



Napa County

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Legislation Details (With Text)

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On agenda: 3/14/2023 **Final action:**

Title: Director of Human Resources and District Attorney request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the District Attorney's Office, by adding one 1.0 full-time equivalent (FTE) DA Media Investigative Technician, effective March 14, 2023, with a net increase of one FTE, and an impact to the County General Fund.

Sponsors: Human Resources – Division of CEOs Office

Indexes:

Code sections:

Attachments: 1. Resolution

Date	Ver.	Action By	Action	Result
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TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Kevin Lemieux, Staff Services Manager

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes and the Departmental Allocation List for the District Attorney's Office

RECOMMENDATION

Director of Human Resources and District Attorney request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the District Attorney's Office, by adding one 1.0 full-time equivalent (FTE) DA Media Investigative Technician, effective March 14, 2023, with a net increase of one FTE, and an impact to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request amends the Table and Index of Classes and Departmental Allocation List by adding one 1.0 FTE DA Media Investigative Technician to monitor and extract evidence from a variety of social media platforms, as they relate cases, ensuring screen shots are captured and added to evidence for prosecutions.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The District Attorney's Office has an immediate need to monitor and extract multiple forms of digital evidence for case prosecutions. The requested position will also be able to digitally archive a historical backlog of outdated forms of media, like VHS and cassette tapes.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for DA Media Investigative Technician position is approximately \$28,081 for the remainder of the 2022-2023 Fiscal Year. The increased cost of salary and benefits for future fiscal years is approximately \$112,327 and will be budgeted accordingly.
Consequences if not approved:	The District Attorney's office would not be able to process and archive critical digital evidence in a timely and organized fashion.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

If approved, the proposed DA Media Investigative Technician will be responsible for extracting evidence from a variety of forms of digital media, including online social media sources, law enforcement agencies' body worn cameras, and dash cams for case prosecution. This extends to footage obtained in the community, including sources such as "Ring" doorbell cameras. This media will assist professional and investigatory staff with the preparation of evidence and coordination of courtroom presentations for a variety of hearings. The requested DA Media Investigative Technician will prepare and collate the multiple forms of digital evidence into one cohesive format to allow management and attorneys to present at community forums, to the court, and to the jury.

Due to the confidential nature of District Attorney's Office operations, the proposed DA Media Investigative Technician assignments must be completed within the department by staff who have completed full background checks. These duties cannot be sent to a third party for conversion or preparation for editing into trial format.

Therefore, the Director of Human Resources and the District Attorney request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the District Attorney's Office, by adding one 1.0 full-time equivalent (FTE) DA Media Investigative Technician, effective March 14, 2023, with a net increase of one FTE, and an impact to the County General Fund.