receipt (hard copy)

Return Receipt (electronic)

Certified Mail Restricted Delivery

Adult Signature Required

Restricted Delivery

Postage

Total Postage and Fees \$6.90

Sent to

Lonnie Tolbert

6883 Oveja Ave

El Paso, TX 79912-7991

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7016 0910 0001 2245 8671

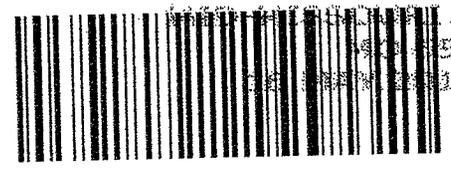


# CITY OF COLUMBIA/BOONE

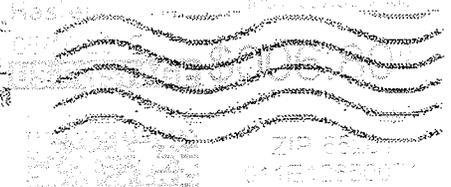
DEPARTMENT OF PUBLIC HEALTH AND HUM.  
ENVIRONMENTAL HEALTH

1005 W. WORLEY STREET  
P.O. Box 6015  
COLUMBIA, MISSOURI 65205-6015

## CERTIFIED MAIL®



7016 0910 0001 2245 8671



TOLBERT LONNIE  
6883 OVEJA AVE  
EL PASO, TX 79912-7991

*N/S/Spaldy*  
*RGE*

MIXIE 799 08 1 0000/04/10  
RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD  
BC: 65205601515 \*1828-00405-16-41

7016 0910 0001 2245 8671



Columbia/Boone County  
Public Health & Human Services



## NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

TOLBERT LONNIE  
6883 OVEJA AVE  
PASO, TX 79912-7991

An inspection of the property you own located at own located at 388 E WINTER ST (parcel # 11-619-24-01-099.00 01) was conducted on May 16, 2019 and revealed trash, rubbish and garbage on the premises.

This condition is hereby declared to be a public nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.5. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered under this notice, any property contributing to the nuisance is deemed forfeited, and the County Commission may have the nuisance seized, removed, and abated with the cost of such seizure, removal and abatement, plus administrative fees, charged against the property in a special tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

Sincerely,

Garth Baker  
Environmental Public Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 17<sup>th</sup> day of May 2019 by me.



573.874.7781  
573.874.7756 fax



1005 W. Worley Street  
Columbia, Missouri 65203



CoMo.gov

*Our vision. Columbia is the best place for everyone to live, work, learn and play*





## CITY OF COLUMBIA/BOONE COUNTY, MISSOURI

HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH

# NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

TOLBERT LONNIE  
6883 OVEJA AVE  
EL PASO, TX 79912-7991

An inspection of the property you own located 388 E WINTER ST (parcel # 11-619-24-01-099.00 01) was conducted on May 16, 2019 and revealed a growth of weeds in excess of twelve inches high on the premises.

This condition is hereby declared to be a public nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.7. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered under this notice, any property contributing to the nuisance is deemed forfeited, and the County Commission may have the nuisance seized, removed, and abated with the cost of such seizure, removal and abatement, plus administrative fees, charged against the property in a special tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

Sincerely,

Garth Baker  
Environmental Public Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 17<sup>th</sup> day of May 2019 by bu.

1005 W. Worley ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 817-6407  
www.GoColumbiaMo.com

# Boone County, Missouri

Unofficial Document

Recorded in Boone County, Missouri

Date and Time 07/13/2010 at 08:56:06 AM

Instrument # 2010013667 Book 3665 Page 148

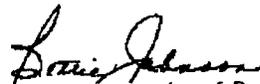
Grantor TOLBERT, RUBY P

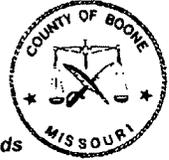
Grantee TOLBERT, LONNIE

Instrument Type WD

Recording Fee \$27.00 S

No of Pages 2

  
Bettie Johnson, Recorder of Deeds



## MISSOURI WARRANTY DEED

**THIS INDENTURE**, Made on July 02, 2010 by and between

Grantor: Ruby P. Tolbert, a single person

**AND**

Grantee: Lonnie Tolbert, a married person

Whose mailing address is 388 E. Winter St., Columbia, MO, 65202

WITNESSETH THAT THE SAID GRANTOR(S), in consideration of the sum of **ONE DOLLAR AND OTHER VALUABLE CONSIDERATIONS** to be paid by said Grantee(s) (the receipt of which is hereby acknowledged), do by these presents. GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto said Grantee(s) and unto the heirs, successors and assigns of Grantee(s), the following described lots, tracts or parcels of land lying, being and situate in the County of **Boone** and State of **Missouri**, to-wit:

Lot Eighty-three (83) of Clearview Subdivision Plat No. Four (4) as shown by plat thereof recorded in Plat Book 11, Page 32. records of Boone County, Missouri.

**SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS, IF ANY, NOW OF RECORD**



# Tom Schauwecker Assessor

Parcel 11-619-24-01-099.00 01      Property Location 388 E WINTER ST

<b>City</b>	<b>Road</b> COMMON ROAD DISTRICT (CO)	<b>School</b> COLUMBIA (C1)
<b>Library</b> COL BC LIBRARY (L4)	<b>Fire</b> BOONE COUNTY (F1)	
<b>Owner</b> TOLBERT LONNIE	<b>Subdivision Plat Book/Page</b> 0011 0032	
<b>Address</b> 6883 OVEJA AVE	<b>Section/Township/Range</b> 24 49 13	
<b>Care Of</b>	<b>Legal Description</b> CLEARVIEW PLAT 4	
<b>City, State, Zip</b> EL PASO, TX 79912 - 7991	LOT 83	
	<b>Lot Size</b> 130.00 × 73.70	
	<b>Irregular Shape</b> Y	
	<b>Deeded Acreage</b> .00	
	<b>Calculated Acreage</b> .00	
	<b>Deed Book/Page</b> 3665 0148 3665 0147 3109 0147	

**CURRENT APPRAISED**

**CURRENT ASSESSED**

**RESIDENCE DESCRIPTION**

<b>Type</b>	<b>Total</b>
RESIDENTIAL	85,000
<b>Totals</b>	<b>85,000</b>

<b>Type</b>	<b>Total</b>
RESIDENTIAL	16,150
<b>Totals</b>	<b>16,150</b>

<b>Year Built</b> 1977
<b>Use</b> SINGLE FAMILY (101)
<b>Basement</b> FULL (4) <b>Attic</b> NONE (1)
<b>Bedrooms</b> 3 <b>Main Area</b> 1,368
<b>Full Bath</b> 1 <b>Finished Basement Area</b> 0
<b>Half Bath</b> 0
<b>Total Rooms</b> 5 <b>Total Square Feet</b> 1,368

**Boone County Assessor**

801 E. Walnut St., Rm 143  
Columbia, MO 65201-7733

[assessor@boonecountymmo.org](mailto:assessor@boonecountymmo.org)

**Office** (573) 886-4251  
**Fax** (573) 886-4254

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

6th

day of

August

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached application from the Boone County Republican Party for the Adopt-a-Road Program for the following section of roadway:

West Obermiller Road – from North Creasy Springs Road to North O’Neal Road

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner  
*Fred J. Parry*  
Fred J. Parry  
District I Commissioner  
*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

Boone County Public Works  
Adopt-A-Road Application & Information Sheet

Road Name: West Overmiller Road

Agreement  
Renewal Date: \_\_\_\_\_  
(to be completed by BCPW)

Starting Point: N Cressy Springs Rd

Ending Point: N O'Neal Rd.

Adopt-A-Road Sign Requested:  YES  NO

Organization Name: Boone County Republican Party  
(As you wish for it to appear on the Adopt-A-Road Sign, if requested)

Contact Person: Mike Zweifel Title: Chair

Address: 520 Sackets City: Columbia Zip: 65202

Phone #1: 573 808 2947 Phone #2: 573 340 5329 FAX: \_\_\_\_\_ Email Address: boonecountyrepublicans@gmail.com

Please Indicate Preferred Method of Contact:  Email  Telephone  FAX  U.S. Postal

Alternate Contact Person: Lisa Meyer Title: Member

Address: 104 Sea Eagle Dr City: Columbia Zip: 65202

Phone #1: (573) 489-0919 Phone #2: \_\_\_\_\_ FAX: \_\_\_\_\_ Email Address: LMeyer@MeyerWorks.com

Please Indicate Preferred Method of Contact:  Email  Telephone  FAX  U.S. Postal

Participants must agree to follow these guidelines at all times:

**DO**

- Wear a safety vest
- Be aware of oncoming traffic
- Be cautious when crossing roadways
- Stay clear of construction projects, mowing operations and maintenance activities
- Work only during daylight hours
- Have at least one adult supervisor for every 5 participants age 13 to 17 and one adult supervisor for every 4 participants age 6 to 12. Children under age 6 may not participate.

**DO NOT**

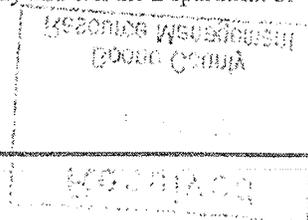
- Work during bad weather, extreme temperatures and peak travel times
- Participate in horseplay or activity that might distract drivers
- Pick up, remove the lid from, shake or even touch any hazardous substances, like syringes or drug-making equipment, or any other suspicious litter. Instead, mark the area in some way and call the Department of Public Works or Boone County Sheriff.
- Trespass on private property.

