



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** January 12, 2020

**DATE:** December 21, 2020

**TO:** Board of County Commissioners

**FROM:** Victoria Jakubowski, Fiscal Compliance Officer, District Attorney's Office, 325-6710 [vjakubowski@da.washoecounty.us](mailto:vjakubowski@da.washoecounty.us)

**THROUGH:** Christopher J. Hicks, District Attorney

**SUBJECT:** Recommendation to approve the creation of a pooled position for intermittent hourly Investigative Assistants within the District Attorney's Office, as evaluated by the Job Evaluation Committee (JEC), funded by existing departmental budget, in the approximate annual amount of \$112,000; and authorize Human Resources to create the pooled intermittent hourly Investigative Assistant position. (All Commission Districts)

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### **SUMMARY**

The Washoe Board of County Commissioners must approve new positions. This pooled position will be used to hire intermittent hourly Investigative Assistants who serve documents and subpoenas for criminal and civil cases in Washoe County. These services were previously performed by an outside contractor.

**Washoe County Strategic Objective supported by this item:** Safe, Secure and Healthy Communities

### **PREVIOUS ACTION**

On December 9, 2014 the Board renewed the contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

On June 22, 2010 the Board renewed the contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

On June 23, 2009 the Board approved a contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

**AGENDA ITEM # \_\_\_\_\_**

## **BACKGROUND**

In the course of doing its work in Nevada state and federal courts the attorneys in the district attorney's office must often use the legal process of issuing summons to compel the appearance of a person in court. In addition, some kinds of legal papers like copies of certain court orders must be served personally in order to be in effect. The shorthand name given to the personal delivery of many legal papers on people is "service of process." The prosecution of criminal cases, juvenile adjudications, child protective services cases, child support enforcement cases and general civil cases all involve the need for timely, reliable and sometimes emergency service of process.

Since 2009, Martin-Ross has contracted with the County to provide these services for the District Attorney's Office. They recently notified our department that they have opted to terminate the contract in 2021. We propose to create a pooled intermittent hourly Investigative Assistant position which will be staffed by hire retired officers and deputies with long law enforcement careers. Staff will be funded with existing budget, specifically with the funds previously used to pay for a contractor.

## **FISCAL IMPACT**

Sufficient Budget authority exists within Cost center 106100 (Criminal Division), G/L Account 701130. The fiscal impact is approximately \$70,000 in FY21 with the remaining \$42,000 authority added in FY22.

## **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the creation of a pooled position for intermittent hourly Investigative Assistants within the District Attorney's Office, as evaluated by the Job Evaluation Committee (JEC), funded by existing departmental budget, in the approximate annual amount of \$112,000; and authorize Human Resources to create the pooled intermittent hourly Investigative Assistant position.

## **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "move to approve the creation of a pooled position for intermittent hourly Investigative Assistants within the District Attorney's Office, as evaluated by the Job Evaluation Committee (JEC), funded by existing departmental budget, in the approximate annual amount of \$112,000; and authorize Human Resources to create the pooled intermittent hourly Investigative Assistant position.."