



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2016 - JUNE 30, 2017
Deadline: July 14, 2017**

COUNTY OF SAN DIEGO
2017 JUL 14 AM 10:20
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. 57 Hours 19,624 X \$ 24.14 = \$ 473,723.36

Types of work performed by GENERAL VOLUNTEERS in this category:

- 1. Vista America Corps (2) 2,309 HOURS
- 2. Victim Assistance Program (5) 701 HOURS
- 3. Paralegal Volunteer Interns (4) 581 HOURS
- 4. Certified Legal Interns (32) 4,080 HOURS
- 5. Canine Companions (8) 217 HOURS
- 6. DDA Volunteers (1) 986 HOURS
- 7. Attorney General Attorneys (5) 750 HOURS

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

No. of Vol. Hours X \$ 23.56 = \$ N/A

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

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>
N/A					

No. of Vol. Total Hours Total Value = \$

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>57</u>	<u>19,624</u>	<u>\$473,723.36</u>
2b.	<u> </u>	<u> </u>	<u> </u>
2c.	<u> </u>	<u> </u>	<u> </u>

Total Vol. 57 **Total Hours** 19,624 **Total Value = \$** 473,723.36

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: N/A 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 60.0 = \$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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS= \$

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)	\$ <u>473,723.36</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ <u>-0-</u>
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	\$ <u>6,040.00</u>

TOTAL PROGRAM BENEFIT \$ 467,683.36

6. RECRUITING:

Please describe your recruiting programs:

We have several types of volunteer options: Community, Victim Services, Paralegal Volunteers 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. Our current website www.sdcda.org provides valuable information. The applications are also found on the website.

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 expanded with regard to recruiting. The recruiting reaches out nationwide, and a Closing Argument Competition has been added to the program. It is mandatory that Certified Legal Interns complete 20 hours per week for approximately 14 weeks or longer.

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

For the 2016/2017 fiscal year we had 5 volunteers who completed over 200 hours; 2 who completed over 500 hours and 1 who completed over 1,000 hours.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2016-17:

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

At this time 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-425 E-Mail: marisela.martinez@sdca.org

Volunteer Coordinator: same as above

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

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

7/14/17
DATE