Signature (Contact Person)

Date

Lisa Meyer

7/16/19



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 2019

In the County Commission of said county, on the 6th day of August 2019

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

Now on this day, the County Commission of the County of Boone does hereby approve the recommendation from the Job Classification Committee to create a new classification titled Helpdesk Technician I (Classification Code 104890) and to approve the title and minimum qualifications change to classification code 104900 Helpdesk Technician, which shall now be titled Helpdesk Technician II.

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill

Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry

District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# Boone County Human Resources

Jenna Redel  
Director, Human Resources  
and Risk Management



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4405  
Fax: (573) 886-4444

July 31, 2019

## Recommendations from the Job Classification Committee

The Job Classification Committee reviewed a request from the Information Technology Department to modify the current classification of Helpdesk Technician, to now be titled Helpdesk Technician II and create a new classification, Helpdesk Technician I (104890).

The current classification of Helpdesk Technician (104900) is, and will remain, on pay range 35. The minimum qualifications for this classification are a two-year degree and one year of experience or three years of experience in lieu of a degree. The Director of Information Technology has had difficulty finding qualified candidates for this position. As a result, he has requested a new classification of Helpdesk Technician I, on pay range 31, with a lower level of qualifications, a combined total of two years of education and/or experience.

The Director has also requested that the current Helpdesk Technician classification will be retitled as Helpdesk Technician II and the minimum qualifications increased to 5 years of experience or a two-year degree and two years of experience.

The Director would prefer to hire a qualified Helpdesk Technician II but, with the new classification, could also hire a Helpdesk Technician I and when that employee gained a sufficient combination of skill and experience, the Director could move the employee to the Helpdesk Technician II classification during a budget cycle or when filling a helpdesk vacancy.

The Job Classification Committee now presents the following recommendations:

**Create a new classification of Helpdesk Technician I (class code 104890) on Range 31.**

**Approve the title change and qualifications change of classification 104900, now titled Helpdesk Technician II.**

The job descriptions for the relevant positions are attached hereto.



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Helpdesk Technician I</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Supervisor, Systems Analysis</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/19</u>
<b>DEPARTMENT:</b> <u>Information Technology</u>		<b>JOB CODE:</b> 202

### **DEFINITIONS:**

With general supervision, provides computer operation support by responding to all helpdesk requests and follows up for resolution and reporting in the department's helpdesk software tool.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responds to all helpdesk requests (calls, e-mails, and in-person). Provides central point of contact for customers and users to report all support and problem tracking issues. Provides consulting, technical support and problem tracking via telephone, e-mail and in-person for the installation, configuration, use and troubleshooting of various personal computer systems. Documents specific information from users to identify specific problems and documents specific resolutions in the knowledge database. Monitors all helpdesk requests using the IT's helpdesk software tools. Coordinates support and implementation issues between IT and customers. Ensures that all helpdesk requests are being responded to in a timely manner, and that all proper resources are assigned. Assists in keeping the status of all open helpdesk work orders up-to-date. Installs, modifies, upgrades and makes minor repairs to personal computers; network hardware such as servers, routers and switches; and system operating software.

Provides technical assistance, training and support to all system users. Assists with the roll-out of internal IT and county-wide technology projects and upgrades. Provides backup for the PC/Network Support Analyst whenever needed. Assists with personal computer and network administration.

Monitors AS/400 and network communication statuses and either fixes problems or reports them to the vendor or other internal IT staff. Coordinates daily, nightly and other regular print jobs including running and monitoring the jobs for operator messages, proper form loading, quality control, organizing and placing output in proper area – plus assisting users who visit the printer room to pick up their reports. Responds to printer messages. Runs other AS/400 or file server jobs according to documented standard operating procedures as needed by the programming staff and coordinated through the Programming Supervisor, or as needed by PC/Technical Support Analyst.

Rotates backup tapes in file servers and AS/400, and coordinates the packaging and transport of backup tapes for off-site storage. Maintains all personal computer software and hardware inventories, and reports regularly on installed and unauthorized software on personal computers. Collects and assists with the maintenance of documentation for operations support.

**KNOWLEDGE AND SKILL:**

1. Knowledge of the principles and practices of computer science.
2. Considerable knowledge of personal computers, printers and peripherals.
3. Knowledge of AS/400 computer operations.
4. Knowledge of the operation and maintenance of network computer equipment including file servers, routers, hubs, switches, etc.
5. Considerable knowledge of the operation, maintenance and administration of a Novell network and GroupWise e-mail.
6. Knowledge of Boone County policies and procedures.
7. Skill in planning, organizing and managing projects.
8. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**MINIMUM QUALIFICATIONS:**

Two year technical degree in computer science or a related field **OR** two years of experience in one or more of the following: the operation and maintenance of personal computers, printers and peripherals; the operation of a helpdesk; the operation of an AS/400 computer; the operation and maintenance of network computer equipment including file servers, routers, hubs, switches, etc.; the operation, maintenance and administration of a Novell network and GroupWise e-mail, **OR** an equivalent combination of school and experience.



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Helpdesk Technician II</u>	<b>NEW:</b> <input type="checkbox"/> <small>(Please check one)</small>	<b>REVISED:</b> <input checked="" type="checkbox"/>
<b>REPORTS TO:</b> <u>Supervisor, Systems Analysis</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/19</u>
<b>DEPARTMENT:</b> <u>Information Technology</u>	<b>JOB CODE:</b> 202	

### **DEFINITIONS:**

With general supervision, provides computer operation support by responding to all helpdesk requests and follows up for resolution and reporting in the department's helpdesk software tool.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responds to all helpdesk requests (calls, e-mails, and in-person). Provides central point of contact for customers and users to report all support and problem tracking issues. Provides consulting, technical support and problem tracking via telephone, e-mail and in-person for the installation, configuration, use and troubleshooting of various personal computer systems. Documents specific information from users to identify specific problems and documents specific resolutions in the knowledge database. Monitors all helpdesk requests using the IT's helpdesk software tools. Coordinates support and implementation issues between IT and customers. Ensures that all helpdesk requests are being responded to in a timely manner, and that all proper resources are assigned. Assists in keeping the status of all open helpdesk work orders up-to-date. Installs, modifies, upgrades and makes minor repairs to personal computers; network hardware such as servers, routers and switches; and system operating software.

Provides technical assistance, training and support to all system users. Assists with the roll-out of internal IT and county-wide technology projects and upgrades. Provides backup for the PC/Network Support Analyst whenever needed. Assists with personal computer and network administration.

Monitors AS/400 and network communication statuses and either fixes problems or reports them to the vendor or other internal IT staff. Coordinates daily, nightly and other regular print jobs including running and monitoring the jobs for operator messages, proper form loading, quality control, organizing and placing output in proper area – plus assisting users who visit the printer room to pick up their reports. Responds to printer messages. Runs other AS/400 or file server jobs according to documented standard operating procedures as needed by the programming staff and coordinated through the Programming Supervisor, or as needed by PC/Technical Support Analyst.

Rotates backup tapes in file servers and AS/400, and coordinates the packaging and transport of backup tapes for off-site storage. Maintains all personal computer software and hardware inventories, and reports regularly on installed and unauthorized software on personal computers. Collects and assists with the maintenance of documentation for operations support.

**KNOWLEDGE AND SKILL:**

1. Knowledge of the principles and practices of computer science.
2. Considerable knowledge of personal computers, printers and peripherals.
3. Knowledge of AS/400 computer operations.
4. Knowledge of the operation and maintenance of network computer equipment including file servers, routers, hubs, switches, etc.
5. Considerable knowledge of the operation, maintenance and administration of a Novell network and GroupWise e-mail.
6. Current Comp TIA A+ certification or ability to obtain certification within six months.
7. Knowledge of Boone County policies and procedures.
8. Skill in planning, organizing and managing projects.
9. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**MINIMUM QUALIFICATIONS:**

Two year technical degree in computer science or a related field and three years of experience in one or more of the following: the operation and maintenance of personal computers, printers and peripherals; the operation of a helpdesk; the operation of an AS/400 computer; the operation and maintenance of network computer equipment including file servers, routers, hubs, switches, etc.; the operation, maintenance and administration of a Novell network and GroupWise e-mail. **OR** An additional two years experience in one or more of the above mentioned areas in lieu of the two year technical degree.

324/2019

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

6th

day of

August

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Victims of Crime Act (VOCA) Grant application from the Prosecuting Attorney's Office.

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*

Fred J. Parry  
District I Commissioner

*Janet M. Thompson*

Janet M. Thompson  
District II Commissioner



**DANIEL K. KNIGHT, Prosecutor**  
Office of the Boone County Prosecuting Attorney  
705 E. Walnut Street – Courthouse  
Columbia, Missouri 65201-4485  
573-886-4100  
FAX: 573-886-4148

August 6, 2019

TO: Commissioner Atwill  
Commissioner Parry  
Commissioner Thompson

FROM: Boone County Prosecuting Attorney's Office

RE: VOCA Grant Application

We are requesting your approval to apply for Victims of Crime Act Grant funding for our Victim Response Team through the Department of Social Services. We have been receiving funds from VOCA since 1993.

This grant award is for two years, October 1, 2019 through September 30, 2021 and will cover the salary for one part-time, non-benefited case specialist, the salary for two victim specialists, full benefits for one victim specialist, as well as training and travel expenses for 3 victim specialists and 3 assistant prosecuting attorneys to attend local and national conferences.

The federal award we are requesting is \$305,250.47 and the local match is \$61,050.10. The 20% match is provided by the existing salary of one of our victim specialists paid for by Boone County.

We respectfully request your approval to apply for this grant.

Thank you.

