



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2017 - JUNE 30, 2018
Deadline: July 13, 2018**

COUNTY OF SAN DIEGO
2018 JUL 13 AM 7:59
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: District Attorney's Office

Division/Unit: Administration/Human Resources

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol. 114 Hours 23,825 X \$ 24.69 = \$ 588,239.50

Types of work performed by GENERAL VOLUNTEERS in this category:

Victim Assistance Program	2	666 hours
Paralegal Volunteers	8	1,010 hours
Certified Legal Interns	80	19,200 hours
Canine Companions	12	442 hours
DDA Volunteers	2	1,032 hours
Attorney General Attorneys	2	300 hours
General Volunteers	8	1,175 hours

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

No. of Vol. Hours X \$ 24.69 = \$ N/A

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>

No. of Vol.	Total Hours				Total Value = \$ N/A

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>114</u>	<u>23,825</u>	<u>588,239.50</u>
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	<u>114</u>	Total Hours <u>23,825</u>	Total Value = \$ <u>588,239.50</u>

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: <u>N/A</u>	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$ N/A

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 60.00 = \$ 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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS= \$ N/A

- d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 6,040.00
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 588,239.50
b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 6,040.00

TOTAL PROGRAM BENEFIT **\$ 582,199.50**

6. RECRUITING:

Please describe your recruiting programs:

- The District Attorney's volunteer options include; Victim Assistance Program, Victim Assistance Canine Companionship, Paralegal Volunteers, Attorney Volunteers, Certified Legal Internships, Attorney General Attorneys and general volunteers.
- Volunteers can visit the District Attorney's website, www.sdcda.org to learn more about volunteer opportunities and applications can also be completed on-line.

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:

- The Certified Legal Internship program reaches out nationwide and includes a Closing Argument Competition.
- Volunteers are required to complete a number of program hours and volunteers periodically exceed their requirements.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2018-19:

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

- The District Attorney's Office will continue to promote recruitment of volunteers and maintain our current levels.

9. GENERAL INFORMATION:

Name of Person Completing Report: Marisela Martinez

Phone Number: 619-531-4016 Mail Stop: D-421 E-Mail: Marisela.martinez@sdca.org

Volunteer Coordinator: Marisela Martinez

Phone Number: same as above Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/12/18

DATE