



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2013 - JUNE 30, 2014
Deadline: July 18, 2014**

COUNTY OF SAN DIEGO

2014 JUL 22 PM 7 27

CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: District Attorney's Office
Division/Unit: Administration

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 200 Hours 146,532 X \$ 22.55 = \$ 3,304,297

Types of work performed by GENERAL VOLUNTEERS in this category:

- 1. Vista America Corps (2) 1,915 HOURS
- 2. Victim Assistance Program (11) 1,525 HOURS
- 3. Community (10) 1,692 HOURS
- 4. Paralegal Student Interns (21) 2,980 HOURS
- 5. Certified Legal Interns (142) 136,320 HOURS
- 6. Canine Companions (14) 2,100 HOURS
- 7. Law Student Volunteers (0) 0 HOURS

- b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. Hours X \$ 22.14 = \$ -0-

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
Attorneys (9)	3,944		\$29.59		116,703.00
Graduate Law Clerks (4)	1,120		17.09		19,141.00

No. of Vol. 13 Total Hours 5064 Total Value = \$ 135,844.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:
Volunteer Attorneys perform the same duties as Deputy District Attorneys.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>200</u>	<u>146,532</u>	<u>3,304,297.00</u>
2b.	<u>0</u>	<u>0</u>	<u>.00</u>
2c.	<u>13</u>	<u>5,064</u>	<u>135,844.00</u>

Total Vol. 213 Total Hours 151,596 Total Value = \$ 3,440,141.00

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

- Item Donated: _____ Value: _____

TOTAL VALUE = \$ -0-

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 80 X Rate 60.0 = \$4,800.00

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 40 X Rate 31.00 = \$1,240.00

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
CLI Luncheon	\$800.00
Plaque	40.00

TOTAL OF OTHER PROGRAM COSTS= \$ 840.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$6,880.00
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 3,440,141.00
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ -0-
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ (6,880.00)

TOTAL PROGRAM BENEFIT **\$ 3,433,261.00**

6. RECRUITING:

Please describe your recruiting programs:

We have several types of volunteer options; Community, Victim Services, Paralegal and Law student internships, Volunteer Lawyers/Graduate Law Clerks, Canine Companion and Americorps. We use our department's website, local college postings, and word of mouth.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Our Certified Legal Internship Program has been widened with regard to recruiting and activities. The recruiting reaches out nationwide. And a Closing Argument Competition has been added to the program.

Paralegal Interns, second to Certified Legal Interns, continue to keep steady high numbers with each volunteer completing the requested minimum of 150 hours; some even complete more.

For the 2013/2014 fiscal year we had 7 volunteers who completed over 200 hours; 7 who completed over 500 hours and 1 volunteer who completed over 1,000 hours.

Additionally, we made 9 employee offers and 7 were hired.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Same as previous years.

9. GENERAL INFORMATION:

Name of Person Completing Report: Kim Allen

Phone Number: (619) 531-4016 Mail Stop: D-425 E-Mail: kim.allen@sdcdca.org

Volunteer Coordinator: Kim Allen

Phone Number: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:

DEPARTMENT HEAD SIGNATURE 

DATE _____