## Agency Information

<b>Agency Name</b>	<b>Boone County Prosecuting Attorney</b>	
<b>Agency or Organization Type</b> (Check all that apply)	<input type="checkbox"/> Domestic Violence/Sexual Assault Services and/or Shelters <input type="checkbox"/> Child Advocacy Center <input type="checkbox"/> Court Appointed Special Advocates (CASA) <input type="checkbox"/> Missouri Courts <input checked="" type="checkbox"/> Prosecuting Attorney Victim Advocates <input type="checkbox"/> All Other Victims of Crime Act (VOCA) Programs	
<b>Federal Tax ID#</b>	<b>436000349</b>	
<b>DUNS #</b>	<b>073755977</b>	
<b>a Commercial And Government Entity (CAGE) Code: Registration Number in the System for Award Management (SAM)</b> <a href="https://www.sam.gov/portal/SAM/">https://www.sam.gov/portal/SAM/</a>	<b>Code#:</b> <b>4SWR3</b>	<b>Valid Until Date:</b> <b>08/04/2020</b>
<b>Agency Website</b>	<b>www.showmeboone.com</b>	
<b>Mailing Address</b>	<b>Boone County Prosecuting Attorney's Office</b>	
<b>Street Address 1</b>	<b>705 E Walnut Street</b>	
<b>Street Address 2</b>		
<b>City, State Postal Code</b>	<b>Columbia, MO 65201</b>	
<b>County</b>	<b>Boone</b>	
<b>Phone #</b>	<b>573-886-4100</b>	
<b>Fax #</b>	<b>573-886-4148</b>	

## Requested Funding Amounts

<u>Section</u>	<u>Funding Amount</u>	
<b>Personnel</b>	\$250,421.92	
<b>Benefits</b>	\$30,491.67	
<b>Travel/Training</b>	\$24,336.88	
<b>Supplies/Operations</b>	0	
<b>Equipment (Single Item Valued \$5,000 or Above)</b>	0	
<b>Contractual</b>	0	
<b>Indirect Costs</b>	0	
<b>Totals Funds Requested</b>	\$305,250.47	
<b>Percentage of total funding per period:</b>	<b>Total % Must Equal 100%</b>	<b>Total Funding Per Period</b>
<b>October 1, 2019 through June 30, 2020</b>	11.30 %	\$34,493.30
<b>July 1, 2020 through June 30, 2021</b>	52.13 %	\$159,127.07
<b>July 1, 2021 through September 30, 2021</b>	36.57 %	\$111,630.10
<b>Match Amount (Section 2.2.2)</b>	<b>\$61,050.10</b>	___ Match Waiver request included

*NOTE: There is no guarantee the amount requested will be the amount the facility is awarded and the dollars cannot be used as match.*

## VOCA Data Form

<b>Totals Funds Requested</b>			
	<b>Funding Request per Funding Period</b>		
<b>Types of Victims to be Served (Section 3.2)</b>	October 1, 2019-June 30, 2020	July 1, 2020 – June 30, 2021	July 1, 2021 – September 30, 2021
<b>Domestic Abuse</b>	\$11,037.86	\$50,920.66	\$35,721.63
<b>Child Abuse</b>	\$689.87	\$3,182.54	\$2,232.60
<b>Sexual Assault</b>	\$2,069.60	\$9,546.62	\$6,697.81
<b>Underserved</b>	\$13,797.32	\$63,650.83	\$44,652.04
<b>Identified Other</b>	\$6,898.66	\$31,825.41	\$22,326.02
<b>Total Amount</b>	\$34,493.30	\$159,127.07	\$111,630.10

*NOTE: There is no guarantee the amount requested will be the amount the facility is awarded.*

## EXHIBIT 1 – TECHNICAL PROPOSAL – PROPOSED METHODOLOGY, APPROACH, AND PLAN

*Directions for Agency: The Agency should present a written plan for performing the requirements specified in Section 2, Requirements. The Proposed Methodology, Approach, and Plan should be no longer than thirty (30) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

**1. Provide a brief summary of the proposed project. Discuss the problem the agency will address, what services will be provided through the project, and who will provide these services. Also, detail how victims will access services, the role of volunteers, and what category of crime victim that will benefit from the proposed services.**

The Victim Response Team (VRT) is dedicated to serving the needs of crime victims in Boone County. Service delivery is divided into two categories: Basic and Comprehensive. All victims of crime receive or have access to basic victim services. Comprehensive victim services are provided in cases where the level of trauma or severity of injury dictates a more sensitive, proactive, and hands-on approach to victim assistance. These services are also provided to those individuals who may have to testify at court proceedings, depositions, or at trial. Below is an outline and description defining the two categories of service provision.

### **BASIC VICTIM SERVICES**

Notification of case filing and victims' rights

Notification of Crime Victims' Compensation and assistance filing claim

Education regarding safety planning and community resources

Assistance with restitution management

Orientation to the judicial process

Notification of case status

Notification of case disposition and assistance with victim impact statement

Each new case file is reviewed by a designated member of VRT. Initial notification is made via written correspondence and/or phone contact. Victims receive a packet with basic information (i.e., criminal charge, case number, assistant prosecuting attorney, and advocate) corresponding to the criminal case. Victims are also provided written notification of their rights and the county and statewide resources available to them. Upon receipt of an initial contact letter, the advocate provides a follow-up phone call to offer emotional support, clarify expectations and orient the victim to the criminal justice process. During the course of a prosecution, victims are given additional information about case status when requested. At the conclusion of a case, all victims receive written notification regarding the disposition.

Examples of cases requiring basic victim services are misdemeanor property damage, stealing or assault, peace disturbance, trespassing, forgery, and some traffic violations involving motor vehicle accidents. Typically, these cases are assigned to a victim specialist, the restitution specialist or a trained volunteer.

### **COMPREHENSIVE VICTIM SERVICES**

In addition to basic services, members of VRT provide:

Provision of emotional support, individualized goal/action planning

Collaboration with community resources and support

Assistance accessing statewide, ancillary victim services

Preparation for court appearance

Support during court process or trial

Follow-up advocacy services post-conviction

Most felony cases involve the provision of basic and comprehensive victim services. Initial victim contact is made via telephone. A victim specialist and/or case specialist facilitate a meeting with the victim and assistant prosecuting attorney assigned to the case. The purpose of the initial meeting is to gain insight into the victim's needs and expectations about the justice system and to help the victim make an informed decision about participating or not participating in a criminal prosecution. In some cases, victims may require crisis counseling and safety planning. The victim specialists and/or case specialist provide information about community resources to increase their level of support and actively assist the victim in accessing these resources. They may also organize an action plan or goals to aid in the victim's healing and recovery. During the course of a prosecution, the victim specialists and/or case specialist may meet several times with the victim to assess their needs, provide ongoing support and information, and prepare the victim for court appearances or trial. During court proceedings, the designated victim specialist and/or case specialist are available to counsel and support the victim and their family. Even after the disposition of the criminal case, victims will continue to receive services from the Victim Response Team when requested. Post-conviction assistance involves providing victims with referrals to resources available through the Department of Corrections, Probation & Parole, and the Office of the Missouri Attorney General. In addition, the victim specialists and/or case specialist can help the victim prepare impact information for the Parole Board or designated probation officer or accompany them to parole hearings.

Examples of cases requiring comprehensive victim services are felony domestic and sexual assault, child physical/sexual abuse, vehicular assault and manslaughter, burglary, robbery, homicide and other felony offenses.

The Boone County Prosecuting Attorney's Office offers services in compliance with MCADSV Services Standards and Guidelines. The Boone County personnel policy manual contains policies that comply with employment law and prohibit discrimination. Confidential personnel files for paid staff and volunteers include criminal background checks with fingerprinting, written job descriptions, completed job applications, resumes, references and a signed confidentiality statement/volunteer agreement. The administrative manual for the Prosecuting Attorney's Office contains information about the daily operations of the office, safety/security procedures, and the provision of services by the Domestic Violence Enforcement Unit. The administrative manual contains written procedures on how our office will respond to non-English speaking persons as well as victims that are vision, hearing, and speaking impaired. Confidentiality guidelines outlined by MCADSV are adhered to by staff and volunteers working with the Victim Response Team. All volunteers sign a confidentiality agreement. Documentation of service provision is maintained in a secure area only accessible to paid staff or authorized volunteers. The Boone County Prosecuting Attorney's Office uses Prosecutor by Karpel (PBK) case management software which maintains a confidential data collection and record-keeping system that allows only authorized victim services staff members to access victim information. This case management system allows for tracking toward program goals and objectives.

Regarding guidelines for training, all project staff members are expected to be familiar with and adhere to MCADSV training curricula that addresses the historical context of domestic and sexual violence, the dynamics of abusive relationships, safety planning, and trauma-informed/coordinated response to victims. At a minimum, volunteers receive forty hours of observational training in the prosecutor's office and an additional twelve hours of domestic violence and sexual violence training is provided by True North women's shelter. Training is required for all personnel who provide direct services (i.e., crisis intervention, case management and court advocacy) to victims of domestic violence and their children. This includes a minimum of six hours of ongoing professional development/continuing education during the calendar year.

All members of the Victim Response Team are expected to adhere to the Missouri Department of Social Services Code of Professional Ethics for Victim Service providers. Written policies regarding volunteer opportunities are

available in the volunteer training manual, which is maintained and regularly updated by members of the Victim Response Team. Training is required for all personnel of the Victim Response Team who provide direct services (i.e., crisis intervention, case management and court advocacy) to victims of domestic violence and their children. Our victim specialists receive specialized training through the Missouri Victim Academy each year and take advantage of training opportunities through MCADSV whenever possible. In 2018 and 2019, with the assistance of VOCA funding our domestic violence assistant prosecuting attorneys and our victim specialists were able to attend the Family & Sexual Violence conference in Springfield, Missouri. With VOCA funding in 2018, our victim specialists and domestic violence prosecutors were able to attend the EVAWI (End Violence Against Women International) conference in Chicago, Illinois. Training on a national level brings a new perspective to issues regarding domestic violence and proved to be very valuable for our assistant prosecutors and victim specialists. We are requesting funding in this 2019/2021 VOCA application to attend the Family & Sexual Violence conference in 2020 & 2021 and the EVAWI (End Violence Against Women International) conference in 2020 in Washington, D.C.

Services standards and guidelines for direct service provision are consistent with VOCA program standards and guidelines. Crisis intervention services are only offered by trained staff or volunteers and involve interactions designed to stabilize the victim's emotions, clarify issues and expectations and provide ongoing support and assistance. A critical aspect of case management and court advocacy service provision is minimizing further harm while helping the victim plan for his/her future. Members of the Victim Response Team must be familiar with community resources and maintain relationships with ancillary service providers in order to provide effective case management services. Coordinating services in a collaborative manner is a cornerstone of the Victim Response Team's service provision.

The Boone County Prosecutor's office meets and exceeds MCADSV service standards and guidelines for court advocacy service provision. Civil and criminal justice information and support is provided to all identified crime victims.

The Victim Response Team utilized volunteers to assist with direct services to victims. Volunteers receive the same training as paid VRT staff members. Volunteers provide court advocacy services and they must demonstrate proficiency in articulating justice system terminology and Missouri law as it pertains to domestic and sexual violence before working with victims. Court advocacy services include the provision of written and verbal information about victims' rights, state and local resources that advocate on behalf of victims of crime, Crime Victims' Compensation, safety planning, etc

The University of Missouri - School of Social Work regularly refers bachelor and masters level students for volunteer placement. Each semester, the county-funded victim specialist supervises a student completing either a 400-hour or 800-hour fieldwork rotation with the Prosecuting Attorney's office Victim Response Team. Candidates are treated as job applicants and make a formal application, complete an interview, provide references, submit to fingerprinting and consent to a criminal background check. In addition, volunteers must sign a confidentiality agreement. Selected applicants are given a volunteer handbook for review. The volunteer training manual includes basic orientation information about the Boone County Prosecuting Attorney's office and its staff, policies and procedures used in direct victim service provision, and samples of documentation related to criminal case files. Volunteers and students receive a minimum of 40 hours of observational training provided by Victim Response Team staff members and assistant prosecuting attorneys. In addition, volunteers also complete True North women's shelter volunteer training program and receive 12 hours of domestic and sexual violence training. Social work students complete a learning plan with their supervisor that includes goals related to the provision of direct victim services. During the final weeks of placement, students demonstrate proficiency in basic social work skills and most areas of direct victim service provision.

Each year a maximum of ten students are enrolled in the University of Missouri-School of Law Criminal Clinic. University of Missouri law students perform an average of 1800 hours of service on behalf of the Boone County Prosecuting Attorney's office. Law clinic participants review arrest reports, make personal contact with victims and witnesses, assess their needs and help them prepare for criminal proceedings. They are mentored by law school faculty and a designated assistant prosecutor. This experience enhances the students' legal education and allows them to receive valuable hands-on training in the criminal justice process.

During this grant cycle, the Prosecuting Attorney's office anticipates utilizing 10 volunteers to assist with the provision of direct victim services.

**2. Describe the agency's history and experience in providing the proposed or similar services.**

The Boone County Prosecuting Attorney's Victim Response Team has been providing basic and comprehensive services to victims of crime in Boone County utilizing VOCA funding since 1993 and VAWA funding since 1998. We began our VOCA funding with one victim advocate in 1993 and have secured funding for an additional advocate and a case specialist since that time. Utilizing VAWA funding, we were part of a pilot project in Boone County for our DOVE (Domestic Violence Enforcement Unit) in 1998 which included the Boone County Sheriff's Department, the Columbia Police Department, the Missouri State Highway Patrol and the Boone County Prosecuting Attorney's Office. Our DOVE Unit is still active and meets weekly to review service provision protocols for battered women and to coordinate services for victims in active criminal investigations and prosecutions. The Missouri State Highway Patrol is no longer a part of the DOVE Unit but other community collaborations have been formed as a result of the growing need for coordinated services in Boone County. The CCRT (Community Coordinated Response Team) includes DOVE Unit members as well as Probation & Parole, BIP (Batterers Intervention Program) coordinators and a Boone County Associate Circuit Court Judge. The public defender's office and Title IX representatives have also been asked to attend. The MDT (Multidisciplinary Team Boone County Case Review) includes members of the Boone County Prosecuting Attorney's Office, Rainbow House (local child advocacy center), the Boone County Juvenile Office, the Children's Division, a SAFE doctor and a SAFE nurse as well as detectives from the Columbia Police Department and the Boone County Sheriff's Department.

**3. Describe why the problem exists in Missouri and what metrics your agency will use to determine if the program is successful.**

The County of Boone is located in the center of the state and the crossroads of major east-west and north-south highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat, and the City of Columbia covers 53.5 square miles. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population.

With the prosperity and growth of this community in the last decade has come a more volatile crime rate. As illustrated below, there has been a dramatic increase in both felony and misdemeanor crimes in Boone County over the past three years.

**FELONIES & MISDEMEANORS FILED:**

	<b>2017</b>	<b>2018</b>	<b>2019 as of 7/31/19</b>
Misdemeanor	4982	5761	3523
Felony	1496	1836	1158
<b>Total</b>	<b>6478</b>	<b>7597</b>	<b>4681</b>

If we continue at the rate we have filed in 2019 to date, we will have a record number of felony and misdemeanor cases in Boone County. Not only have the number of both felony and misdemeanors increased, but the severity of felony crimes has escalated over the past few years. Specifically, the number of homicide, robbery, burglary, and gang/gun-related crimes has increased. We currently have 26 pending homicide cases, a record number in Boone County history. The demands placed on victims of felony cases are much greater than those in misdemeanor cases. Victims may be required to testify in depositions and preliminary hearings. The case specialist and the victim specialists provide information, education, referral to community resources and emotional support that aids each victim in making an informed decision about participation in the criminal justice system. Often victims simply are not aware of the resources they have available to them. The case specialist and victim specialists work with victims throughout the investigation, prosecution and even after the disposition of the criminal case.

Members of the Victim Response Team reach out to victims within 48 hours of receiving the case referral from law enforcement. Victim Response staff conduct a preliminary safety and needs assessment with victims of violent

crime. They also provide information about victims' rights, Crime Victims' Compensation, and community resources. Staff also solicit input from victims regarding filing decisions and case outcomes. Managing victim expectations throughout the court process -- from initial receipt of the criminal investigation through its filing and disposition -- is critical to minimizing trauma. Facilitating active victim participation during the court process has been shown to assist with healing and recovery.

Evaluating progress toward program goals/objectives will be accomplished by tracking the feedback gathered from our victim services survey, soliciting verbal feedback from victims and by gathering data collected from our case management system.

Victim services surveys are one of the data sources for evaluation of our project. Surveys are mailed to all identified victims of crime at the disposition of the case. In our closing letter to victims, instructions outlining how to access this evaluation tool on our website is also provided. Our survey is available in Spanish and can be translated directly on our website. In an effort to increase the typically low response to our survey, members of our Victim Response Team email victims a link to the website to make it easier for them to find the survey and fill it out. Surveys are also handed directly to victims and in 2019 we had our volunteers conduct phone surveys to attempt to get additional feedback. Copies of the survey in English and Spanish are attached to this application.

Project data from the surveys and our case management system, Prosecutor by Karpel, are compared to previous years to help evaluate our services to victims of crime in Boone County.

The following is a list of the numbers of crime victims served in Boone County over the past 3 years:

<b>2017</b>	<b>2018</b>	<b>2019</b>
1921	2235	1885 as of 7/31/19

38% of the victims we serve involve domestic and/or sexual violence. If crime continues as it has to date in 2019 we will end up serving close to 3000 crime victims in 2019.

**4. Describe how the agency will coordinate activities of the project with other organizations within the community.**

Coordination and communication with other service providers is active, ongoing and occurs on a daily basis. Timely communication between first responders and members of the Boone County Prosecuting Attorney's office is critical in ensuring victims' safety, anticipating victims' needs/expectations, and holding offenders accountable. Members of law enforcement and True North (local advocacy and shelter program) contact the victim specialists on a daily basis to coordinate service provision. Because a criminal prosecution can take months, coordination with community-based advocates and counseling providers is essential for meeting the changing needs of victims and their families. Our Victim Response Team members are also part of the Domestic Violence Enforcement Unit in Columbia, a collaborative effort including the Boone County Prosecuting Attorney's Office, the Boone County Sheriff's Department, the Columbia Police Department and True North women's shelter. The mission of the DOVE Unit is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. Victim specialists collaborate with True North's DOVE advocate to ensure all victims have access and information about civil justice remedies (orders of protection) and safety planning. Often, the DOVE advocate will attend meetings between victims and prosecuting attorney staff to ensure that victims are given comprehensive support throughout the court process.

Members of the DOVE Unit play a vital role in the continued coordination of victim services in Boone County through training and ongoing education. Members of the DOVE Unit participate in annual collaborative training for local law enforcement. In addition, DOVE Unit members participate in volunteer training at True North as well as training for Sexual Assault Nurse Examiner (SANE) programs at local hospitals. Participants of these trainings include representatives from the three local hospitals, law enforcement agencies, psychiatric facilities, True North women's shelter, the University of Missouri, and other counseling and social service organizations.

The Columbia Police Department utilizes the Domestic Violence Workbook when responding to DV-related calls for service. This resource was created as a collaborative effort among DOVE Unit members. It provides a framework for the first responding officer when interviewing victims to assess lethality, gather history, and provide information about local resources.

Currently DOVE assistant prosecutors and the victim specialists attend weekly DOVE Unit meetings with two detectives from the Columbia Police Department, one detective from the Boone County Sheriff's Department and an advocate from True North women's shelter to review service provision protocols for battered women and to coordinate services for victims in active criminal investigations and prosecutions.

Strong collaborations also exist between members of the Boone County Prosecuting Attorney's office, Rainbow House (local child advocacy center), the Boone County Juvenile office, the Children's Division and detectives from the Columbia Police and Boone County Sheriff's Departments. This multidisciplinary Boone County case review team meets monthly to discuss new and ongoing investigations of child physical/sexual abuse. This team also works with local healthcare providers and has created protocols outlining uniform response to child physical/sexual abuse allegations.

The CCRT (Coordinated Community Response Team) meets quarterly and includes the Columbia Police Department detectives, Boone County Sheriff's Department detective, Boone County Prosecutor's Office assistant prosecuting attorneys & victim specialists, True North women's shelter advocate, B.I.P (Batterers Intervention Program) Coordinators and Associate Circuit Court Judge Kimberly Shaw. The Public Defender's Office and Title IX representatives are also invited to attend.

**5. Describe the procedures used by the agency to distribute information and assist crime victims with filing for victim's compensation funds.**

Victims' Compensation information is offered to every identified victim of crime in the Boone County service area. After a charge is filed, victims receive a letter outlining their rights and the services available to them. Included with this letter is information about the Crime Victims' Compensation program. The Victim Response Team plays an active role in aiding crime victims with their applications. Victim Response Team staff members assist the victim/claimant by securing documentation of expenses related to the crime and communicating with the Victims' Compensation Fund caseworker regarding the status of the claimant's application. After a claim has been awarded, the Crime Victims' Compensation Fund is listed in the Prosecuting Attorney's case file as a secondary victim. Defendants who receive probation are held accountable for the amount paid on the claim.

For the 2018 fiscal year, the Crime Victims' Compensation Fund awarded \$38,841.45 to victims of crime in Boone County. During that time, the Victim Response Team assisted 26 applicants, and 21 of those applicants were granted awards through the fund. From July 1, 2017 through June 30, 2018 Boone County collected \$11,375.16 in restitution for the Crime Victims' Compensation Fund.

For the 2019 fiscal year the Crime Victims' Compensation Fund awarded \$69,599.38 to victims of crime in Boone County. During that time, the Victim Response Team assisted 47 applicants, and 8 of those applicants were granted awards through the fund. From July 1, 2018 through June 30, 2019 Boone County collected \$7,025.72 in restitution for the Crime Victims' Compensation Fund.

**6. Provide a narrative for the requested budget, including the twenty percent (20%) match requirement.**

**PERSONNEL REQUEST SUMMARY:**

<b>William Haws</b>	<b>\$63,974.32</b>
<b>Amanda Douglass</b>	<b>\$94,867.44</b>
<b>Kadie Cela</b>	<b>\$91,580.16</b>
<b>Total Personnel</b>	<b>\$250,421.92</b>

**PERSONNEL REQUEST NARRATIVE:**

The Boone County Prosecuting Attorney's Office is requesting a **continuation** of VOCA funding for the salary of our **case specialist**, William Haws. Bill currently makes \$29.58/hour and we anticipate a 3% increase in 2020 which would make his hourly rate \$30.47/hour for January 1 - December 31, 2020. We anticipate another 3% increase in 2021 which would make his hourly wage \$31.38/hour for January 1 - September 30, 2021. Bill will work 264 hours from October 1 - December 31, 2019 @\$29.58/hour for a total of **\$7,809.12**. He will work 1040 hours from January 1 - December 31, 2020 @\$30.47/hour for a total of **\$31,688.80**, and he will work 780 hours from January 1 - September 30, 2021 for a total of **\$24,476.40**. Our total salary request for William Haws for the two-year grant cycle is **\$63,974.32**. We are also requesting FICA for this position. This is an **existing** part-time, non-benefited **VOCA funded position** that focuses on victims of felony cases as well as underserved victims. Felony cases are more complicated, and the victims often require additional time and emotional support. The case specialist anticipates the victim's needs, provides for their safety and security while minimizing the traumatic impact of participation in the criminal justice system.

We are requesting a **continuation** of VOCA funding for the salary and benefits of our **victim specialist**, Amanda Douglass. Amanda currently makes \$21.93/hour and we anticipate a 3% increase in 2020 which would make her hourly rate \$22.59/hour for January 1 - December 31, 2020. We anticipate another 3% increase in 2021 which would make her hourly wage \$23.27/hour for January 1 - September 30, 2021. Amanda will work 528 hours from October 1 - December 31, 2019 @\$21.93/hour for a total of **\$11,579.04**. She will work 2080 hours from January 1 - December 31, 2020 @\$22.59/hour for a total of **\$46,97.20**, and she will work 1560 hours from January 1 - September 30, 2021 @\$23.27/hour for a total of **\$36,301.20**. Our total salary request for Amanda Douglass for the two-year grant cycle is **\$94,867.44**. We are also requesting FICA and benefits for this position. This is an **existing**, full-time **VOCA funded position** assisting victims of domestic and sexual violence, victims of robbery, burglary and underserved victims of felony crimes. Amanda provides services to victims and their families by offering basic and comprehensive services to victims that aid in the healing and restoration of those affected by crime in Boone County. Comprehensive and basic services are detailed in EXHIBIT 1 - Technical Proposal section of this grant application.

We are requesting a **continuation** of VOCA funding for the salary of our **victim specialist**, Kadie Cela. Kadie currently makes \$21.17/hour and we anticipate a 3% increase in 2020 which would make her hourly rate \$21.81/hour for January 1 - December 31, 2020. We anticipate another 3% increase in 2021 which would make her hourly wage \$22.46/hour for January 1 - September 30, 2021. Kadie will work 528 hours from October 1 - December 31, 2019 @ \$21.17/hour from January 1 - December 31, 2019 for a total of **\$11,177.76**. She will work 2080 hours from January 1 - December 31, 2020 @\$21.81/hour for a total of **\$45,364.80** and she will work 1560 hours from January 1 - September 30, 2021 @\$22.46/hour for a total of **\$35,037.60**. Our total salary request for Kadie Cela for the two-year grant cycle is **\$91,580.16**. This is an **existing**, full-time **VOCA funded position** assisting victims of domestic and sexual violence, victims of robbery, burglary and underserved victims of felony crimes. Kadie provides services to victims and their families by offering basic and comprehensive services to victims that aid in the healing and restoration of those affected by crime in Boone County. Comprehensive and basic services are detailed in EXHIBIT 1 - Technical Proposal section of this grant application.

**BENEFITS REQUEST SUMMARY:**

**William Haws**

**FICA \$4,894.04**

**Amanda Douglass**

**FICA \$ 7,257.36**

**Work Comp \$170.76**

**401A Match \$ 1,250.00**

**HDHP \$ 2,600.00**

**Long Term Disability \$341.51**

**Dental Insurance \$ 893.29**

**Health Insurance \$12,940.71**

<b>Life Insurance</b>	<b>\$144.00</b>
<b>Total Amanda</b>	<b>\$25,597.63</b>
<b>Total Bill</b>	<b>\$ 4,894.04</b>
<b>Benefits Total</b>	<b>\$30,491.67</b>

**BENEFITS REQUEST NARRATIVE:**

We are requesting **continued funding** for FICA for William Haws and 100% of the benefits for our victim specialist, Amanda Douglass. The benefits include FICA/Medicare, medical insurance, dental insurance, life insurance, long-term disability, 401A contribution, and workers compensation.

FICA and Medicare for Amanda Douglass and Bill Haws are currently funded through VOCA. FICA and Medicare are federally mandated costs for employers, and therefore are included in this application. FICA is .0765 % of the victim specialist's salary. Boone County pays for the FICA and Medicare costs and all the benefits for Victim Specialist, Kadie Cela.

Workers Comp is also a required cost for employers and is .0018 % of the salary of our victim specialist, Amanda Douglass and is currently funded by VOCA.

Providing medical insurance and dental insurance promotes healthy employees. Boone County offers several different medical plan choices. Amanda chose the High Deductible Health Plan (HDHP) and the 2019 cost is \$407/month per employee and Boone County contributes \$100.00 per month to her HDHP for a total of \$507/month. Dental insurance for 2019 is \$35/month. We are factoring in a 5% increase for Health Insurance and Dental Insurance benefits for 2020 & 2021. Medical insurance cost for 2020 will be \$532.35/month and \$558.97/month for 2021. Dental Insurance cost for 2020 will be \$36.75/month and \$38.59/ for 2021.

Life insurance, long-term disability and retirement as well as the health-related insurances are necessary tools to assist in retaining employees.

Life insurance for Amanda Douglass is currently VOCA funded and is \$4/month in 2019 and we anticipate it will stay the same for 2020 and 2021.

Long-term disability for Amanda Douglass is currently VOCA funded and is .0036 of her total salary.

Boone County offers a 401A matching plan. The matching amount is \$25.00 per pay period. There will be a 6.5 pay periods in 2019, 26 pay periods in 2020 and 19.5 pay periods in 2021 for a total of 52 pay period in the 2-year grant cycle.

The benefits included in this application are offered to all full-time Boone County Employees but only the FICA for Bill Haws and all the benefits for Amanda Douglass are currently VOCA funded. Boone County pays for all the other benefits for our Victim Response Team.

**TRAINING FUNDING REQUEST:**

**TRAINING REQUEST SUMMARY:**

**EVAWI CONFERENCE**

<b>CONFERENCE FEE</b>	<b>\$3,570.00</b>
<b>MEALS</b>	<b>\$2280.00</b>
<b>LODGING</b>	<b>\$6024.00</b>
<b>MILEAGE</b>	<b>\$264.00</b>
<b>AIRFARE</b>	<b>\$3600.00</b>
<b>Total</b>	<b>\$15,738.00</b>

**FAMILY & SEXUAL VIOLENCE CONFERENCE 2020**

CONFERENCE FEE	\$900.00
MEALS	\$1320.00
LODGING	\$1692.00
TRAVEL	\$387.44
<b>Total</b>	<b>\$4,299.44</b>

**FAMILY & SEXUAL VIOLENCE CONFERENCE 2021**

CONFERENCE FEE	\$900.00
MEALS	\$1320.00
LODGING	\$1692.00
TRAVEL	\$387.44
<b>Total</b>	<b>\$4,299.44</b>

**TOTAL TRAINING REQUEST \$24,336.88**

**TRAINING REQUEST NARRATIVE:**

This grant application includes a request for funding to send our three domestic violence prosecutors, Cecily Daller-Hicks, Kristin Mengwasser and Susan Boresi and our three victim specialists, Jessica Watson, Amanda Douglass and Kadie Cela to the EVAWI (End Violence Against Women International conference) in Washington, DC April 14-16, 2020. The registration fee is \$595.00 per person and the estimated airfare cost is \$600.00 per person based on current flights from St. Louis airport to Washington, D.C. using cheaptickets.com. The meals and lodging costs are based on the GSA per diem rates.

This grant application also includes funding to send our three domestic violence prosecutors, Cecily Daller-Hicks, Kristin Mengwasser and Susan Boresi and our three victim specialists, Jessica Watson, Amanda Douglass and Kadie Cela to the Missouri Office of Prosecution Services 14th Annual Family and Sexual Violence conference in Springfield, MO in May 2020 and the 15th Annual Family & Sexual Violence Conference in May 2021. The meals and lodging costs are based on the GSA per diem rates. We will need two vehicles to transport all six people to and from the conference.

The matching funds for this grant application are derived from the existing salary of our Victim Specialist, Jessica Watson. Jessica works 100% of her time on direct services to victims. She has been a victim specialist in our office since 2010. The salary of this Boone County funded position has been used as the matching funds for this grant since 1993. We are factoring in a 3% increase for 2020 and 2021. Jessica's salary for the three funding periods is as follows:

October 1 – December 31, 2019	\$6,375.60
January 1 – December 31, 2020	\$51,750.40
January 1 – September 30, 2021	\$39,982.80

**Total matching funds available \$98,108.80**

**The total matching funds used for this application will be \$61,050.10.**

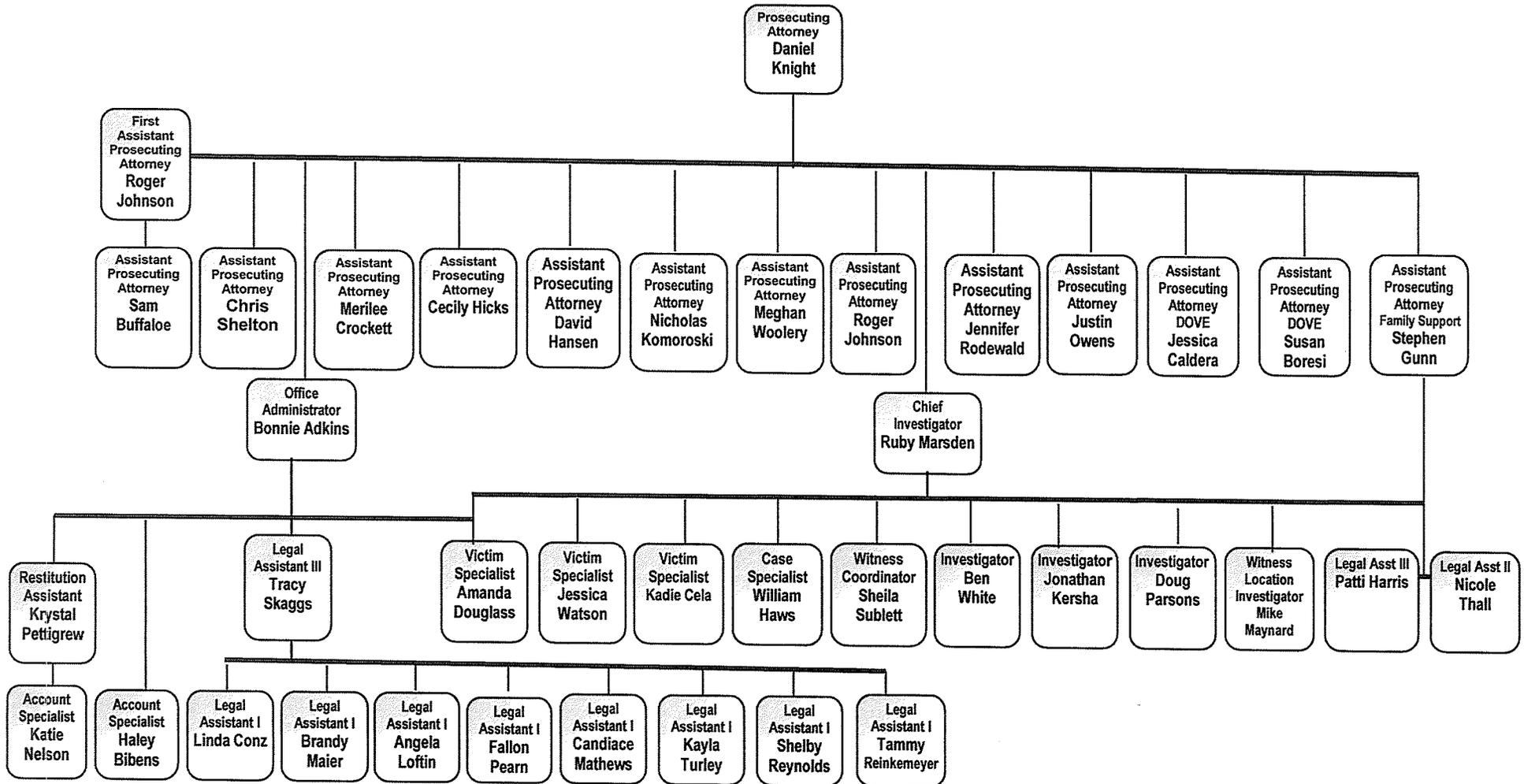
## **EXHIBIT 2 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL**

*Directions for Agency: The Agency should provide information on Expertise of Key Personnel as described below. The Expertise of Key Personnel should be no longer than ten (10) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

1. Provide a copy of your agency's expected organizational chart during the contract period. Include total staffing (total number of office staff, names and job titles) at the office.

## Boone County Prosecuting Attorney Organizational Chart

The Boone County Prosecuting Attorney is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 42 staff members. Staff includes the elected Prosecutor, 14 Assistant Prosecuting Attorneys, 5 Investigators, a Victim Response Team, a Bad Check and Delinquent Tax Unit as well as support staff.



2. Use the attached Exhibit 3 "*Expertise of Key Personnel*" form to describe the experience of key personnel. Key personnel may include the project managers or other integral members of the agency or project staff. Use this opportunity to demonstrate specialized skills or knowledge beyond the information contained in the general organizational chart provided under Question 1. This is not a request for every résumé, Curriculum Vitae (C.V.), or similar document for every member of the project/agency, but rather an opportunity for the applicant to highlight the people, skills, and leadership that will contribute to the project.

**EXHIBIT 3 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL**

<b>Name:</b>	Bonnie Adkins
<b>Title:</b>	Office Administrator
<b>Proposed project role:</b>	Project Manager
<b>% of time committed to project:</b>	10%

**Education:**

<b>Degree, Certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
Bachelor of Science	University of Missouri – Columbia	12/19/81
Associate of Arts	Cotley College – Nevada, MO	1975

**Employment History:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
Boone County Prosecuting Attorney’s Office	Office Administrator	1991 - present

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
Management Experience	26	Wrote the first VOCA grant for the Boone County Prosecutor’s Office in 1993 and the VAWA grant in 1998. Secured funding through the Recovery Act in 2009 to hire an additional domestic violence assistant prosecuting attorney and DV investigator. Secured funding through NAVAA CAP to host a 5K for Crime Victims’ Rights week in 2016 and 2018. Continues to write all grants for the PA Office and been the project manager since 1993.
Experience in working in Non-Profit organizations.	n/a	n/a

**Other experience or background information:**

Bonnie Adkins has been the Office Administrator since February 1991. She has taken continuing education courses throughout the last 28 years in Office Administration, Legal Aspects of Employee Discipline & Evaluation, Sexual Harassment, Team Building, Disaster Training, How to Supervise Better, Delegation, Legal Issues in the Workplace, Conducting Performance Appraisals, Giving and Receiving Constructive Feedback, Interviewing and On-Boarding and Coaching Employees. Bonnie manages the support staff and writes and administers all grants for the Prosecuting Attorney’s Office.

<b>Name:</b>	Amanda Douglass
<b>Title:</b>	Victim Specialist
<b>Proposed project role:</b>	Specialized Victim Advocate
<b>% of time committed to project:</b>	100%

**Education:**

<b>Degree, Certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
BA, Psychology	Truman State University	2001
MS, Criminal Justice	University of Missouri	2013

**Employment History:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
Boone County PA's Office	Victim Specialist	2014-present
MO Dept of Corrections	Probation & Parole Office	2004-2016

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
Management Experience	1	Supervised staff at an employment agency for those with disabilities.
Experience in working in Non-Profit organizations.	3	Previous employment at a substance abuse treatment center, as well as the employment agency for those with disabilities.

**Other experience or background information:**

<b>Name:</b>	Kadie Cela
<b>Title:</b>	Victim Specialist
<b>Proposed project role:</b>	Specialized Victim Advocate
<b>% of time committed to project:</b>	

**Education:**

<b>Degree, Certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
Master of Social Work	University of Missouri – Columbia, MO	2017
Bachelor of Social Work	William Woods University – Fulton, MO	2016

**Employment History:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
Boone County Prosecuting Attorney's Office	Victim Specialist	04/19 – Present
Good Shepherd's Sgt. Eugene Ashley Center, Wilmington, North Carolina	Case Manager/Housing Specialist	10/17-3/19
Missouri Alliance for Children & Families	Case Manager	05/17-09/17

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
Management Experience	2	Landlord Incentive Pilot Program in New Hanover County, North Carolina
Experience in working in Non-Profit organizations.	5	3 years at Missouri Girls Town Foundation 2 years at Good Shepherd's Sgt Eugene Ashley Center

**Other experience or background information:**

<b>Name:</b>	Bill Haws
<b>Title:</b>	Case Specialist
<b>Proposed project role:</b>	Victim Advocate for Serious Felony Cases
<b>% of time committed to project:</b>	100%

**Education:**

Degree, Certification, or other distinctions	Institution	Date
B.A. Administration of Justice	Columbia College	1981

**Employment History:**

Organization	Role	Dates
Mexico Missouri Police Department	Police Officer	1971-1973
Columbia Missouri Police Department	Police Officer/Supervisor	1973-1993
Boone County Prosecuting Attorney's Office	Investigator	1993-2009
Boone County Prosecuting Attorney's Office	Case Specialist	2009-Present

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
Management Experience	10	Patrol Sergeant and Investigative Supervisor
Experience in working in Non-Profit organizations.	n/a	n/a

**Other experience or background information:**

<b>Name:</b>	Jessica Watson
<b>Title:</b>	Victim Specialist
<b>Proposed project role:</b>	Specialized Victim Advocate
<b>% of time committed to project:</b>	

**Education:**

<b>Degree, Certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
B.A. in Psychology	University of Missouri – Columbia, MO	2005
Master of Education in Counseling	Stephens College – Columbia, MO	2012

**Employment History:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
Boone County Prosecuting Attorney's Office	Victim Specialist	2010-Present
Boone County Prosecutor's Office	Legal Secretary	2006-2010

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
Management Experience	n/a	
Experience in working in Non-Profit organizations.	n/a	

**Other experience or background information:**

## EXHIBIT 4 – TECHNICAL PROPOSAL – AGENCY INFORMATION AND PAST PERFORMANCE

**Directions for Agency: The agency should provide the following information about the agency's organization. The agency's organization should be no longer than twenty (20) pages), including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.**

**1. Provide a current mission statement and a brief history of the agency with VOCA, which includes a list of all grant programs your agency provides.**

The Boone County Prosecuting Attorney's Office Victim Response Team is dedicated to upholding the constitutional rights of crime victims in Boone County and ensuring that every victim is treated with dignity, compassion and respect. It is our mission to serve victims of crime in collaboration with our community partners and to utilize best practices in the pursuit of justice and the promotion of public safety. The Boone County Prosecuting Attorney's Office has a long history of serving victims of crime in our community. In collaboration with local law enforcement, social services, probation and parole and other ancillary service providers, the Boone County Prosecuting Attorney's Victim Response Team (VRT) has been a leader in providing victims with information about their rights, assistance accessing state and local resources, and offering support during the investigation and prosecution of their offenders. The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction. The office consists of 41 staff members, including the elected prosecutor, 14 assistant prosecuting attorneys (2 VAWA-funded domestic violence assistant prosecutors), 5 investigators, 3 victim specialists (2 VOCA-funded), 1 part-time case specialist (VOCA-funded), 1 restitution specialist and support staff. We have been providing services to crime victims and their families in Boone County with the support of VOCA funds since 1993. VAWA grant funds have been used to enhance services to victims of domestic violence since 1998.

Our Victim Response Team (VRT) is dedicated to addressing the needs of crime victims in Boone County. The victim specialists and the case specialist provide crisis intervention for victims of violent crimes - including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. The victim specialists and the case specialist also offer information about victims' rights and Crime Victims' Compensation (CVC), orientation to the criminal justice system, and support during the investigation, prosecution and disposition of criminal cases. When necessary, referrals are made to community-based service providers for additional case management, counseling, or long-term follow-up.

The Victim Response Team provides a secure victim waiting room, court accompaniment, and restitution management. We have an excellent volunteer program which utilizes students from the University of Missouri and other local educational institutions. We use a wide range of volunteers including social work and occupational therapy students, criminal justice majors, pre-law and law school students. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and their families about the dynamics of victimization, and partnering with advocates in the community to coordinate care. Our volunteer program enables us to provide comprehensive services to crime victims while assisting volunteers in developing specialized, professional skills for future employment.

Our restitution specialist assists victims of property crimes - including burglary, property damage, identity theft, forgery, and fraudulent use of a credit/debit device. In addition to calculating restitution, the restitution specialist provides victims with information about the court process, their rights, emotional support and safety planning. Furthermore, she manages the payment and disbursement of restitution to victims following the disposition of cases.

As we look to the future, the Boone County Prosecuting Attorney's office will continue to strengthen partnerships with local agencies, departments, and organizations who serve crime victims and their families in Boone County. Members of VRT will continue to serve on the MAPA Best Practices-Victim Service Committee and the Missouri Victim Assistance Network (MOVA) in order to influence policies across the state affecting crime victims.

With the ongoing support of VOCA funds, we can minimize trauma to victims by asking each survivor what they need to repair the harm. We can continue to educate victims about their rights, make services available to meet their needs, and help them plan for the future. This request includes funding for specialized training to address innovative community response to domestic abuse, sexual abuse and child abuse that will ensure we continue to utilize a proactive and collaborative response to historically underserved victims in our community.

Our 2019-2021 VOCA grant request is to secure funding so that we can continue to employ our part time case specialist, our two victim specialists currently funded through VOCA and specialized domestic violence training for our victim specialists and our domestic violence assistant prosecuting attorneys.

- You may choose to attach copies of supporting documents or reports that demonstrate additional information relating to your agency and/or its past performance. These documents may include outcome reports, de-identified client surveys, dashboards, audit findings (or executive summaries), letters of reference, or other similar documents. Documents submitted under this section should reflect information from the past three (3) years. Documents submitted under this section may be from internal or external sources.**

Daniel K. Knight  
Prosecuting Attorney

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## Victim Services Survey

### Victim Services Survey

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#### Advocate

Enter the name of the advocate you worked with:

The advocate helped me understand my role in the criminal justice process.

- Yes  No

The advocate worked with me via (please select all that apply):

- Letter  
 Phone Conversation  
 Personal Contact  
 Email

The advocate helped me understand my rights as a victim.

- Yes  No

The advocate assisted me with a safety plan.

- Yes  No  N/A

I chose not to receive advocate services because (answer only if applicable):

Limit of 1000 characters:

#### Prosecutor

Enter the name of the prosecutor assigned to your case:

The prosecutor helped me understand my role in the criminal justice process.

Yes  No

The prosecutor worked with me via (please select all that apply):

- Letter
- Phone Conversation
- Personal Contact
- Email

### Additional Information

The prosecutor's office provided me with information about available community resources. (Please include verbal information provided over the phone or in person.)

Yes  No

The prosecutor's office provided me with information about the criminal justice system process and my individual case. (Please include verbal information provided over the phone or in person.)

Yes  No

Please add comments or suggestions to help us improve our services to victims of crime. Your feedback is very important!

Limit of 1000 characters:

Age:  Race:

Gender:

Male  Female

Case Number (Optional):

Please type the letters and numbers shown below into the "Enter Code" input box before submitting the contact form. The code is not case sensitive.



\* Enter Code:

**Boone County Prosecuting Attorney**

Victim Services

Boone County Court House

705 E. Walnut St.

Columbia, MO 65201-4485

[VictimServices@boonecountymo.org](mailto:VictimServices@boonecountymo.org)

**Office** (573) 886-4100

**Fax** (573) 886-4148

Contact Us

# Encuesta de servicios a las víctimas

## Encuesta de servicios a las víctimas

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### Abogado

**Ingrese el nombre del defensor con el que trabajó:**

**El defensor me ayudó a comprender mi papel en el proceso de justicia penal.**

- Sí  No

**El defensor trabajó conmigo a través de (seleccione todas las opciones que correspondan):**

- Carta  
 Conversación telefónica  
 Contacto personal  
 Email

**El defensor me ayudó a comprender mis derechos como víctima.**

- Sí  No

**El abogado me ayudó con un plan de seguridad.**

- Sí  No  N / A

**Elegí no recibir servicios de defensa porque (responda solo si corresponde):**

Límite de 1000 caracteres:

### Fiscal

**Ingrese el nombre del fiscal asignado a su caso:**

**El fiscal me ayudó a comprender mi papel en el proceso de justicia penal.**

- Sí  No

**El fiscal trabajó conmigo a través de (seleccione todas las opciones que correspondan):**

- Carta  
 Conversación telefónica

- Contacto personal  
 Email

## Información Adicional

**La oficina del fiscal me proporcionó información sobre los recursos comunitarios disponibles.**

**(Incluya información verbal proporcionada por teléfono o en persona).**

- Sí  No

**La oficina del fiscal me proporcionó información sobre el proceso del sistema de justicia penal y mi caso individual.**

**(Incluya información verbal proporcionada por teléfono o en persona).**

- Sí  No

**Agregue comentarios o sugerencias para ayudarnos a mejorar nuestros servicios a las víctimas de delitos.**

**¡Tus comentarios son muy importantes!**

Límite de 1000 caracteres:

**Años:**  **Raza:**

**Género:**

- Masculino  Hembra

**Número de caso  
(opcional):**

Escriba las letras y números que se muestran a continuación en el cuadro de entrada "Ingresar código" antes de enviar el formulario de contacto. El código *no* distingue entre mayúsculas y minúsculas.

# Memorandum of Agreement

*Domestic Violence is perhaps the largest violence issue our society deals with. It permeates our families, our schools, our workplaces and every facet of our social and criminal justice systems.*

Each year, more than 1,000 women – almost three per day – die because of domestic violence at the hands of a husband, boyfriend, or other “intimate.” The project known as the DOmestic Violence Enforcement Unit (DOVE) is a continued collaborative effort of the Boone County Sheriff’s Department, the Columbia Police Department, the Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. This project is currently funded through the STOP Violence Against Women Grant Program.

## SAFETY AND DIGNITY

*The first desire for the victims of domestic violence and sexual assault is that they are made safe and treated with dignity.*

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. In addition, as a member of the DOVE Unit,

True North provides a victim advocate who serves as an active member, coordinating on-going service delivery for victims working with/through the legal and judicial systems. In addition, True North provides advocates who can be on-site during the immediate aftermath of a domestic violence incident, freeing law enforcement officials to focus on building a case while ensuring the victim receives immediate crisis intervention and aftercare. These advocates, too, are a part of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty four hour assistance in obtaining Orders of Protection and all services provided (directly or indirectly) are done so to ensure the safety and dignified treatment of domestic violence survivors.

## BALANCING THE SYSTEM

*The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.*

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

With the help of this project the DOVE Unit members strive to offset some of the disadvantages victims of domestic violence often suffer as a consequence of having been in a violent relationship. The Domestic Violence Enforcement Unit helps victims find assistance to follow through with and obtain full orders of protection that include an entire range of relief. This is a critical part of any comprehensive effort to accomplish long-term solutions to these problems.

## RESPONSE AND INVESTIGATION

*The initial response to domestic violence and the ensuing investigation so often affect or determine the final outcome.*

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal justice system. That first responding officer's investigation and follow-up investigation largely determines the ability of the judicial and criminal justice system to respond to the needs of the victim. Four law enforcement officers staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy to the program, and the Columbia Police Department provides two officers to the program. The Domestic Violence Enforcement Unit investigators review all reported domestic violence cases in Boone County. The program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit investigators also assist in training and educating other law enforcement officers in the Boone County, Missouri, area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.) These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

## PROSECUTION AND COURTS

*The effective handling of domestic violence cases in the judicial system is a key element. Abusers must be held accountable for past conduct and intervention must occur to alter future conduct.*

The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling

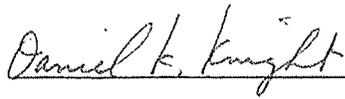
offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008, domestic violence cases have been given the utmost priority. This includes a quicker return date on bonds (10 days), expedited settings for preliminary hearings, and consolidation of the cases on four distinct dockets with one judge and a set group of prosecutors and public defenders. The expedited court process improves the level of service to victims of domestic violence and ensures that offenders begin serving a jail sentence or treatment in a timely fashion. The addition of a domestic assault court coordinator (DACC) has been vital to the court's ability to concentrate on cases involving domestic violence. This person serves as the court's liaison to prosecutors, defense counsel, and law enforcement, and aids in the efficient adjudication of domestic violence cases. The DACC is especially critical to the implementation and monitoring of the court's batterers' intervention program, MEND.

## DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

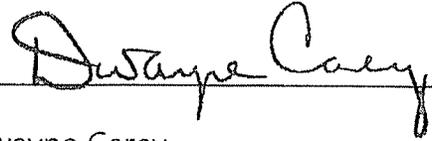
*Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.*

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.



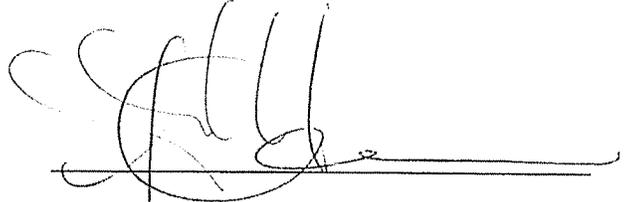
Daniel K. Knight  
Boone County Prosecuting Attorney



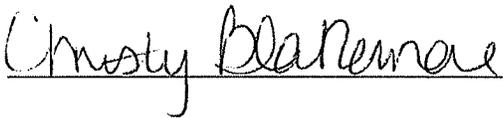
Dwayne Carey  
Sheriff, Boone County



Ken Burton  
Chief of Police, Columbia



Elizabeth Herrera  
Executive Director  
True North of Columbia, Inc.



Christy Blakemore  
Circuit Clerk, Boone County

Date: May, 2017

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# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 2019

In the County Commission of said county, on the 6th day of August 2019

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

Now on this day, the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to establish the 2019 budget for the restitution of case number 16BA-CR1817-01.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1253	23050	Internet Crimes Task Force	Other Supplies		505
1253	23850	Internet Crimes Task Force	Minor Equipment		505
					1,010

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner



**BOONE COUNTY SHERIFF'S DEPARTMENT CYBER CRIMES TASK FORCE  
FORENSIC ANALYSIS REIMBURSEMENT**

*Reimbursement of costs pursuant to the examination of computers, cellular telephones, or other electronic media are requested under RSMo 488.5375 as the result of a conviction for a felony sexual offense.*

TASK FORCE CASE NUMBER: 2016-2715  
 COURT CASE NUMBER: 16BA-CR01817-01  
 DEFENDANT: Jeremy D. Rogers  
 ADDRESS: 1841 Riviera Drive, Columbia, MO 65202  
 DATE OF BIRTH: 08/10/1975

**DESCRIPTIONS OF ITEMS EXAMINED**

	Item Description	Media Type	Capacity (GB)
1	Samsung model SM-G360T1 with removable micro SD storage card	Mobile Device or Cell Phone	10
2	Home built desktop computer with two hard disk drives	Computer	1,073
3			
4			
5			

Fee Schedule:

\$100 per computer hookup fee X <u>1</u> computer(s):	\$ 100.00
\$50 per mobile device & cell phone hookup X <u>1</u> device(s):	\$ 50.00
\$50 per storage & other device hookup X <u>0</u> devices:	\$
Examination of computers, storage & other media:	\$ 840.00
< 500 GB = \$280,	
500GB to 1 Terabyte = \$560	
1 to 1.5 Terabyte = \$840	
1.5 to 2 Terabyte = \$1,120	
\$280 per 500 GB > 2 TB	
Examination of cellular telephone media:	\$ 20.00
Based on a rate of \$2 per GB	

**TOTAL REIMBURSABLE COST \$ 1,010**

 #5802  
 Certifying Examiner/Officer:

*Hookup fees include charges for special adapters, hard drives for forensic images and Prosecutor's reports, forensic machines, external storage media, CD's and DVD's used for case reports, and other various expenses. Examination fees are based at \$28 per hour scheduled at \$280 per 500 gigabytes of electronic storage media. Cellular telephone examination fees are scheduled at a flat rate of \$2 per gigabyte including removable memory inserted within the device.*

Year	2018	Estimated Revenue	
Dept	1253 INTERNET CRIMES TASK FORCE	Revisions	
Acct	3540 DEFENDANT CRT COSTS&RECOUPMENT	Original + Revisions	
Fund	100 GENERAL FUND	Revenues	1,010.00

Class/Account	A ACCOUNT	Actual To Date	1,010.00
Account Type	R REVENUE	Remaining Balance	1,010.00-
Normal Balance	C CREDIT		

Transaction Code	Effective Date	Process Date	Amount
30	12/12/2018 EOM NOV 2018	2018 , 4557	1,010.00

Bottom

F2=Key Scr F3=Exit F6=Prd Breakdowns F7=Trans F8=View Doc F9=Budget

326-2019

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

6th

day of

August

20 19

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

Now on this day, the County Commission of the County of Boone does hereby authorize Commissioner Janet M. Thompson to approve change orders valued up to \$5,000 per change order in connection with the Boone County Support Services Building Project.

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the 6th day of August 2019

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

Now on this day, the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Jesse Stephens	Board of Adjustment	August 1, 2019 thru July 31, 2023

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
 Brianna L. Lennon  
 Clerk of the County Commission

*Daniel K. Atwill*  
 Daniel K. Atwill  
 Presiding Commissioner

*Fred J. Parry*  
 Fred J. Parry  
 District I Commissioner

*Janet M. Thompson*  
 Janet M. Thompson  
 District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 20 19

In the County Commission of said county, on the 6th day of August 20 19

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 meeting on Friday, August 9, 2019 at 3:00 pm. The meeting will be held in Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 6th day of August 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner  
*Fred J. Parry*  
Fred J. Parry  
District I Commissioner  
*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner