

ITEM 7
INCORRECT REDUCTION CLAIM
PROPOSED DECISION

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;
Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5
Statutes of 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Child Abduction and Recovery

Fiscal Years 1999-2000, 2000-2001, 2001-2002,
2003-2004, 2004-2005, 2005-2006, and 2006-2007

08-4237-I-02 and 12-4237-I-03

County of Santa Clara, Claimant

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filed April 2, 2015 777

¹ Controller filed late comments on IRC 08-4237-I-02 on December 22, 2014, a portion of which were illegible. The Controller therefore submitted revised and legible late comments to replace the December 22, 2014 comments.

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Exhibit A**1. INCORRECT REDUCTION CLAIM TITLE**

State Controller's Office Audit Report on Santa Clara
County Child Abduction and Recovery Program

2. CLAIMANT INFORMATION

Santa Clara County

Name of Local Agency or School District

Vinod Sharma

Claimant Contact

Controller-Treasurer

Title

70 West Hedding Street, 2nd Floor, East Wing

Street Address

San Jose, CA 95110

City, State, Zip

408-299-5210

Telephone Number

408-299-8629

Fax Number

vinod.sharma@fin.sccgov.org

E-Mail Address

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Lizanne Reynolds

Claimant Representative Name

Deputy County Counsel

Title

Santa Clara, Office of the County Counsel

Organization

70 West Hedding Street, Ninth Floor, East Wing

Street Address

San Jose, CA 95110

City, State, Zip

408-299-5900

Telephone Number

408-292-7240

Fax Number

Lizanne.Reynolds@cco.sccgov.org

E-Mail Address

For CSM Use Only	
Filing Date:	
RECEIVED	
JAN 28 2009	
COMMISSION ON	
STATE MANDATES	

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Please specify the subject statute or executive order that claimant alleges is not being fully reimbursed pursuant to the adopted parameters and guidelines.

Civil Code Sec. 4600.1 (repealed and added as Family Code Sec. 3060-3064); Penal Code Sec. 278 & 278.5 (repealed and added as Penal Code Sec. 277, 278, & 278.5); and Welfare and Institutions Code Sec. 11478.5 (repealed and added as Family Code Sec. 17506)

5. AMOUNT OF INCORRECT REDUCTION

Please specify the fiscal year and amount of reduction. More than one fiscal year may be claimed

Fiscal Year	Amount of Reduction
99-00	\$297,447.00
00-01	\$514,116.00
01-02	\$466,905.00

TOTAL: \$1,268,210.00

6. NOTICE OF INTENT TO CONSOLIDATE

Please check the box below if there is intent to consolidate this claim.

☐ Yes, this claim is being filed with the intent to consolidate on behalf of other claimants.

Sections 7 through 11 are attached as follows:

7. Written Detailed Narrative: pages 1 to 12.
8. Documentary Evidence and Declarations: Exhibit B,C.
9. Claiming Instructions: Exhibit D.
10. Final State Audit Report or Other Written Notice of Adjustment: Exhibit A.
11. Reimbursement Claims: Exhibit E,F.

(Revised June 2007)

12. CLAIM CERTIFICATION

*Read, sign, and date this section and insert at the end of the incorrect reduction claim submission.**

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Lizanne Reynolds

Print or Type Name of Authorized Local Agency
or School District Official

Deputy County Counsel

Print or Type Title

Lizanne Reynolds

Signature of Authorized Local Agency or
School District Official

Jan. 7, 2009

Date

** If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.*

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San Jose, California 95110-1770
Telephone (408) 299-5900

Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:)	No.
)	
STATE CONTROLLER'S OFFICE)	INCORRECT REDUCTION CLAIM
AUDIT REPORT ON SANTA)	BY THE COUNTY OF SANTA CLARA
CLARA COUNTY CHILD)	
ABDUCTION AND RECOVERY)	
PROGRAM)	
_____)	

On March 17, 2006, the State Controller's Office (hereinafter "SCO") issued its final audit report on the County of Santa Clara's (hereinafter "County's") claims for costs incurred based on the legislatively created Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for July 1, 1999, through June 30, 2002. A true and correct copy of the SCO's final audit report is attached hereto as Exhibit A and incorporated herein by reference. The SCO incorrectly reduced the County's claim of \$2,946,189 by \$1,268,210 thus allowing only \$1,667,721. The County requests the Commission on State Mandates to reverse the audit findings and to award the County the correct claim amount of \$2,935,938.

FACTS

The Child Abduction and Recovery Program involves locating and recovering minor children who have been taken from a parent, or person with a right of custody of the child, in violation of that person's right of custody. Santa Clara County has jurisdiction to act in a case when the child is located in the county, has been removed from the county or the victim resides in the county at the time of the abduction. The cases may involve a child who is taken from one part of the county to another, a child who is taken from the county to another county in the state, or from the county to another state or country.

Once a person makes a police report that a child has been abducted by a parent or other family member, the person is referred to the Child Abduction Unit. The person completes a questionnaire and an investigation into the case is opened. The legal clerk coordinates the questionnaire process as well as initial contact and intake. The legal clerk assembles an investigative file and conducts preliminary investigation into the parties.

Once the file is assembled, the paralegal assigned to the team researches the person's right of custody to the child. This may involve reviewing court files to locate the most recent court order.

Once a right of custody has been determined, the case is assigned to the investigative staff. The investigators interview witnesses, and depending on the circumstances, may attempt to contact the abductor.

Once the case has been assigned to the investigative staff, the unit attorney confers with the staff to discuss case development, to coordinate court hearings and legal issues, to draft pleadings and communications with other agencies, and to appear in

judicial hearings. In international cases the unit attorney prepares the documents filed in the cases that fall under the Hague Convention on the Civil Aspects of International Child Abduction, for both incoming and outgoing abductions. The unit attorney is responsible for general unit management and the process of cases.

This program was found to be a state-mandated reimbursable program by the predecessor to this Commission, the Board of Control, on September 19, 1979. A true and correct copy of the Commission's Statement of Decision is attached hereto as Exhibit B and is incorporated herein by reference. Thereafter, Parameters and Guidelines were adopted on January 21, 1981, and subsequently amended with the most recent version adopted on August 26, 1999, a true and correct copy of which is attached hereto as Exhibit C and is incorporated herein by reference. Claiming Instructions were duly issued by the SCO, a true and correct copy of which is attached hereto as Exhibit D and is incorporated herein by reference.

The reimbursable components of this program include:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals. Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren) .
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).

- (2) Other personal necessities for the child. All such items purchased must be itemized.
2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.
Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.
 - b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
 - (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

Based on the foregoing, the County timely filed its claims for this program for fiscal years 1999-2000, 2000-2001, and 2001-2002, which are the subject of this incorrect reduction claim. True and correct copies of these reimbursement claims are attached hereto as Exhibits E, F, and G, respectively and are incorporated herein by reference.

On October 4, 2005, an exit conference was held between the County and the SCO. The draft audit report was issued on November 9, 2005. Finding 1 of the audit report states that the County's productive hourly rate was calculated improperly. The report also alleges that the County did not provide time logs for the hours claimed and that the time study as submitted by the County is not competent evidence in lieu of actual time logs.

On January 11, 2006, the County issued its response to the draft findings, taking exception to the characterization that the calculation of the productive hourly rate was improper. The County also explained that its costs were properly and fully substantiated. A true and correct copy of the County's response is attached hereto as Exhibit H and is incorporated herein by reference.

The final audit report was issued on March 17, 2006, without any change in the findings at issue.

//

ANALYSIS AND DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$184,446. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions. Therefore, the County requests that this Commission reverse Audit Finding 1 to allow for the recovery of costs incurred for this state-mandated program for the reasons discussed below.

1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks, training, and staff meetings. The resulting total countywide annual productive hours of 1,571 is the basis for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800* hours to compute the productive hourly rate.

* * *

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken¹

Relying on this section, the SCO argued that the County's figure of 1,571 productive hours was incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which indicate that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of the local agency's average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach is improper.

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a different productive hourly rate for each claim. Recognizing this

¹ Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its SB 90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities. This argument lacks merit.

State law requires that workers be given two fifteen minute break periods per day. Presumably, County employees take these breaks. The presumption that these breaks are taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, are also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the

statistically invalid difference that may be found between actual break time and the time required break time.

The same argument applies with even greater force to the presumption that County employees will undertake the necessary training required for licensure or certification. Such education is more likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform their jobs.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.² The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided during the state audit.

Further, as shown in the letter of December 27, 2001, from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to use the productive hourly rate methodology authorized by the State-mandated claiming procedures. A true and correct copy of this letter is attached hereto as Exhibit I and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of the countywide productive hours

² Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01)

methodology for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit J and is incorporated herein by reference.

B. AUDIT FINDING NUMBER TWO REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT.

The audit report raised another issue regarding documentation and time studies.

Each of the report's allegations will be addressed in turn.

1. Employees Performing Mandated Activities Full-Time in a Mandated Program Need Not Use Time Logs.

The audit report alleges that the time claimed for certain employees was unsubstantiated due to a lack of time logs. This allegation lacks merit.

The employees in question were employed full-time in the County's Child Abduction and Recovery Program performing mandated activities. The SCO would require the County to provide time logs for each of these employees as proof of the costs incurred for the program. Such time logs, however, would merely show 7.5 hours³ per day working on mandated activities. What the SCO requests is more accurately reflected by payroll accounts. For these employees performing mandated activities on a full-time basis, the provision of payroll documentation should be sufficient to prove that the costs were incurred.

2. The Hours Claimed Were Properly Supported by a Valid Time Study.

The audit report alleges that the time claimed for employees who were not dedicated to the program full-time was unsubstantiated due to a lack of time logs. This allegation is erroneous.

³ With 0.5 hours attributed to break time.

The County provided time logs to substantiate the hours spent in mandated activities for those employees who did not perform such activities full-time. To the extent that the SCO believed that the time logs were insufficient, a time study was performed from November 15, 2004 through December 10, 2004. A true and correct copy of this time study plan and results are attached hereto as Exhibit K and is incorporated herein by reference.

The time study, as initiated by the County, provided a reliable measure of the time needed to perform mandated activities. The time study relied on contemporaneous documentation of mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation can be checked back against payroll information; and all employees performing mandated activities participated to eliminate any errors due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent in prior years on the same activities.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully disallowed the entire amount claimed for these employees.

CONCLUSION

The County has adequately documented its productive hourly rate of 1,571 to be a precise and reliable figure consistent with the State's claiming instructions. For the County to now be denied the opportunity to use a methodology that was expressly allowed by the instructions and forced to utilize the standard 1,800 hours is manifestly

unfair and would result in the failure to fully reimburse the County for its cost of fulfilling a state mandate.

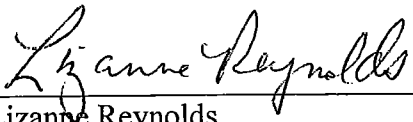
With respect to the SCO's other allegations, the County has provided sufficient documentation to support the claimed costs as explained above.

In light of the arguments presented above, the County requests that the Commission reverse the SCO's audit findings and award the County the correct claim amount of \$2,935,938.

Dated: December 26, 2008

Respectfully submitted,

ANN MILLER RAVEL
County Counsel


Lizanne Reynolds
Deputy County Counsel

Attorneys for COUNTY OF SANTA
CLARA

Exhibit A

SANTA CLARA COUNTY

Audit Report

CHILD ABDUCTION AND RECOVERY PROGRAM

Chapter 1399, Statutes of 1976; Chapter 162,
Statutes of 1992; and Chapter 988, Statutes of 1996

July 1, 1999, through June 30, 2002



STEVE WESTLY
California State Controller

March 2006



STEVE WESTLY
California State Controller

March 17, 2006

John V. Guthrie
Director of Finance
Santa Clara County
County Government Center, East Wing
70 West Hedding Street, 2nd Floor
San Jose, CA 95110

Dear Mr. Guthrie:

The State Controller's Office audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 1999, through June 30, 2002.

The county claimed \$2,946,189 for the mandated program. Our audit disclosed that \$1,667,721 is allowable and \$1,278,468 is unallowable. The unallowable costs occurred because the county claimed unsupported costs and overstated its indirect cost rates. The State paid the county \$2,298,477. The county should return \$630,756 to the State.

If you disagree with the audit findings, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (COSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at COSM's Web site, at www.csm.ca.gov (Guidebook link); you may obtain IRC forms by telephone, at (916) 323-3562, or by e-mail, at csminfo@csm.ca.gov.

If you have any questions, please contact Jim L. Spano, Chief, Compliance Audits Bureau, at (916) 323-5849.

Sincerely,

Original Signed By

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/ams:wq:vb

cc: Dave Elledge, Controller-Treasurer
Santa Clara County
James Tilton, Program Budget Manager
Corrections and General Government
Department of Finance

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Audit Report

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Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 1999, through June 30, 2002. The last day of fieldwork was October 4, 2005.

The county claimed \$2,946,189 for the mandated program. Our audit disclosed that \$1,667,721 is allowable and \$1,278,468 is unallowable. The unallowable costs occurred because the county claimed unsupported costs and overstated its indirect cost rates. The State paid the county \$2,298,477. The county should return \$630,756 to the State.

Background

Chapter 1399, Statutes of 1976 established the mandated Child Abduction and Recovery Program based on the following laws:

- *Civil Code* Section 4600.1 (repealed and added as *Family Code* Section 3060–3064 by Chapter 162, Statutes of 1992);
- *Penal Code* Sections 278 and 278.5 (repealed and added as *Penal Code* Sections 277, 278, and 278.5 by Chapter 988, Statutes of 1996); and
- *Welfare and Institutions Code* Section 11478.5 (repealed and added as *Family Code* Section 17506 by Chapter 478, Statutes of 1999, last amended by Chapter 759, Statutes of 2002).

These laws require the District Attorney's Office to assist persons having legal custody of a child in:

- Locating their children when they are unlawfully taken away;
- Gaining enforcement of custody and visitation decrees and orders to appear;
- Defraying expenses related to the return of an illegally detained, abducted, or concealed child;
- Civil court action proceedings; and
- Guaranteeing the appearance of offenders and minors in court actions.

On September 19, 1979, the State Board of Control (now the Commission on State Mandates [COSM]) determined that this legislation imposed a state mandate reimbursable under *Government Code* Section 17561.

Parameters and Guidelines establishes the state mandate and defines reimbursement criteria. COSM adopted *Parameters and Guidelines* on January 21, 1981 (last amended on August 26, 1999). In compliance with *Government Code* Section 17558, the SCO issues claiming instructions for mandated programs, to assist local agencies in claiming reimbursable costs.

**Objective,
Scope, and
Methodology**

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Child Abduction and Recovery Program for the period of July 1, 1999, through June 30, 2002.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted the audit according to *Government Auditing Standards*, issued by the Comptroller General of the United States, and under the authority of *Government Code* Section 17558.5. We did not audit the county's financial statements. We limited our audit scope to planning and performing audit procedures necessary to obtain reasonable assurance that costs claimed were allowable for reimbursement. Accordingly, we examined transactions, on a test basis, to determine whether the costs claimed were supported.

We limited our review of the county's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

We asked the county's representative to submit a written representation letter regarding the county's accounting procedures, financial records, and mandated cost claiming procedures as recommended by *Governmental Auditing Standards*. However, the county did not submit a representation letter.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, Santa Clara County claimed \$2,946,189 for costs of the Child Abduction and Recovery Program. Our audit disclosed that \$1,667,721 is allowable and \$1,278,468 is unallowable.

For fiscal year (FY) 1999-2000, the State paid the county \$696,353. Our audit disclosed that \$398,906 is allowable. The county should return \$297,447 to the State.

For FY 2000-01, the State paid the county \$602,124. Our audit disclosed that \$538,918 is allowable. The county should return \$63,206 to the State.

For FY 2001-02, the State paid the county \$1,000,000. Our audit disclosed that \$729,897 is allowable. The county should return \$270,103 to the State.

**Views of
Responsible
Official**

We conducted an exit conference on October 4, 2005, and issued a draft audit report on November 9, 2005. The county's response to the draft audit report was due by December 5, 2005. In response to the county's request, we extended the due date to December 20, 2005.

On December 21, 2005, the county requested, and we agreed, to further extend the due date to January 10, 2006. David G. Elledge, Controller-Treasurer, responded to the draft audit report by letter dated January 11, 2006, disagreeing with the audit results in Findings 1 and 2. This final audit report includes the county's response (Attachment).

Restricted Use

This report is solely for the information and use of Santa Clara County, the Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original Signed By

JEFFREY V. BROWNFIELD
Chief, Division of Audits

**Schedule 1—
Summary of Program Costs
July 1, 1999, through June 30, 2002**

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 1999, through June 30, 2000</u>				
Salaries	\$ 426,165	\$ 237,819	\$ (188,346)	Findings 1, 2
Benefits	82,314	47,076	(35,238)	Findings 1, 2
Services and supplies	—	—	—	
Travel and training	26,178	26,178	—	
Total direct costs	534,657	311,073	(223,584)	
Indirect costs	161,696	87,833	(73,863)	Findings 1, 2, 3
Total program costs	<u>\$ 696,353</u>	398,906	<u>\$ (297,447)</u>	
Less amount paid by the State		(696,353)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (297,447)</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Salaries	\$ 632,171	\$ 327,260	\$ (304,911)	Findings 1, 2
Benefits	139,636	64,766	(74,870)	Findings 1, 2
Services and supplies	21,081	21,081	—	
Travel and training	2,362	2,362	—	
Total direct costs	795,250	415,469	(379,781)	
Indirect costs	257,784	123,449	(134,335)	Findings 1, 2, 3
Total program costs	<u>\$ 1,053,034</u>	538,918	<u>\$ (514,116)</u>	
Less amount paid by the State		(602,124)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (63,206)</u>		
<u>July 1, 2001, through June 30, 2002</u>				
Salaries	\$ 694,854	\$ 428,052	\$ (266,802)	Findings 1, 2
Benefits	172,305	100,279	(72,026)	Findings 1, 2
Services and supplies	—	—	—	
Travel and training	1,856	1,856	—	
Total direct costs	869,015	530,187	(338,828)	
Indirect costs	327,787	199,710	(128,077)	Findings 1, 2
Total program costs	<u>\$ 1,196,802</u>	729,897	<u>\$ (466,905)</u>	
Less amount paid by the State		(1,000,000)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (270,103)</u>		
<u>Summary: July 1, 1999, through June 30, 2002</u>				
Salaries	\$ 1,753,190	\$ 993,131	\$ (760,059)	Findings 1, 2
Benefits	394,255	212,121	(182,134)	Findings 1, 2
Services and supplies	21,081	21,081	—	
Travel and training	30,396	30,396	—	
Total direct costs	2,198,922	1,256,729	(942,193)	
Indirect costs	747,267	410,992	(336,275)	Findings 1, 2, 3
Total program costs	<u>\$ 2,946,189</u>	1,667,721	<u>\$ (1,278,468)</u>	
Less amount paid by the State		(2,298,477)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (630,756)</u>		

¹ See the Findings and Recommendations section.

Findings and Recommendations

FINDING 1— Overstated salary, benefit, and related indirect costs

The county overstated employee salary and benefit costs by \$188,549 for the audit period. The related indirect costs total \$65,897. The county overstated its costs because claimed productive hourly rates were overstated.

The productive hourly rate consisted of two factors: salary costs and annual average countywide productive hours. In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employees' bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended. In addition, the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments.

Productive hourly Rate

For the entire audit period, the county also deducted authorized break time rather than actual break time taken. The county's accounting system did not separately account for actual break time taken. The SCO's claiming instructions, which include guidelines for preparing mandated costs claims, do not identify time spent on authorized breaks as deductions (excludable components) from total hours when computing productive hours. Furthermore, the county did not adjust for training time and break time directly charged to program activities during the audit period. Therefore, the county cannot deduct training time and authorized break time to calculate productive hours.

Consequently, the productive hourly rates claimed did not reflect actual costs. We recalculated the productive hourly rates to compute the audit adjustment.

The following table summarizes the audit adjustment.

	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
Salaries	\$ (33,659)	\$ (55,190)	\$ (64,910)	\$ (153,759)
Benefits	(6,501)	(12,193)	(16,096)	(34,790)
Total direct costs	(40,160)	(67,383)	(81,006)	(188,549)
Related indirect costs	(12,771)	(22,506)	(30,620)	(65,897)
Audit adjustment	\$ (52,931)	\$ (89,889)	\$ (111,626)	\$ (254,446)

Parameters and Guidelines requires the county to claim actual costs and states that all costs claimed must be traceable and supported by source documents that show the validity of such costs.

Recommendation

We recommend that the county develop and implement an adequate recording and reporting system to ensure that all claimed costs are properly supported and reimbursable under the mandated program in question.

County's Response

The county does not agree with the finding. Please refer to the Attachment for a complete text of the county's response.

The county believes the finding contains an anomaly regarding whether training and break time deductions are allowable for productive hourly rate calculations.

The county states that it first implemented the countywide productive hours in FY 2000-01, which included deductions for training time and break time. The county deducted training time based on collective bargaining agreements or rosters related to actual training sessions that were conducted. The training time excluded training time charged to programs to avoid double recovery of costs. The county calculated the break times based on requirements of collective bargaining agreements and state law. The county states that all employees were directed to limit the daily reporting of hours worked to 7.5 hours when preparing mandated program claims.

The county states that its automated payroll system can accommodate actual break time; however, the additional time and costs incurred would not be cost effective. The county states that reporting authorized break time in lieu of actual break time is in accordance with the cost allocation principles of Office of Management and Budget (OMB) Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. Furthermore, the county states that recording actual break time would not result in a materially different amount of break time that could be readily calculated pursuant to the 30-minute daily standard specified by the collective bargaining agreements.

The county states that its interpretation of the SCO's claiming instructions is that training and authorized break time should be excluded to calculate accurate countywide productive hours. Furthermore, the county states that before it implemented the countywide productive hour policy, the county notified the SCO of its procedures for calculating countywide productive hours. The county states that several claims were submitted and accepted using the countywide methodology.

The county states that it has filed an Incorrect Reduction Claim on this issue with the Commission on State Mandates (COSM).

SCO's Comment

Our finding and recommendation remain unchanged. The county states:

... We would like to point out an anomaly in the above argument. The [finding] mentions that the training and authorized break time are both unallowable whereas the [finding further] states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time

taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

There is no anomaly in the audit finding. The report correctly states that the county included unallowable deductions for training and authorized break time. The training hour deduction is unallowable because the county deducted estimated rather than actual training time. It is also unallowable because the deducted training hours benefit specific departments' employee classifications rather than employee classifications common to all departments. The break time deduction is unallowable because the county deducted authorized break time rather than actual break time taken. Furthermore, both deductions are unallowable because the county did not adjust for training time and break time directly charged to program activities during the audit period.

Training Time

The county's response acknowledges that training time deducted for FY 2000-01 productive hourly rate calculations was estimated, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. The county states that, beginning in FY 2001-02, the county modified the payroll system to capture actual training hours and that the county recorded only non-program training. However, documentation obtained indicates that FY 2001-02 training time was also estimated from the same sources.

Our finding also states that the training hour deduction is unallowable because the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments. In response, the county states that the countywide productive hour policy "is not *department specific* but *County specific* and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department." The county's response indicates the county does not understand the issue. OMB Circular A-87 states, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with the relative benefits received." Many employee classifications exist only in certain county departments, and therefore benefit only those departments. However, the county deducted training hours applicable to these employee classifications and applied the resulting productive hours countywide, contrary to OMB Circular A-87 requirements. If the county wishes to deduct actual training hours applicable to these employee classifications, it must compute separate adjustments for the departments benefited by these employee classifications.

Break Time

Developing productive hours based on estimated costs is not consistent with OMB Circular A-87. If the county chooses to deduct actual break time taken in calculating productive hours, its accounting system must separately identify the actual break time taken.

The SCO's claiming instructions do not identify time spent on authorized breaks as a deduction (excludable component) from total hours when computing productive hours. In addition, limiting daily reporting of hours worked to 7.5 hours does not address instances in which employees work less than 8 hours a day or are assigned alternate work schedules. The county also states that it has "directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims. . . ." [Emphasis added.] Thus, the county is not applying this policy consistently in all programs (mandated and non-mandated). Furthermore, actual mandated-program employee timesheets show that employees did not exclude "authorized" break time when reporting hours worked.

The county erroneously states, "several claims have been submitted and accepted during the past years using the countywide methodology." We audited other county mandated programs and reported this issue. The additional programs audited are: Domestic Violence Treatment Services, July 1, 1998, through June 30, 2001; Sexually Violent Predator, July 1, 1998, through June 30, 2001; Open Meetings Act, July 1, 1998, through June 30, 2001; and Absentee Ballot, July 1, 2000, through June 30, 2003.

The county states that it filed an Incorrect Reduction Claim with the COSM on this issue, which is yet to be heard. The SCO responded to the county's Incorrect Reduction Claim and refuted the county's position. The SCO will revise this final audit report, if necessary, based on the COSM's final determination of the county's Incorrect Reduction Claim related to this issue.

**FINDING 2—
Unallowable salary,
benefit, and related
indirect costs**

The county claimed unallowable salary and benefit costs totaling \$753,644 for the audit period. The related indirect costs total \$260,127.

The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.

Time logs included time reported for vacation, scheduled time off, and sick leave usage. These hours are excluded from the county's calculation of countywide average productive hours; therefore, the county may not claim these hours as direct mandate-related costs. Time logs also included non-mandate-related time for activities such as duty officer/security, non-child abduction cases, child abduction cases that had progressed to trial, and cases under *Penal Code* Section 278.7 (commonly referred to as "good cause" cases).

We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to

Missing Time logs

Time Study

determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.

We concluded that the county's time study does not adequately support salary and benefit costs claimed for the following reasons.

- The county did not identify how the time period studied was representative of the fiscal year.
- The county did not summarize the time study results and show how the county could project the results to approximate actual costs for the audit period.
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.

The following table summarizes the audit adjustment.

	Fiscal Year			
	1999-2000	2000-01	2001-02	Total
Salaries	\$ (154,687)	\$ (249,721)	\$ (201,892)	\$ (606,300)
Benefits	(28,737)	(62,677)	(55,930)	(147,344)
Total direct costs	(183,424)	(312,398)	(257,822)	(753,644)
Indirect costs	(58,329)	(104,341)	(97,457)	(260,127)
Audit adjustment	\$ (241,753)	\$ (416,739)	\$ (355,279)	\$ (1,013,771)

Parameters and Guidelines states, "For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

In addition, *Parameters and Guidelines* states that costs associated with criminal prosecution, commencing with the defendant's first appearance in court, are not reimbursable. Furthermore, *Parameters and Guidelines* does not identify good cause cases (*Penal Code* Section 278.7) as reimbursable costs.

Recommendation

We recommend that the county develop and implement an adequate recording and reporting system which will identify mandate-related and non-mandate-related activities. We also recommend that the county ensure that it claims only mandate-related costs.

County's Response

The county does not agree with the finding. Please refer to the Attachment for a complete text of the county's response.

The county states that employees without time logs worked full-time on the mandated program and the SCO should use payroll documentation to substantiate the hours claimed. Regarding the Legal Clerk specifically, the county believes the direct time should be allowed and the indirect cost pool adjusted accordingly.

Regarding the remaining employees whose time logs did not support mandate-related hours claimed, the county believes the SCO should instead rely on a current time study to support hours claimed. The county states that the time study period is representative of a full fiscal year and that no substantial staffing or workload changes occurred since the audit period. The county states that it summarized the time study results and could extrapolate the results to the audit years.

SCO's Comment

Our finding and recommendation remain unchanged. The county states "Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed." We disagree. *Parameters and Guidelines* states that the county must specify the actual number of hours devoted to each mandated activity, and that "all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs." In addition, OMB Circular A-87 states the following regarding support of salaries and wages: "These standards regarding time distribution are in addition to the standards for payroll documentation." [emphasis added] The circular also states:

Where employees are expected to work solely on a single [program], charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

The county did not provide any contemporaneous certifications for these employees. In addition, one employee testified that she did not work full-time on mandate-related activities.

Regarding the remaining employees, the county erroneously states that "time log material was not considered adequate," and that "documentation was incomplete and did not help corroboration." This misstates our audit finding. The county did submit appropriate contemporaneous employee time logs to support mandate-related hours claimed. However, the employee time logs indicated that the county claimed hours that exceeded actual hours.

The county's response is also contradictory. The county first states that the SCO did not respond to time study documents that the county presented. However, the county then quotes our comments regarding the county's time study and our reasons for rejecting the time study.

The county conducted a four-week time study during FY 2004-05. A current-period time study is not competent evidence to replace contemporaneous time records. However, we reviewed the time study to determine whether it would support salary and benefit costs claimed for employees who did not have contemporaneous time logs. Contrary to the county's response, the county did not submit documentation that shows how the time period studied was representative of the fiscal year, nor did the county summarize the time study results. Although the county did not

summarize the results, the time study documentation submitted appears to indicate that employees reported 606.5 mandate-related hours during a 4-week period. This extrapolates to approximately 7,885 mandate-related hours annually. However, the county's FY 2004-05 claim shows only 3,334 actual mandate-related hours for the year. Therefore, it appears the time study results are not representative of the fiscal year.

In addition, the county states that no substantial staffing or workload changes occurred since the audited years. The county states, "Its workload and staffing have remained essentially constant throughout." However, the Child Recovery Unit Lieutenant Investigator testified that the unit routinely loaned investigators to other units because of shortages or not enough work in the Child Recovery Unit. Furthermore, the county's claims show significant workload variances from year to year, based on total mandate-related hours that the county reported. The following table shows total mandate-related hours reported for the audit period and three subsequent fiscal years.

<u>Fiscal Year</u>	<u>Total Mandated-Related Hours Reported</u>
1999-2000	10,694
2000-01	14,150
2001-02	13,531
2002-03	12,814
2003-04	7,783
2004-05	3,334

Therefore, neither the time study nor the county's annual claims support the county's contention that the Child Recovery Unit workload is constant.

**FINDING 3—
Overstated indirect
costs**

OK

For FY 1999-2000 and FY 2000-01, the county claimed unallowable indirect costs totaling \$10,251. The county claimed indirect costs using overstated indirect cost rates. For both fiscal years, the county computed indirect salary and benefit costs based on estimated costs. The actual costs were lower. Therefore, the county overstated indirect salary and benefit costs. As a result, the county overstated the indirect cost rates.

The following table summarizes the audit adjustment.

	<u>Fiscal Year</u>		
	<u>1999-2000</u>	<u>2000-01</u>	<u>Total</u>
Audited indirect cost rate	(30.83)%	(31.49)%	
Claimed indirect cost rate	31.80%	33.40%	
Variance	(0.97)%	(1.91)%	
Allowable salary and benefit costs	× \$284,895	× \$392,026	
Audit adjustment	\$ (2,763)	\$ (7,488)	\$ (10,251)

Parameters and Guidelines states, "For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county calculate its indirect cost rates based on actual costs incurred rather than estimated costs.

County's Response

The county concurred with this finding.

**Attachment—
County's Response to
Draft Audit Report**

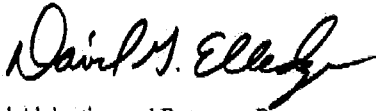
County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 289-8629



DATE: January 11, 2006

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge
Controller-Treasurer 

RE: SB90 Mandate – Child Abduction and Recovery Program –
Draft audit report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Child Abduction and Recovery Program. We agree to all the findings mentioned in the report except as annotated below. We request your reconsideration of the disputed audit findings in light of our reply and request the State Controller's Office to rework the numbers in the report, accordingly.

FINDING 1- Overstated salary, benefit, and related indirect cost

Response to calculation of Countywide Productive hour rates

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program states: -

Audit: In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employee's bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended.

Response: We would like to point out an anomaly in the above argument. The first part of the paragraph mentions that the training and authorized break time are both unallowable whereas the second part of the paragraph states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beall, Jr., Liz Kniss
County Executive: Peter Kufas, Jr.



productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

The issue therefore boils down to the State audit acceptance of the Countywide productive hours as a valid policy so long as both the training hours and break time are based on actual. We proceed to answer these two specific points as below:

Training Time

The County first implemented the countywide calculation of productive hours in FY 2000-01. Claims filed for this fiscal year were based on calculations that included training time received by employees as reported by County departments, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. For all subsequent fiscal years, the County has modified the automated payroll system to capture actual hours of training by individual employee for all County departments. Subsequent actual training time hours recorded in the later years do clearly indicate and substantiate that there is not much of a variation between the data based on collective bargaining agreements and actual recorded by a new system. We brought this to the notice of the State auditors during discussion. We therefore suggest that the training hours excluded in the calculation of Countywide Productive hour policy be accepted by the audit and this audit point dropped.

Regarding the second issue on training time of the audit points above-

"the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments,

We would like to point out that the Countywide Productive hour policy as allowed by the claiming instructions is not *department specific* but *County specific* and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department. Therefore we reiterate that our countywide productive hour policy satisfies the State Controller claiming instructions and we request the audit to drop this point.

Break Time

Break time was similarly calculated, based on requirements of collective bargaining agreements and State law. The issue now raised by the audit is recording of actual break time and this issue was amply dealt by us in our earlier responses to State Audit reports on other SB90 programs. We briefly summarize our position as below:

While our automated payroll system can accommodate a change, we believe the additional time and cost of recording such information would exceed the value of the information obtained, since it can readily be determined by simple calculation. This conclusion is consistent with OMB A-87 cost allocation principles, which limit the effort

expected of state and local governments to calculate indirect costs when such costs are "... not readily assignable...without effort disproportionate to the results achieved." In the case of daily break-time required by both State law and collective bargaining agreements, the recording of actual break-time taken twice daily by more than 15,000 employees during 250 workdays per year would not result in the determination of a materially different amount of actual time taken than could be readily calculated pursuant to the 30 minute daily standard specified by the collective bargaining agreements. Further, because the County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims, the effect of not allowing the County to exclude one-half hour per day break-time from the productive hour calculation would be to increase the hours charged to SB 90 claims by the same one-half hour per day for all claims involving full-day charges. This may result in extra work without any commensurate advantages or savings in costs claimed.

According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, etc., all of which are paid and form part of the total available hours, should be excluded for the calculation of productive hours to get an accurate countywide productive hours as explained to the State Controller audit staff in several meetings. We produced the necessary documents in support of our calculation of the countywide productive hourly rate to the State audit staff. We believe that the State Controller's SB 90 claiming instructions explicitly approve the usage of the same by showing examples of excludable times one of which is informal time off.

Further, before the introduction of countywide productive hour policy in the County of Santa Clara in our letter of December 27, 2001, we informed the State Controller that the County was electing to change its SB 90 claiming procedures related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average countywide productive hours per position would improve SB 90 claiming accuracy, consistency, and documentation and facilitates the State audit function. Consequently, several claims have been submitted and accepted during the past years using the countywide methodology. We advised state audit staff and provided a copy of the County's letter dated December 27, 2001 and explained our understanding of the SB 90 instructions pertaining to the calculation of productive hours.

During the audit of this claim, State auditors were unable to provide any written State procedures, regulations or other legal authority to refute our interpretation of Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Lastly, all claiming departments stand advised of these procedures and the County Controller's Office is responsible for the annual calculation of County-wide productive hours and has done so for the past four fiscal years. These procedures are already a part of the County Controller's accounting policies and have been used on all SB 90 claims since FY 2000-01.

We reiterate that the State guidelines do permit the deduction of training and authorized breaks for calculation of productive hours. The State Manual states that 'Informal time off' as one item to be considered for calculation of local agency's average annual productive hours. We state that this item includes the authorized break time also.

Regarding actual training hours as against the "certification required training time", our payroll accounting system identifies all the actual training time spent by all staff members of the county in the biweekly payroll procedure by separate cost codes. We do not include any training time directly charged to programs again in calculating the productive hours to ensure avoiding double recovery of costs.

Further, we have filed an Incorrect Reduction Claim with the Commission on State Mandates on this issue and the claim is yet to be heard.

We therefore request you to reconsider your views on the usage of countywide productive hourly rate policy and rework the numbers in the report to reflect the correct costs allowed.

FINDING 2 - Unallowable salary, benefit, and related indirect cost

Response to the disallowance of certain employees

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program stated the following with the county response following each paragraph:

Audit: The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.

Response: Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed. The Legal Clerk referenced worked full-time on mandated programs and was correctly counted as direct, but inadvertently also included in the indirect pool. Her time should be included as direct and the indirect pool adjusted accordingly. We agree to this adjustment.

For some employees where time log material was not considered adequate to support the claimed hours, we assert that the claimed hours are substantially correct. But the documentation was incomplete and did not help corroboration. In order to substantiate the claimed costs and support our assertion we conducted and presented a current time-study. The results support the claimed hours. We have furnished the time study documents to the audit staff. We did not receive a response.

Audit: We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all

salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.

We concluded that the county's time study does not adequately support salary and benefit cost claims for the following reasons.

- The county did not identify how the time period studies was representative of the fiscal year.*
- The county did not summarize the time study results and show how the county could project the results to the approximate actual costs for the audit period.*
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.*

Response:

We do not concur with any of the reasons for disallowance and we explain our response as below:

- The time-study plan and proposal submitted annotated that the time period studied was a representative subset of a full fiscal year and that no substantial staffing or workload changes occurred since the audited years.
- The results were summarized for the period of the time-study, and could be extrapolated for the audit years without difficulty.
- The Child Abduction and Recovery Program does not require a varying level of effort as was stated by the audit. Its workload and staffing have remained essentially constant throughout.

We therefore request you to reconsider your views on the usage of the time-study and accept the same and rework the numbers in the report to reflect the correct costs allowed.

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, California 94250-5874**

<http://www.sco.ca.gov>

S05-MCC-003

Exhibit B

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:)	No.
)	
STATE CONTROLLER'S OFFICE)	DECLARATION OF
AUDIT REPORT ON SANTA)	JULIANA F GMUR
CLARA COUNTY CHILD)	
ABDUCTION AND RECOVERY)	
PROGRAM)	
_____)	

I, Juliana F. Gmur, state as follows:

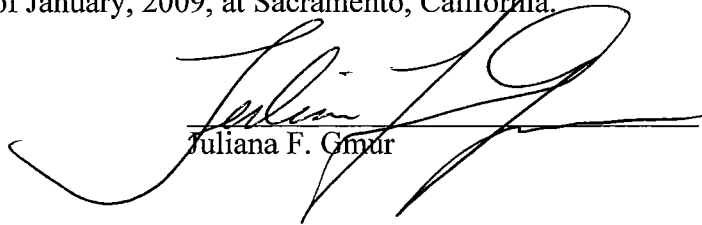
1. I am an attorney licensed by the State of California to practice law and have practiced for over 6 years before the Commission on State Mandates. I have personal knowledge of the facts stated herein and if called upon to testify, I could do so competently.

2. I was recently involved in obtaining documents for the above-captioned matter. Specifically, I was attempting to locate the Statement of Decision. Although, MAXIMUS maintains a substantial filing system with Commission and Board of Control matters, the file for the Child Custody/Abduction program only contained copies of the Parameters and Guidelines, a true and correct copy is attached hereto, and amendments thereof. This document indicated that a hearing had taken place on September 19, 1979.

3. I next used the Commission's website search engine but to no avail. I then contacted the Commission offices and spoke to Lorenzo who has assisted me in

such matters many times in the past. He was unable to locate the Statement of Decision likely due to the age of the document.

I declare under penalty of perjury that the foregoing is true and correct as based upon my personal knowledge, information or belief, and that this declaration is executed this 27 day of January, 2009, at Sacramento, California.


Juliana F. Gmür

Date Adopted: 1/21/81
Date Amended: 7/19/84
Date Amended: 7/25/87
Date Amended: 10/26/89
Date Amended: 2/22/90
Date Amended: 7/22/93

PARAMETERS AND GUIDELINES
CIVIL CODE SECTIONS 4600.1, 4604, 5157, 5160, AND 5169
PENAL CODE SECTIONS 278 AND 278.5
WELFARE AND INSTITUTIONS CODE SECTION 11478.5
CHAPTER 1399, STATUTES OF 1976
CHILD ABDUCTION AND RECOVERY

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160 and 5169 of the Civil Code, added Sections 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interest in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional "tools" were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

II. BOARD OF CONTROL DECISION

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of

child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceedings with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandated program is eligible to claim reimbursement of those costs .

IV. PERIOD OF REIMBURSEMENT

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561(d)(3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of notification by the State Controller of the enactment of the claims bill.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by GC Section 17564.

V. REIMBURSABLE COSTS

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation decrees; for all actions necessary to locate and return a **child(ren)** by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child

custody or visitation, as provided in Civil Code Section 4604, with the exception of those activities listed in Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, the following cost items are reimbursable:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation decrees.
 - a. Contact with **child(ren)** and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals. Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and **child(ren)**.
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the **child(ren)** to assure compliance with decrees or court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the **child(ren)**.
 - (1) Travel expenses, food, lodging, and transportation for the escort and **child(ren)**.
 - (2) Other personal necessities for the **child(ren)**. All such items purchased must be itemized.

2. Court actions and costs in cases involving child custody or visitation decrees from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Civil Code Sections 5150 through 5174) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).

- a. District Attorney's cost of notifications sent if jurisdiction is refused.
- b. Cost of providing foster home care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.

- c. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Costs recovered from any party, individual or agency must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - a. Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure

appearance in accordance with the arrest warrant or order.

- b. Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having physical custody. The number of days for foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
- (4) Return of an illegally obtained or concealed **child(ren)** to the legal custodian or agency.
- a. Cost of food, lodging, transportation and other personal necessities for the **child(ren)** from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - b. Cost of an escort for the **child(ren)**, including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

- A. Costs associated with criminal prosecution, commencing with the defendant's apprehension, surrender or first appearance, for offenses defined in Sections 277, 278 and 278.5 of the Penal Code.
- B. Costs associated with locating an offender and serving a warrant related to either criminal or civil

proceedings defined in Sections 277, 278 and 278.5 of the Penal Code wherein the missing, abducted, or concealed **child(ren)** has been returned to the lawful person or agency.

C. Governing Authority

The costs for the salary and expenses of the governing authority, as defined by the (Federal) Office of Management and Budget Circular A-87, such costs occur as an integral part of "**general government**" and, therefore, are not increased or decreased by mandated programs.

VII. CLAIM PREPARATION AND SUBMISSION

A. Filing

Each claim for reimbursement pursuant to this mandate must be timely filed and set forth a listing of each reimbursable activity for which reimbursement is claimed under this mandate.

B. Supporting Documentation

Claimed costs should be supported by the following:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract service performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with the claim.

3. Services and Supplies

Only expenditures which can be identified as a direct cost of the mandate can be claimed. Expenditures will be categorized in accordance with the State Controller manual entitled "Accounting Standards and Procedures for Counties." Compensation for use of equipment is allowable through a use allowance or depreciation charge for the period it is assigned to the mandate; however, the cost is normally claimable through an indirect cost rate. If such cost is directly charged, a supporting schedule showing how this cost was computed must be attached.

4. Allowable Overhead Cost

Indirect costs may only be claimed through an indirect cost rate proposal prepared in accordance with the provisions of (Federal) Office of Management and Budget Circular A-87. Normally, the indirect cost rate will be a percentage of direct salary and benefit costs. Indirect costs may include cost of space, equipment, utilities, insurance, administration, etc. (i.e., those elements of indirect costs incurred as a result of the mandate, origination in the performing unit and the cost of central administrative services not otherwise treated as direct cost). The indirect cost rate must be shown on the report.

5. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

6. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs. These documents must be kept on file by the agency submitting the claim for a period of no less than three (3) years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller or his agent.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from this claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained herein.,

G:\PG\CHILD1.PG

Exhibit C

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE AMENDMENT TO PARAMETERS
AND GUIDELINES ON:

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421; Penal Code Sections 277, 278, and 278.5 ; Welfare and Institutions Code Section 11478.5; as added and amended by Statutes of 1976, Chapter 1399; Statutes of 1992, Chapter 162 and Statutes of 1996, Chapter 988;

Filed on February 25, 1999;

By the County of Yolo, Claimant.

NO. CSM 98-4237-PGA-11

Custody of Minors - Child Abduction and Recovery Program


ADOPTION OF AMENDMENT TO
PARAMETERS AND GUIDELINES
PURSUANT TO GOVERNMENT CODE
SECTION 17557 AND TITLE 2,
CALIFORNIA CODE OF REGULATIONS,
SECTIONS 1183.2 AND 1185.3.

(Adopted on August 26, 1999)

PARAMETERS AND GUIDELINES AMENDMENT

On August 26, 1999, the Commission on State Mandates adopted the attached Amended Parameters and Guidelines. This decision shall become effective on August 30, 1999.

Date: August 30, 1999



PAULA HIGASHI, Executive Director

File: f:\mandates\1998\pga\pga1 1\pga082799
Adopted: January 21, 1981
Amended: July 19, 1984
Amended: July 25, 1987
Amended: August 26, 1999
Document Date: August 13, 1999

AMENDMENT TO PARAMETERS AND GUIDELINES

FAMILY CODE SECTIONS 3060 TO 3064, 3130 TO 3134.5, 3408, 3411, AND 3421
PENAL CODE SECTIONS 277, 278, AND 278.5
WELFARE AND INSTITUTIONS CODE SECTION 11478.5
CHAPTER 1399, STATUTES OF 1976
CHAPTER 162, STATUTES OF 1992
CHAPTER 988, STATUTES OF 1996
CUSTODY OF MINORS-CHILD ABDUCTION AND RECOVERY

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160, and 5169 of the Civil Code, added Section 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interests in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

II. BOARD OF CONTROL DECISIONS

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceeding with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandate is eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561 (d) (3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to

incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation orders; for all actions necessary to locate and return a child(ren) by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child custody or visitation, as provided in Family Code Sections 3 130 to 3 134.5, with the exception of those activities listed in Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, all direct and indirect costs of labor, materials and supplies, training and travel for the following activities are eligible for reimbursement:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals.
Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren) .
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).

- (2) Other personal necessities for the child. All such items purchased must be itemized.
2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-1 1, 99th Congress, 1st Session).
- a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.
- Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.
- b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
- (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
- (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
- (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
- (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
- (b) Cost of providing foster home care or other short-

term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.

(4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.

(a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.

(b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

A. Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

VII. CLAIM PREPARATION AND SUBMISSION

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract services performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with the claim.

3. Materials and Supplies

Only expenditures which can be identified as a direct cost of the mandate such as, but not limited to, vehicles, office equipment, communication devices, memberships, subscriptions, publications, may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received from the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

4. Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlement are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points, and travel costs.

5. Training

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem. Ongoing training is essential to the performance of this mandate

because of frequent turnover in staff, rapidly changing technology, and developments in case law, statutes, and procedures. Reimbursable training under this section includes child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training.

B. Indirect Costs

Indirect costs are defined as costs which are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate, and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10 % of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10 %. If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

1. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state, must be reported on the cost summary form, but will not reduce the amount of the claim.

2. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs. These documents must be kept on file by the agency submitting the claim for a period specified in Government Code section 17558.5.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from the claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained therein.

Exhibit D

057

CHILD ABDUCTION AND RECOVERY

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421

Penal Code Sections 277, 278, and 278.5

Welfare and Institutions Code Section 11478.5

Chapter 1399, Statutes of 1976

Chapter 162, Statutes of 1992

Chapter 988, Statutes of 1996

1. Summary of Chapter 1399/76, 162/92, and 988/96

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to, and amended Sections 5157, 5160, and 5169 of the Civil Code; added Section 278 and 278.5 to the Penal Code, and amended Sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments that must become involved in child custody matters. Prior to the enactment of this statute, parents or others interested in the custody of minors received no assistance from law enforcement agencies when their interests were pursued in court. This statute requires counties to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by county and state departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, The Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and, without substantial change, enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278, and 278.5 of the Penal Code and enacted a new statutory scheme in Sections 277, 278, and 278.5 that eliminated the distinction between cases with and cases without a pre-existing child custody order.

On September 19, 1979, the Board of Control predecessor to the Commission on State Mandates, determined that Chapter 1399, Statutes of 1976, resulted in state mandated costs that are reimbursable pursuant to Part 7 (commencing with Government Code Section 17500) of Division 4 of Title 2.

2. Eligible Claimants

Any county incurring increased costs, as a direct result of this mandate is eligible to claim reimbursement of these costs.

3. Appropriations

These claiming instructions are issued following the adoption of the program's parameters and guidelines by the Commission on State Mandates. To determine if funding is available for the current fiscal year refer to the schedule, "Appropriations for State Mandated Cost Programs" in the "Annual Claiming Instructions for State Mandated Costs" issued in October of each year to county auditors.

4. Types of Claims**A. Reimbursement and Estimated Claims**

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim detail the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

B. Minimum Claim

Section 17564(a) of the Government Code provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year.

5. Filing Deadline**A. Initial Claims**

Pursuant to Government Code Section 17561, Subdivision (d)(3), initial claims must be filed within 120 days from the issuance date of claiming instructions. Accordingly:

- 1) Reimbursement claims detailing the actual costs incurred for the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. If the reimbursement claim is filed after the deadline of February 28, 2000, the approved claim must be reduced by a penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.
- 2) Estimated claims for costs to be incurred during the 1999-00 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. Timely filed estimated claims are paid before late claims. If a payment is received for the estimated claim, a 1999-00 reimbursement claim must be filed by January 15, 2001.

B. Annually Thereafter

- 1) After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the local agency fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the agency may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.
- 2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in which the costs will be incurred. If the claim is filed after the deadline but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

6. Reimbursable Activities

For each eligible claimant all direct and indirect costs of labor, materials and supplies, contract services, training, and travel for the following activities only are eligible for reimbursement:

A. Compliance with Court Orders

Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:

- 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved. Other departments may provide mediating services. In this case, indicate the department.
 - c) Locating missing or concealed offender and children.
- 2) Utilizing any appropriate civil or criminal court action to secure compliance
 - a) Preparation and investigation of reports and requests for assistance.
 - b) Seeking physical restraint of offenders and/or the children to assure compliance with court orders.

- c) Process services and attendant court fees and costs.
- d) Depositions.
- 3) Physically recovering the child(ren).
 - a) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - b) Other personal necessities for the child(ren). All items purchased must be itemized.

B. Court Costs for Out-of-Jurisdiction Cases

Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code §3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and the Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).

(1) Cost of Foster Care

The cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Special circumstances must be justified. A maximum of ten days per child is allowable. Costs must be identified per child, per day. Costs must be reduced by the amount of state reimbursement for foster home care received by the county for the placed child(ren).

(2) Transportation Costs

- a) Travel, expenses, food, lodging, and transportation for the escort and child(ren).
- b) Other purchases of personal necessities for the child(ren) must be itemized. Recovered costs from any party or agency must be used as an offset against costs claimed.
- c) Securing appearance of the offender and/or child(ren) when an arrest warrants or other court order to produce the offender or child(ren) has been issued.

- i) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
- ii) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
- d) Return of the illegally obtained or concealed child(ren) to the legal custodian or agency.
 - i) Cost of food, lodging, transportation, and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. Purchases of personal necessities must be itemized.
 - ii) Cost of an escort for the child(ren), including cost of food, lodging, transportation, and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.
 - iii) Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) or defendant, if not part of a criminal extradition, must be shown and used against these costs.

7. Reimbursement Limitations

- A. Reimbursement is not allowed for costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.
- B. Any offsetting savings or reimbursement the claimant received from any source including, but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate shall be identified and deducted so only net local cost is claimed.

8. Claiming Forms and Instructions

The diagram, "Illustration of Claim Forms," provides a graphical presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for forms CAR-1 and CAR-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated or reimbursement claims. The State Controller's Office will

revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

A. Form CAR-2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate form CAR-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

1) Salaries and Benefits

Identify the employee(s) and/or show the classification of each employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate, and related fringe benefits.

The average number of hours devoted to each function may be claimed if supported by a documented time study. A time study may be appropriate for functions that are relatively short in duration and repetitive. If the claim is based on a time study, submit with the claim all documentation for the Controller's review of the study's precision and reliability.

Reimbursement of personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g. annual leave, sick leave) and the employer's contribution to social security, pension plans, insurance, and workers' compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities that the employee performs. However, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed costs.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate.

2) Materials and Supplies

Only expenditures that can be identified as a direct result of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate. These may include communication devices, memberships, subscriptions, or publications that are necessary for the performance of this mandate. The cost of materials and supplies that are not used exclusively for the mandate is limited to the pro rata portion used to comply with this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are

withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents evidencing the validity of the expenditures.

3) Contract Services

Give the name(s) of the contractor(s) who performed the services. Describe the activities performed by each named contractor, actual time spent on this mandate, inclusive dates when services were performed, and itemize all costs for services performed. Attach consultant invoices with the claim.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices, and other documents evidencing the validity of the expenditures.

4) Fixed Assets

List the purchase price of equipment and other capital assets acquired for the purpose of this mandate. These may include vehicles, or office equipment that are necessary for the performance of this mandate. Purchase price includes taxes, delivery, and installation costs. Explain the use of each asset. If an asset is acquired for the subject state mandate, but is utilized in some way not directly related to the program, only the pro-rated portion of the asset that is used for purposes of this program is reimbursable.

Source documents may include, but are not limited to, general and subsidiary ledgers, purchase orders, receipts, canceled warrants, inventory records, and other documents evidencing the purchases.

5) Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlements are reimbursable in accordance with the rules of the local jurisdiction. Give the name(s) of the traveler(s), purpose of travel, inclusive dates, destination points, and costs.

Source documents required to be maintained by the claimant may include, but are not limited to, receipts, employee travel expense claims, and other documents evidencing the validity of the expenditures.

6) Training

The cost of training for activities specified in 6 A. and B. may be claimed. Give the title and subject of the training session, dates, location, and name(s) of the employee(s) attending training associated with the mandate. Reimbursable costs include, but are not limited to, salaries and benefits of personnel conducting or attending the training, registration fees, transportation, lodging, and per diem. Child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training are reimbursable.

Source documents may include, but are not limited to, employee travel expense claims, receipts, training agendas, and other documents evidencing the training expenses.

For audit purposes all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. If no funds are appropriated for the initial claim at the time the claim was filed, supporting documents must be retained for two years from the date of the initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

B. Form CAR-1.1, Reimbursement Source Summary

On form CAR 1.1 show details of any reimbursement received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on form CAR-1. In addition, costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state must be reported on form CAR-1, but will not reduce the amount of the claim.

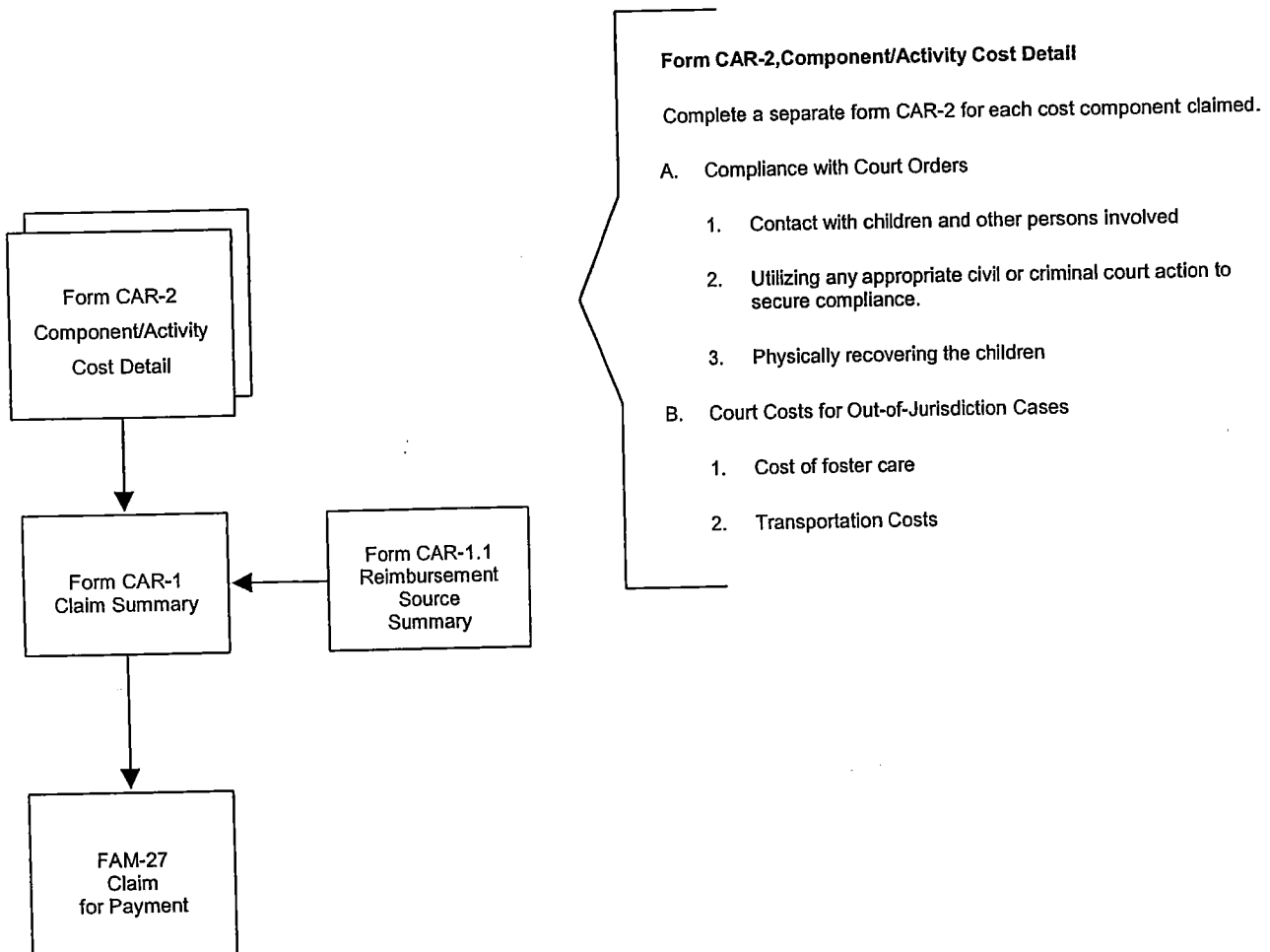
C. Form CAR-1, Claim Summary

This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from CAR-2 and carried forward to form FAM-27.

Indirect costs are eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor costs, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is involved in the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

D. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized representative of the local agency. All applicable information from form CAR-1 that must be carried forward to this form for the State Controller's Office to process the claim for payment.

Illustration of Claim Forms

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
CHILD ABDUCTION AND RECOVERY

For State Controller Use Only

Program

(19) Program Number 00013

(20) Date Filed ____/____/____

(21) LRS Input ____/____/____

013L
A
B
E
L

H
E
R
E

(01) Claimant Identification Number

(02) Claimant Name

County of Location

Street Address or P.O. Box

Suite

City

State

Zip Code

Reimbursement Claim Data

(22) CAR-1, (03)(a)

(23) CAR-1, (03)(b)

(24) CAR-1, (04)(1)(f)

(25) CAR-1, (04)(2)(f)

Type of Claim**Estimated Claim**(03) Estimated ☐(04) Combined ☐(05) Amended ☐**Reimbursement Claim**(09) Reimbursement ☐(10) Combined ☐(11) Amended ☐

(26) CAR-1, (06)

(27)

(28)

(29)

Fiscal Year of Cost

(06) 20____/20____

(12) 20____/20____

(30)

Total Claimed Amount

(07)

(13)

(31)

Less: 10% Late Penalty, not to exceed \$1,000

(14)

(32)

Less: Prior Claim Payment Received

(15)

(33)

Net Claimed Amount

(16)

(34)

Due from State

(08)

(17)

(35)

Due to State

(18)

(36)

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.

Signature of Authorized Officer

Date

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number () -

Ext.

E-Mail Address

Program 013	CHILD ABDUCTION AND RECOVERY Certification Claim Form Instructions	FORM FAM-27
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- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the space shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03), Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04), Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05), Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form CAR-1 and enter the amount from line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09), Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10), Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11), Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form CAR-1, line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs are incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount in line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., CAR-1, (04)(1)(f), means the information is located on form CAR-1, block (04), line (1), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.548% should be shown as 35. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by a signed certification.**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.
- SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:**

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816

MANDATED COSTS CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY						FORM CAR-1	
(01) Claimant			(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>		Fiscal Year 19__/20__		
Claim Statistics							
(03) (a) Number of Cases for Compliance with Court Orders							
(b) Number of Out-of-Jurisdiction Cases							
Direct Costs		Object Accounts					
(04) Reimbursable Components		(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders							
2. Court Costs for Out-of-Jurisdiction Cases							
(05) Total Direct Costs							
Indirect Costs							
(06) Indirect Cost Rate [From ICRP]						%	
(07) Total Indirect Costs [Line (06) x line (05)(a)] or [line (06) x {line (05)(a) + line (05)(b)}]							
(08) Total Direct and Indirect Costs [Line (05)(f) + line (07)]							
Cost Reduction							
(09) Less: Offsetting Savings							
(10) Less: Other Reimbursements							
(11) Total Claimed Amount [Line (08) - {line (09) + line (10)}]							

CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY Instructions	FORM CAR-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.
- Form CAR-1 must be filed for a reimbursement claim. Do not complete form CAR-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form CAR-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Enter the number of cases claimed for each reimbursable component.
- (a) Number of Cases for Compliance with Court Orders. Enter the number of cases processed during the fiscal year that were related to the compliance with court orders. When calculating the number of cases, a case that is open and closed and open again due to another incident, count as two cases.
- (b) Number of Out-of-Jurisdiction Cases. Enter the number of out-of-jurisdiction cases received during the fiscal year.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form CAR-2, line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a) to (e) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (f).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is reporting costs, each must have its own ICRP for the program.
- (07) Total Indirect Costs. Multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06).
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

MANDATED COSTS CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY			FORM CAR-1.1
(01) Claimant		(02) Fiscal Year	
(03) Enter the information for columns (a) through (d).			
(a) Cost Component	(b) Case Number or Name	(c) Reimbursement Source	(d) Amount
(04) Total			

CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY Instructions	FORM CAR-1.1
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- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. A separate form CAR-1.1 must be completed for each fiscal year's claim.
- (03) (a) List the cost component (a) Compliance with Court Orders or (b) Court Costs for Out-of-Jurisdiction Cases.
(b) Enter the case number or name of the child.
(c) Enter the reimbursement source.
(d) Enter the amount of reimbursement for the custody of minor programs the county has received from defendants, other individuals, or the State Foster Care Program.
- (04) Enter the amount of reimbursement received and carry forward this amount to form CAR-1, line (10), Other Reimbursements.

MANDATED COSTS CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant	(02) Fiscal Year
---------------	------------------

(03) Reimbursable Component: Check only **one** box per form to identify the component being claimed.

☐ Compliance with Court Orders
 ☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expenses	Object Accounts
------------------------------	------------------------

(a) Employee Names, Job Classifications, Functions Performed, and Description of Services and Supplies	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Fixed Assets	(h) Travel and Training
(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ____ of ____							

**CHILD ABDUCTION AND RECOVERY
COMPONENT/ACTIVITY COST DETAIL**
Instructions

**FORM
CAR-2**

- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. Do not file CAR-2 for an Estimated Claim.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form CAR-2 shall be prepared for each cost component that applies.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, etc. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed. To simplify the claim process, the cost of actual time spent by county staff for activities related to Compliance with Court Orders and Out-of-Jurisdiction Cases may be combined. In addition, costs of fixed assets for both components are claimed under Compliance with Court Orders.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. When no funds are appropriated for the initial payment at the time the claim was filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit these supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Title	Benefit Rate			Benefits = Benefit Rate x Salaries				
	Activities								
Services and Supplies	Description of Supplies Used	Unit Cost	Quantity Used			Cost = Unit Cost x Quantity Used			
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Itemized Cost of Services Performed			Invoice
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage			Itemized Cost of Equipment Purchased			Invoice
Travel and Training	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Travel									
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d), (e), (f), (g), and (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/ activity costs, number each page. Enter totals from line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a), (b), (c), (d), and (e) in the appropriate row.

Exhibit E

075

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only	
(01) Claimant Identification Number <div style="text-align: center; font-weight: bold;">9943</div>			(19) Program Number 00013 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____ PRV 1	
(02) Mailing Address <div style="text-align: center; font-weight: bold;">Office of the District Attorney</div>			<div style="text-align: center; font-weight: bold;">Reimbursement Claim</div>	
Claimant Name <div style="text-align: center; font-weight: bold;">County of Santa Clara</div>			(22) CAR-1, (03)(a)	<div style="font-weight: bold;">221</div>
County of Location <div style="text-align: center; font-weight: bold;">Santa Clara</div>			(23) CAR-1, (03)(b)	<div style="font-weight: bold;">18</div>
Street Address or P.O. Box <div style="text-align: center; font-weight: bold;">70 West Hedding, 5th Floor, West Wing</div>			(24) CAR-1, (04)(1)(f)	<div style="font-weight: bold;">548,576</div>
City <div style="text-align: center; font-weight: bold;">San Jose</div>			(25) CAR-1, (04)(2)(f)	<div style="font-weight: bold;">34,675</div>
State <div style="text-align: center; font-weight: bold;">CA</div>			(26) CAR-1, (06)	<div style="font-weight: bold;">26</div>
Zip Code <div style="text-align: center; font-weight: bold;">95110</div>				
Type of Claim	Estimated Claim	Reimbursement Claim	(27)	
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(28)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(30)	
Fiscal Year of Cost of Cost	(06) <div style="text-align: center; font-weight: bold;">2000-2001</div>	(12) <div style="text-align: center; font-weight: bold;">1999-2000</div>	(31)	
Total Claimed Amount	(07) <div style="text-align: center; font-weight: bold;">\$725,000</div>	(13) <div style="text-align: center; font-weight: bold;">\$726,865</div>	(32)	
LESS: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14)	(33)	
LESS: Estimated Claim Payment Received		(15)	(34)	
Net Claimed Amount		(16)	(35)	
Due from State	(08)	(17)	(36)	
Due to State		(18)	(37)	
(38) CERTIFICATION OF CLAIM				
<p>In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, Chapter 162, Statutes of 1992, and Chapter 988, Statutes of 1996, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976, Chapter 162, Statutes of 1992, and Chapter 988, Statutes of 1996.</p> <p>The amounts for Estimated and/or Reimbursement claims are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, Chapter 162, Statutes of 1992, and Chapter 988, Statutes of 1996 set forth on the attached statements.</p>				
<u>Signature of Authorized Representative</u>			<u>Date</u>	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Nancy Fowler <small>Type or print name</small>			<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Fiscal Officer <small>Title</small>	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Ferlyn B. Junio (DMG-MAXIMUS) <small>(39) Name of Contact Person for Claim</small>			<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> (916) 485-8102 <small>Telephone Number</small>	

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
CLAIM SUMMARY**

**FORM
CAR-1**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred:

1999-2000

Claim Statistics

(03)(a) Number of Cases for Compliance with Court Order

221

(b) Number of Out-of-Jurisdiction Cases

18

Direct Costs

(04) Reimbursable Components

(a)
Salaries

(b)
Benefits

(c)
Services
and
Supplies

(d)
Fixed
Assets

(e)
Travel
and
Training

(f)
Total

1. Compliance with Court Orders

\$456,576

\$89,690

\$2,310

\$548,576

2. Court Costs for Out-of-Jurisdiction Cases

\$10,460

\$2,084

\$22,131

\$34,675

(05) Total Direct Costs

\$467,036

\$91,774

\$24,441

\$583,251

Indirect Costs

(06) Indirect Cost Rate (From ICRP)

Salary and Benefits

25.70%

(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]

\$143,614

(08) Total Direct and Indirect Costs: {Line (05)(e) + line (07)}

\$726,865

Cost Reductions

(09) Less Offsetting Savings, if applicable

(10) Less Other Reimbursements, if applicable

(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}

\$726,865

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred: 1999-2000

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ Compliance with Court Orders

☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(c) Hours Worked / Quantity	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Timothy Blackwood, Deputy District Attorney	\$71.11	21.85%	166.00			\$657	\$11,804	\$2,579	\$14,383
Linda Evans, Inspector	\$43.91	17.62%	1551.00				\$68,104	\$12,000	\$80,104
Lulu Gomez, Legal Clerk	\$28.73	27.56%	1798.00			\$100	\$51,657	\$14,237	\$65,893
Melanie Headrick, Inspector	\$46.17	22.22%	1968.00			\$287	\$90,863	\$20,190	\$111,052
Janet Heim, Deputy District Attorney	\$70.44	19.09%	1894.00			\$1,225	\$133,413	\$25,469	\$158,882
Mike Marculescu, Inspector	\$17.61	9.16%	393.00				\$6,921	\$634	\$7,555
Jessica Millar, Inspector	\$26.68	9.16%	1780.00				\$47,490	\$4,350	\$51,841
Jim Silvers, Inspector	\$23.64	22.30%	522.00			\$42	\$12,340	\$2,752	\$15,092
Rosalie Ramirez, Inspector	\$43.91	21.46%	58.00				\$2,547	\$547	\$3,093
Dominick Ha, Inspector	\$36.62	26.53%	21.00				\$769	\$204	\$973
Randy Brown, Inspector	\$41.74	33.68%	4.00				\$167	\$56	\$223
Tencia Langley, Inspector	\$51.64	22.30%	1.00				\$52	\$12	\$63
Martha Gallardo, Inspector	\$29.44	35.58%	3.00				\$88	\$31	\$120
Brian Geer, Inspector	\$43.09	23.37%	4.00				\$172	\$40	\$213
Ray Medved, Inspector	\$17.44	9.16%	4.00				\$70	\$6	\$76
Mona Olivan, Inspector	\$44.33	21.73%	3.00				\$133	\$29	\$162
Maurice Lane, Inspector	\$44.33	21.73%	6.00				\$266	\$58	\$324
Thomas Johnson, Inspector	\$45.10	19.86%	2.00				\$90	\$18	\$108
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - included translation, trial preparation and training.									
Susie Catalina	\$30.58	22.30%	3.00				\$92	\$20	\$112
Sue Fujino	\$29.32	22.30%	2.00				\$59	\$13	\$72
Clara Lopez	\$19.98	31.64%	11.00				\$220	\$70	\$289
Margaret Ochoa	\$17.03	37.72%	8.00				\$136	\$51	\$188
Debbie Sosa	\$23.96	37.07%	11.00				\$264	\$98	\$361
Elizabeth Van Keuren	\$19.98	41.24%	9.00				\$180	\$74	\$254
Jim Gillespie, Chief	\$66.77	16.20%	45.00				\$3,005	\$487	\$3,491
Bob Fracoli	\$51.35	22.07%	500.00				\$25,675	\$5,666	\$31,341
Provided direct clerical or administrative support on all child abduction cases.									
(05) Total						\$2,310	\$456,576	\$89,690	\$546,266

Page: _____ of _____

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred: 1999-2000

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐ Compliance with Court Orders

☒ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e) Services & Supplies	(f) Fixed Assets	(g) Travel & Training	(g)		
							Salaries	Benefits	Total Sal. & Bens
TRAVEL FOR CHILD RECOVERIES									
Inspector Linda Evans	\$43.91	17.62%	94.0				\$4,128	\$727	\$4,855
Travel to Rapid City (24hrs), Case C [REDACTED]						\$2,426			
Travel to South Dakota (24 hrs), Case 97-0-3071						\$2,795			
Travel to San Diego (30 hrs), Case 99-0-3169						\$2,234			
Travel to Colorado (16 hrs), Case 99-0-3149						\$835			
Inspector Melanie Headrick	\$46.17	22.22%	64.0				\$2,955	\$657	\$3,611
Travel to Colorado (15 hrs), Case 99-0-3078						\$1,177			
Travel to Washington (10 hrs), Case 99-0-3134						\$848			
Travel to Arizona (9 hrs), Case 99-0-3139						\$453			
Travel to Arizona (14 hrs), Case 00-0-0035						\$964			
Travel to Texas (16 hrs), Case 99-0-3172						\$2,538			
Inspector Mike Marculescu	\$17.61	9.16%	16.0				\$282	\$26	\$308
Travel to Texas, Case 99-0-3172						\$1,965			
Inspector Rich Obuchi	\$43.91	18.8%	24.0				\$1,054	\$198	\$1,251
Travel to S. Dakota, Case 97-0-3071						\$1,728			
Inspector Michelle Sandri	\$44.33	22.5%	8.0				\$355	\$80	\$435
Travel to Oregon, Case 99-0-3096						\$363			
Inspector Jim Silvers	\$23.64	22.30%	18.0				\$426	\$95	\$520
Travel to Oregon (8hrs), Case 99-0-3096						\$549			
Travel to Washington (10hrs), Case 99-0-3134						\$402			
Inspector George Payne	\$20.69	26.5%	23.0				\$476	\$126	\$602
Travel to Arizona (14 hrs), Case 00-0-0035						\$721			
Travel to Arizona (9 hrs), Case 99-0-3139						\$290			
Inspector Jose Uribe	\$20.69	22.3%	22.0				\$455	\$102	\$557
Travel to San Diego, Case 99-0-3169									
Inspector Jorge Perez	\$20.69	22.3%	16.0				\$331	\$74	\$405
Travel to Colorado, Case 99-0-3149						\$1,843			
(05) Total						\$22,131	\$10,460	\$2,084	\$12,544

Page: ____ of ____

INVESTIGATIONS EXPENSES FISCAL YEAR 1998/2000

NAME	DESCRIPTION	PORT	DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB	POST REIMB	EXTRADITION	MEMBERSHIP
					2547	2751	TRAVEL	TRAVEL	TRAVEL	QUES
EUBANKS	SAN LEANDRO SALEM, OR	T	11/16-20/98 11/13-14/98	V7510118 V7510289 V7510255 V7510250 V7510328	32.39 110.59 381.00 83.13 27.14					2574
EVANS	COLORADO SPRINGS	T	7/16-18/99	V7510028 V7510147 V7510064 V7510152 V7510149 V7510249 V7510252 V7510283 V7510529 V7510530 V7510532 V7510535 V7510589 V7510627 V7510560 V7510346 V7510590 V7510549 V5470105 V7510427 V7510780	708.00 84.59 34.37 2057.00 104.26 23.76 183.85 44.89 30.00 1795.11 128.32 327.20 98.50 98.17 2594.50 75.42 35.79 224.00 437.60 137.89					
	✓ RAPID CITY, SD	T	8/16-20/99							
	VANCOUVER, WA/CANCEL SAN DIEGO	T	12/23/98 1/14-16/00							
	DENVER, CO	T	1/20-21/00							
	SAN DIEGO	T	1/24-27/00							
FRACOLLI	SACRAMENTO	T	2/17/00	PETTY CASH		5.00				
GEER	ANAHEIM	T	1/25-28/00	V5470210 V7510848 V7510785 V5470507	246.00 290.01 78.23 328.00					
GILLESPIE	SAN JOSE	T	8/12-18/00							
	LAKE ARROWHEAD, CA	T	9/20-22/98	V5470028 V7510214 V5470083 V7510334 V7510333 V7510396 V7510395 V7510544 XXXX XXXX	250.00 203.00 285.00 141.52 83.00 242.00 289.50 59.85 (83.00) 0.00					
	GLENDAL, AZ	T	11/17-20/98							
	BODEGA BAY/CANCELLED	T	1/13-14/00							

708.00 } ✓ \$838 - OUT
 84.59 }
 34.37 }
 2057.00 }
 104.26 } X \$2426 - OUT
 23.76 }
 183.85 }
 44.89 }
 30.00 } - DID NOT INCLUDE
 1795.11 }
 128.32 } X \$2,234 - OUT
 327.28 }
 99.50 }
 98.17 }
 2594.50 } X \$2,775 - OUT
 75.42 }
 35.70 }
 = 1,259 - COURT

Attach A p.2

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	IO RT DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRAORDINATION TRAVEL	MEMBERSHIP DUES
GILLESPIE (CONT)	SHELL BEACH	T	1/25-28/00	125.00	85.80					2574
			V5470106							
	HUNTINGTON BEACH	T	2/13-18/00	495.00	687.40					
			V7510651							
			V7510655							
GUTIERREZ	ORANGE, CA	T	9/7-10/99	150.00	113.00					
			V5470038							
	SAN FRANCISCO	T	4/24-28/00		113.00					
			V7510141							
			V7510653							
HAMILTON	SAN DIEGO/CANCELLED	T	1/1/99	15.00						
			V7510459							
	MILPITAS FARMERSVILLE	T	1/1/00	225.00	151.80					
			V5470134							
			V7510308							
HATCHER, M	ALAMEDA COUNTY	T	4/17-28/00		80.00					
			V7510301							
	LOS ANGELES	T	4/30-5/3/00		283.00					
			V5470128							
			V7510351							
HEADRICK	COLORADO SPRINGS, CO	T	7/18-19/99		48.15					
			V7510027							
	PHOENIX, AZ	T	10/19/99		392.70					
			V7510350							
			V7510423							
HEADRICK	RITZVILLE, WA	T	10/29-30/99		121.18					
			V7510341							
	RITZVILLE, WA	T	10/29-30/99		90.00					
			V7510353							
			V7510381							

1071.00 } \$1,177-OUT
 74.91 }
 31.00 }
 441.75 } \$453-OUT
 11.00 }
 121.18 }
 589.00 } \$848-OUT
 78.91 }
 51.00 }

Attach p.3

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	ICRT	DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB	POST REIMB	EXTRADITION	MEMBERSHIP
HEADRICK (CONT)					2547	2751	TRAVEL	TRAVEL	TRAVEL	DUES
	LOS ANGELES	T	1/13-4/98	V7510351		2751	203.50			2574
				V7510352			20.00			
				V7510400			63.00			
	SACRAMENTO	T	1/18/99	XXXX	0.00		764.00			
	TUCSON, AZ	T	1/23-24/00	V7510554			92.76			
				V7510552			15.00			
				V7510552			63.75			
				V7510552			36.08			
	TEXARKANA, TX	T	4/6-7/00	V7510638			2424.00			
				V7510638			83.25			
				V7510645			31.00			
				V7510275		25.00				(40.00)
JOHNSON	SAN FRANCISCO	T	6/21-25/99	V7510282		0.00				
	SACRAMENTO	T	8/1/00	V7510328		131.90				
	SAN LUIS OBISPO	T	10/10-11/99							
JOSEPH										
	SAN JOSE/CANCELLED	T	10/18-27/00	XXXX	0.00					
KALEAS	GILROY	T	1/18-20/00	V5470126				22.50		
	SAN DIEGO	T	3/1-3/00	V5470150	125.00		254.16			
				V7510533			67.00			
				V7510534			(67.00)			
				XXXX	(125.00)					
	CANCELLED			XXXX		(254.16)				
	TRANSFERRED TO MEDVED			XXXX						
	TRANSFERRED TO MEDVED			XXXX						
KING	LOS GATOS	T	11/18-12/99	V5470047				256.00		
				V5470103				71.00		
	MONTEREY	T	1/15-16/99	V5470056	80.00					
	SACRAMENTO	T	8/22-26/00	V7510795	150.00	10.00				
				V5470257						
KRACHT										
LANE										
LANGLEY	SHELL BEACH	T	4/4-7/00	V7510686		75.00				
				V6470189	180.00					
				XX		148.57				
				V7510889		1.51				
LEWIS, C	SACRAMENTO	T	3/1/99	V7510241		27.00				
	SACRAMENTO/CANCEL	T	8/22-27/99	R005643	(472.00)					
	KERN COUNTY	T	11/28/99	V7510580		6.69				

also in Attachment B

\$237

\$968

\$2,538

(40.00)

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	PORT	DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRACTION TRAVEL	MEMBERSHIP DUES
LEWIS, G (CONT)	SAN DIEGO	T	1/23-28/00	V6470099	510.00						2674
				V6470098	190.00						
				V7510510		150.00					
				V7510510		(150.00)					
				V7510376		190.00					
				V7510372		647.00					
				V7510552		221.00					
				V7510592/R018615		(8.96)					
				XXXX		0.00					
				XXXX		0.00					
				XXXX		0.00					
	MODESTO	I	2/4/00								
	IONE, CA	I	2/6/00								
	LOS BANOS	I	3/1/00								
	SAN DIEGO	T	4/25-27/00	V7510772							
				V7510767							
				V7510848							
	KELSEYVILLE	T	5/16-17/00	V7510850		38.00					
				V7510858		64.31					
				V7510950		4.66					
	SAN DIEGO	T	8/5-8/00	V7510914							
	CANCELLED			XXXX							
LEWIS, G	CONCORD	T	7/9-11/00	V5470297	350.00	268.20					
				V7510981		80.00					
				V7510980							
LOPVEINDAHL	SAN JOSE	T	11/17-18/99	V5470085	251.00						
LUCICH	ONWARD	T	10/4-8/99	V5470023	325.00	77.00					
				V7510058		462.00					
				V7510060		32.18					
				V7510031							
				XXXX	0.00						
SAN JOSE/CANCELLED		T	11/10/99								
MARCULESCU	TEARKANA, TX	I	4/6-7/00	V7510938							
				V7510848							
				V7510975							
MC CREADY					23.00						
MC CULLOCH	SANTA ROSA	I	1/24/00	V7510702							
	HUNTINGTON BEACH	T	1/24-2/6/99	V7510748							
	STOCKTON	I	2/2/00	V7510903		8.00					
MC MULLEN	SANTA CLARA	T	5/8-12/00	XXXX							
	SACRAMENTO	T	12/3-15/00	V6470273	0.00						

1851.00 } \$1,965 - shown as \$1,768 on claim
 63.26
 31.00

Attorney P.4

Attach A p.5

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	ICRT DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRACTION TRAVEL	MEMBERSHIP DUES
MEDLIN	HUNTINGTON BEACH	T 8/1-14/99	V5470009 V7510004 V7510005	2547	2751	2751	78.00 1088.89 398.00	(1401.24)	2751	2574
MEDVED	SACRAMENTO	T 7/18-23/99	V7510119		8.00					
	LOS BANOS	I 8/1/99	V7510244		9.00					
	SAN QUENTIN	I 8/1/99	V7510245		8.00					
	STOCKTON	I 9/2/99	V7510243		2.00					
	SAN QUENTIN	I 9/28/99	V7510324		8.00					
	VACAVILLE	I 10/20/99	V7510417		7.00					
	HULE CREEK STATE PRISON	I 11/2/99	V7511015		119.04					
	SUBANVILLE	I 2/27-28/00	V7510701		228.00					
	SAN DIEGO	T 3/1-3/00	V7510713		81.98					
			V7511009							
	FROM KALEAS		V6470150	126.00						
	FROM KALEAS		V7510533		254.16					
	CONVERSE, TX	I 4/10-13/00	V7510840		288.80					
			V7510836		684.00					
			V7510846		204.09					
			V7510851		124.85					
	ANAHEIM	I 6/30-31/00	V7510887		64.50					
			V7510953		205.00					
			V7511033		78.35					
			V7511039		23.83					
MEYER					(5.00)					
MILLER	SALINAS	T 3/8-12/99	R003460		15.00					36.00
MORRIS	LAKE ARROWHEAD/CANCEL WAPE DUES 2000	T 9/18-22/99 3/25/00	V7510462 V5740022							
MOURAS										
OBUCHI	RAPID CITY, SD	I 8/18-20/99	V7510162 V7510248 V7510284				1611.00 194.40 22.75			
OLIVAN	SHELL BEACH MODESTO SHELL BEACH	T 3/2-3/99 I 7/14/99 T 4/4-7/00	V7510092 V7510111 V7510861 V7510867 V5470184 V7510900 V7511032		16.75 10.31 146.58 75.00 150.00 4.57 99.88					
	SACRAMENTO	T 5/16-17/00								

\$1,728

Attach A 9.6

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	ICRT DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRADITION TRAVEL	MEMBERSHIP DUES
PAYNE	SACRAMENTO PHOENIX, AZ TUCSON, AZ	T 7/20-23/99 I 10/19/99 I 1/23-24/00	V7510079 V7510048 V7510555 V7510652 V7510700 V7510399	2547	2751	2751	2751	1,75 (425.50)	2761	2574
						288.60-425.50 686.00- 87.51 37.76 10.00				
PEDERSEN	SACRAMENTO SACRAMENTO	T 7/15/99 T 7/28/99	V7510062 V7510081		8.38 5.60					
PEREZ	DENVER, CO	I 12/0-21/00	V7510559 V7610846 V7510703			1704.00 105.92 33.47				
					518.07					
PIFFERINI	QUANTICO, VA	T 7/10-9/25/99	V7510812							
RAMIREZ	HOUSTON, TX GILROY	I 5/8-7/98 T 1/18/00	V7510278 V5470124		46.00		22.50			
REINHARDT	SAN DIEGO	T 12/7-10/99	V7510193 V5470053 V7510186 V7510398 V7510662 V7510920 V7510892 V7511021 V7510953	120.00	90.00 281.90 223.50 43.65 85.00 168.00 23.00 44.00					
RICHLIN	SANTA CLARA NEWPORT BEACH	T 5/8-11/00 T 5/23-25/00	V5470225 V5470268 V7510909 V7510911/VOID V7511043	75.00 99.00	305.90 0.00 17.00					
ROLEN	SAN DIEGO	T 12/7-10/99	V7510194 V547052 V7510186 V7510453 V7510810	120.00	90.00 261.90 223.50 16.50					
SANDRI	PORTLAND, OR HUNTINGTON BEACH	I 6/28/99 T 1/24-2/5/99	V7510304 V7510407 V7510818 V7510876/R020454			348.00 0.00 15.00				

348.00 shown as \$361 on claim

(8.00)

90

INVESTIGATING THE EFFECTS OF

[illegible]

12-2

Attach A P-8

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	PORT	DATE	VOUCHER #	EDUCATION 2547	TRAVEL 2751	CHILD REIMB TRAVEL 2751	POST REIMB TRAVEL 2751	POST REIMB REC'D	EXTRADITION TRAVEL 2751	MEMBERSHIP DUES 2874
DA TECHNICIAN						60.00					
	BURBANK	T	2/8-8/00	V7510522	285.00						
				V6470139		143.00					
CRAWFORD				V7510515		208.00					
				V7510716		(4.97)					
				V7510798							
DONINCK	SAN LEANDRO	T	3/28-3/100	V6470246	182.00	21.00					
				V7510835							
FULTON	SAN LEANDRO	T	3/28-3/100	V6470247	182.00	24.00					
				V7510836		2.00					
KING	SACRAMENTO	T	12/16/99	PETTY CASH							
	SACRAMENTO	T	3/13/00	PETTY CASH							
LOPEZ, R	SAN LEANDRO	T	3/28-3/100	V5470248	182.00	24.00					
				V7510834							
CLERICAL/ADMINISTRATION											
	SANTA CLARA	T	2/7-10/98	V5470157	218.00						
SOSA, DEBBIE	SAN JOSE	T	7/5/00	V5470301	128.00						
TOTAL					9382.00	29919.30	22211.95	15318.19	(20863.22)		110.00

Santa Clara

Attach B p.1

CHILD ABDUCTION EXPENSES FISCAL YEAR 1999/2000

NAME	DESTINATION	DATE	VOUCHER #	AMOUNT	DESCRIPTION
JAN HEIM	SAN DIEGO	8/27-30/99	V7510155	176.00	CHILD ABDUCTION BINATIONAL MEETING
			V7510280	61.00	
	PALM SPRINGS	2/21-25/00	V7510505	97.00	CFSC CHILD ABDUCTION TRAINING CONFERENCE
			V7510504	303.60	
			V5470137	185.00	
V7510714			402.00		
			V7511013	0.00	
4,225					
LINDA EVANS	COLORADO SPRINGS, CO	7/18-19/99	V7510028	709.00	RECOVER CHILD (A [REDACTED] Z [REDACTED])
			V7510147	94.59	
			V7510064	34.37	
92	RAPID CITY, SD	8/18-20/99	V7510152	2057.00	RECOVER CHILD (S [REDACTED] Q [REDACTED])
			V7510149	104.25	
			V7510249	23.75	
			V7510252	195.85	
			V7510263	44.89	
008	SAN DIEGO, CA	1/14-15/00	V7510530	1739.11	RECOVER CHILD (C [REDACTED] C [REDACTED])
			V7510652	128.32	
			V7510536	327.20	
			V7510689	39.50	
	DENVER, CO	1/20-21/00	V7510627	99.17	RECOVER CHILD (A [REDACTED] M [REDACTED])
			V7510560	2564.50	
			V7510648	75.42	
			V7510690	35.79	

Attach B p.2

CHILD ABDUCTION EXPENSES FISCAL YEAR 1999/2000

NAME	DESTINATION	DATE	VOUCHER #	AMOUNT	DESCRIPTION
MELANIE HEADRICK	COLORADO SPRINGS, CO	7/18-19/99	V7510027	1071.00	RECOVER CHILD (A [REDACTED] Z [REDACTED])
			V7510147	74.91	
			V7510071	31.00	
	PHOENIX, AZ	10/19/99	V7510350	441.75	RECOVER CHILD (D [REDACTED] S [REDACTED])
			V7510423	11.00	
	RITZVILLE, WA	10/29-30/99	V7510341	121.12	RECOVER CHILDREN (J [REDACTED] F [REDACTED] P [REDACTED])
			V7510353	599.00	
			V7510381	76.91	
			V7510403	51.00	
93	LOS ANGELES	11/3-4/99	V7510351	203.50	INTER-AGENCY COUNCIL WORKSHOP
			V7510382	20.00	
			V7510400	63.00	
089	TUCSON, AZ	1/23-24/00	V7510554	754.00	RECOVER CHILD (R [REDACTED] F [REDACTED])
			V7510652	92.76	
			V7510652	19.00	
			V7510652	63.75	
			V7510696	38.08	
	TEXARKANA, TX	4/6-7/00	V7510839	2424.00	RECOVER CHILD (B [REDACTED] O [REDACTED])
			V7510848	83.25	
			V7510945	31.00	
MIKE MARCULESCU	TEXARKANA, TX	4/6-7/00	V7510838	1651.00	RECOVER CHILD (B [REDACTED] O [REDACTED])
			V7510848	83.25	
			V7510975	31.00	
RICH OBUCHI	RAPID CITY, SD	8/18-20/99	V7510152	1511.00	RECOVER CHILD (S [REDACTED] C [REDACTED])
			V7510249	194.40	
			V7510264	22.75	

Attach B p. 3

CHILD ABDUCTION EXPENSES FISCAL YEAR 1999/2000

NAME	DESTINATION	DATE	VOUCHER #	AMOUNT	DESCRIPTION	
GEORGE PAYNE	PHOENIX, AZ	10/19/99	V7510349	289.50	RECOVER CHILD (D S)	
			V7510555	566.00	RECOVER CHILD (R F)	
	TUCSON, AZ	1/23-24/00	V7510652	87.51		
			V7510700	37.75		
			V7510399	10.00		
JORGE PEREZ	DENVER, CO	1/20-21/00	V7510559	1704.00	RECOVER CHILD (A M)	
			V7510648	105.92		
			V7510703	33.47		
MICHELLE SANDRI 94	PORTLAND, OR	9/28/99	V7510304	346.00	RECOVER CHILD (A B)	
			V7510407	0.00		
			V7510819	15.00		
JIM SILVERS	PORTLAND, OR	9/28/99	V7510304	534.00	RECOVER CHILD (A B)	
			V7510416	0.00		
			V7510819	15.00		
	RITZVILLE, WA	10/29-30/99	V7510352	292.00	RECOVER CHILDREN (J F P)	
			V7510381	64.66		
			V7510402	45.00		
				<u>23406.55</u>		
TOTAL					<u><u>23406.55</u></u>	

090

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 1999-2000

Description of Costs		Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:					
1	Salaries & Wages	\$33,014,305		\$3,675,603	\$29,338,702
2	Part-time Wages & Overtime	\$690,873			\$690,873
3	Benefits 22.3%	\$7,362,208		\$819,661	\$6,542,546
SUBTOTAL:		\$41,067,386		\$4,495,264	\$36,572,122
Line Item Costs (Services, Supplies & Other):					
4	Overtime Meals	\$257		\$257	
5	Contract Services	\$1,983,298			\$1,983,298
6	COMS Technical/Telephone	\$353,832		\$353,832	
7	Miscellaneous	\$98,027		\$98,027	
8	Insurance	\$201,900		\$201,900	
9	Witness Expense	\$124,662			\$124,662
10	Maintenance	\$84,008		\$84,008	
11	Tuition and Education	\$102,223			\$102,223
12	Office Expense	\$456,431		\$456,431	
13	Annual Audit	\$7,257		\$7,257	
14	Intra County Professional	\$2,073,052			\$2,073,052
15	Professional and Specialized Services	\$1,129,233		\$367,252	\$761,981
16	Data Processing	\$120,221		\$120,221	
17	Other Physician	\$364		\$364	
18	Rents and Lease	\$153,415		\$153,415	
19	Office Rents	\$354,339		\$354,339	
20	Small Tools	\$109,441		\$109,441	
21	Sheriff/DA Spec	\$26,619			\$26,619
22	Postage	\$20,808		\$20,808	
23	Books	\$125,102		\$125,102	
24	Membership Dues	\$3,563	\$3,563		
25	Reimbursement	\$84,205			\$84,205
26	Printing and Reproduction	\$6,317		\$6,317	
27	Transportation	\$148,687		\$148,687	
28	Automobile Mileage/Garage	\$734,931		\$734,931	
29	Utilities	\$35,051		\$35,051	
30	PC Hardware/Software	\$383,331		\$383,331	
31	Fixed Assests	\$446,706	\$446,706		
32	Expenditure Reimbursement	(\$8,807,485)			(\$8,807,485)
33					
34					
35					
SUBTOTAL:		\$559,792	\$450,269	\$3,760,968	(\$3,651,445)
TOTAL EXPENDITURES:		\$41,627,178			
Cost Adjustments and/or Cost Plan Costs:					
36	Cost Allocation Plan	\$287,860		\$287,860	
37					
SUBTOTAL:		\$287,860		\$287,860	
TOTAL COSTS:		\$41,915,038	\$450,269	\$8,544,092	\$32,920,676

CALCULATED INDIRECT COST RATE = 23.4% **\$8,544,092** = Total allowable indirect costs
Rate is based on: Salaries & Benefits **\$36,572,122** = Total direct salaries and benefits

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 1999-2000

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 B2P - Admin Support Officer	\$55,245			100%	\$55,245
2 B3P - Program Manager	\$67,132			100%	\$67,132
3 D05 - Supv Legal Clerk (2)	\$94,457			100%	\$94,457
4 D17 - Receptionist (2)	\$58,598			100%	\$58,598
5 D11 - Transcriptionist (3)	\$92,040			100%	\$92,040
6 D28 - Secretary II	\$37,209			100%	\$37,209
7 D36 - ACT (32)	\$1,099,571			100%	\$1,099,571
8 D39 - Clerk Typist	\$30,807			100%	\$30,807
9 D40 - Office Clerk (12)	\$351,587			100%	\$351,587
10 D41 - Records Manager	\$60,595			100%	\$60,595
11 D64 - Supv Legal Stenographer	\$53,641			100%	\$53,641
12 D68 - Personnel Clerk	\$38,090			100%	\$38,090
13 D66 - Legal Secretary (7)	\$329,866			100%	\$329,866
14 D97 - Account Clerk (3)	\$108,239			100%	\$108,239
15 E28 - Messenger-Driver (2)	\$64,309			100%	\$64,309
16 F14 - Legal Clerk (25)	\$1,014,312			100%	\$1,014,312
17 G81 - Storekeeper	\$32,946			100%	\$32,946
18 H17 - Utility Worker	\$30,670			100%	\$30,670
19 W51 - Confidential Secretary	\$56,290			100%	\$56,290
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
TOTALS			\$3,675,603		\$3,675,603

092 TOTAL INDIRECT SALARIES \$3,675,603

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DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= FISCAL YEAR 00

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY		REVENUE/EXPENDITURES		ENCUMBRANCES		PERCENT REALIZED/		UNREALIZED REVENUE/	
FUND= 0001 GENERAL FUND		CURRENT PERIOD		YEAR TO DATE		UTILIZED		AVAILABLE	
PERCENT OF YEAR ELAPSED 100.00%		ESTIMATED REVENUE/		ALLOTMENT		BALANCE			
REV REV									
EXP EXP									
OBJ 508J									
094 9679	OTHER LAW ENFOR	945,000.00	.00	582,394.76	.00	61.63%	362,605.24		
094 9680	LAW ENFORCEMENT	945,000.00	.00	582,394.76	.00	61.63%	362,605.24		
095 9681	DOCUMENT	774,769.00	192,174.16	724,584.67	.00	93.52%	50,184.33		
095 9682	RECORDING FEES	774,769.00	192,174.16	724,584.67	.00	93.52%	50,184.33		
099 9777	DUPLICATING FEE	25,000.00	.00	34,477.60	.00	137.91%	9,477.60-		
099 9819	ADMINISTRATIVE	42,000.00	.00	42,000.00	.00	100.00%	.00		
099 9833	STALE WARRANTS	.00	.00	1,498.61	.00	.00%	1,498.61-		
099 9899	MISCELLANEOUS I	50,000.00	432.59	58,073.09	.00	116.15%	8,073.09-		
099 9901	OTHER CHARGES F	240,000.00	77,497.31	328,190.69	.00	136.75%	88,190.69-		
099 9927	PROGRAM REIMBUR	416,752.00	85,403.23	412,033.06	.00	98.87%	4,718.94		
099 9927	OTHER CHARGES	773,752.00	158,333.13	876,273.05	.00	113.25%	102,521.05-		
099 9927	OTHER CHARGES	11,064,121.00	2,173,385.32	8,627,035.90	.00	77.97%	2,437,085.10		
1 1100	MISCELLANEOUS S	12,198.00	.00	.00	.00	.00%	12,198.00		
1 1182	RETIREE MEDICAL	529,304.00	.00	.00	.00	.00%	529,304.00		
1 1183	RETIREE MEDICAL	356,400.00	15,081.49	788,518.05	.00	221.25%	432,118.05-		
1 1184	SALARY SAVINGS	1,148,401.00-	.00	.00	.00	.00%	1,148,401.00-		
1 1185	PERMANENT EMPLO	33,676,744.00	627,814.06	32,908,381.12	.00	97.72%	768,362.88		
1 1186	SALARIES WITHOU	1,483,481.00	39,801.77	39,801.77	.00	2.68%	1,443,679.23		
1 1187	TEMPORARY EMPLO	157,934.00	9,930.15	538,745.83	.00	341.12%	380,811.83-		
1 1191	OVERTIME	142,913.00	68.40-	152,003.49	.00	106.36%	9,090.49-		
1 1192	JOBEMPLOYMENT IN	29,952.00	455.17	23,521.97	.00	78.53%	6,430.03		

BUDGET UNIT=		0202		OFFICE OF THE DISTRICT ATTORNEY		GENERAL FUND		ESTIMATED REVENUE/		REVENUE/EXPENDITURES		YEAR TO DATE		ENCUMBRANCES		PERCENT		UNREALIZED REVENUE/	
FUND=		0202		0001		0001		ALLOTMENT		CURRENT PERIOD		YEAR TO DATE		0001		UTILIZED		AVAILABLE	
PERCENT OF YEAR ELAPSED 100.00%		0202		0001		0001		0001		0001		0001		0001		0001		0001	
2	2322	PROF AND SPECIA				1,996,726.45		268,629.71		1,129,232.89		286,266.28		74.63%		481,227.28			
2	2326	ANNUAL AUDIT CH				7,295.00		.00		7,256.94		64.15		100.36%		26.09-			
2	2329	CONTRACT SERVIC				2,225,958.73		137,442.18		1,983,297.92		206,369.56		98.37%		36,291.25			
2	2331	DATA PROCESSING				85,602.00		36,234.50		120,220.72		.15		140.44%		34,618.87-			
2	2426	OTHER PHYSICIAN				.00		.00		364.00		.00		.00%		364.00-			
2	2432	CONSULT & MANAG				5,000.00		.00		.00		.00		.00%		5,000.00			
2	2451	RENTS AND LEASE				118,334.00		13,327.25		153,414.53		.00		129.65%		35,080.53-			
2	2471	RENT & LEASE -				150,000.00		.00		.00		.00		.00%		150,000.00			
2	2472	OFFICE RENTS				455,529.00		.00		354,338.87		.00		77.79%		101,190.13			
2	2501	SMALL TOO-S AND				171,102.00		9,024.12		109,440.72		41,604.14		88.28%		20,057.14			
2	2545	SHERIFF/DA SPEC				57,313.00		6,694.08-		28,618.92		.00		49.93%		28,694.08			
2	2547	EDUCATION EXPEN				17,783.00		674.00		78,816.60		.00		443.21%		61,033.60-			
2	2573	BOOKS				52,238.00		9,315.79		125,102.47		.00		239.49%		72,864.47-			
2	2574	MEMBERSHIP DUES				1,711.00		.00		3,563.00		.00		208.24%		1,852.00-			
2	2575	REIMBURSEMENT O				96,222.00		.00		84,205.00		.00		87.51%		12,017.00			
2	2586	PRINTING AND RE				22,730.00		256.86		6,317.31		.00		27.78%		16,421.69			

2	2751	TRANSPORTATION				54,800.00		3,596.99		148,686.53		.00		271.33%		93,886.53-			
						41,100.00		3,596.99		148,686.53		.00		271.33%		93,886.53-			
						1,795.00		147,065.04		147,065.04		.00		91.15%		54,611.00			

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DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= FISCAL YEAR 00

*****PAGE 133*****

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
FUND= 0001 GENERAL FUND
PERCENT OF YEAR ELAPSED 100.00%
REV REV
EXP EXP
OBJ SOB

	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES *****	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
2 2775 UTILITIES	.00	2,898.79	35,050.50	.00	.00%	35,050.50-
2 2962 PC HARDWARE	418,789.43	52,396.15	333,693.51	16,377.02	83.59%	68,718.90
2 2963 PC SOFTWARE	21,777.00	470.95	49,637.01	10,393.41	275.66%	38,253.42-
2 2992 POSTAGE	21,200.00	1,938.47	20,807.75	.00	98.15%	392.25
*TOTAL 2 SERVICES AND S	10,922,671.88	1,323,055.07	8,920,571.17	688,112.34	87.97%	1,313,988.37
4 4300 EQUIPMENT	907,295.35	1,696.50	446,706.00	417,127.84	95.21%	43,461.51
*TOTAL 4 FIXED ASSETS	907,295.35	1,696.50	446,706.00	417,127.84	95.21%	43,461.51
7 7300 REIMB - PROFESS	9,561,750.00-	490,531.56-	8,807,484.85-	.00	92.11%	754,265.15-
*TOTAL 7 EXPENDITURE RE	9,561,750.00-	490,531.56-	8,807,484.85-	.00	92.11%	754,265.15-
*TOTAL EXPENDITURES	44,252,430.23	1,662,664.06	41,627,177.85	1,105,240.18	96.57%	1,520,012.20
*TOTAL 0001 FUND REVENUES OVER EXPENDITURES	33,188,309.23-	510,721.26	33,000,141.95-	1,105,240.18-	102.76%	917,072.90
BUDGET UNIT RECAP: *TOTAL 0202 OFFICE OF THE REVENUES	11,064,121.00	2,173,385.32	8,627,035.90	.00	77.97%	2,437,085.10
EXPENDITURES	44,252,430.23	1,662,664.06	41,627,177.85	1,105,240.18	96.57%	1,520,012.20
REVENUES OVER EXPENDITURES	33,188,309.23-	510,721.26	33,000,141.95-	1,105,240.18-	102.76%	917,072.90

DAFR8970 1 000 0000 02 DIST SPL2 CP (***S) (***S) (***S) SI() S2() RUN DATE= 06/29/00 TIME= 15.59.10 STARS
06/28/00 (21.05) CYCLE 02671 PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3832
COUNTY OF SANTA CLARA
PAYROLL INTERFACE REPORT

1999-2000

PAY PERIOD END DATE 06/25/00

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT

INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	INSURANCE	1192/1199			
						1183	1397/1398	1196	1198
MOORE, ROBI S	F14	1,488.74	0.00	0.00	0.00	335.72	113.88	99.94	22.48
MORALES, CHRISTINE A.	D40	363.20	0.00	0.00	0.00	27.78	0.00	5.48	396.46
MOURAS, SHARRON LYNN	V76	2,864.14	0.00	0.00	0.00	358.73	41.53	243.45	43.24
NADIA, LOUIS	D40	843.56	0.00	0.00	0.00	64.53	0.00	0.00	12.74
OLIVAN, RAMONA IRENE	V76	2,864.14	0.00	0.00	0.00	335.72	0.00	243.45	43.24
OLVERA, MICHAEL	E28	1,236.72	0.00	0.00	0.00	208.82	94.61	82.30	18.68
ONG, SIOK-YEN L.	D36	1,202.88	0.00	41.54	0.00	335.72	95.21	82.84	18.79
OUIMET, AMELIA	D05	1,816.48	0.00	0.00	0.00	335.72	138.95	122.88	27.43
OUTHET, JENNA N.	V74	1,603.28	0.00	0.00	0.00	208.82	122.65	107.96	24.21
PARK, MARIE H.	D36	1,096.40	0.00	0.00	0.00	208.82	83.88	72.48	16.56
PARK, YOUNG M	D70	1,573.12	0.00	41.54	0.00	335.72	123.52	108.76	24.38
PARTIDA, GABRIEL	D70	1,648.80	467.62	49.33	0.00	208.82	165.68	114.05	32.71
PHARES, KELLY	F14	1,617.62	0.00	0.00	0.00	335.72	123.75	108.96	24.42
PINHEIRO, CARLA M.	X98	937.28	0.00	0.00	0.00	0.00	71.70	0.00	14.16
PIZANO, REBECCA H.	D36	120.28	0.00	0.00	0.00	0.00	9.20	0.00	1.81
QURA, ANNE J.	D36	1,096.40	0.00	0.00	0.00	191.92	88.85	72.48	17.53
RAMIREZ, LINDA M	D70	1,573.12	0.00	41.54	0.00	335.72	123.52	108.76	24.38
REES, DIANA RAY	D66	1,812.48	0.00	0.00	0.00	315.59	138.65	122.60	27.37
REYES, MARIA G	F14	1,714.66	64.82	42.58	0.00	208.82	139.38	118.66	27.52
REYNOLDS, DEBORAH ANN	D28	1,431.12	0.00	0.00	0.00	251.73	109.48	95.91	21.61
RODRIGUEZ, CORRINE L.	D70	1,431.12	0.00	0.00	0.00	335.72	109.48	95.91	21.61
RODRIGUEZ, MELISSA H.	D36	890.82	0.00	0.00	0.00	0.00	68.15	0.00	13.45
RODRIGUEZ, PAULINE	D40	1,126.88	0.00	0.00	0.00	335.72	86.21	74.61	17.02
ROJO, CAROLINA M	D70	1,648.80	0.00	41.54	0.00	335.72	129.31	114.05	28.54
ROLLISON, ROBERT	G81	1,267.14	0.00	0.00	0.00	208.82	96.93	84.43	19.14
ROOTSAERT, COLLEEN M	D66	1,812.48	424.80	0.00	0.00	335.72	171.15	122.60	33.79
SALINGER, JOANNE	D36	27.42	0.00	0.00	0.00	0.00	2.10	0.00	0.41
SANCHEZ, DAHIAN RUSSELL	X98	410.06	0.00	0.00	0.00	0.00	31.36	0.00	6.19
SAVALZA, GLORIA	D17	1,126.88	0.00	41.54	0.00	358.73	89.38	77.52	17.65
SEARS, MICHAEL	D36	660.80	0.00	0.00	0.00	107.08	50.55	41.99	9.98
SIMONI, ELIZABETH	D70	1,648.80	0.00	41.54	0.00	191.92	134.28	114.05	26.51
SINUKU, KARYN	A60	5,731.76	0.00	0.00	0.00	288.20	83.11	396.95	86.55
SMITH, SAIDRA LEA	D70	1,431.12	0.00	0.00	0.00	144.96	113.31	95.91	22.59
SOSA, DEBORAH	D1A	1,584.96	0.00	0.00	0.00	335.72	121.25	106.68	23.93
SPALDING, BERYL JOAN	D97	1,387.68	0.00	0.00	0.00	335.72	106.16	92.87	20.95
SPALDING, MARGARET JANE	D05	2,003.44	0.00	0.00	0.00	335.72	153.26	135.97	30.25
STAYTON, JANIS L	D70	1,681.78	0.00	0.00	0.00	251.73	128.66	113.45	25.40
SUNIGA, KRISTINE L	D36	1,321.60	0.00	0.00	0.00	335.72	101.10	88.24	19.96
SWARTZENDRUBER, STEVE RAY	V76	2,997.36	1,489.31	0.00	0.00	335.72	65.06	254.78	67.75
TAPOLSKI, DIANA BELLE	D70	1,110.58	0.00	0.00	0.00	102.40	84.96	73.47	16.77
THIGPEN, TIFFANY T	D70	1,500.56	0.00	0.00	0.00	335.72	114.79	100.77	22.66
THURBER, STACY MICHELLE	F14	1,339.12	0.00	0.00	0.00	335.72	102.44	89.47	20.22
TRADER, CORINNE FRANCES	F14	1,617.62	0.00	0.00	0.00	335.72	123.74	108.96	24.42
TRAN, PAUL	D97	1,249.44	0.00	0.00	0.00	208.82	95.58	83.19	18.86
TRINH, CHAU HUYEN	B2K	3,360.64	0.00	0.00	0.00	372.19	257.08	230.97	50.74

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198 PERS	1192/1199 WORKERS COMP	TOTAL
URENA, RICARDO D.	G73	1,242.88	0.00	101.22	0.00	188.69	102.82	89.82	20.30	1,745.73
VALENZUELA, ENMA	D66	1,848.72	0.00	0.00	0.00	335.72	141.42	125.14	27.91	2,478.91
VALLESTEROS, SANDRA RAMIREZ	D36	1,321.60	0.00	41.54	0.00	335.72	104.29	91.15	20.58	1,914.88
VAN KEUREN, ELIZABETH	D64	2,063.12	0.00	0.00	0.00	335.72	157.83	140.15	31.15	2,727.97
VANDERPYL, KAREL ANN	D36	1,321.60	0.00	0.00	0.00	335.72	101.10	88.24	19.96	1,866.62
VEGA, CAROL	F14	1,637.02	177.14	0.00	0.00	208.82	138.78	110.32	27.39	2,299.47
VIRGEN, SHEILA	V73	1,938.88	0.00	0.00	0.00	358.73	148.32	131.45	29.28	2,606.66
WAPENSKI, MARTHA MARIE	F14	1,617.60	0.00	0.00	0.00	208.82	123.75	108.96	24.42	2,083.55
WAYNE, HELEN E.	B1P	2,208.56	0.00	0.00	0.00	315.59	154.24	150.33	33.35	2,862.07
WEBB, DIANA	D70	1,364.72	0.00	0.00	0.00	126.92	104.39	91.26	20.61	1,707.90
WEGER, ALVIN GLENN	D97	1,191.28	0.00	0.00	0.00	335.72	91.13	79.12	17.98	1,715.23
WEIDNER, PATTY ANN	A60	5,507.60	0.00	0.00	0.00	372.19	79.86	381.26	83.17	6,424.08
WELLS, SHARON A.	F14	1,617.60	0.00	0.00	0.00	335.72	123.74	108.96	24.42	2,210.44
WOLDEN, JUDITH CHARLENE	D11	511.18	0.00	0.00	0.00	0.00	39.10	0.00	7.72	558.00
WONG, MADEL MY	D70	1,573.14	0.00	0.00	0.00	251.73	120.35	105.85	23.75	2,074.82
WRIGHT, KELLY L	D36	1,202.88	136.88	44.66	0.00	208.82	105.90	82.84	20.91	1,802.89
WRIGHT, NICHELE CHRISTINA	D40	1,126.88	0.00	0.00	0.00	208.82	86.20	74.61	17.02	1,513.53
WRIGHT, PAULA KAY	D40	937.28	0.00	0.00	0.00	0.00	71.70	0.00	14.16	1,023.14
YAMAKI, DARLEEN L	D41	2,330.56	0.00	0.00	0.00	335.72	178.29	158.87	35.19	3,038.63
	D70	1,648.82	0.00	75.04	0.00	335.72	131.88	116.40	26.03	2,333.89

* INDEX TOTAL 270,921.88 5,063.32 994.74 38,196.14 16,385.04 17,502.08 4,191.60 353,254.80



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ALMASON, TODD LEE	V76	2,864.14	751.84	0.00	0.00	338.60	30.62	243.45	31.90	2,756.87
BEAMS, ROBERT B.	W13	2,414.72	0.00	0.00	0.00	335.72	35.01	205.25	36.46	3,027.16
BISHOP, KATHLEEN ARLYN	V88	1,894.90	0.00	0.00	0.00	335.72	144.96	128.37	28.62	2,532.57
BOGESS SR., MICHAEL B.	V76	2,726.72	0.00	0.00	0.00	335.72	39.54	231.77	41.17	3,374.92
BROWN, RANDY S	V76	2,864.14	0.00	269.54	0.00	358.73	42.13	246.98	47.31	3,828.83
BUENO, NICOLE ELENA	W21	1,800.16	0.00	41.54	0.00	188.69	140.90	124.65	27.81	2,323.75
BYERS, DAVID WALTER	V76	2,664.32	0.00	0.00	0.00	335.72	38.63	226.47	40.24	3,305.38
CAMPAGNOLO, DAVID R	W13	2,864.14	0.00	0.00	0.00	358.73	0.00	243.45	43.24	3,509.56
CAMPBELL, PATRICIA	V75	3,381.35	0.00	0.00	0.00	251.73	48.59	287.41	51.51	4,020.59
CARDOTT, PATRICE K	V76	2,864.14	0.00	0.00	0.00	251.73	0.00	243.45	43.24	3,402.56
COLE, JODI	V76	1,432.07	0.00	0.00	0.00	322.62	0.00	121.73	21.62	1,898.04
CUNNINGHAM, DIANA D	V88	900.08	0.00	34.10	0.00	0.00	68.86	0.00	14.10	1,017.14
CUNNINGHAM, GRANT PAUL	V76	2,997.36	0.00	0.00	0.00	391.17	43.46	254.78	45.26	3,732.03
DEWNEY, LAUREN	V88	1,800.16	0.00	0.00	0.00	126.92	0.00	121.74	27.18	2,076.00
DESTRO, ANTHONY F.	V76	2,864.14	0.00	0.00	0.00	144.96	42.47	243.45	44.23	3,339.25
EDWARDS, JANET L	V76	2,864.14	0.00	0.00	0.00	251.73	0.00	243.45	43.24	3,402.56
EUBANKS, EARL W	V76	2,997.36	0.00	0.00	0.00	358.73	43.46	254.78	45.26	3,699.59
EVANS, LINDA K	V76	2,864.14	0.00	0.00	0.00	208.82	0.00	243.45	43.38	3,368.79
FINLEY, JENNIFER J.	W21	1,555.20	0.00	0.00	0.00	208.82	118.97	104.59	23.48	2,011.06
FRACCOLI, ROBERT A	V75	3,381.36	0.00	0.00	0.00	358.73	49.03	287.42	51.06	4,127.60
GEER, BRIAN	V76	2,864.14	0.00	0.00	0.00	335.72	41.53	243.45	48.55	3,533.39
GENTILE, ELIZABETH H	V88	1,714.48	0.00	0.00	0.00	335.72	116.45	115.74	28.79	2,311.18
GILLESPIE, JAMES CORBETT	V71	4,314.64	0.00	0.00	0.00	245.29	0.00	388.32	65.15	5,013.40
HA, DOMINICK VAN	V76	2,535.46	80.82	42.42	0.00	251.73	38.55	219.05	40.15	3,208.18
HAMILTON, ROBERT GIOVANNI	V75	3,381.35	0.00	0.00	0.00	335.72	0.00	287.41	51.06	4,055.54
HEADRICK, BARBARA N	V76	2,997.36	112.40	0.00	0.00	251.73	0.00	254.78	46.96	3,663.23
HOANG, CHRISTINE H.	V88	740.60	0.00	0.00	0.00	0.00	56.66	0.00	11.18	808.44
HORTON, REBECCA M	V88	1,555.20	0.00	0.00	0.00	191.92	123.95	104.59	24.46	2,000.12
JOHNSON, THOMAS WESLEY	V76	2,997.36	0.00	0.00	0.00	251.73	43.47	254.78	45.26	3,592.60
JOSEPH, MELISA	V77	2,190.56	0.00	0.00	0.00	77.54	31.77	186.20	33.07	2,519.14
KALEAS, DOUGLAS ERNEST	V76	2,864.14	0.00	0.00	0.00	358.73	41.53	243.45	43.24	3,551.09
KRACHT, JOHN A	V76	2,864.14	0.00	0.00	0.00	358.73	41.53	243.45	43.24	3,551.09
LANE, MAURICE C	V76	2,864.14	0.00	0.00	0.00	335.72	0.00	243.45	43.24	3,486.55
LEVIS, GAIL SHARION	V76	2,864.14	0.00	0.00	0.00	208.82	0.00	243.45	43.24	3,359.65
LEWIS, ROBERT CARL	V76	2,726.72	0.00	0.00	0.00	191.92	1,738.45	231.77	42.15	1,454.11
LOFVENDAH, RICK A	V75	3,381.35	0.00	0.00	0.00	251.73	0.00	287.41	51.06	3,971.55
LOPEZ, RICHARD	G73	1,184.86	93.31	0.00	0.00	208.82	97.78	78.67	19.30	1,682.74
LUCICH, BEVERLY A	V76	2,997.36	0.00	0.00	0.00	335.72	43.46	254.78	45.26	3,676.58
MARCULESCU, MICHEL J.	V76	1,116.81	0.00	0.00	0.00	0.00	85.45	0.00	16.86	1,219.12
MCCULLOUGH, ALLEN V.	V76	2,864.14	0.00	0.00	0.00	79.96	41.53	243.45	43.24	3,272.32
MCHULLEN, JOHN A	V76	2,797.54	0.00	0.00	0.00	358.73	40.56	237.79	42.24	3,476.86
MEDLIN, GARY D	V76	1,297.91	0.00	0.00	0.00	0.00	99.30	0.00	19.60	1,416.81
MEDVED, RAYMOND A	V76	1,207.36	0.00	0.00	0.00	0.00	92.36	0.00	18.24	1,317.96
MILLER, KATHERINE M		0.00	0.00	0.00	0.00	179.50	0.00	0.00	0.00	179.50
NAJARRO JR, JOSE ANTONIO	G73	1,364.72	0.00	115.24	0.00	335.72	113.22	99.33	22.35	2,050.58

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198	1197	1192/1199	WORKERS	TOTAL
NUNES, JOSEPH M.	W13	2,414.72	0.00	0.00	0.00	335.72	35.01	205.25	36.46	3,027.16		
OBUCHI, RICHARD S	V76	2,864.14	0.00	0.00	0.00	208.82	41.53	243.45	43.24	3,401.18		
PAYNE, GEORGE J	V76	1,432.07	0.00	0.00	0.00	215.62	20.76	121.73	21.62	1,811.80		
PEDERSEN, JOHN LAWRENCE	V75	3,581.35	63.40	0.00	0.00	208.82	0.00	287.41	52.01	3,992.99		
RAHIREZ, ROSALIE	V76	2,864.14	0.00	69.23	0.00	251.73	0.00	249.34	44.29	3,478.73		
REINHARDT, STEPHANIE LYNN	V76	2,864.14	0.00	0.00	0.00	335.72	38.74	243.45	43.24	3,525.29		
ROGAN, BARBARA E.	W35	2,275.76	0.00	0.00	0.00	335.72	174.10	110.74	34.36	2,930.68		
ROLEN, DALTON C	V76	2,864.14	0.00	0.00	0.00	240.25	42.47	243.45	44.23	3,434.54		
SANDRI, MICHELLE C H	V76	2,864.14	0.00	0.00	0.00	358.73	0.00	243.45	43.24	3,509.56		
SCHEMBRI, MICHAEL J.	W13	2,726.72	0.00	0.00	0.00	335.72	39.54	231.77	41.17	3,374.92		
SMITH, KEVIN C	V76	2,997.36	0.00	0.00	0.00	126.92	40.67	254.78	48.16	3,467.89		
SWINEFORD, MARK R.	W13	2,414.72	181.10	0.00	0.00	126.92	37.64	205.25	39.20	3,004.83		
THOMAS, JODI M.	V76	1,432.07	0.00	0.00	0.00	170.53	20.76	121.73	21.62	1,766.71		
TORRIMSON, SANDRA D	V88	1,800.16	0.00	0.00	0.00	251.73	137.71	121.74	27.18	2,338.52		
TRASKOWSKI, JOSEPH	V76	2,664.32	0.00	0.00	0.00	335.72	38.63	226.47	40.24	3,505.38		
TRAVERSO, ROGER JOSEPH	V76	2,997.36	0.00	0.00	0.00	391.17	0.00	254.78	45.26	3,688.57		
TRUETTIE, RON L	V76	2,997.36	0.00	0.00	0.00	358.73	43.46	254.78	45.26	3,699.59		
WICKLANDER, ELIZABETH ANNE	G73	1,091.78	0.00	0.00	0.00	321.28	83.52	72.15	16.48	1,585.21		
WILLIAMS, KEVIN	V76	2,797.54	0.00	0.00	0.00	315.59	40.56	237.79	42.24	3,433.72		
WILSON, THOMAS MICHAEL	V76	2,864.14	456.48	0.00	0.00	208.82	48.14	243.45	50.14	3,871.17		
WOIWODE, ELIZABETH E.	W21	0.00	0.00	0.00	0.00	170.53	0.00	52.88	0.00	223.41		
WOODALL, JACK O	V76	2,864.14	0.00	0.00	0.00	191.92	42.47	243.45	44.23	3,386.21		
YIP, WAYNE GENE	V77	2,414.40	0.00	0.00	0.00	251.73	35.00	164.74	36.46	2,902.33		

* INDEX TOTAL 163,567.89 235.67 572.07 9.00 16,993.23 1,257.99 13,151.99 2,498.53 198,286.37

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EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1597/11398	1192/1199	1198	1197	FICA	PERS	WORKERS	TOTAL
	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	COMP						
BENTEZ, BERNARDO C	V61 2,821.36	0.00	41.54	0.00	358.73	0.00	243.35	43.23	3,508.21			
BERRYHILL, JAMES CECIL	V61 2,821.36	0.00	0.00	0.00	358.73	0.00	239.82	42.60	3,452.51			
BROWN, KEITH	V61 2,797.54	0.00	0.00	0.00	315.59	40.57	237.79	42.24	3,433.73			
CAMPOS, ANGELO L	V61 2,821.36	0.00	41.54	0.00	335.72	41.52	243.35	43.23	3,526.72			
DANG, NHAN TAN	V61 2,664.32	0.00	41.54	0.00	335.72	0.00	230.00	40.85	3,312.43			
DESTEFANO, DENNIS PETE	V93 2,821.36	0.00	0.00	0.00	335.72	0.00	239.82	42.60	3,439.50			
DOAN, TUYEN N	V61 2,759.52	0.00	41.54	0.00	335.72	40.62	238.09	42.30	3,457.79			
FERGUSON, JAMES	V61 2,821.36	0.00	0.00	0.00	251.73	40.91	239.82	42.60	3,396.42			
FOREMAN, RONALD GLENN	V61 2,954.58	0.00	0.00	0.00	335.72	0.00	251.14	44.62	3,586.06			
HATCHER, LINDA J	V61 2,387.88	0.00	0.00	0.00	126.92	34.62	202.97	36.06	2,788.45			
HUGHANICK, TRACEY A	0.00	0.00	0.00	0.00	17.29	0.00	0.00	1.02	18.31			
JANIS, MAGDALENA A	V61 2,821.36	0.00	41.54	0.00	335.72	0.00	243.35	43.23	3,485.20			
KEMP, LARRY	V61 2,821.36	502.55	0.00	0.00	335.72	48.19	239.82	50.19	3,997.83			
KENNEDY, RICHARD RONALD	V61 2,954.58	0.00	0.00	0.00	335.72	0.00	251.14	44.62	3,586.06			
LEWIS, BARTON EUGENE	V61 2,821.36	0.00	0.00	0.00	358.73	40.91	239.82	42.60	3,503.42			
MOLLO, JOHN THOMAS	V83 2,615.20	0.00	0.00	0.00	251.73	37.92	222.29	39.49	3,166.63			
MORALES, SANDY	V61 2,954.58	0.00	41.54	0.00	335.72	0.00	254.67	45.24	3,631.75			
NEWMAN, NATHANIEL	V75 3,538.62	0.00	0.00	0.00	208.82	0.00	300.78	53.44	4,101.66			
NGUYEN, MICHAEL	V83 2,402.06	0.00	41.54	0.00	358.73	35.44	207.71	36.90	3,082.38			
PASCALI, LESA M	V61 2,679.52	427.05	0.00	0.00	251.73	45.05	227.76	46.90	3,678.01			
PIFFERINI, ROBERT M JR	V75 3,538.62	0.00	0.00	0.00	358.73	51.31	300.78	53.44	4,302.88			
RHODES, MELANIE	V61 2,693.52	0.00	0.00	0.00	251.73	206.05	228.95	40.68	3,420.93			
SEGARINI, ROBIN ANN	V61 2,821.36	0.00	0.00	0.00	251.73	0.00	239.82	42.60	3,355.51			
SPEARS, ALVIN LOUIS	V61 2,821.36	0.00	0.00	0.00	335.72	0.00	239.82	42.60	3,439.50			
STEVENSON, MARK DAHON	V61 2,641.54	0.00	0.00	0.00	191.92	39.24	224.53	40.86	3,138.09			
SWINEFORD, KATHLEEN	V61 2,679.52	0.00	0.00	0.00	335.72	38.85	227.76	40.47	3,322.32			
TATSUKAWA, LORRAINE H	V61 2,626.30	0.00	0.00	0.00	335.72	35.30	223.24	39.66	3,260.22			
TORREGROZA, PATRICIA	V83 2,129.12	0.00	0.00	0.00	358.73	162.87	144.77	32.15	2,827.64			
ULMER, WILLIAM R	V61 2,821.36	0.00	0.00	0.00	251.73	40.91	239.82	42.60	3,396.42			
VALENZUELA, JOHN C.	V61 2,557.76	0.00	41.54	0.00	335.72	37.69	220.94	39.25	3,232.90			
VIDAURI, RICHARD CARL	V61 2,821.36	0.00	41.54	0.00	335.72	41.51	243.35	43.23	3,526.71			
WARD, STEVEN L	V61 2,664.32	0.00	0.00	0.00	335.72	38.63	226.47	40.24	3,305.38			
WIGGINS, WILLIAM	V61 2,821.36	0.00	41.54	0.00	208.82	41.51	243.35	43.23	3,399.81			
WRIGHT, EDDIE DEAN	V61 2,954.58	0.00	0.00	0.00	335.72	42.84	251.14	44.62	3,628.90			
YATES, KIRK H SR	V61 2,954.58	0.00	41.54	0.00	126.92	43.44	254.67	45.25	3,466.40			
* INDEX TOTAL	94,825.94	929.60	456.94	0.00	10,230.56	1,225.90	8,062.90	1,117,186.68	1,454.84			

PAYROLL INTERFACE REPORT

PAY PERIOD	END DATE	06/22
01/01/2025	06/30/2025	06/22/2025

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT											
INDEX: 3836 ATTORNEYS											
EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1183	1397/1398	1197	1198	1192/1199	TOTAL
					OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERKS	COMP
CHASE, JOHN FRANKLIN	U20	4,273.60	0.00	0.00	0.00	0.00	354.95	326.92	210.63	64.53	5,230.63
CHATHAM, SHARON ANN	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
CHEN, VICTOR W.	U21	3,347.68	0.00	0.00	0.00	0.00	373.79	256.10	164.33	50.55	4,192.45
COLIN, PAUL	U20	4,273.60	0.00	0.00	0.00	0.00	354.95	322.51	210.63	65.40	5,227.09
CONNORS, KIMBERLY ANNE	U20	3,876.08	0.00	0.00	0.00	0.00	269.17	296.52	190.75	58.53	4,691.05
CONSTANTINIDES, CATHERINE A	U20	4,594.64	0.00	0.00	0.00	0.00	147.59	336.78	226.68	72.28	5,377.97
CONSTANTINIDES, CHARLES LAWRE	U20	4,594.64	0.00	0.00	0.00	0.00	411.84	351.49	226.68	69.38	5,654.03
DANG, YEN BACH	U21	3,347.68	0.00	0.00	0.00	0.00	373.79	256.10	164.33	50.55	4,192.45
DARLING, LORI	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
DAUGHERTY, LANCE D	U21	3,188.32	0.00	0.00	0.00	0.00	350.06	243.91	156.37	48.14	3,986.80
DEAHICIS, DAVID D.	W35	2,167.04	0.00	0.00	0.00	0.00	218.57	165.78	105.30	32.73	2,689.42
DEL POZZO, RON	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58
DENG, JENNIFER	U24	1,829.78	0.00	0.00	0.00	0.00	242.95	139.98	88.44	27.63	2,328.78
DIPPERT, STEVE A	V73	1,762.32	0.00	0.00	0.00	0.00	335.72	134.82	119.09	26.61	2,378.56
DIXON, RALPH H	U20	4,594.64	0.00	0.00	0.00	0.00	455.28	351.49	226.68	72.16	5,700.25
DIXON, ROLANDA PIERRE	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	339.38	226.68	71.77	5,588.86
DONOHUE, MARTHA J	U20	4,135.18	0.00	0.00	0.00	0.00	377.34	301.62	203.71	65.35	5,083.20
DREES, PETER	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59
DUFFY, MARK PATRICK	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
DURAN, LISA	V73	969.44	0.00	0.00	0.00	0.00	75.14	76.65	63.59	15.13	1,199.95
DURHAM, JUDY	U25	2,275.76	0.00	0.00	0.00	0.00	261.97	174.09	110.74	34.36	2,856.92
ECONOMIDIS, ROBERTA	U21	3,188.32	0.00	0.00	0.00	0.00	266.07	243.91	156.37	48.14	3,902.81
EZGAR, DAVID H	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
FARRIS, THOMAS OGDEN	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59
FEDERAU, DANIEL	U21	3,347.68	0.00	0.00	0.00	0.00	350.78	256.10	164.33	50.55	4,169.44
FEIN, STEVEN MARK	U20	3,876.08	0.00	0.00	0.00	0.00	269.17	296.51	190.75	58.53	4,691.04
FELIX, SILVIA ANN	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	336.78	226.68	72.28	5,536.77
FERNANDEZ, EDWARD G	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
FERRIS-NETCALF, JOYCE	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59
FIELD, BENJAMIN T	U20	3,876.08	0.00	0.00	0.00	0.00	353.16	296.52	190.75	58.53	4,775.04
FINKELSTEIN, JULIUS L	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59
FIORETTA, JOHN GERALD	U20	4,594.63	0.00	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.67
FITZSIMMONS, MICHAEL D	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58
FLATTERY, THOMAS L.	U24	2,655.20	0.00	0.00	0.00	0.00	327.54	203.12	129.71	40.09	3,355.66
FLETCHER, MICHAEL ELLIOT	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	70.61	5,515.82
FUKUCHI, STEPHENIE	V73	1,938.88	0.00	0.00	0.00	0.00	251.73	143.90	131.45	29.28	2,495.24
GAFFEY, MICHAEL JOSEPH	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58
GALLI, MIKE R	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	347.07	226.68	69.38	5,510.17
GARCIA-SEN, CHRISTINE MARIE	U20	4,594.64	0.00	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68
GARDNER, RICHARD C	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58
GIAMMONA, SAMUEL JOSEPH	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59
GIBBONS-SHAPIRO, JAMES	U21	3,188.32	0.00	0.00	0.00	0.00	350.06	243.91	156.37	48.14	3,986.80
GILLIAM, TRACY L	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	336.78	226.68	72.28	5,609.78
GILLINGHAM, CHARLES GEORGE	U20	3,876.08	0.00	0.00	0.00	0.00	376.17	296.52	190.75	58.53	4,798.05
GORG, JOHNNY C.	U25	2,275.76	0.00	0.00	0.00	0.00	219.06	174.09	110.74	34.36	2,814.01

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT
INDEX: 3836 ATTORNEYS

EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1196	1197	1198	WORKERS	TOTAL
	REGULAR PAY	ECLS	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	COMP		
GROVNEY, WILMA M.	U24 1,069.59	0.00	0.00	0.00	113.14	86.80	50.43	17.13	1,337.09	
HAMES, MARK BURNETT	U20 4,824.37	0.00	0.00	0.00	273.44	369.06	238.17	72.85	5,777.89	
HAMILTON, CLARISSA	U24 2,655.20	0.00	47.74	0.00	206.40	203.12	129.71	40.81	3,282.98	
HANPTON-BILAL, LEAH	V88 1,800.16	0.00	0.00	0.00	335.72	137.71	121.74	27.18	2,422.51	
HARRIS, MATTHEW SHAW	U20 4,594.64	0.00	0.00	0.00	379.40	332.36	226.68	73.15	5,606.23	
HAYWORTH, REBECCA R	U20 4,824.37	0.00	0.00	0.00	273.44	369.06	238.17	72.85	5,777.89	
HEIM, JANET MURPHY	U20 4,594.64	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68	
HEY, RANDY ELLIOTT	U20 4,824.37	0.00	0.00	0.00	360.44	369.07	238.17	72.85	5,884.90	
HOOD, MARK EDWARD	U20 4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59	
HOWE, DAVID	U20 4,824.37	0.00	0.00	0.00	360.31	369.07	238.17	72.85	5,864.77	
HUDSON, CHRISTINE A	U20 4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59	
HUNTLEY, ANN VERNICE	U21 3,347.68	0.00	0.00	0.00	373.79	256.10	164.33	50.55	4,192.45	
IRAVANI-SANT, NAHAL	U21 1,673.84	0.00	0.00	0.00	166.08	128.05	80.64	25.27	2,073.88	
JOHNSON, ROBERT EARLE	U20 4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59	
JONES, CAROL	U20 4,135.18	0.00	0.00	0.00	354.33	316.34	203.71	62.44	5,072.00	
KAJANI, EDWARD H	U20 4,070.48	0.00	0.00	0.00	377.04	287.48	200.47	61.46	4,996.93	
KASHEVAROFF, STACIE ANN	U20 4,824.37	0.00	0.00	0.00	273.44	369.06	238.17	72.85	5,777.89	
KIMBALL, NEAL JEROME	U20 4,594.64	0.00	0.00	0.00	411.84	351.49	226.68	69.38	5,654.03	
KNAPP, LYNN	U20 4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58	
KRAUSE, AMY	U25 2,167.04	0.00	0.00	0.00	210.57	165.77	105.30	32.73	2,689.41	
KUNLI, KURT EDWARD	U20 4,824.37	0.00	0.00	0.00	380.44	369.06	238.17	72.85	5,884.89	
LAFORE, MICHELLE C	U20 3,876.08	0.00	0.00	0.00	269.17	277.27	190.75	58.53	4,671.80	
LEE, S. MICHAEL	U24 2,541.36	0.00	0.00	0.00	347.16	194.41	124.02	38.38	3,245.33	
LEONARD, JAMES K.	U25 2,167.04	0.00	0.00	0.00	198.44	165.77	105.30	32.73	2,669.28	
LIN, TIVEN	U20 3,876.08	0.00	0.00	0.00	353.16	281.81	190.75	61.43	4,763.23	
LIROFF, LANE J	U20 4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59	
LOHMAN, DALE B	U20 4,594.64	0.00	0.00	0.00	272.40	347.07	226.68	70.25	5,511.04	
LOUIE, MICHAEL YEE	U21 3,347.68	0.00	0.00	0.00	373.79	256.10	164.33	50.55	4,192.45	
LOWNEY, STEPHEN PATRICK	U20 3,876.08	0.00	0.00	0.00	376.17	296.52	190.75	58.53	4,798.05	
LUFT, JOHN D	U20 4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58	
LUX, ROBERT R.	U24 2,541.36	0.00	0.00	0.00	263.17	194.42	124.02	38.38	3,161.35	
MASCIARELLI, MARILYN S	U20 4,594.64	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68	
MASTERSON, ROBERT J	U20 4,824.37	0.00	0.00	0.00	357.43	369.07	238.17	72.85	5,861.89	
MCCAFFREY, JILL	V73 1,938.88	0.00	0.00	0.00	251.73	148.33	131.45	29.28	2,499.67	
MCCLELLAN, STEPHANIE R	U20 2,035.24	0.00	0.00	0.00	83.09	158.19	98.71	31.23	2,406.46	
MCCOY, MIGHLE MCKAY	U20 4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59	
MCCRACKEN, JOANNE	U20 4,594.65	0.00	0.00	0.00	229.49	351.50	226.68	69.38	5,471.70	
MCCRARY, LISA LAUREN	V73 1,938.88	0.00	0.00	0.00	358.73	148.32	131.45	29.28	2,606.66	
MCINERNEY, TIMOTHY J	U21 3,036.56	0.00	0.00	0.00	265.40	232.30	148.78	45.86	3,728.90	
MENDOZA, RAYUNDO S	U20 4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59	
MEYER, ROBERT E	U20 4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58	
MILLER, RICHARD B.	U21 3,347.68	0.00	0.00	0.00	266.79	256.10	164.33	50.55	4,085.45	
MOORE, JARISSE K.	U25 2,275.76	0.00	0.00	0.00	261.97	174.10	110.74	34.36	2,856.93	
MOORMAN, CHERYL ANN	V73 1,848.24	0.00	0.00	0.00	251.73	141.39	125.11	27.90	2,394.37	
MULLIN, JENNIFER E	0.00	0.00	0.00	0.00	5.31	0.00	0.00	0.00	5.31	



DAFR8970 1 000 0000 02 DIST SPL2 CP (****) (****) (****) SI() S2() RUN DATE= 06/29/00 TIME= 15.59.10 STARS
06/28/00 (21.05) CYCLE 02671 PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3836 COUNTY OF SANTA CLARA VERSION 3.0

PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/25/00

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT

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EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1391	1001/1234/2XXX	OTHER	1183	1397/1398	1197	FICA	PERS	1198	WORKERS	1192/1199	TOTAL
				OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE										
NEWMAN, VICKI L.	U24	2,541.36	0.00	0.00	0.00	0.00	243.04	194.42	124.02	38.38	3,141.22						
NISHIGAWA, DANIEL	U21	3,188.32	0.00	0.00	0.00	0.00	373.07	243.91	156.37	48.14	4,009.81						
NORDBY, ERIN	U24	2,655.20	0.00	0.00	0.00	0.00	243.55	203.13	129.71	40.09	3,271.63						
OCCHOA, MARGARET	D36	1,147.68	0.00	0.00	0.00	0.00	251.73	87.80	76.07	17.33	1,580.61						
OKONKWO, DANIEL C	U20	3,876.08	0.00	0.00	0.00	0.00	269.17	296.53	190.75	58.53	4,691.06						
OVERSTREET, DANA B	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59						
PANDORI, DAVID J.	U24	2,655.20	0.00	0.00	0.00	0.00	370.68	203.13	129.71	40.09	3,398.81						
PERSKY, MICHAEL AARON	U21	3,188.32	0.00	0.00	0.00	0.00	266.07	241.99	156.37	48.14	3,900.89						
PFEFFER, SUMERLE	U24	2,655.20	0.00	0.00	0.00	0.00	263.68	203.13	129.71	40.09	3,291.81						
PIAZZA, ANTHONY JOSEPH	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59						
PITSKER, TIMOTHY J	U20	4,594.64	0.00	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68						
PORTER, BUD T	U24	2,541.36	0.00	0.00	0.00	0.00	263.17	194.41	124.02	38.38	3,161.34						
RAABE, DENISE J	U21	3,188.32	0.00	0.00	0.00	0.00	223.16	243.90	156.37	48.14	3,859.89						
RAFTERY, KELLY	U20	3,675.72	0.00	0.00	0.00	0.00	375.27	266.48	180.74	65.28	4,563.49						
RAMOS, LUIS M.	U24	2,655.20	0.00	0.00	0.00	0.00	220.77	203.13	129.71	40.09	3,248.90						
RAO, DEBRA A	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58						
READER, JOSEPH	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	70.74	5,599.94						
REYNA, VINCENT D	V73	1,938.88	0.00	0.00	0.00	0.00	251.73	148.33	131.45	29.28	2,499.67						
RICHLIN, KEVIN R.	W13	2,414.72	0.00	0.00	0.00	0.00	358.73	35.01	205.25	36.46	3,050.17						
RICHMOND, WILLIAM ALFRED	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59						
RICO, RONALD R	U20	4,594.63	0.00	0.00	0.00	0.00	379.40	347.07	226.68	69.38	5,617.16						
ROBINSON, MARY J. KAISER	U20	4,070.48	0.00	0.00	0.00	0.00	377.04	311.40	200.47	61.46	5,020.85						
ROSEN, JEFFREY FRANCIS	U20	3,876.08	0.00	0.00	0.00	0.00	376.17	281.80	190.75	61.43	4,786.23						
ROSENBLATT, KENNETH S	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59						
SANCHEZ-CLARK, ELIZABETH	V73	1,938.88	0.00	0.00	0.00	0.00	335.72	148.32	151.45	29.28	2,583.65						
SANDERSON, DALE R	U20	4,594.64	0.00	0.00	0.00	0.00	272.40	351.49	226.68	69.38	5,514.59						
SCHOENTHALER, LAUREN K.	U20	4,594.64	0.00	0.00	0.00	0.00	116.46	0.00	0.00	0.00	116.46						
SCHON, JOHN C	U20	4,594.64	0.00	0.00	0.00	0.00	147.59	336.78	226.68	72.28	5,377.97						
SCHON, LISA K.	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58						
SCOTT, STUART	U20	4,070.48	0.00	0.00	0.00	0.00	270.04	311.40	200.47	61.46	4,913.85						
SEIDEL, PAUL J	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	336.78	226.68	72.28	5,586.77						
SEIDEL, SYLVIA BELEN	U20	4,594.64	0.00	0.00	0.00	0.00	147.59	351.49	226.68	69.38	5,389.78						
SEVELY, CYNTHIA A	U20	4,594.64	0.00	0.00	0.00	0.00	411.84	351.49	226.68	69.38	5,654.03						
SHEARER, DONALD M	U20	5,054.10	0.00	0.00	0.00	0.00	274.47	386.64	249.66	77.67	6,042.54						
SHINE, MARY ELIZABETH	W34	2,541.36	0.00	0.00	0.00	0.00	347.16	194.42	124.02	38.38	3,245.34						
SHORE, JAMES ALAN	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59						
SHIBLEY, JAMES B	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.48	226.68	69.38	5,621.58						
SKLAR, JUDITH B	U20	4,594.64	0.00	0.00	0.00	0.00	411.84	351.49	226.68	69.38	5,654.03						
SLODERBECK, VONDA L.	U24	2,541.36	0.00	0.00	0.00	0.00	243.04	194.41	124.02	38.38	3,141.21						
SLONE, CHARLES J	U20	4,594.64	0.00	0.00	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68						
SMITH, HARGO D	U20	4,824.37	0.00	0.00	0.00	0.00	380.44	369.06	238.17	76.84	5,888.88						
SOARES, DAVID F	U20	4,594.64	0.00	0.00	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59						
SPROTT, MALCOLM G	U20	4,594.64	0.00	0.00	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58						
STANCIIL, SHANNON D.	U24	2,541.36	0.00	0.00	0.00	0.00	263.17	194.41	124.02	38.38	3,161.34						
STAR, KEVEN P.	U24	2,760.24	0.00	0.00	0.00	0.00	371.15	211.16	134.96	41.68	3,519.19						

Exhibit F

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only (19) Program Number 00013 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____		Program 013		
(01) Claimant Identification Number <div style="text-align: center;">9943</div>				Reimbursement Claim Data				
(02) Claimant Name <div style="text-align: center;">County of Santa Clara</div>				(22) CAR-1, (03)(a)		271		
County of Location <div style="text-align: center;">San Mateo</div>				(23) CAR-1, (03)(b)		11		
Street Address or P.O. Box <div style="text-align: center;">70 West Hedding Street</div>				(24) CAR-1, (04)(1)(f)		776,807		
City <div style="text-align: center;">San Jose</div>		State <div style="text-align: center;">CA</div>		Zip Code <div style="text-align: center;">95110</div>		(25) CAR-1, (04)(2)(f)		18,443
Type of Claim	Estimated Claim		Reimbursement Claim		(26) CAR-1, (06)		33	
	(03) Estimated <input checked="" type="checkbox"/>		(09) Reimbursement <input checked="" type="checkbox"/>		(27)			
	(04) Combined <input type="checkbox"/>		(10) Combined <input type="checkbox"/>		(28)			
	(05) Amended <input type="checkbox"/>		(11) Amended <input type="checkbox"/>		(29)			
Fiscal Year of Cost of Cost	(06) <div style="text-align: center;">2001-2002</div>		(12) <div style="text-align: center;">2000-2001</div>		(30)			
Total Claimed Amount	(07) <div style="text-align: center;">\$1,000,000</div>		(13) <div style="text-align: center;">\$1,053,034</div>		(31)			
LESS: 10% Late Penalty, not to exceed \$1,000			(14)		(32)			
LESS: Prior Claim Payment Received			(15)		(33)			
Net Claimed Amount			(16) <div style="text-align: center;">\$1,053,034</div>		(34)			
Due from State	(08) <div style="text-align: center;">\$1,000,000</div>		(17) <div style="text-align: center;">\$1,053,034</div>		(35)			
Due to State			(18)		(36)			
(37) CERTIFICATION OF CLAIM In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive. I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976. The amounts for Estimated and/or Reimbursement Claims are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.								
Signature of Authorized Officer <div style="text-align: center;"> </div>				Date 1/7/02				
Ram Venkatesan Type or print name				SB 90 Coordinator Title				
(38) Name of Contact Person for Claim Ferlyn B. Junio (MAXIMUS, Inc.)				Telephone Number (916) 485-8102				
E-Mail Address 111				115				

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY					FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred: 2000-2001			
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						271
(b) Number of Out-of-Jurisdiction Cases						11
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders	\$632,171	\$139,636	\$2,637		\$2,362	\$776,807
2. Court Costs for Out-of-Jurisdiction Cases			\$18,443			\$18,443
(05) Total Direct Costs	\$632,171	\$139,636	\$21,081		\$2,362	\$795,250
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					33.40%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]					\$257,784	
(08) Total Direct and Indirect Costs: {Line (05)(e) + line (07)}					\$1,053,034	
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$1,053,034

Revised 10/99

Chapter 1399/76

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2000-2001
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ **Compliance with Court Orders**
☐ **Court Costs for Out-of-Jurisdiction Cases**

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e)	(f)	(g)			
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - included translation, trial preparation, training & travel for child recovery.									
T. Blackwood, Attorney IV	\$79.13	21.83%	666.00	\$1,522		\$1,390	\$52,698	\$11,502	\$64,200
L. Gomez, Legal Clerk	\$27.83	30.56%	1788.00				\$49,752	\$15,204	\$64,956
M. Headrick, Attorney	\$62.28	23.29%	1090.00				\$67,884	\$15,809	\$83,693
J. Heim, Attorney IV	\$79.13	19.26%	1339.00			\$972	\$105,949	\$20,401	\$126,351
T. Johnson, Attorney	\$49.77	15.80%	943.00				\$46,932	\$7,417	\$54,350
M. Joseph, Criminal Investigator I	\$22.24	20.58%	890.00				\$19,789	\$4,073	\$23,862
J. Lucarotti, Criminal Investigator II	\$41.95	19.28%	1806.00	\$1,116			\$75,768	\$14,610	\$90,378
M. Marculescu, Criminal Investigator II	\$16.79	9.16%	927.00				\$15,566	\$1,426	\$16,992
J. Millar, Paralegal	\$25.53	36.49%	1608.00				\$41,046	\$14,977	\$56,022
S. Mouras, Criminal Investigator II	\$49.76	24.73%	595.00				\$29,608	\$7,323	\$36,932
R. Ramirez, Criminal Investigator II	\$49.76	21.64%	904.00				\$44,985	\$9,736	\$54,720
J. Woodall, Criminal Investigator II	\$52.08	17.79%	744.00				\$38,746	\$6,893	\$45,638
B. Fracoli, Criminal Investigator III	\$58.76	22.69%	644.00				\$37,842	\$8,587	\$46,429
T. Almason, Criminal Investigator II	\$49.76	43.38%	18.00				\$896	\$389	\$1,284
J. Traskowski, Criminal Investigator II	\$46.30	23.12%	2.00				\$93	\$21	\$114
D. Ha, Criminal Investigator II	\$46.27	22.92%	1.00				\$46	\$11	\$57
G. Partida, Legal Secretary I	\$28.79	31.49%	1.00				\$29	\$9	\$38
C. Rojo, Legal Secretary I	\$28.79	22.90%	1.00				\$29	\$7	\$35
E. Sanchez, Sr. Paralegal	\$34.66	30.21%	1.00				\$35	\$10	\$45
Provided direct clerical or administrative support on all child abduction cases.									
K. Barkus, Paralegal	\$26.06	9.22%	45.00				\$1,173	\$108	\$1,281
T. Dominick, Secretary II	\$28.62	39.02%	12.00				\$343	\$134	\$477
E. Heyermann, Justice Systems Clerk I	\$23.47	31.64%	80.00				\$1,878	\$594	\$2,472
C. Lopez, Justice Systems Clerk I	\$24.65	26.45%	8.00				\$197	\$52	\$249
M. Robello, Justice Systems Clerk I	\$20.38	38.39%	12.00				\$245	\$94	\$338
D. Sosa, Secretary II	\$28.51	35.87%	10.00				\$285	\$102	\$387
H. Turner, Justice Systems Clerk I	\$24.65	35.67%	5.00				\$123	\$44	\$167
B. Wicklander, Sheriff Technician	\$23.47	44.05%	10.00				\$235	\$103	\$338
(05) Total			113	\$2,637		\$2,362	\$632,171	\$139,636	\$771,806

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Chapter 1399/7

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2000-2001
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐ Compliance with Court Orders
☒ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	Benefit Rate	(c) Hours Worked / Quantity	(d) Services & Supplies	(e) Fixed Assets	(f) Travel & Training	(g) Salaries Benefits Total Sal. & Bens		
Travel for Child Recoveries J. Lucarotti, Criminal Investigator II Case 99-0-3159/D [REDACTED] M. Headrick, Attorney Case 99-0-3159/D [REDACTED] T. Johnson, Attorney Case 00-0-2023/V [REDACTED] Case A [REDACTED] A [REDACTED] M. Marculescu, Criminal Investigator II Case 99-0-3038/K [REDACTED] Case J [REDACTED] M [REDACTED] S. Mouras, Criminal Investigator II Case J [REDACTED] M [REDACTED] R. Ramirez, Criminal Investigator II Case A [REDACTED] A [REDACTED] Case 99-0-3038/K [REDACTED] Case 00-0-2023/V [REDACTED]				\$3,315 \$2,210 \$424 \$2,939 \$958 \$2,822 \$1,900 \$1,741 \$1,855 \$280					
114				\$18,443					

MEMORANDUM

DATE: December 19, 2001

TO: Business Services

RE: Child Abduction Statistics For SB90 Reimbursement (FY 7-1-00 through 6-30-01)

TOTAL CHILD ABDUCTION CASES OPENED: 271

TOTAL CHILDREN RECOVERED: 150

I. TOTAL HOURS WORKED BY ASSIGNED PERSONNE (includes recoveries & training):

A. PERSONNEL:

1.	BLACKWOOD, Timothy	666	
2.	GOMEZ, Lulu		1788
3.	HEADRICK, Melanie (through 1-01)		1090
4.	HEIM, Janet		1339
5.	JOHNSON, Tom (through 3-01)		943
6.	JOSEPH, Melisa (through 2-01)		890
8.	LUCAROTTI, Jim		1806
9.	MARCULESCU, Mike (half-time)		927
10.	MILLAR, Jessica		1608
11.	MOURAS, Sharron (from 2-01)		595
12.	RAMIREZ, Rosalie (through 4-01)		904
13.	WOODALL, Jack (from 2-01)		<u>744</u>

SUBTOTAL: 13,300

B. CLERICAL SUPPORT:

1.	BARKUS, Kim (through 9-01)	45
2.	DOMINICK, Trina (from 11-00)	12
3.	HEYERMANN, Elizabeth (from 10-00)	80
4.	LOPEZ, Clara (through 1-01)	8
5.	OCHOA, Margaret (through 3-00)	5
6.	RUBELLO, Melissa (from -01)	12
7.	SOSA, Debbie (through 9-00)	10
8.	TURNER, Helen (from 4-01)	5
10.	WICKLANDER, Beth	<u>10</u>

SUBTOTAL: 187

C. ADMINISTRATIVE SUPPORT:

1. FRACOLLI, Bob
2. GILLESPIE, Jim

644
45

TOTAL ADMINISTRATIVE HOURS:

689

GRAND TOTAL:

14,176

(includes Personnel Assistance & Translation hours)

BREAKDOWN/PERSONNEL ASSISTANCE:

<u>Inspector</u>	<u>Month</u>	<u>Case #/Name</u>	<u>Hours</u>
ALMASON, Todd	6-01	B20010601738/W [REDACTED]	1.5
	6-01	B20010601737/N [REDACTED]	6
	5-01	B20010400848/F [REDACTED]	3
	4-01	B20010400848/F [REDACTED]	3
	3/01	Videotaping Unit Training	4.5
	TOTAL		18

<u>Inspector</u>	<u>Month</u>	<u>Case #/Name</u>	<u>Hours</u>
TRASKOWSKI, Robert	2-01	01-O-0311/M [REDACTED]	2
			20

TOTAL PERSONNEL ASSISTANCE HOURS:

TRANSLATION:

<u>Employee</u>	<u>Month</u>	<u>Case #/Name</u>	<u>Hours</u>
HA, Dominick	12-00	00-O-2030/N [REDACTED]	1
PARTIDA, Gabriel	8-00	00-O-1547/N [REDACTED]	1
ROJO, Carolina	11-00	00-O-1820/L [REDACTED]	1
SANCHEZ, Elizabeth	11-00	00-O-1820/L [REDACTED]	1
			4

TOTAL TRANSLATOR HOURS:

TOTAL PERSONNEL ASSISTANCE/TRANSLATION HOURS:

24

TRAVEL FOR CHILD RECOVERIES (*total hours on first page include recovery hours*):

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
LUCAROTTI, Jim	12-00	99-0-3159/D [REDACTED]	Michigan	20
	2-01	98-O-3196/C [REDACTED]	Fresno, CA	<u>11</u>

INVESTIGATOR TOTAL: 31

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
HEADRICK, Melanie	12-00	99-0-3159/D [REDACTED]	Michigan	20

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
JOHNSON, Thomas	8-00	00-O-2023/V [REDACTED]	Los Angeles, CA	13

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
MARCULESCU, Mike	10-00	99-O-3038/K [REDACTED]	Colorado	18
	6-01	B20010400353/L [REDACTED]	Colorado	<u>10</u>

INVESTIGATOR TOTAL: 28

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
MOURAS, Sharron	2-01	98-O-3196/C [REDACTED]	Fresno, CA	11
	6-01	B20010400353/L [REDACTED]	Colorado	<u>10</u>

INVESTIGATOR TOTAL: 31

<u>Inspector</u>	<u>Month</u>	<u>Case # / Name</u>	<u>Location</u>	<u>Hours</u>
RAMIREZ, Rosalie	8-00	00-O-2023/V [REDACTED]	Los Angeles, CA	13
	10-00	K [REDACTED]	Colorado	<u>18</u>

INVESTIGATOR TOTAL: 31

TOTAL TRAVEL HOURS FOR CHILD RECOVERIES: 154

REIMBURSABLE TRAINING HOURS (*total hours on first page include training hours*):

<u>Name</u>	<u>Type of Training</u>	<u>Date</u>	<u>Hours</u>
BLACKWOOD, Tim	Ca Family Support Council training	2-00	24
	(Palm Springs, CA)		
	Child Abduction in-office training	8-00	8
	Child Abduction Case Management	9-00	5
	in-office training		
	American Prosecutor Enterprise	12-00	<u>40</u>
	Institute training		
	(San Diego, CA)		

DEPUTY DISTRICT ATTORNEY TOTAL: 77

<u>Name</u>	<u>Type of Training</u>	<u>Date</u>	<u>Hours</u>
HEIM, Janet	Ca Family Support Council training	2-00	24
	(Palm Springs, CA)		
	CJER training	3-00	16
	(Costa Mesa, CA)		
	Child Abduction in-office training	8-00	8
	Child Abduction Case Management	9-00	5
	American Prosecutor Enterprise	12-00	<u>40</u>
	Institute training		
	(San Diego, CA)		

DEPUTY DISTRICT ATTORNEY TOTAL: 93

<u>Name</u>	<u>Type of Training</u>	<u>Date</u>	<u>Hours</u>
HEADRICK, Melanie	Child Abduction in-office training	8-00	8
	Child Abduction Case Management	9-00	5
	American Prosecutor Enterprise	12-00	<u>40</u>
	Institute training		
	(San Diego, CA)		

INVESTIGATOR TOTAL:			53
<u>Name</u>	<u>Type of Training</u>	<u>Date</u>	<u>Hours</u>
MILLAR, Jessica	Child Abduction in-office training	8-00	8
	Child Abduction Case Management	9-00	5
	American Prosecutor Enterprise	12-00	<u>40</u>
	Institute training		
	(San Diego, CA)		53

<u>Name</u>	<u>Type of Training</u>	<u>Date</u>	<u>Hours</u>
MARCULESCU, Mike	Child Abduction in-office training	8-00	8
	Child Abduction Case Management	9-00	5
	in-office training		
INVESTIGATOR TOTAL:			13
TOTAL TRAINING HOURS:			279

DEFENDANTS ORDERED TO PAY FINES OR RESTITUTION:

<u>Name</u>	<u>Docket #</u>	<u>Sentence Date</u>
KAUFMANN, Joe	CC084627	12-05-00
LEDESMA-MARTINEZ, Joel	CC090112	03-02-01
TATE, Daniel	CC072036	04-10-01

CHILD ABDUCTION EXPENSES FISCAL YEAR 2000/2001

NAME	DESTINATION	DATE	VOUCHER #	AMOUNT	DESCRIPTION
RECOVERY TRAVEL					
OTHER TRAVEL					
BLACKWOOD, TIM	PALM SPRINGS	2/19-23/01	V5470213	185.00	CFSC TRAINING CONFERENCE
			V7510528	97.00	
			V7510525	595.80	
			V7510825	289.00	
			V7510981	223.32	
BLACKWOOD, TIM	SAN DIEGO	1/27-12/1/00	V7510284	120.00	A INVESTIGATION AND
			V7510283	512.72	PROSECUTION OF CHILD
			V5470139	250.00	ABDUCTION
			V7510450	540.00	
			V7510686	98.91	
HEADRICK, MELANIE	SAN DIEGO	11/27-12/2/00		0.00	A INVESTIGATION AND
					PROSECUTION OF CHILD
					ABDUCTION - NO EXPENSE
HEIM, JAN	SAN DIEGO	7/27-28/00	V5470002	15.00	CFSC QUARTERLY MEETING
			V7510048	245.00	
			V7510362	38.00	
HEIM, JAN	SAN LUIS OBISPO	10/10-11/00	V7510249	30.00	CFSC QUARTERLY MEETING
			V7510248	93.50	CHILD ABDUCTION COMMITTEE
			V5470129	15.00	
HEIM, JAN	SAN DIEGO	11/28-12/1/00		0.00	A INVESTIGATION AND
					PROSECUTION OF CHILD
					ABDUCTION - NO EXPENSE
HEIM, JAN	PALM SPRINGS	2/20-22/01	V7510524	255.26	CFSC TRAINING CONFERENCE
			V7510527	68.00	
			V5470212	60.00	
			V7510588	144.50	
			V7510848	8.00	
JOHNSON, TOM	ROSEVILLE	1/23/01		0.00	KIRBY VS KIRBY - NO EXPENSE
LUCAROTTI, JIM	PALM SPRINGS	2/19-23/01	V5470220	170.00	
			V7510580	595.80	
			V7510581	97.00	
			V7510735	217.50	
			V7510980	35.68	
TOTAL				23554.08	

Kathy Carr
(we this for costs of travel,
not including wages)

CHILD ABDUCTION EXPENSES FISCAL YEAR 2000/2001

NAME	DESTINATION	DATE	VOUCHER #	AMOUNT	DESCRIPTION
RECOVERY TRAVEL HEADRICK, MELANIE	HOUGHTON LAKE(SAGINAW), MI	12/8-7/00	V7510584 V7510741	2185.00 15.00	CHILD - L [REDACTED] D [REDACTED] X
JOHNSON, TOM	SAN DIEGO	12/19/00	V7510561 V7510883	415.50 8.00	CHILD - A [REDACTED] V [REDACTED] X
JOHNSON TOM	BRIGHTON, CO	8/9-10/00	V7510088 V7510085 V7510125 V7510210	208.91 88.51 2591.50 54.50	CHILD - A [REDACTED] A [REDACTED] F
LUCAROTTI, JAMES	HOUGHTON LAKE(SAGINAW), MI	12/6-7/00	V7510583 V7510740	3300.00 15.00	CHILD - L [REDACTED] D [REDACTED] X
MARCULESCU, MIKE	DENVER, CO	8/1/01	V7511076	2821.75	CHILD - J [REDACTED] M [REDACTED] X
MARCULESCU, MIKE	GRAND JUNCTION, CO	10/2/00	V7510320 V7510375 V7510684	905.00 30.00 23.00	CHILDREN - J [REDACTED] AND [REDACTED] X
MOURAS, SHARRON	DENVER, CO	8/1/01	V7511077 V7511148 V7510100	1875.50 19.00 5.00	CHILD - J [REDACTED] M [REDACTED] ✓
RAMIREZ, ROSALIE	BRIGHTON, CO	8/9-10/00	V7510125 V7510085 V7510209	1717.00 85.52 49.78	CHILD - A [REDACTED] A [REDACTED]
RAMIREZ, ROSALIE	GRAND JUNCTION, CO	10/2/00	V7510321 V7510676	1825.00 30.00	CHILDREN - J [REDACTED] AND [REDACTED]
RAMIREZ, ROSALIE	SAN DIEGO	12/19/00	V7510582 V7510701	272.00 8.00	

no charges per email by J. Millar

costs? (see above)

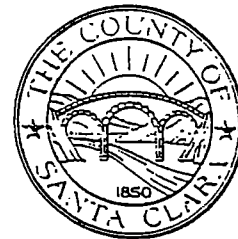
no charges per email

Johnson, Tom 8/00
Ramirez, Rosalie 8/00
Ramirez, Rosalie 10/00
Marculescu 10/00
Mouras, Sharon 2/01
Lucarotti, Jim 2/01

Los Angeles
Los Angeles
Colorado
Colorado
Fresno
Fresno

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1705
(408) 299-2541 FAX 289-8629



December 27, 2001

The State Controller's Office
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P. O. Box 942850
Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

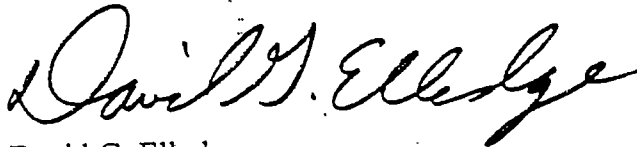
Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialocq) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

H:\Work\SB-90\SB 90 - Productive Hours - Letter to State Controller.doc

ANALYSIS OF FY 2000-01 ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

Hours Code	Description	Balance at 6/25/00 (1)	Balance at 12/24/00 (2)	6/25/00-12/24/00 (3)	Balance at 7/8/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation Accrued and Earned *1	1,096,825	2,277,954	1,181,129	1,216,792	2,267,682	159.10
52	Personal Leave Earned	6,964	283,279	276,315	8,199	284,514	19.96
100	Regular Hours	12,245,376	24,433,925	12,188,550	13,609,298	25,797,848	1,809.94
600	Release Time	3,038	6,166	3,128	2,494	5,623	0.39
605	Administrative Leave	4,620	10,074	5,454	9,253	14,707	1.03
606	Paid Leave Pending Investigation	8,409	15,876	7,467	2,549	10,015	0.70
620	First Day Sick	50,392	99,702	49,310	54,673	103,983	7.30
625	Safety 4850 Paid Disability Lv	32,632	76,077	43,445	53,603	97,048	6.81
630	Military Leave With Pay	328	1,284	956	506	1,462	0.10
635	FLSA Comp Time Used*5	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp Time Used*5	42,487	85,794	43,307	52,363	31,890	2.32
653	Annual Leave Used	14,562	31,108	16,545	19,225	35,770	2.51
655	Sick Leave Used	452,502	888,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,403	34,635	18,232	10,874	29,106	2.04
665	Jury Duty	629	1,401	772	1,301	2,073	0.15
675	Bereavement Leave	864	1,604	741	2,211	2,952	0.21
676	Bereavement Leave-PTO/STO	24	70	46	113	159	0.01
677	Bereavement Leave-Chg Sick Lv	270	557	286	782	1,068	0.07
	Total Actual Paid/Earned Hours	13,997,762	28,293,610	14,295,847	15,581,023	29,647,195	2,080
	Full-time Equivalent Positions					13,726	
	Weekdays in Period		130		140	270	
	Paid Hours in Period					2,160	

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ANALYSIS

Average Productive Hours Per Employee	1,809.94
Less Holidays	-88.00
Less Daily-Break Time *2	-113.12
Less Training Time *3	-37.17
Net Average Productive Hours Per Employee	1,571.65

Notes: *1 Excludes holiday hours for 1,480 CEMA employees, since holiday hours are included for all employees below.

*2 Two 15-minute breaks are provided daily per bargaining unit contracts.

*3 Training time was calculated based on an analysis of each bargaining unit MOA and the required continuing education hours for licensure/certification in the applicable classifications.

*4 Adjusted by a factor of .963 to account for the additional 10 days covered by the payroll documents.

*5 Includes one-third of comptime hours used since one hour is worked for every 1.5 hours taken.

11/13/01

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 2000-2001

Description of Costs		Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:					
1	Salaries & Wages	34,050,268		\$4,923,236	\$29,127,032
2	Part-time Wages & Overtime	903,887			\$903,887
3	Benefits 22.9%	7,812,619		\$1,129,606	\$6,683,014
SUBTOTAL:		\$42,766,774		\$6,052,842	\$36,713,932
Line Item Costs (Services, Supplies & Other):					
4	Overtime Meals	119		\$119	
5	ComsTechincal/Coms Telephone/Comm& Te	386,669		\$298,658	\$88,011
6	Household Exp/Grants-Special	181		\$181	
7	Insurance	185,593		\$185,593	
8	Transcripts-A	364		\$364	
9	Witness Expense	186,968			\$186,968
10	Maintenance-E	43,627		\$43,627	
11	Internal Collec	4,200		\$4,200	
12	Tuition Reimb	15,328		15,328	
13	Miscellaneous E	95,198		\$36,082	\$59,116
14	Office Expense	444,314		\$411,053	\$33,261
15	Intra County PR/Prof and Special	3,775,587		1,448,458	\$2,327,129
16	Contract Serv/Data Processing	1,887,521		105,653	\$1,781,868
17	Other Physician	400			\$400
18	Rents & Lease/Rent & Lease/Office Rents	844,478		271,867	\$572,611
19	Small Tools and	70,313		\$55,031	15,282
20	Cfd-Fire Hoses	215			\$215
21	Sheriff/DA Spec	5,579			\$5,579
22	Education Expen	110,498		\$49,500	\$60,998
23	Books/Member Dues/Reimbursement	219,133	\$3,542	\$144,805	\$70,786
24	Printing and RE	47,693		\$47,693	
25	Special Department	46,502			\$46,502
26	Transportation/Automobile Mile	\$207,485		\$132,431	\$75,054
27	Garage Automobile	\$703,200		\$457,587	\$245,613
28	Utilities	\$15,616		\$15,616	
29	PC Hardware	\$479,775		\$408,778	\$70,997
30	PC Software	\$145,439		\$148,410	(\$2,971)
31	Postage	\$19,350		\$19,350	
32	Equipment	\$183,801		\$116,579	\$67,222
33	Reimb-Profess	(\$9,078,337)			(\$9,078,337)
34	Reimb-Department	(\$135,304)			(\$135,304)
35					
SUBTOTAL:		\$911,504	\$3,542	\$4,416,963	(\$3,509,001)
TOTAL EXPENDITURES:		\$43,678,278			
Cost Adjustments and/or Cost Plan Costs:					
36	Cost Allocation Plan	\$1,774,983		\$1,774,983	
37					
SUBTOTAL:		\$1,774,983		\$1,774,983	
TOTAL COSTS:		\$45,453,261	\$3,542	\$12,244,788	\$33,204,931
CALCULATED INDIRECT COST RATE = 33.4% <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> \$12,244,788 = Total allowable indirect costs \$36,713,932 = Total direct salaries and benefits </div> </div>					
Rate is based on: Salaries & Benefits					

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: County of Santa Clara
 Department: District Attorney
 Fiscal Year: 2000-2001

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 G. Kennedy, District Attorney*	\$104,584	100%	\$104,584		
2 P. Kutty, Chief Asst District Attorney	\$173,940	100%	\$173,940		
3 W. Larsen, Assistant District Attny	\$146,796	100%	\$146,796		
4 N. Fowler, Supervising District Attny	\$83,760	100%	\$83,760		
5 J. Martinez, Confidential Secty	\$60,918			100%	\$60,918
6 M. Buller, Assistant District Atty	\$147,550	100%	\$147,550		
7 D. Davis, Assistant District Attny	\$147,550	100%	\$147,550		
8 J. Gillespie, Chief DA Investigator	\$117,910	100%	\$117,910		
9 Assistant District Attny (3)	\$424,728	100%	\$424,728		
10 B3P-C. Campbell, Program Mgr.	\$67,978	100%	\$67,978		
11 D41-P. Wright, Records Supv.	\$60,606	100%	\$60,606		
12 B2P-V. Diaz, Admin Surport Ofc II	\$57,434			100%	\$57,434
13 D05-Supv Legal Clerk (3)	\$141,648			100%	\$141,648
14 D11-Transcriptionist (2)	\$63,804			100%	\$63,804
15 D17-Receptionist (3)	\$95,706			100%	\$95,706
16 D27-Secretary II	\$40,378			100%	\$40,378
17 D28-Secretary I	\$36,894			100%	\$36,894
18 D36-Advanced Clerk Typist (31)	\$1,071,174			100%	\$1,071,174
19 D39-Clerk Typist (3)	\$87,672			100%	\$87,672
20 D40-Office Clerk (5)	\$138,970			100%	\$138,970
21 D66-Legal Secretary (7)	\$348,166			100%	\$348,166
22 D68-Personnel Svcs Clerk (2)	\$72,904			100%	\$72,904
23 E28-Messenger Driver (2)	\$60,944			100%	\$60,944
24 F14-Legal Clerk (25)	\$995,150			100%	\$995,150
25 G81-W. Phillip, Storekeeper	\$29,770			100%	\$29,770
26 H17-Utility Worker (2)	\$63,804			100%	\$63,804
27 Q64-Office Clerk	\$27,794			100%	\$27,794
28 B1P-Management Analyst	\$54,704			100%	\$54,704
29					
30					
31					
32 * Kennedy's salary has been divided					
33 amongst Admin Services, Family					
34 Support and Crime Lab					
35					
36					
37					
38					
39					
40					

TOTALS

\$4,923,236

\$1,475,402

\$3,447,834

TOTAL INDIRECT SALARIES

\$4,923,236

1DAFR8330 1 000 0000 01 HI HI PP
06/30/01 (06.44) CYCLE 02886 PM OPEN PP CLOSED PY OPEN FICHE: 202 0202 0001
DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= 06/11/01-06/30/01 FY= 01
*****PAGE 130

*****OFFICE OF THE DISTRICT ATTORNEY*****									
BUDGET UNIT= 0202 GENERAL FUND									
FUND= 0001									
PERCENT OF YEAR ELAPSED 100.00%									

REV REV	ESTIMATED REVENUE/	REVENUE/EXPENDITURES	ENCUMBRANCES	PERCENT	UNREALIZED REVENUE/				
EXP EXP	ALLOTMENT	CURRENT PERIOD	YEAR TO DATE	REALIZED/	AVAILABLE				
OBJ SOBJ				UTILIZED	BALANCE				
*****	*****	*****	*****	*****	*****				
-*TOTAL 072 FEDERAL-OTHER	471,117.00	.00	134,334.15	.00	28.51%	336,782.85			
0091 9648 SB1137 SMALL CL	30,000.00	2,709.00	29,994.00	.00	99.98%	6.00			
0*TOTAL 091 COURT FEES AND	30,000.00	2,709.00	29,994.00	.00	99.98%	6.00			
0094 9679 OTHER LAW ENFOR	900,000.00	1,500.00	262,109.10	.00	29.12%	637,890.90			
0*TOTAL 094 LAW ENFORCEMEN	900,000.00	1,500.00	262,109.10	.00	29.12%	637,890.90			
0095 9681 DOCUMENT	420,000.00	.00	354,838.22	.00	84.49%	65,161.78			
0*TOTAL 095 RECORDING FEES	420,000.00	.00	354,838.22	.00	84.49%	65,161.78			
0109 9677 FINGERPRINTING	.00	.00	.00	.00	.00%	.00			
0109 9777 DUPLICATING FEE	37,000.00	1,360.55	31,178.30	.00	84.27%	5,821.70			
0109 9819 ADMINISTRATIVE	870,165.00	.00	555,353.00	.00	63.82%	314,812.00			
0109 9833 STALE WARRANTS	.00	.00	848.68	.00	.00%	848.68			
0109 9899 MISCELLANEOUS I	60,418.00	308.40	56,131.88	.00	92.91%	4,286.12			
0109 9900 PY EXP ADJUST(P	.00	.00	652.09	.00	.00%	652.09			
0109 9901 OTHER CHARGES F	325,000.00	.00	147,192.74	.00	45.29%	177,807.26			
0109 9927 PROGRAM REIMBUR	500,247.00	.00	360,304.59	.00	72.03%	139,942.41			
0*TOTAL 109 OTHER CHARGES	1,792,830.00	1,668.95	1,151,661.28	.00	64.24%	641,168.72			
0*TOTAL REVENUE	13,748,078.00	789,419.95	7,258,572.53	.00	52.80%	6,489,505.47			
01 1100 MISCELLANEOUS S	67,600.00	.00	.00	.00	.00%	67,600.00			
01 1182 RETIREE MEDICAL	400,615.00	.00	.00	.00	.00%	400,615.00			
01 1183 RETIREE MEDICAL	458,730.00	33,820.85	847,217.02	.00	184.69%	388,487.02			
01 1184 SALARY SAVINGS	439,095.00	.00	.00	.00	.00%	439,095.00			

1(FD1) S1(ALL))
FICHE: 202 0202 0001
DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= 06/11/01-06/30/01 FY= 01

1DAFR8330 1 000 0000 01 HI HI HI PP PP
06/30/01 (06.44) CYCLE 02886 PM OPEN PP
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*****OFFICE OF THE DISTRICT ATTORNEY*****

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
FUND= 0001 GENERAL FUND

PERCENT OF YEAR ELAPSED 100.00%

REV EXP	ESTIMATED REVENUE/	REVENUE/EXPENDITURES	YEAR TO DATE	ENCUMBRANCES	PERCENT	UNREALIZED REVENUE/
OBJ SOBJ	ALLOTMENT	CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	REALIZED/	AVAILABLE
					UTILIZED	BALANCE
-1 1185 PERMANENT EMPLO	36,662,299.00	1,334,049.36	34,050,267.99	.00	92.88%	2,612,031.01
01 1186 SALARIES WITHOU	1,097,621.00	.00	281,557.14	.00	25.65%	816,063.86
01 1187 TEMPORARY EMPLO	176,149.00	10,469.29	402,457.19	.00	228.48%	226,308.19-
01 1191 OVERTIME	.00	17,242.60	219,872.67	.00	.00%	219,872.67-
01 1192 UNEMPLOYMENT IN	29,115.00	953.97	24,392.15	.00	83.78%	4,722.85
01 1193 PREMIUM PAY	316,654.00	6,215.38	85,040.02	.00	26.86%	231,613.98
01 1194 BUDGET SALARY R	191,538.00-	.00	.00	.00	.00%	191,538.00-
01 1195 CALL DUTY	210.00	.00	.00	.00	.00%	210.00
01 1196 HEALTH INSURANC	2,601,820.00	111,903.75	2,494,070.99	.00	95.86%	107,749.01
01 1197 FICA - EMPLOYER	1,398,355.00	83,547.26	1,803,496.37	.00	128.97%	405,141.37-
01 1198 PERS - RETIREME	2,214,793.00	81,172.83	2,033,653.84	.00	91.82%	181,139.16
01 1199 WORKERS' COMPEN	553,042.00	20,442.49	523,199.59	.00	94.60%	29,842.41
01 1234 UNIFORM ALLOWAN	476.00	.00	.00	.00	.00%	476.00
01 1391 HOLIDAY OVERTIM	.00	.00	176.62	.00	.00%	176.62-
01 1397 COUNTY CONTRI M	494,699.00	.00	.00	.00	.00%	494,699.00
01 1491 12 PLAN OT	.00	.00	1,372.70	.00	.00%	1,372.70-
0-TOTAL 1 SALARIES AND B	45,841,545.00	1,699,817.78	42,766,774.29	.00	93.29%	3,074,770.71
02 2102 OVERTIME MEALS	368.00	.00	119.00	.00	32.34%	249.00
02 2124 COMS TECHNICAL	5,800.00	.00	1,737.85	.00	29.96%	4,062.15
02 2125 COMS TELEPHONE	207,494.00	14,262.81	175,153.94	.00	84.41%	32,340.06
02 2126 COMM AND TELEPH	182,052.00	8,827.50	209,777.47	.00	115.23%	27,725.47-

1 (FD1) S1 (ALL)
1DAFR8330 1.000 0000 01 HI HI PP PP CLOSED PY OPEN FICHE: 202 0202 0001
06/30/01 (06.44) CYCLE 02886 PM OPEN DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= 06/11/01-06/30/01 FY= 01
*****PAGE 132

BUDGET UNIT=		0202		OFFICE OF THE DISTRICT ATTORNEY		REVENUE/EXPENDITURES		YEAR TO DATE		ENCUMBRANCES		PERCENT REALIZED/		UNREALIZED REVENUE/	
FUND=		0001		GENERAL FUND		CURRENT PERIOD		YEAR TO DATE				UTILIZED		BALANCE	
PERCENT OF YEAR ELAPSED 100.00%															
REV REV	EXP EXP	OBJ SOBJ	ESTIMATED REVENUE/	ALLOTMENT	REVENUE/EXPENDITURES	CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/	UNREALIZED REVENUE/	BALANCE	UTILIZED	BALANCE	UTILIZED	BALANCE
-2	2161	HOUSEHOLD EXPEN	.00	.00	.00	.00	24.45	.00	.00%	24.45-	24.45-	.00%	24.45-	.00%	24.45-
02	2162	GRANTS-SPECIAL	.00	.00	.00	.00	156.13	.00	.00%	156.13-	156.13-	.00%	156.13-	.00%	156.13-
02	2171	INSURANCE	185,593.00	185,593.00	.00	.00	185,593.00	.00	100.00%	.00	.00	100.00%	.00	.00	.00
02	2198	TRANSCRIPTS - A	.00	.00	.00	.00	364.10	.00	.00%	364.10-	364.10-	.00%	364.10-	.00%	364.10-
02	2203	WITNESS EXPENSE	90,671.00	90,671.00	21,866.62	21,866.62	186,967.67	.00	206.20%	96,296.67-	96,296.67-	206.20%	96,296.67-	.00%	96,296.67-
02	2203	MAINTENANCE - E	141,426.00	141,426.00	107.00	107.00	43,627.27	.00	30.85%	97,798.73	97,798.73	30.85%	97,798.73	.00%	97,798.73
02	2232	INTERNAL COLLEC	.00	.00	4,200.00	4,200.00	4,200.00	.00	.00%	4,200.00-	4,200.00-	.00%	4,200.00-	.00%	4,200.00-
02	2244	TUITION REIMB -	21,000.00	21,000.00	1,164.93	1,164.93	15,328.16	.00	72.99%	5,671.84	5,671.84	72.99%	5,671.84	.00%	5,671.84
02	2285	MISCELLANEOUS E	489,177.21	489,177.21	19,000.00	19,000.00	95,198.03	27,432.00	25.07%	366,547.18	366,547.18	25.07%	366,547.18	.00%	366,547.18
02	2301	OFFICE EXPENSE	221,795.44	221,795.44	41,406.09	41,406.09	444,313.74	56,118.65	225.63%	278,636.95-	278,636.95-	225.63%	278,636.95-	.00%	278,636.95-
02	2321	INTRA COUNTY PR	2,602,315.00	2,602,315.00	.00	.00	1,506,363.96	.00	57.89%	1,095,951.04	1,095,951.04	57.89%	1,095,951.04	.00%	1,095,951.04
02	2322	PROF AND SPECIA	3,944,987.43	3,944,987.43	25,313.56	25,313.56	2,269,222.95	397,585.16	67.60%	1,278,179.32	1,278,179.32	67.60%	1,278,179.32	.00%	1,278,179.32
02	2326	ANNUAL AUDIT CH	975.00	975.00	.00	.00	.00	.00	.00%	975.00	975.00	.00%	975.00	.00%	975.00
02	2329	CONTRACT SERVIC	2,273,032.00	2,273,032.00	139,237.59	139,237.59	1,785,428.04	159,513.50	85.57%	328,090.49	328,090.49	85.57%	328,090.49	.00%	328,090.49
02	2331	DATA PROCESSING	91,803.00	91,803.00	8,687.31	8,687.31	102,092.51	.00	111.21%	10,289.51-	10,289.51-	111.21%	10,289.51-	.00%	10,289.51-
02	2426	OTHER PHYSICIAN	.00	.00	.00	.00	400.00	.00	.00%	400.00-	400.00-	.00%	400.00-	.00%	400.00-
02	2432	CONSULT & MANAG	5,000.00	5,000.00	.00	.00	.00	.00	.00%	5,000.00	5,000.00	.00%	5,000.00	.00%	5,000.00
02	2451	RENTS AND LEASE	124,034.00	124,034.00	7,422.61	7,422.61	156,511.09	.00	126.18%	32,477.09-	32,477.09-	126.18%	32,477.09-	.00%	32,477.09-
02	2471	RENT & LEASE -	626,395.00	626,395.00	.00	.00	572,611.00	.00	91.41%	53,784.00	53,784.00	91.41%	53,784.00	.00%	53,784.00
02	2472	OFFICE RENTS	423,185.00	423,185.00	2,661.75	2,661.75	115,355.52	.00	27.26%	307,829.48	307,829.48	27.26%	307,829.48	.00%	307,829.48
02	2501	SMALL TOOLS AND	221,870.07	221,870.07	6,365.86	6,365.86	70,313.13	33,079.56	46.60%	118,477.38	118,477.38	46.60%	118,477.38	.00%	118,477.38

1DAFR8330 1 000 0000 01 HI HI PP PP CLOSD PY OPEN FICHE: 202 0202. 0001
06/30/01 (06.44) CYCLE 02886 PM OPEN PP CLOSD PY OPEN FICHE: 202 0202. 0001
0
1 (FOL). S1 (ALL)
DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= 06/11/01-06/30/01 FY= 01

*****PAGE 133*****

0 ***** OFFICE OF THE DISTRICT ATTORNEY

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
FUND= 0001 GENERAL FUND

PERCENT OF YEAR ELAPSED 100.00%

REV REV	EXP EXP	OBJ SOB	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
-2	2510	CFD-FIRE HOSES	.00	.00	214.92	.00	.00%	214.92-
02	2545	SHERIFF/DA SPEC	11,313.00	.00	5,579.22	.00	49.32%	5,733.78
02	2547	EDUCATION EXPEN	112,783.00	1,716.00	110,497.79	.00	97.97%	2,285.21
02	2573	BOOKS	52,238.00	3,817.17	144,804.56	.00	277.20%	92,566.56-
02	2574	MEMBERSHIP DUES	1,711.00	830.00	3,542.00	.00	207.01%	1,831.00-
02	2575	REIMBURSEMENT O	96,222.00	172.50	70,786.50	.00	73.57%	25,435.50
02	2586	PRINTING AND RE	30,396.00	1,068.16	47,693.02	.00	156.91%	17,297.02-
02	2624	SPECIAL DEPARTM	198,025.46	.00	46,501.63	15,458.83	31.29%	136,065.00
02	2751	TRANSPORTATION	75,515.00	19,729.75	187,542.68	.00	248.35%	112,027.68-
02	2752	AUTOMOBILE MILE	42,416.00	750.49	19,942.18	.00	47.02%	22,473.82
02	2756	GARAGE AUTOMOB	702,356.00	4,227.19	703,200.33	.00	100.12%	844.33-
02	2775	UTILITIES	.00	.00	15,615.91	.00	.00%	15,615.91-
02	2962	PC HARDWARE	308,333.27	109,031.83	479,774.63	251,093.42	237.04%	422,534.78-
02	2963	PC SOFTWARE	114,170.41	5,660.34	145,439.14	73,854.72	192.08%	105,123.45-
02	2992	POSTAGE	23,000.00	1,752.05	19,350.39	.00	84.13%	3,649.61
0*	TOTAL 2	SERVICES AND S	13,627,452.29	449,279.11	9,941,343.88	1,014,135.84	80.39%	2,671,972.57
04	4300	EQUIPMENT	430,708.98	.00	183,800.78	238,713.77	98.10%	8,194.43
0*	TOTAL 4	FIXED ASSETS	430,708.98	.00	183,800.78	238,713.77	98.10%	8,194.43
07	7300	REIMB - PROFESS	11,557,707.00-	1,406,193.85-	9,078,336.69-	.00	78.55%	2,479,370.31-
07	7500	REIMB - DEPARTM	329,698.00-	.00	135,304.29-	.00	41.04%	194,393.71-
0*	TOTAL 7	EXPENDITURE RE	11,887,405.00-	1,406,193.85-	9,213,640.98-	.00	77.51%	2,673,764.02-

County of Santa Clara
COUNTYWIDE OMB A-87 - consolidated
Allocated Costs by Department

	710 Park Histori	200 DA Family	202 DA Admin	203 DA Crime Lab	204 Public Defen	205 Crt Conflict	208 Sup Crt Exc	210 Pretrial Svc	217 CJ Sywide	230 Sheriff
al Svc rtments										
lding Use										
ipment Use										
ic Ctr Park										
ce Rental		2,458	45,092		20,296		544		61,565	17,226
County Exec		16,131	23,403	2,291	12,297		40,989	2,688		35,038
Bdgt & Anlys		23,344	91,245	6,442	35,886		13,717	31,183		104,938
Controller	2,787	75,808	100,478	13,486	71,668	54,809	318,090	11,607	5,045	188,517
Intrnl Audit			34,042				3,089			
SSA		156,985	211,512	21,882	109,524		377,715	21,741		319,501
Purchasing		8,431	11,705	2,400	5,204	164	24,074	2,218		27,452
Revenue				70,762	30,635	80,863	169,586			2,894
Co. Counsel		2,877	6,870	788	8,625		188,170	5,654		73,402
GSA-Services		76,001	55,785	15,369	9,773	2,859	39,323	2,860		22,730
Facilities		8,469	727,888	33,139	110,970		4,124,388	75,764		1,730,366
Dispatching			7,971		306		57,978			2,286,094
CJIC			110,239		18,718		298,499	45,763		69,262
er Services		8,690	13,806	1,633	6,371		16,704	1,776		23,178
Charges										
al Allocated	\$2,787	\$379,194	\$1,670,548	\$297,059	\$612,884	\$138,695	\$6,611,713	\$222,197	\$66,610	\$5,335,044
l Forward		(136,808)	32,809	(291,001)	(140,978)		(200,585)	(5,572)		1,107,947
t w/Roll Fwd	2,787	242,386	1,703,357	6,058	471,906	138,695	6,411,128	216,625	66,610	6,442,991
ustments		49,369	71,626	7,014	37,634		(721) 125,446	8,228		107,237
posed costs	\$2,787	\$291,755	\$1,774,983	\$13,072	\$509,540	\$138,695	\$6,536,574	\$224,853	\$66,610	\$6,550,228

* 51*	138	E85	FAMILY SUPPORT OFFICER II	46.6B
		OR E86	FAMILY SUPPORT OFFICER I	43.6B
* 87*	68	F14	LEGAL CLERK	43.1B
		OR F16	LEGAL CLERK TRAINEE	42.1B
	1	G13	DEPT INFO SYS SPEC II	45.0A
	1	G13	DEPT INFO SYS SPEC II	45.0A
		OR G39	DEPT INFO SYS SPEC I	43.0A
	1	G19	DEPT INFO SYS COORD	41.7A
	1	G39	DEPT INFO SYS SPEC I	43.0A
		OR G40	DEPT INFO SYS ANALYST-715	51.6B
	2	G40	DEPT INFO SYS ANALYST-715	51.6B
		OR G41	DEPT INFO SYS ANALYST ASC-715	47.6B
	6	G50	INFORMATION SYS TECH II	47.6B
		OR G51	INFORMATION SYS TECH I	43.6B
	12	G73	SHERIFF TECHNICIAN	39.5B
	1	G81	STOREKEEPER	37.9B
	1	H18	JANITOR	36.8B
* 40* 42*	19	U20	ATTORNEY IV-DISTRICT ATTORNEY	39.1I
		OR U21	ATTORNEY III-DISTRICT ATTORNEY	34.3I
		OR U24	ATTORNEY II-DISTRICT ATTORNEY	29.9I
		OR U25	ATTORNEY I-DISTRICT ATTORNEY	25.9I
	1	V30	FAMILY SUPPORT COLLECTIONS OFC	43.1B
	1	V75	CRIMINAL INVESTIGATOR III	23.4D
		OR V76	CRIMINAL INVESTIGATOR II	20.0D
	3	V76	CRIMINAL INVESTIGATOR II	20.0D
		OR V77	CRIMINAL INVESTIGATOR I	17.9D
		OR V88	INVESTIGATOR ASSISTANT	12.0D
	3	V76	CRIMINAL INVESTIGATOR II	20.0D
		OR V77	CRIMINAL INVESTIGATOR I	17.9D
	2	W13	CRIMINAL INVESTIGATOR II-U	20.0D
		OR W14	CRIMINAL INVESTIGATOR I-U	17.9D
	5	Y27	EMPLOYMENT COUNSELOR	49.9B
		OR Y28	EMPLOYMENT TECHNICIAN II	45.5B
		OR Y29	EMPLOYMENT TECHNICIAN I	42.4B

SECTION 24 DISTRICT ATTORNEY - 202

Positions	
Total	FTE
468.0	467.5

Foot Note	No. of Pos.	Class Code	Range
	1	B1P	MGMT ANALYST
		OR B1R	ASSOC MGMT ANALYST B
		OR B1T	ASSOC MGMT ANALYST A
	1	B2P	ADMIN SUPPORT OFFICER II
		OR B2R	ADMIN SUPPORT OFFICER I
	1	B3N	PROGRAM MGR II
	1	B3P	PROGRAM MGR I
	1	B78	ACCOUNTANT II
		OR B80	ACCOUNTANT AUDITOR APPRAISER
	3	D05	SUPV LEGAL CLERK
	4	D11	TRANSCRIPTIONIST
	3	D17	RECEPTIONIST

Footnote #Of Class
Pos. Code

Salary
(Bi-weekly)

DEPARTMENT OF CORRECTION - BUDGET 240

	1	A2X	Chief of Correction (U) **	5305.95 F
	1	U73	Assistant Chief of Correction (U)	4208.56
(2)	5	U54	Correctional Captain	3928.64
	1	U30	Administrative Services Manager - Correction	3705.20

DISTRICT ATTORNEY - BUDGETS 200, 202, 203

	1	A59	District Attorney (U) (202) *	6856.08 F
	1	A61	Chief Asst District Attorney (U) (202)	5905.84
	6	A60	Assistant District Attorney (202)	5480.16
	1	B71	Assistant District Attorney - Family Support (200)	5480.16
	1	V71	Chief Investigator, District Attorney (202)	4007.28
	1	B08	District Attorney Administrator (202)	3705.20
	1	V63	Director of the Crime Laboratory (203)	3528.72
	1	B2K	Administrative Services Manager III (202)	3263.68

EMPLOYEE SERVICES AGENCY - BUDGETS 130, 132

	1	A10	Deputy County Executive (130) *	5760.40
	1	A35	Human Resources Director (130)	4293.20
	1	A47	Dir, Equal Opportunity and Employee Dev. (130)	3705.20
	1	A1N	Director, Risk Management (132)	3705.20
	1	A41	Human Resources Operations Manager (130)	3263.68
	1	A1Q	Financial and Administrative Svs Manager (130)	3263.68
	1	A37	Labor Relations Manager (130)	3263.68
	1	V01	Manager, Workers' Compensation Division (132)	3216.24
	1	A81	Administrator, Executive Recruitment Services (130)	3155.04

	4	V88	INVESTIGATOR ASSISTANT	12.0D
	9	W13	CRIMINAL INVESTIGATOR II-U	20.0D
		OR W14	CRIMINAL INVESTIGATOR I-U	17.9D
		OR W21	INVESTIGATOR ASSISTANT-U	12.0D
	1	W13	CRIMINAL INVESTIGATOR II-U	20.0D
		OR W14	CRIMINAL INVESTIGATOR I-U	17.9D
	3	W21	INVESTIGATOR ASSISTANT-U	12.0D
* 40* 42*	2	W32	ATTORNEY IV-DISTRICT ATTY-U	39.1I
		OR W33	ATTORNEY III-DISTRICT ATTY-U	34.3I
		OR W34	ATTORNEY II-DISTRICT ATTY-U	29.9I
		OR W35	ATTORNEY I-DISTRICT ATTORNEY-U	25.9I
* 81*	1	W51	CONFIDENTIAL SECRETARY-ACE-U	15.3XY
	2	W70	SR PARALEGAL-U	47.7B
		OR W03	PARALEGAL-U	45.7B
	3	Y3C	SOCIAL WORKER III	20.4C
		OR Y3B	SOCIAL WORKER II	18.3C

SECTION 25 D.A. LAB OF CRIMINALISTICS - 203

Positions	
Total	FTE
49.0	49.0

Foot Note	No. of Pos.	Class Code	Range
	1	C76	OFFICE MGMT COORD 36.0A
	1	D27	SECRETARY II-STENO 43.4B
		OR D28	SECRETARY I-W/O/STENO 41.5B
	1	D36	ADVANCED CLERK TYPIST 39.1B
	1	D97	ACCOUNT CLERK II 38.6B
		OR D98	ACCOUNT CLERK I 36.7B
	2	F38	JUSTICE SYSTEMS CLERK I 39.5B
	2	G73	SHERIFF TECHNICIAN 39.5B
	1	J39	PHOTOGRAPHER 42.0B
	1	J45	GRAPHIC DESIGNER II 45.7B
		OR J46	GRAPHIC DESIGNER I 42.7B
	7	R72	TOXICOLOGIST III 50.2B
		OR R76	TOXICOLOGIST II 48.0B
		OR R91	TOXICOLGIST I 44.3B
* 16*	2	R75	LABORATORY ASSISTANT 37.4B
	1	U67	CRIMINALIST III-U 53.0B
		OR U68	CRIMINALIST II-U 50.0B
		OR U70	CRIMINALIST I-U 47.0B
	5	V39	SUPV CRIMINALIST 44.0A
	1	V66	ASST CRIME LABORATORY DIR 46.1A
	23	V67	CRIMINALIST III 53.0B
		OR V68	CRIMINALIST II 50.0B
		OR V69	CRIMINALIST I 47.0B

	1	D27	SECRETARY II-STENO	43.4B
		OR D28	SECRETARY I-W/O/STENO	41.5B
	1	D28	SECRETARY I-W/O/STENO	41.5B
	31	D36	ADVANCED CLERK TYPIST	39.1B
* 16*126*	3	D39	CLERK TYPIST	36.5B
		OR D40	OFFICE CLERK	35.4B
* 16*126*	5	D40	OFFICE CLERK	35.4B
	1	D41	LAW ENFORCEMENT RECORDS SUPV	39.6A
	2	D64	SUPV LEGAL SECRETARY I	37.1A
52	29	D66	LEGAL SECRETARY II-W/O/SH	45.8B
		OR D70	LEGAL SECRETARY I-W/O/SH	43.8B
		OR D74	LEGAL SECRETARY TRAINEE-W/O/SH	39.4B
	1	D68	PERSONNEL SERVICES CLERK-ACE	31.2A
		OR D39	CLERK TYPIST	36.5B
	1	D68	PERSONNEL SERVICES CLERK-ACE	31.2A
		OR D36	ADVANCED CLERK TYPIST	39.1B
		OR D39	CLERK TYPIST	36.5B
	1	D96	ACCOUNTANT ASSISTANT	40.7B
	3	D97	ACCOUNT CLERK II	38.6B
126	2	E28	MESSENGER DRIVER	37.4B
	26	F14	LEGAL CLERK	43.1B
		OR F16	LEGAL CLERK TRAINEE	42.1B
	6	F38	JUSTICE SYSTEMS CLERK I	39.5B
117	6	G73	SHERIFF TECHNICIAN	39.5B
117	1 (half)	G73	SHERIFF TECHNICIAN	39.5B
	1	G81	STOREKEEPER	37.9B
	2	H17	UTILITY WORKER	38.4B
	1	J45	GRAPHIC DESIGNER II	45.7B
		OR J46	GRAPHIC DESIGNER I	42.7B
	1	Q41	LEGAL CLERK-U	43.1B
		OR Q43	LEGAL CLERK TRAINEE-U	43.1B
	1	Q60	ADVANCED CLERK TYPIST-U	39.1B
		OR Q64	OFFICE CLERK-U	35.4B
	1	Q62	CLERK TYPIST-U	36.5B
		OR Q64	OFFICE CLERK-U	35.4B
	2	Q64	OFFICE CLERK-U	35.4B
* 40* 42*103*	187	U20	ATTORNEY IV-DISTRICT ATTORNEY	39.1I
		OR U21	ATTORNEY III-DISTRICT ATTORNEY	34.3I
		OR U24	ATTORNEY II-DISTRICT ATTORNEY	29.9I
		OR U25	ATTORNEY I-DISTRICT ATTORNEY	25.9I
	1	V22	CONSUMER AFFAIRS INVEST II	43.1B
		OR V25	CONSUMER AFFAIRS INVEST I	41.8B
	1	V23	CONSUMER AFFAIRS COORD	38.1A
* 95*	38	V61	WELFARE INVESTIGATOR SPEC	20.0D
		OR V83	WELFARE INVESTIGATOR	18.5D
		OR V88	INVESTIGATOR ASSISTANT	12.0D
	16	V73	SR PARALEGAL	47.7B
		OR V74	PARALEGAL	45.7B
109	7	V75	CRIMINAL INVESTIGATOR III	23.4D
		OR V76	CRIMINAL INVESTIGATOR II	20.0D
* 96*	48	V76	CRIMINAL INVESTIGATOR II	20.0D
		OR V77	CRIMINAL INVESTIGATOR I	17.9D
		OR V88	INVESTIGATOR ASSISTANT	12.0D
* 96*	1	V76	CRIMINAL INVESTIGATOR II	20.0D
		OR V77	CRIMINAL INVESTIGATOR I	17.9D

PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/24/01 *****PAGE 106

DEPARTMENT: 202 DISTRICT ATTORNEY SERVICES												
INDEX: 3832 ADMINISTRATIVE SERVICES												
EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1001/1234/2XXX	OTHER	INSURANCE	FICA	1198 PERS	1192/1199 WORKERS COMP	TOTAL
OVERTIME OTHER EARNINGS BENEFITS												
SWARTZENDRUBER, STEVE RAY	V76	3,008.45	0.00	0.00	0.00	0.00	0.00	399.44	43.62	255.72	47.24	3,754.47
TAPOLSKI, DIANA BELLE		0.00	0.00	0.00	0.00	0.00	0.00	52.78	0.00	0.00	0.00	52.78
THURBER, STACY MICHELLE	F14	1,460.64	41.08	0.00	0.00	0.00	0.00	324.85	114.88	97.97	23.58	2,063.00
TRAN, PAUL	D96	1,502.96	0.00	0.00	0.00	0.00	0.00	222.55	114.97	100.94	23.59	1,965.01
TRINH, CHAU HUYEN	B2K	3,563.28	0.00	0.00	0.00	0.00	0.00	333.67	272.59	245.16	55.94	4,470.64
TROINI, GRACIE JOYCE	F14	1,767.90	0.00	0.00	0.00	0.00	0.00	41.13	135.24	51.92	27.76	2,023.95
TSOBANAKIS, IRENE	D36	1,268.56	0.00	0.00	0.00	0.00	0.00	399.25	97.05	84.53	19.92	1,869.31
URENA, RICARDO D.	G75	1,354.88	39.96	123.63	0.00	0.00	0.00	324.85	116.17	99.17	23.84	1,960.27
VALENZUELA, EMMA	D66	1,951.38	0.00	0.00	0.00	0.00	0.00	324.85	149.27	152.53	30.64	2,588.47
VALLEJOS, ROYANN	F38	727.38	0.00	21.28	0.00	0.00	0.00	361.82	57.27	48.14	11.75	1,227.64
VALLESTEROS, SANDRA RAHIREZ	D36	1,209.60	136.08	0.00	0.00	0.00	0.00	296.95	102.94	80.40	21.13	1,867.10
VANDERPYL, KAREL ANN	D64	2,145.68	0.00	0.00	0.00	0.00	0.00	399.25	164.14	145.93	33.69	2,888.69
VEGA, CAROL	V74	1,904.00	0.00	0.00	0.00	0.00	0.00	267.55	145.66	129.01	30.60	2,476.82
WARNER, SETHIA H.	V73	2,095.04	0.00	0.00	0.00	0.00	0.00	396.97	160.27	142.38	32.90	2,827.56
WEGER, ALVIN GLENN	D36	1,155.20	129.96	0.00	0.00	0.00	0.00	277.02	98.31	76.59	20.18	1,757.26
WEIDNER, PATTY ANN	A60	5,876.48	0.00	0.00	0.00	0.00	0.00	435.97	84.65	407.08	92.26	6,896.44
WELLS, SHARON ANNE	F14	1,682.24	0.00	0.00	0.00	0.00	0.00	324.85	128.69	113.49	26.41	2,275.68
WOLDEN, JUDITH CHARLENE	D11	1,024.90	0.00	0.00	0.00	0.00	0.00	321.01	78.40	67.47	16.09	1,507.87
WOLFRAM, SHAN MARIE	D70	1,750.73	229.16	0.00	0.00	0.00	0.00	271.33	151.46	118.28	31.09	2,552.05
WONG, LOUISA	B1P	2,410.72	0.00	0.00	0.00	0.00	0.00	429.74	184.41	164.48	37.85	3,227.20
WONG, MABEL MY	D97	1,182.56	0.00	0.00	0.00	0.00	0.00	109.62	90.46	78.51	18.57	1,479.72
WRIGHT, KELLY L	D36	1,329.44	0.00	41.54	0.00	0.00	0.00	222.55	104.88	91.70	21.52	1,811.63
WRIGHT, MICHELE CHRISTINA	D40	1,171.94	0.00	0.00	0.00	0.00	0.00	222.55	89.66	77.77	18.40	1,580.32
WRIGHT, PAULA KAY	D36	606.48	0.00	0.00	0.00	0.00	0.00	0.00	46.39	0.00	9.52	662.39
WYMAN, ROGER	G19	2,684.56	0.00	0.00	0.00	0.00	0.00	399.25	205.36	183.65	42.15	3,514.97
YAMAKI, DARLEEN L	E28	1,286.16	0.00	0.00	0.00	0.00	0.00	324.85	98.39	85.76	20.19	1,815.35
* INDEX TOTAL	D7D	0.00	406.74	0.00	0.00	0.00	0.00	57.10	31.10	0.00	6.38	387.12
		274,750.31		1,002.30		0.00		46,982.65	19,400.04	18,192.91	4,440.24	371,205.38

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EMPLOYEE ECLS REGULAR PAY OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA 1196 1197 1198 PERS 1192/1199 WORKERS COMP TOTAL

BENITEZ, BERNARDO C	V61	2,961.84	0.00	41.54	0.00	397.16	0.00	255.29	47.15	3,702.98
BERRYHILL, JAMES CECIL	V61	2,963.54	0.00	0.00	0.00	397.16	0.00	251.90	46.52	3,659.12
BROWN, KEITH	V61	2,053.44	0.00	35.00	0.00	359.07	30.28	177.52	32.79	2,688.10
CAMPOS, ANGELO L	V61	2,963.52	0.00	41.54	0.00	297.14	43.58	255.43	47.18	3,648.39
DANG, NHAN TAN	V61	2,798.56	0.00	41.54	0.00	399.44	0.00	241.41	44.59	3,525.54
DESTEFANO, DENNIS PETE	V61	2,963.52	0.00	0.00	0.00	297.14	0.00	251.90	46.52	3,559.08
DOAN, TUYEN N	V61	2,948.80	0.00	41.54	0.00	325.04	43.36	254.18	46.95	3,659.87
DONALDSON, SHARRON M.	V83	2,355.36	0.00	0.00	0.00	399.44	34.16	200.21	36.98	3,026.15
FERGUSON, JAMES	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	46.52	3,576.43
FOREMAN, RONALD GLENN	V61	3,103.44	0.00	0.00	0.00	399.44	0.00	263.79	48.72	3,815.39
HATCHER, LINDA J		0.00	0.00	0.00	0.00	52.97	0.00	0.00	0.00	52.97
HUGHMANICK, TRACEY A	V61	1,333.58	0.00	0.00	0.00	229.30	19.34	113.35	20.93	1,716.50
JANIS, MAGDALENA A	V61	2,963.52	0.00	41.54	0.00	222.74	0.00	255.43	47.18	3,530.41
KEMP, LARRY	V61	2,963.52	0.00	0.00	0.00	430.44	42.97	251.90	47.02	3,735.85
KING, THOMAS JAMES	V83	2,355.36	0.00	0.00	0.00	397.16	34.16	200.21	36.98	3,023.87
LEWIS, BARTON EUGENE	V61	2,963.52	0.00	0.00	0.00	397.16	42.97	251.90	46.52	3,702.07
LOPEZ, CLARA VALDEZ	F38	1,419.28	0.00	0.00	0.00	145.78	108.57	95.08	22.28	1,790.99
MOLLO, JOHN THOMAS	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	46.52	3,576.43
MORALES, SANDY	V61	3,103.44	0.00	41.54	0.00	325.04	0.00	267.32	49.37	3,786.71
NGUYEN, MICHAEL	V83	2,646.64	0.00	41.54	0.00	397.16	38.98	228.50	42.20	3,395.02
PASCALI, LESA M	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	46.52	3,576.43
PIFERINI, ROBERT M JR	V75	3,716.82	0.00	0.00	0.00	397.16	53.89	315.93	58.35	4,542.15
RHODES, MELANIE	V61	2,963.52	0.00	0.00	0.00	271.52	226.71	251.90	46.52	3,760.17
SEGARINI, ROBIN ANN	V61	2,963.52	0.00	0.00	0.00	271.52	0.00	251.90	46.52	3,533.46
SMITH, KEVIN C	V75	3,582.55	0.00	0.00	0.00	129.74	49.04	287.52	53.11	3,901.96
SPEARS, ALVIN LOUIS	V61	2,963.52	0.00	0.00	0.00	325.04	0.00	251.90	46.52	3,586.98
SPOULOS, REBECCA R.	V83	2,136.52	0.00	0.00	0.00	271.52	30.97	181.59	33.54	2,653.94
STEVENSON, MARK DAMION	V61	2,908.88	0.00	0.00	0.00	194.74	43.12	247.25	46.69	3,440.68
SWINEFORD, KATHLEEN	V61	2,948.80	0.00	0.00	0.00	399.44	42.75	250.65	46.29	3,687.93
TATSUKAWA, LORRAINE H	V61	2,948.78	0.00	0.00	0.00	297.14	39.97	250.65	46.29	3,582.83
TORREGROZA, PATRICIA	V83	2,231.02	0.00	0.00	0.00	397.16	32.35	189.64	35.03	2,885.20
ULMER, WILLIAM R	V61	1,704.04	0.00	0.00	0.00	238.89	24.71	144.84	26.75	2,139.23
VALENZUELA, JOHN C.	V61	2,814.48	0.00	41.54	0.00	325.04	41.41	242.76	44.84	3,510.07
VIDAURRI, RICHARD CARL	V61	2,963.52	0.00	41.54	0.00	325.04	43.58	255.43	47.18	3,676.29
WARD, STEVEN L	V61	2,798.56	0.00	0.00	0.00	399.44	40.57	237.88	43.94	3,520.39
WIGGINS, WILLIAM	V61	3,103.44	0.00	41.54	0.00	222.74	45.61	267.32	49.37	3,730.02
WRIGHT, EDDIE DEAN	V61	3,103.44	0.00	0.00	0.00	399.44	45.00	263.79	48.72	3,860.39
YATES, KIRK M SR	V61	3,103.44	0.00	41.54	0.00	129.74	45.60	267.32	49.37	3,637.01

* INDEX TOTAL 102,506.09 491.94 11,678.65 1,372.56 8,729.29 1,618.47 126,397.00

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EMPLOYEE

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	PERS	WORKERS	TOTAL
HEIN, JANET MURPHY	U20	4,782.96	0.00	0.00	0.00	244.26	365.90	236.10	75.09	5,704.31		
HENLEY, PATRICIA A.	U25	2,369.04	0.00	0.00	0.00	213.47	181.23	115.40	37.20	2,916.34		
HERSHBERGER, ALISON	U24	2,764.00	0.00	0.00	0.00	283.96	211.45	135.15	43.39	3,437.95		
HEY, RANDY ELLIOTT	U20	5,022.11	0.00	0.00	0.00	419.76	384.19	248.06	78.85	6,152.97		
HOOD, MARK EDWARD	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
HOWE, DAVID	U20	5,022.11	0.00	0.00	0.00	399.83	384.19	248.06	78.85	6,133.04		
HUDSON, CHRISTINE A	U20	4,782.96	0.00	103.71	0.00	293.04	365.90	236.10	76.72	5,858.43		
HUNTLEY, ANN VERNICE	U21	3,484.88	0.00	0.00	0.00	412.84	266.59	171.19	54.71	4,390.21		
IRAVANI-SANI, NAHAL	U21	235.23	0.00	0.00	0.00	285.61	18.00	8.71	3.69	551.24		
JOHNSON, ROBERT EARLE	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73		
JONES, CAROL	U20	4,782.97	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.02		
KAJANI, EDWARD H	U20	4,448.80	0.00	0.00	0.00	417.18	324.40	219.39	69.84	5,479.61		
KIMBALL, NEAL JEROME	U20	4,782.96	0.00	0.00	0.00	451.45	365.90	236.10	75.09	5,911.50		
KNAPP, LYNN	U20	4,782.96	0.00	0.00	0.00	420.96	365.89	236.10	75.09	5,881.00		
KRAUSE, AMY	U24	2,645.52	0.00	0.00	0.00	283.42	202.38	129.23	41.53	3,302.08		
KUMLI, KURT EDWARD	U20	5,022.11	0.00	0.00	0.00	419.76	369.48	248.06	78.85	6,138.26		
LAWSON, STACIE ANN	U20	5,022.11	0.00	0.00	0.00	419.76	384.19	248.06	78.85	6,152.97		
LEE, JUDY	U21	3,161.04	0.00	0.00	0.00	285.74	241.82	155.00	49.63	3,893.23		
LEE, S. MICHAEL	U24	2,764.00	0.00	0.00	0.00	337.48	211.43	135.15	43.39	3,491.45		
LEONARD, JAMES K.	U24	2,645.52	0.00	0.00	0.00	214.71	202.39	129.23	41.53	3,233.38		
LEONG, DARRYL M.	U24	2,764.00	0.00	0.00	0.00	317.55	211.44	135.15	43.39	3,471.53		
LIN, TIYEN	U20	4,237.36	0.00	0.00	0.00	418.51	309.44	208.82	66.53	5,240.66		
LITOFF, LANE J	U20	4,782.96	0.00	58.64	0.00	418.68	365.90	236.10	75.70	5,917.98		
LOHMAN, DALE B	U20	4,782.96	0.00	48.30	0.00	293.04	363.83	236.10	75.85	5,800.08		
LOPEZ, KACI R	U20	4,034.96	0.00	0.00	0.00	147.90	308.68	198.70	63.34	4,753.58		
LOUIE, MICHAEL YEE	U21	3,484.88	0.00	0.00	0.00	412.84	266.60	171.19	54.71	4,390.22		
LUFT, JOHN D	U20	4,782.96	0.00	0.00	0.00	420.96	365.89	236.10	75.09	5,881.00		
LUX, ROBERT R.	U24	2,764.00	0.00	0.00	0.00	409.60	211.43	135.15	43.39	3,563.57		
MASCIARELLI, MARILYN S	U20	4,782.96	0.00	0.00	0.00	265.26	365.90	236.10	75.42	5,725.64		
MASTERSON, ROBERT J	U20	5,022.11	0.00	0.00	0.00	347.64	384.19	248.06	78.85	6,080.85		
MCCAFFREY, JILL	V73	2,095.04	0.00	0.00	0.00	271.33	160.27	142.38	32.90	2,701.92		
MCCOY, MICHELLE MCKAY	U20	4,782.96	0.00	0.00	0.00	293.04	365.91	236.10	75.09	5,753.10		
MCCRACKEN, JOANNE	U20	4,782.96	0.00	0.00	0.00	244.26	365.90	236.10	75.09	5,704.31		
MCCRARY, LISA LAUREN	V73	785.64	0.00	0.00	0.00	348.99	60.10	50.72	12.33	1,257.78		
MCINERNEY, TITOTHY J	U21	3,319.04	0.00	0.00	0.00	286.46	253.91	162.90	52.11	4,074.42		
MEHTA, RAKHEE A.	U77	2,645.52	0.00	0.00	0.00	283.42	202.38	129.23	41.53	3,302.08		
MENDOZA, RAYMUNDO S	U20	4,782.96	0.00	237.50	0.00	418.68	384.05	236.10	78.82	6,138.11		
MEYER, ROBERT E	U20	4,782.96	0.00	0.00	0.00	420.96	365.89	236.10	75.09	5,881.00		
MOORE, JARISSE K.	U25	2,369.04	0.00	0.00	0.00	407.82	181.23	115.40	37.20	3,110.69		
MOORE, TIMOTHY S.	U24	2,764.00	0.00	0.00	0.00	337.48	211.45	135.15	43.39	3,491.47		
MOORMAN, CHERYL ANN	V73	2,095.04	0.00	0.00	0.00	271.33	160.27	142.38	32.90	2,701.92		
MORRIS JR., GARNER C.	U21	3,484.88	0.00	0.00	0.00	377.23	266.59	171.19	54.71	4,354.60		
NEWMAN, VICKI L.	U24	2,764.00	0.00	0.00	0.00	264.03	211.43	135.15	43.39	3,418.00		
NISHIGAWA, DANIEL	U21	1,742.44	0.00	0.00	0.00	374.45	133.30	84.07	27.36	2,361.62		
NORDBY, ERIN	U24	2,873.36	0.00	0.00	0.00	264.52	219.82	140.62	45.11	3,543.43		

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198 PERS	1192/1199 WORKERS COMP	TOTAL
NUNES OBER, ESMERANTINA	U20	4,034.96	0.00	0.00	0.00	417.60	308.68	198.70	63.34	5,023.28
OKONKWO, DANIEL C	U20	4,237.36	0.00	0.00	0.00	290.59	324.16	208.82	66.53	5,127.46
X OVERSTREET, JANA B	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73
PANDORI, DAVID J.	U21	3,161.04	0.00	0.00	0.00	411.38	241.82	155.00	49.63	4,018.87
X PERSKY, MICHAEL AARON	U21	3,484.88	0.00	0.00	0.00	287.20	264.68	171.19	54.71	4,262.66
PFEFFER, SUMERLE	U24	2,873.36	0.00	0.00	0.00	284.45	219.80	140.62	45.11	3,563.34
PIAZZA, ANTHONY JOSEPH	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73
PITSKER, TIMOTHY J.	U20	4,782.96	0.00	0.00	0.00	244.26	365.89	236.10	75.09	5,704.30
PORTER, BUD T	U24	2,764.00	0.00	220.80	0.00	283.96	211.45	135.15	46.86	3,662.22
POWELL, CAROLYN	U24	2,873.36	0.00	0.00	0.00	235.67	219.82	140.62	45.11	3,514.58
RAABE, DENISE J	U21	3,484.88	0.00	0.00	0.00	338.42	266.59	171.19	54.71	4,215.79
RAMOS, LUIS M.	U21	3,161.04	0.00	0.00	0.00	339.26	241.82	155.00	49.63	3,946.75
RAO, DEBRA A	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01
RAYE, BRUCE D	W13	2,536.32	0.00	0.00	0.00	194.74	37.72	215.59	40.84	3,025.21
READER, JOSEPH	U20	4,782.96	0.00	0.00	0.00	420.96	361.48	236.10	75.09	5,876.59
REYNA, VINCENT D	V73	2,095.04	0.00	0.00	0.00	271.33	160.27	142.38	32.90	2,701.92
RICO, RONALD R	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73
ROBINSON, MARY J. KAISER	U20	4,448.80	0.00	0.00	0.00	417.18	340.32	219.39	69.84	5,495.53
ROGERS, LISA A.	U24	2,873.36	0.00	0.00	0.00	284.45	219.82	140.62	45.11	3,563.36
ROSEN, JEFFREY FRANCIS	U20	4,237.36	0.00	0.00	0.00	416.23	309.44	208.82	66.53	5,238.38
ROSENBLATT, KENNETH S	U20	4,782.96	0.00	0.00	0.00	418.68	346.77	236.10	75.09	5,859.60
SANCHEZ, ELIZABETH	V73	2,095.04	0.00	0.00	0.00	296.95	160.27	142.38	32.90	2,727.54
SANDERSON, DALE R	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09
SCHON, JOHN C	U20	4,782.96	0.00	0.00	0.00	151.26	351.19	236.10	75.09	5,596.60
SCHON, LISA K.	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01
SCOTT, STUART	U20	4,448.80	0.00	0.00	0.00	417.18	340.34	219.39	69.84	5,495.55
SEIDEL, PAUL J	U20	4,782.96	0.00	0.00	0.00	434.96	351.19	236.10	75.31	5,880.52
SEIDEL, SYLVIA BELEN	U20	4,782.96	0.00	0.00	0.00	151.26	365.90	236.10	75.09	5,611.31
SEVELY, CYNTHIA A	U20	4,782.96	0.00	0.00	0.00	451.45	351.19	236.10	75.09	5,896.79
SHEARER, DONALD M	U20	5,261.26	0.00	0.00	0.00	294.37	402.49	260.01	82.60	6,300.73
SHEARER, DONALD R.	U24	2,645.52	0.00	0.00	0.00	283.42	202.38	129.23	41.53	3,302.08
SHINE, MARY ELIZABETH	W34	2,764.00	0.00	0.00	0.00	289.65	211.44	135.15	43.39	3,443.63
SHORE, JAMES ALAN	U20	4,782.96	0.00	0.00	0.00	418.68	365.89	236.10	75.09	5,878.72
STABLEY, JAMES B	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73
SKLAR, JUDITH B	U20	4,782.96	0.00	0.00	0.00	451.45	365.90	236.10	75.09	5,911.50
SLODERBECK, VONDA L.	U24	2,764.00	0.00	0.00	0.00	264.03	211.44	135.15	43.39	3,418.01
SLONE, CHARLES J	U20	4,782.96	0.00	0.00	0.00	244.26	365.89	236.10	75.09	5,704.30
SMITH, KEVIN D.	U25	2,369.04	0.00	0.00	0.00	205.40	186.20	115.40	38.21	2,914.25
SMITH, MARGO D	U20	5,022.11	0.00	0.00	0.00	419.76	384.19	248.06	78.85	6,152.97
SOARES, DAVID F	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73
SPROTT, MALCOM G.	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01
STANCIL, SHANNON D.	U24	2,764.00	0.00	0.00	0.00	283.96	211.43	135.15	43.39	3,437.93
STEDBINS, JOHNNIE L.	U24	0.00	0.00	0.00	0.00	381.67	0.00	0.00	0.93	382.60
STORTON, KATHRYN	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01
STRINGFIELD, JATHE V.	U21	3,519.04	0.00	784.28	0.00	266.53	313.90	162.90	64.42	4,911.07

DAFR8970 1 000 0000 02 DIST SPL2 CP (NNN) (NNN) (NNN) S1() S2() RUN DATE= 06/28/01 TIME= 12.56.57 STARS
06/27/01 (20.34) CYCLE 02881 PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3836
COUNTY OF SANTA CLARA
PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/24/01

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT

INDEX: 3836 ATTORNEYS

EMPLOYEE

Exhibit G

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY	FORM CAR-1				
(01) Claimant: County of Santa Clara		(02) Fiscal year costs were incurred: 2001-2002				
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order		286				
(b) Number of Out-of-Jurisdiction Cases		0				
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders	\$703,600	\$173,106			\$1,856	\$878,562
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$703,600	\$173,106			\$1,856	\$878,562
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					37.60%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]					\$329,641	
(08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)}					\$1,208,203	
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$1,208,203

Program <div style="border: 1px solid black; padding: 2px; display: inline-block;">013</div>	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2001-2002
---	--

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ **Compliance with Court Orders**
☐ **Court Costs for Out-of-Jurisdiction Cases**

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e)	(f)	(g)			
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.									
T. Blackwood, Attorney IV	\$85.82	21.77%	171.00			\$563	\$14,675	\$3,195	\$17,870
G. Bytheway, Criminal Investigator II	\$45.21	24.14%	1236.00				\$55,874	\$13,490	\$69,365
P. Cardott, Criminal Investigator II	\$53.63	25.05%	795.00				\$42,637	\$10,683	\$53,320
L. Evans, Criminal Investigator II	\$56.12	22.72%	288.00				\$16,163	\$3,671	\$19,834
L. Gomez, Legal Clerk	\$29.70	30.58%	1340.00				\$39,798	\$12,169	\$51,967
J. Heim, Attorney IV	\$85.82	19.18%	979.00			\$111	\$84,018	\$16,119	\$100,137
J. Lucarotti, Criminal Investigator II	\$51.06	23.32%	1419.00				\$72,452	\$16,896	\$89,347
M. Marculescu,	\$45.21	9.15%	754.00				\$34,085	\$3,119	\$37,204
J. Millar, Sr. Paralegal	\$35.82	32.96%	1700.00			\$600	\$60,897	\$20,070	\$80,967
S. Mouras, Criminal Investigator II	\$53.63	29.48%	1136.00				\$60,925	\$17,958	\$78,884
R. Ramirez, Criminal Investigator II	\$53.63	31.70%	169.00				\$9,064	\$2,873	\$11,937
M. Schembri, Criminal Investigator II	\$53.63	23.02%	830.00				\$44,514	\$10,246	\$54,760
J. Sylva, Attorney IV	\$85.82	25.67%	643.00			\$582	\$55,182	\$14,166	\$69,348
J. Woodall, Criminal Investigator II	\$53.63	23.02%	1443.00				\$77,390	\$17,813	\$95,203
Provided direct clerical or administrative support on all child abduction cases.									
T. Dominick, Secretary	\$30.54	40.91%	12.00				\$366	\$150	\$516
E. Heyermann, Justice Systems Clerk	\$25.06	27.11%	60.00				\$1,503	\$408	\$1,911
H. Turner, Justice Systems Clerk	\$25.06	38.12%	30.00				\$752	\$287	\$1,038
R. Fraccolli, Criminal Investigator III	\$63.32	29.40%	526.00				\$33,305	\$9,793	\$43,098
(05) Total			155			\$1,856	\$703,600	\$173,106	\$876,706

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 2001-2002

Description of Costs		Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:					
1	Salaries & Wages	\$38,291,929		\$5,092,464	\$33,199,465
2	Part-time Wages & Overtime	\$673,658			\$673,658
3	Benefits 25.2%	\$9,638,247		\$1,281,796	\$8,356,451
SUBTOTAL:		\$48,603,834		\$6,374,260	\$42,229,574
Line Item Costs (Services, Supplies & Other):					
4	Overtime Meals	\$684		\$684	
5	COMS Tech/Teleph/Comm & Teleph	\$460,464		\$350,507	\$109,957
6	Insurance	\$294,682		\$294,682	
7	Witness Expense	\$163,020			\$163,020
8	Maintenance - E	\$13,894		\$13,767	\$127
9	Tuition Reimbursement	\$9,376		\$9,376	
10	Miscellaneous E	\$29,912		\$5,348	\$24,564
11	Office Expense	\$599,613		\$501,041	\$98,572
12	Intra County PR	\$2,418,666		\$6,072	\$2,412,594
13	Professional and Special	\$2,197,875		\$1,400,477	\$797,398
14	Contract Services	\$2,223,991			\$2,223,991
15	Data Processing	\$119,154		\$113,267	\$5,887
16	Other Physician	\$280			\$280
17	Rents & Lease	\$711,875		\$128,573	\$583,302
18	Office Rents	\$157,562		\$157,562	
19	Small Tools and Equip	\$79,294		\$51,890	\$27,404
20	Sheriff/DA Spec	(\$2,917)			(\$2,917)
21	Education Expense	\$93,917		\$38,858	\$55,059
22	Books	\$140,787		\$139,552	\$1,235
23	Membership Dues	\$2,607	\$2,607		
24	Reimbursement of Bar Dues	\$78,590		\$75,132	\$3,458
25	Printing and Reproduction	\$35,977		\$35,109	\$868
26	Special Department	\$25,406		\$25,406	
27	Board Local Meals	\$653		\$653	
28	Transportation	\$185,136		\$114,890	\$70,246
29	Automobile Mileage	\$25,317		\$25,317	
30	Garage Automobile	\$840,924		\$548,857	\$292,067
31	PC Hardware/Software	\$715,861		\$592,745	\$123,116
32	Postage	\$23,449		\$23,449	
33	Equipment	\$334,158		\$320,285	\$13,873
34	Reimb - Professional	(\$10,740,496)			(\$10,740,496)
35	Reimb - Department	(\$190,121)			(\$190,121)
SUBTOTAL:		\$1,049,590	\$2,607	\$4,973,499	(\$3,926,516)
TOTAL EXPENDITURES:		\$49,653,424			
Cost Adjustments and/or Cost Plan Costs:					
36	Cost Allocation Plan	\$4,511,410		\$4,511,410	
37					
SUBTOTAL:		\$4,511,410		\$4,511,410	
TOTAL COSTS:		\$54,164,834	\$2,607	\$15,859,169	\$38,303,058
CALCULATED INDIRECT COST RATE = 37.6% <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> \$15,859,169 = Total allowable indirect costs \$42,229,574 = Total direct salaries and benefits </div> </div>					
Rate is based on: Salaries & Benefits					

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: County of Santa Clara
 Department: District Attorney
 Fiscal Year: 2001-2002

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 G. Kennedy, District Attorney*	\$134,134	100%	\$134,134		
2 P. Kuty, Chief Asst I	\$182,832	100%	\$182,832		
3 W. Larsen, Asst District Attorney	\$157,430	100%	\$157,430		
4 M. Gaffey, Supv District Attorney	\$117,546	100%	\$117,546		
5 J. Martinez, Confidential Secretary	\$70,252			100%	\$70,252
6 M. Buller, Asst District Attorney	\$158,210	100%	\$158,210		
7 D. Davies, Asst District Attorney	\$158,210	100%	\$158,210		
8 T. Brewer, Chief DA Investigator	\$104,182	100%	\$104,182		
9 Assistant District Attorney (3)	\$491,686	100%	\$491,686		
10 B3N-C. Campbell, Program Mgr II	\$70,850	100%	\$70,850		
11 G19-P. Wright, Dept Info Sys Coord.	\$56,316			100%	\$56,316
12 B2P-V. Diaz, Admin Support Ofc II	\$60,294			100%	\$60,294
13 D05-Supv Legal Clerk (3)	\$147,342			100%	\$147,342
14 D11-Transcriptionist (4)	\$133,952			100%	\$133,952
15 D17-Receptionist (3)	\$100,464			100%	\$100,464
16 D27-Secretary II	\$42,380			100%	\$42,380
17 D28-Secretary I	\$38,740			100%	\$38,740
18 D36-Advanced Clerk Typist (24.5)	\$848,484			100%	\$848,484
19 D39-Clerk Typist	\$30,680			100%	\$30,680
20 D40-Office Clerk (8)	\$233,376			100%	\$233,376
21 D66-Legal Secretary (7)	\$332,514			100%	\$332,514
22 D68-Personnel Svcs Clerk (2)	\$77,688			100%	\$77,688
23 E28-Messenger Driver (2)	\$63,960			100%	\$63,960
24 F14-Legal Clerk (26)	\$1,087,008			100%	\$1,087,008
25 G81-W. Phillip, Storekeeper	\$32,734			100%	\$32,734
26 H17-Utility Worker	\$33,488			100%	\$33,488
27 B1P-Management Analyst	\$56,862			100%	\$56,862
28 B3N-P. Claus, Prog Mgr II	\$70,850			100%	\$70,850
29 M20-Facilities Maint Rep	\$47,944				
30					
31					
32					
33					
34					
35 *Kennedy's salary has been divided					
36 amongst Admin Services, Family					
37 Support and Crime Lab					
38					
39					
40					
TOTALS	\$5,140,408		\$1,575,080		\$3,517,384

TOTAL INDIRECT SALARIES **\$5,092,464**

1(FD1) S1(ALL) 0001
DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= FISCAL YEAR 02

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***** OFFICE OF THE DISTRICT ATTORNEY *****

BUDGET UNIT=	0202	0001	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
FUND=	0202	0001	10,000.00	191.98	30,641.86	.00	306.42%	20,641.86-
PERCENT OF YEAR ELAPSED 100.00%			10,000.00	22,562.00	206,911.66	.00	2069.12%	196,911.66-
REV EXP			20,000.00	22,753.98	237,553.52	.00	1187.77%	217,553.52-
OBJ SOB			1,135,985.00	456,115.67	1,113,099.74	.00	97.99%	22,885.26
			1,135,985.00	456,115.67	1,113,099.74	.00	97.99%	22,885.26
			84,672.00	16,801.00	83,338.18	.00	98.42%	1,333.82
			84,672.00	16,801.00	83,338.18	.00	98.42%	1,333.82
			673,249.00	.00	500,169.89	.00	74.29%	173,079.11
			125,064.00	36,664.00	124,363.66	.00	99.44%	700.34
			1,225,501.00	40,806.00-	1,548,378.83	.00	126.35%	322,877.83-
			3,517,275.61	2,075,207.53	3,235,545.39	.00	91.99%	281,730.22
			1,700,965.00	412,528.00	1,599,600.00	.00	94.04%	101,365.00
			339,000.00	.00	198,311.00	.00	58.50%	140,689.00
			654,000.00	.00	696,493.59	.00	106.50%	42,493.59-
			120,000.00	27,086.00	124,615.29	.00	103.85%	4,615.29-
			8,355,054.61	2,510,679.53	8,027,477.65	.00	96.08%	327,576.96
			158,635.00	98,987.24	138,047.49	.00	87.02%	20,587.51
			158,635.00	98,987.24	138,047.49	.00	87.02%	20,587.51
			68,184.00	28,049.63	80,134.76	.00	117.53%	11,950.76-
			68,184.00	28,049.63	80,134.76	.00	117.53%	11,950.76-
			30,000.00	6,905.00	40,547.00	.00	135.16%	10,547.00-
091 9648 SB1137 SMALL CL								

1 (FD1) S1 (ALL) 0001
DISTRICT ATTORNEY DEPARTMENT (202)
REVENUES AND EXPENDITURES BY FUND
REPORT PERIOD= FISCAL YEAR 02

PAGE 138

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
FUND= 0001 GENERAL FUND

PERCENT OF YEAR ELAPSED 100.00%

ESTIMATED REVENUE/
ALLOTMENT

REVENUE/EXPENDITURES
CURRENT PERIOD YEAR TO DATE

PERCENT
REALIZED/
UTILIZED

UNREALIZED REVENUE/
AVAILABLE
BALANCE

*TOTAL 091 COURT FEES AND	30,000.00	6,905.00	40,547.00	.00	135.16%	10,547.00-
094 9679 OTHER LAW ENFOR	500,000.00	.00	415,000.37	.00	83.00%	84,999.63
*TOTAL 094 LAW ENFORCEMEN	500,000.00	.00	415,000.37	.00	83.00%	84,999.63
095 9681 DOCUMENT	420,000.00	183,685.66	712,095.87	.00	169.55%	292,095.87-
*TOTAL 095 RECORDING FEES	420,000.00	183,685.66	712,095.87	.00	169.55%	292,095.87-
109 9777 DUPLICATING FEE	35,000.00	.00	39,191.95	.00	111.98%	4,191.95-
109 9819 ADMINISTRATIVE	664,919.00	236,218.57	562,935.57	.00	65.09%	301,983.43
109 9833 STALE WARRANTS	.00	.00	539.25	.00	.00%	539.25-
109 9899 MISCELLANEOUS I	.00	.00	.00	.00	.00%	.00
109 9901 OTHER CHARGES F	325,000.00	33,171.12	180,735.92	.00	55.61%	144,264.08
109 9921 MISC INCOME-CHA	.00	.00	490.10	.00	.00%	490.10-
109 9923 MISC INCOME-OTH	.00	.00	270.00	.00	.00%	270.00-
109 9927 PROGRAM REIMBUR	525,000.00	123,885.05	514,622.04	.00	98.02%	10,377.96
*TOTAL 109 OTHER CHARGES	1,749,919.00	393,274.74	1,298,784.83	.00	74.22%	451,134.17
*TOTAL REVENUE	12,522,449.61	3,719,252.45	12,146,079.41	.00	96.99%	376,370.20
1 1100 MISCELLANEOUS S	45,576.00	.00	.00	.00	.00%	45,576.00
1 1183 RETIREE MEDICAL	1,164,944.00	17,458.61	1,210,941.25	.00	103.95%	45,997.25-
1 1184 SALARY SAVINGS	466,814.00-	.00	.00	.00	.00%	466,814.00-
1 1185 PERMANENT EMPLO	39,699,858.00	749,314.91	38,239,153.72	.00	96.32%	1,460,704.28
1 1186 SALARIES WITHOU	437,429.00	4,783.32	52,775.47	.00	12.06%	384,653.53
1 1187 TEMPORARY EMPLO	176,149.00	9,039.29	380,386.72	.00	215.95%	204,237.72-

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1 (FD1) S1(ALL) 0001
 DISTRICT ATTORNEY DEPARTMENT (202)
 REVENUES AND EXPENDITURES BY FUND
 REPORT PERIOD= FISCAL YEAR 02

DAFR8330 1 000 AP14 01 0000 COM 07/27/02 (01.21) CYCLE 03:08 PM

1 (FD1) S1(ALL) 0001

DISTRICT ATTORNEY DEPARTMENT (202)
 REVENUES AND EXPENDITURES BY FUND
 REPORT PERIOD= FISCAL YEAR 02

OFFICE OF THE DISTRICT ATTORNEY

OFFICIAL FUND

GENERAL FUND

PERCENT OF YEAR ELAPSED 100.30%

ESTIMATED BALANCE

REV REV

EXP EXP

OBJ SOBJ

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RUN DATE= 07/27/02 TIME= 06.01.04 STARS
 VERSION 2.0

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RUN DATE= 07/27/02 TIME= 06.01.04 STARS
 VERSION 2.0

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RUN DATE= 07/27/02 TIME= 06.01.04 STARS
 VERSION 2.0

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DISTRICT ATTORNEY DEPARTMENT (202)
 REVENUES AND EXPENDITURES BY FUND
 REPORT PERIOD= FISCAL YEAR 02

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***** OFFICE OF THE DISTRICT ATTORNEY *****

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
 FUND= 0001 GENERAL FUND
 PERCENT OF YEAR ELAPSED 100.00%
 REV REV ESTIMATED REVENUE/ REVENUE/EXPENDITURES PERCENT UNREALIZED REVENUE/
 EXP EXP ALLOTMENT CURRENT PERIOD YEAR TO DATE REALIZED/ AVAILABLE
 OBJ SOB *****

2	2301	OFFICE EXPENSE	450,660.94	29,037.63	599,612.72	93,793.54	153.86%	242,745.32-
2	2321	INTRA COUNTY PR	2,750,371.00	701,673.64	2,418,665.94	.00	87.94%	331,705.06
2	2322	PROF AND SPECIA	4,288,778.76	460,841.22	2,197,875.06	275,989.00	57.68%	1,814,914.70
2	2326	ANNUAL AUDIT CH	975.00	.00	.00	.00	.00%	975.00
2	2329	CONTRACT SERVIC	2,537,598.31	194,057.68	2,223,991.40	130,102.69	92.77%	183,504.22
2	2331	DATA PROCESSING	93,980.00	7,439.75	119,153.64	.00	126.79%	25,173.64-
2	2426	OTHER PHYSICIAN	.00	.00	280.00	.00	.00%	280.00-
2	2432	CONSULT & MANAG	5,000.00	.00	.00	.00	.00%	5,000.00
2	2451	RENTS AND LEASE	124,034.00	3,906.87	185,928.98	14,496.04	161.59%	76,391.02-
2	2471	RENT & LEASE -	879,395.00	.00	525,946.24	4,352.55	60.30%	349,096.21
2	2472	OFFICE RENTS	585,099.00	.00	157,561.88	10.00	26.93%	427,527.12
2	2501	SMALL TOOLS AND	242,815.58	3,992.45	79,294.03	17,979.49	40.06%	145,542.06
2	2545	SHERIFF/DA SPEC	11,313.00	7,916.79-	2,916.79-	.00	-25.78%	14,229.79
2	2547	EDUCATION EXPEN	274,118.00	615.00	93,916.56	.00	34.26%	180,201.44
2	2573	BOOKS	53,625.80	2,639.50	140,786.99	4,385.00	270.71%	91,546.19-
2	2574	MEMBERSHIP DUES	1,711.00	.00	2,607.00	.00	152.37%	896.00-
2	2575	REIMBURSEMENT O	80,862.00	.00	78,589.78	.00	97.19%	2,272.22
2	2586	PRINTING AND RE	30,396.00	.00	35,976.87	2,673.78	127.16%	8,254.65-
2	2624	SPECIAL DEPARTM	115,396.40	.00	25,405.90	1,340.00	23.18%	88,650.50
2	2740	CHILD CARE - SB	.00	.00	.00	.00	.00%	.00
2	2750	BOARD LOCAL MEA	.00	.00	653.26	.00	.00%	653.26-

BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY
FUND= 0001 GENERAL FUND
PERCENT OF YEAR ELAPSED 100.00%

REV REV ESTIMATED REVENUE/
EXP EXP ALLOTMENT
OBJ SOBJ *****

		REVENUE/EXPENDITURES	CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
2 2751	TRANSPORTATION	155,824.00	7,185.66	185,136.19	.00	118.81%	29,312.19-
2 2752	AUTOMOBILE MILE	42,416.00	819.52	25,317.12	.00	59.69%	17,098.88
2 2756	GARAGE AUTOMOBILE	1,008,113.00	110,379.01-	840,924.18	.00	83.42%	167,188.82
2 2775	UTILITIES	.00	.00	.00	.00	.00%	.00
2 2962	PC HARDWARE	576,160.92	18,136.14	664,904.85	.00	115.40%	88,743.93-
2 2963	PC SOFTWARE	114,172.00	.00	50,955.93	34,026.05	74.43%	29,190.02
2 2992	POSTAGE	23,920.00	1,857.45	23,448.78	.00	98.03%	471.22
*TOTAL 2	SERVICES AND S	15,844,715.71	1,349,577.08	11,646,048.84	580,748.14	77.17%	3,617,918.73
4 4300	EQUIPMENT	421,253.69	.00	334,158.19	19,919.00	84.05%	67,176.50
*TOTAL 4	FIXED ASSETS	421,253.69	.00	334,158.19	19,919.00	84.05%	67,176.50
7 7300	REIMB - PROFESS	11,806,851.00-	1,548,235.32-	10,740,495.66-	.00	90.97%	1,066,355.34-
7 7500	REIMB - DEPARTM	243,163.00-	.00	190,120.99-	.00	78.19%	53,042.01-
*TOTAL 7	EXPENDITURE RE	12,050,014.00-	1,548,235.32-	10,930,616.65-	.00	90.71%	1,119,397.35-
TOTAL EXPENDITURES		53,745,988.40	763,925.83	49,653,424.17	600,667.14	93.50%	3,491,897.09
*TOTAL 0001 FUND REVENUES OVER EXPENDITURES		41,223,538.79-	2,955,326.62	37,507,344.76-	600,667.14-	92.44%	3,115,526.89-
BUDGET UNIT RECAP:							
*TOTAL 0202 OFFICE OF THE REVENUES		12,522,449.61	3,719,252.45	12,146,079.41	.00	96.99%	376,370.20
EXPENDITURES		53,745,988.40	763,925.83	49,653,424.17	600,667.14	93.50%	3,491,897.09
REVENUES OVER EXPENDITURES		41,223,538.79-	2,955,326.62	37,507,344.76-	600,667.14-	92.44%	3,115,526.89-

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT
INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE

ALCARAZ, BRENDA LEE	D17	1,392.74	0.00	46.16	0.00	425.68	110.07	103.20	21.27	2,099.12
ALLMAND, JENNIFER HILL	V73	2,233.24	0.00	0.00	0.00	190.71	175.82	162.70	33.96	2,796.43
ALVARADO, BERTHA D	D70	1,826.64	0.00	46.16	0.00	445.61	143.26	135.70	27.68	2,625.05
ALVARADO, SAUNDRA	D40	1,071.42	0.00	0.00	0.00	304.30	81.96	75.68	15.84	1,549.20
AMATO, DONNA D.	D36	1,462.24	0.00	0.00	0.00	236.03	111.86	104.95	21.62	1,936.70
ANTUZZI, SUZETTE C.	F14	1,766.32	0.00	0.00	0.00	236.03	135.13	127.73	26.11	2,291.32
APPLETON, KRISTIN	D39	645.88	0.00	0.00	0.00	0.00	49.42	0.00	9.55	704.85
ARBLASTER, COLIN J.	D39	1,236.24	0.00	0.00	0.00	216.10	94.58	88.03	18.27	1,653.22
ARMOUR, JULIAN PATRICK	V73	2,350.80	0.00	0.00	0.00	357.41	189.12	171.51	36.54	3,105.38
ARTEAGA, ELVIRA	D36	2,506.90	0.00	46.16	0.00	216.10	195.31	186.65	37.73	3,188.85
BALES, ALAN R	F14	1,685.60	0.00	0.00	0.00	357.41	128.95	121.68	24.91	2,318.55
BARRIENTES, LORENA	V74	2,764.33	0.00	46.16	0.00	78.10	215.01	137.59	41.54	3,282.73
BEAUDOIN, TINA	D70	1,826.64	0.00	0.00	0.00	449.61	139.75	132.25	27.06	2,575.31
BENTO, SHERRY A	D05	2,187.03	0.00	0.00	0.00	445.61	167.30	159.24	32.32	2,991.50
BODAGHI, JAKLIN	D70	1,826.66	0.00	0.00	0.00	445.61	139.74	132.25	26.99	2,571.25
BRADLEY, REBECCA S.	D40	409.38	0.00	0.00	0.00	0.00	31.32	0.00	6.06	446.76
BUENO, NICOLE ELENA	Y3B	2,214.80	0.00	69.23	0.00	216.10	174.73	166.50	33.76	2,875.12
BUI, QUANG T.	J45	1,905.68	0.00	0.00	0.00	445.61	145.78	138.17	28.16	2,663.40
BULLER, MARC T	A60	6,085.28	0.00	0.00	0.00	490.09	447.29	451.22	89.94	7,563.82
BURT, JACQUELINE C	F14	1,766.32	0.00	0.00	0.00	248.03	135.13	127.73	26.29	2,303.50
BUUCK, LISA	D36	1,395.84	31.41	0.00	0.00	324.23	101.53	99.98	21.09	1,974.08
CABAHUG, VIRGINIA PATINDOL	D66	2,048.90	576.25	0.00	0.00	236.03	200.83	148.89	38.80	3,249.70
CAMPBELL, CHRISTINE	B3N	2,839.53	0.00	0.00	0.00	445.61	202.50	208.11	41.97	3,737.72
CAMPBELL, MARILYN JOAN	V73	2,350.80	0.00	0.00	0.00	357.41	179.84	171.51	34.74	3,094.30
CARDOZA, CLAUDIA L.	V74	1,851.84	0.00	46.16	0.00	445.61	145.19	137.59	28.05	2,654.44
CARR, KATHLENE RAYE	D97	1,429.44	0.00	0.00	0.00	244.03	109.36	102.50	21.25	1,906.58
CARREON JR., ALFRED	D40	1,122.08	0.00	0.00	0.00	125.71	85.84	79.48	16.59	1,429.70
CASIA-MANALO, LETICIA	D66	2,008.72	0.00	0.00	0.00	445.61	153.68	145.88	29.69	2,783.58
CECIL, CHRISTOPHER K.	D11	1,415.92	146.02	0.00	0.00	236.03	119.49	101.48	23.08	2,042.02
CHIANG, BIN	B78	2,117.20	0.00	0.00	0.00	468.25	161.96	154.01	31.29	2,932.71
CLAUS, PETER LUKE	B3N	3,155.04	0.00	0.00	0.00	468.25	241.36	231.74	46.63	4,143.02
COHEN, MYRNA S	V22	1,766.32	0.00	0.00	0.00	357.41	135.12	127.73	26.11	2,412.69
COLLINS, ANTHONY D.	M20	1,759.20	0.00	0.00	0.00	445.61	134.58	127.19	26.00	2,492.58
CORDONA, CHRISTINA	F14	1,685.60	0.00	0.00	0.00	324.23	128.95	121.68	24.91	2,285.37
COX, DEBRA	D7D	1,921.68	0.00	171.56	0.00	452.09	147.02	139.37	31.14	2,862.86
CRITTENDEN, DENISE	F14	1,703.98	575.09	0.00	0.00	304.30	174.36	123.06	33.69	2,914.48
CRUZ, RITA D.	D36	1,395.84	0.00	0.00	0.00	445.61	106.79	99.98	20.63	2,068.85
CRUZEN, KATHERINE M	D74	1,230.48	0.00	0.00	0.00	445.61	94.13	87.59	18.19	1,876.00
DA SILVA, JOAN MARGARET	F14	1,766.32	0.00	0.00	0.00	216.10	135.12	127.73	26.11	2,271.38
DANDAVATI, NEIL	D40	511.72	0.00	0.00	0.00	0.00	39.15	0.00	7.56	558.43
DAVIES, DAVID NORCLIFFE	A60	6,085.28	0.00	0.00	0.00	490.09	465.53	451.22	89.94	7,582.06
DECOSTA, JANICE L	F14	1,872.30	0.00	0.00	0.00	445.61	143.23	135.67	27.67	2,624.48
DIAZ, VICTORIA	B2P	2,318.80	0.00	0.00	0.00	449.61	177.40	169.11	34.33	3,149.25
DIMEO, MARY L	D7D	2,135.20	0.00	0.00	0.00	468.25	163.35	155.36	31.56	2,953.72
DIPPERT, STEVE A	V73	2,350.80	0.00	0.00	0.00	445.61	179.84	171.51	34.74	3,182.50

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT									
INDEX: 3832 ADMINISTRATIVE SERVICES									
EMPLOYEE	ECLS	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	WORKERS	TOTAL
	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	COMP	
DISETH, GLENDA	Y3C	2,333.61	0.00	0.00	0.00	178.51	170.22	34.49	3,020.92
DOMINICK, TRINA	D1A	1,816.48	0.00	0.00	0.00	138.96	131.49	26.85	2,559.39
DOUGHERTY, JENNA N.	V73	2,350.80	0.00	0.00	0.00	179.83	171.51	34.90	3,104.45
DURAN, LISA	V73	1,175.40	0.00	0.00	0.00	92.40	83.47	17.85	1,442.11
EZGAR, DAVID H	U20	2,551.68	0.00	0.00	0.00	195.20	0.00	37.71	2,784.59
FAHRENHOLZ, KRISTEN	D40	204.68	0.00	0.00	0.00	15.66	0.00	3.03	223.37
FAHRENHOLZ, THOMAS P	A60	6,085.28	0.00	0.00	0.00	465.53	451.22	89.94	7,559.42
FAUPEL, OLETTA I	F14	1,766.32	49.68	0.00	0.00	138.92	127.73	26.84	2,345.52
FERNANDEZ, MICHAEL	H17	1,415.92	0.00	0.00	0.00	108.31	101.48	20.93	1,950.73
FUKUCHI, STEPHENIE	V73	2,350.80	0.00	0.00	0.00	175.42	171.51	34.74	3,200.72
FULTON, RACHELLE J	G73	286.89	0.00	0.00	0.00	21.94	16.92	4.24	347.34
GAL, SUZANA	V23	1,418.93	0.00	0.00	0.00	111.04	101.71	21.45	1,762.21
GALLARDO, MARTHA	V73	2,350.80	0.00	46.16	0.00	183.37	174.96	35.43	3,148.13
GALLEGO, ELMA	F14	1,766.32	231.83	0.00	0.00	152.86	127.73	29.53	2,753.88
GAMINO, MICHAEL E	Y3C	2,569.39	0.00	0.00	0.00	196.56	187.88	37.98	3,295.90
GARCIA, DINA D.	D36	1,270.08	0.00	0.00	0.00	97.16	90.56	18.77	1,833.98
GEORGOPUL, NINA M	F14	1,872.30	0.00	0.00	0.00	143.23	135.67	27.67	2,414.90
GOLDMAN, TREVOR L	D40	204.68	0.00	0.00	0.00	15.66	0.00	3.03	223.37
GOMEZ, LURDES E	F14	1,766.32	16.56	0.00	0.00	136.39	127.73	26.58	2,305.68
GOMEZ, SANDRA	F38	1,490.24	121.39	48.64	0.00	127.00	110.51	24.54	2,246.55
GONZALEZ, NORENE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.80
GORDON, PATSY A.	D36	1,462.24	363.98	61.60	0.00	144.43	109.57	27.90	2,385.82
GOULART, OLIVIA	F14	839.00	0.00	0.00	0.00	64.19	0.00	12.40	915.59
GRUBBS, CAROLINE CHAN	D40	984.62	0.00	0.00	0.00	80.29	69.18	15.51	1,283.49
GUZICKI, ANDREA M.	D11	753.66	0.00	0.00	0.00	57.65	51.88	11.14	1,020.01
GUZICKI, TONI L.	D70	1,662.24	0.00	0.00	0.00	127.16	119.93	24.57	2,291.31
GUZMAN, RINA	D70	1,826.66	0.00	0.00	0.00	139.74	132.25	26.99	2,361.67
HANSEN, ELAINE KAY	D40	1,230.48	0.00	0.00	0.00	94.13	87.59	18.19	1,734.48
HARRIS, BILLIE JO	D36	1,270.08	0.00	0.00	0.00	97.17	90.56	18.77	1,780.67
HARRIS, GLADYS	D70	1,643.98	0.00	46.16	0.00	129.29	122.02	24.98	2,434.68
HARTLEY, CRAIG DANIEL	D36	1,331.92	0.00	46.16	0.00	105.42	98.65	20.36	2,048.12
HERNANDEZ-BIBAEFF, DEBORAH	V74	1,942.08	0.00	0.00	0.00	148.57	140.89	28.71	2,705.86
HERNANDEZ, JOEL	F14	1,872.30	0.00	0.00	0.00	143.23	135.67	27.67	2,624.48
HERNANDEZ, SYLVIA	D68	1,647.68	0.00	0.00	0.00	131.01	118.84	25.31	2,113.55
HERRERA, CONSUELO	D39	1,076.48	106.46	49.16	0.00	94.26	79.52	18.21	1,781.50
HEYERMANN, ELIZABETH	F38	1,490.24	0.00	0.00	0.00	114.01	107.05	22.03	1,894.13
HOLGUIN, SUNSHINE C.	G73	1,293.84	0.00	0.00	0.00	98.97	92.34	19.12	1,720.37
HOWELL, CLEO T	D64	1,946.08	0.00	0.00	0.00	148.88	141.19	28.76	2,710.52
HUGGINS, KAREN KAY	F14	1,766.32	165.59	0.00	0.00	147.79	127.73	28.55	2,593.39
JIMENEZ, CAROLINE	D74	1,558.36	36.72	57.05	0.00	126.39	116.37	24.42	2,223.61
JIMENEZ, GEORGE WENDELL	A59	8,216.45	0.00	0.00	0.00	490.09	547.47	108.93	9,482.08
KHANGALDI, ATORINA	D7D	2,135.20	1,153.25	62.66	0.00	256.35	158.82	49.53	4,119.90
KRACHT, ELENA A.	X97	1,069.76	0.00	0.00	0.00	81.83	0.00	15.81	1,167.40
KUTY, PAULA	A61	7,032.24	0.00	0.00	0.00	133.78	522.15	103.93	8,282.19
KWON, HO-YEON	D74	1,350.40	0.00	0.00	0.00	103.30	96.58	19.96	2,015.85

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT
INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1198	1192/1199
ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	INSURANCE	FICA	PERS	WORKERS COMP
LABUGUEN, RAVEN JOHNSON	D36	1,270.08	0.00	0.00	97.17	90.56	18.91
LAI, LIEN-CHUN	D36	1,462.24	0.00	0.00	111.86	104.95	21.62
LANE, ADAMS, KELLY M.	D36	1,270.08	0.00	0.00	97.17	90.56	18.77
LARSEN, WILLIAM W	A60	6,055.04	0.00	0.00	463.21	448.95	89.49
LASERNA, HAILEY M.	D36	1,116.68	0.00	0.00	85.42	79.07	16.50
LAWLOR, ANGELA	D70	1,512.42	0.00	0.00	115.70	108.71	22.35
LEE, JEN-FANG	D36	1,270.08	0.00	0.00	97.16	90.56	18.77
LONG, MARTHA A		0.00	0.00	0.00	0.00	0.00	0.00
LOPEZ, RICHARD	G73	1,422.56	0.00	0.00	108.83	101.98	21.02
LORENZO, SYDNEY R	D36	1,462.24	0.00	0.00	111.86	104.95	21.62
LUEVANO, MAURILIA R.	D36	1,462.26	105.28	0.00	123.62	108.41	23.88
LUSTER, KAREN S.	D36	1,270.08	0.00	0.00	97.16	90.56	18.77
MALDONADO, VIRGINIA	D70	1,826.62	0.00	0.00	132.24	126.99	26.99
MARTINEZ, DEBORAH	V73	2,350.82	0.00	0.00	179.84	171.51	34.74
MARTINEZ, JOANN MARY	W51	2,823.28	0.00	0.00	215.98	206.89	41.73
MASSEY, FAYE A.		0.00	0.00	0.00	0.00	0.00	0.00
MCADAMS, MARY CATHERINE	D11	1,415.94	472.56	0.00	144.47	101.49	27.91
MCCASLAND, DORA	D66	2,008.72	0.00	0.00	157.20	149.34	30.37
MCCRARY, LISA LAUREN	V73	2,350.80	0.00	0.00	179.84	171.51	34.74
MCGINNESS, BYRON	F14	1,872.30	631.90	0.00	191.58	135.67	37.01
MCQUILLAN, JENNIFER	F14	1,872.30	0.00	0.00	143.23	135.67	27.67
MCRABE, PATRICIA K	V23	945.96	0.00	0.00	74.84	66.28	14.46
MERAZ, ABBY A	D40	1,023.44	0.00	0.00	78.30	72.09	15.13
MESSIER, MICHELLE	D36	1,270.08	0.00	0.00	97.17	90.56	18.77
MILLAR, JESSICA	V73	2,129.52	0.00	0.00	162.91	154.93	31.48
MITCHELL, JANET L	F14	1,766.32	0.00	0.00	135.13	127.73	26.11
MOLINA, NAOMI R.	D17	1,288.00	0.00	0.00	102.06	95.36	19.72
MONTANO, AUGUSTINA	F38	1,490.24	0.00	0.00	117.54	110.51	22.70
MONTES DE OCA, YOLANDA	D40	1,071.44	0.00	0.00	85.50	79.14	16.51
MOORE, ROBI S	F14	1,685.60	0.00	0.00	128.95	121.68	24.91
MOORMAN, CHERYL ANN	V73	2,350.80	0.00	0.00	179.84	171.51	34.74
MOQUETTE, TERRY	D11	1,288.00	265.65	0.00	118.86	91.90	22.96
MORENO, GUADALUPE M	F14	1,872.30	245.74	0.00	162.03	135.67	31.30
MORILLO, MELINDA A	D40	1,071.44	0.00	0.00	81.96	75.68	15.84
OCAMPO, DAVID	V74	1,851.84	0.00	0.00	146.63	134.13	28.33
OLVERA, MICHAEL	E28	1,350.40	37.98	0.00	106.21	96.58	20.52
ONG, SIOK-YEN L.	D70	1,662.24	0.00	0.00	130.69	123.39	25.39
ORTIZ, GONZALO	G73	1,357.12	64.34	0.00	112.38	100.54	21.71
ORTIZ, YOLANDA	D40	1,175.12	0.00	0.00	89.90	83.45	17.37
OUIMET, AMELIA	D05	2,187.04	0.00	0.00	170.84	162.70	33.01
PARAMO-TIJERINA, GLORIA	D36	1,331.92	0.00	0.00	101.90	95.19	19.69
PARK, MARIE H.	F14	1,462.24	0.00	0.00	111.86	104.95	21.62
PARK, YOUNG M	D66	2,008.72	0.00	0.00	157.20	149.34	30.37
PECKHAM, JAMES F.	V74	2,137.12	0.00	0.00	163.49	155.50	31.58
PHARES, KELLY	F14	1,766.32	0.00	0.00	135.13	127.73	26.11

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT
INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	WORKERS COMP	TOTAL
				1391	1001/1234/2XXX	1196	1197	1198		
				OVERTIME OTHER EARNINGS BENEFITS INSURANCE				PERS		
PHILIP, WILLIAM J.	G81	1,259.12		0.00	0.00	448.32	96.31	89.74	18.61	1,912.10
PRESCOTT, HEATHER J	V73	2,037.36		0.00	0.00	324.23	155.85	148.03	30.11	2,695.58
QUIROZ, RACHEL	D40	614.06		0.00	0.00	0.00	46.97	0.00	9.07	670.10
QURA, ANNE J.	D36	1,331.92		0.00	0.00	468.25	101.90	95.19	19.69	2,016.95
RAMIREZ, TIMOTHY	G73	1,085.70	139.95-	0.00	0.00	430.57	72.36	76.75	13.98	1,539.41
REECE, FRANKLIN	F38	1,357.14		0.00	0.00	236.03	103.83	97.08	20.06	1,814.14
REYNA, VINCENT D	V73	2,350.80		0.00	46.16	304.09	183.37	174.96	35.43	3,094.81
REYNOLDS, DEBORAH ANN	D28	1,638.56		0.00	0.00	304.09	125.35	118.16	24.22	2,210.38
RICO, ROBERT J	D40	1,023.44		0.00	0.00	0.00	78.29	0.00	15.13	1,116.86
RODRIGUEZ, CORRINE L.	D70	1,742.56		0.00	0.00	445.61	133.30	125.95	25.75	2,473.17
RODRIGUEZ, PAULINE	D40	1,230.48		0.00	0.00	324.23	94.13	87.59	18.19	1,754.62
ROJO, CAROLINA M		0.00		0.00	0.00	160.80	0.00	0.00	0.00	160.80
ROMERO, ELAINE	D39	1,076.48		0.00	0.00	190.71	87.32	76.06	16.87	1,447.44
RYAN, MAUREEN ANNE	D17	1,230.48		0.00	0.00	304.09	94.14	87.59	18.19	1,734.49
SALINGER, JOANNE	D36	30.32		0.00	0.00	0.00	2.32	0.00	0.45	33.09
SANCHEZ, DENISE Y	D05	1,984.00		0.00	0.00	324.23	151.76	144.03	29.32	2,633.34
SANCHEZ, ELIZABETH	V73	2,350.80		0.00	0.00	324.23	179.84	171.51	34.74	3,061.12
SAVALZA, GLORIA	D68	1,569.04		0.00	0.00	324.23	120.03	112.95	23.19	2,149.44
SEARS, MICHAEL	D36	731.12		0.00	0.00	119.46	55.93	50.19	10.81	967.51
SERPUVEDA, MARY LOUISE	D70	1,826.64		0.00	46.16	282.03	143.27	135.70	28.36	2,462.16
SERRANO, IRMA	F38	1,319.40		0.00	0.00	160.80	100.93	94.25	19.50	1,694.88
SIMONI, ELIZABETH	F14	1,872.30		0.00	46.16	190.71	151.73	139.12	29.31	2,429.33
SINU, KARYN	A60	6,525.36		0.00	482.53	325.93	98.98	484.18	103.57	8,020.55
SMITH, SANDRA LEA	D70	1,742.56		0.00	0.00	190.71	138.28	125.95	26.72	2,224.22
SPETH, REBECCA M.	D74	1,350.40		0.00	0.00	468.25	103.30	96.58	19.96	2,038.49
STARKEY, KATHY ANN	D74	1,482.88		0.00	0.00	304.09	113.44	106.50	21.91	2,028.82
STAYTON, JANIS L	D70	1,863.18		0.00	0.00	304.09	142.53	134.98	27.54	2,472.32
SUMAGUE, CYNTHIA ESTOLANO	D97	1,364.32		0.00	0.00	468.25	104.38	97.62	20.17	2,054.74
SUNIGA, KRISTINE L	D36	1,462.22		0.00	0.00	445.61	111.85	104.95	21.62	2,146.25
TAPOLSKI, DIANA BELLE	D66	2,048.90		57.63	0.00	125.71	161.16	148.89	31.13	2,573.42
TIMES, DEREATH R	D74	1,191.40		0.00	0.00	462.61	91.14	84.67	17.61	1,847.43
TRAN, KIM	F14	1,533.62		0.00	0.00	236.03	117.31	110.30	22.66	2,019.92
TRAN, PAUL	D96	1,578.08		0.00	0.00	236.03	120.72	113.63	23.32	2,071.78
TRINH, CHAU HUYEN	B2K	3,835.20		0.00	0.00	257.87	293.39	282.69	56.69	4,725.84
VALDEZ, RITA J W	D66	2,048.90		0.00	0.00	357.41	156.74	148.89	30.28	2,742.22
VALENZUELA, EMMA	F38	104.32		0.00	3.24	375.65	8.23	5.25	1.59	498.28
VALLEJOS, ROYANN	D36	1,331.92		100.62	16.00	324.23	110.81	96.39	21.41	2,001.38
VALLESTEROS, SANDRA RAMIREZ	D64	2,252.56		0.00	0.00	445.61	172.31	164.15	33.30	3,067.93
VANDERPYL, KAREL ANN	F14	1,766.32		0.00	0.00	236.03	135.13	127.73	26.11	2,291.32
VEGA, CAROL	V73	2,350.80		0.00	0.00	468.25	179.84	171.51	34.74	3,205.14
WALTRIP, VERA DELENE	V73	899.18		0.00	0.00	260.83	68.78	62.78	13.29	1,304.86
WARNER, SINTHIA M.	D36	1,270.10		119.07	0.00	324.23	106.27	90.56	20.53	1,930.76
WEGER, ALVIN GLENN	A60	6,301.36		0.00	0.00	467.45	477.64	467.40	93.13	7,806.98
WEIDNER, PATTY ANN	F14	1,766.32		0.00	0.00	357.41	135.13	127.73	26.11	2,412.70
WELLS, SHARON ANNE	D11	1,415.92		26.55	0.00	357.41	110.36	101.48	21.32	2,033.04

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06/26/02 (20.31) PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3832 VERSION 3.0
COUNTY OF SANTA CLARA
PAYROLL INTERFACE REPORT
PAY PERIOD END DATE 06/23/02
*****PAGE 114

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DEPARTMENT:	202	DISTRICT ATTORNEY DEPARTMENT
INDEX:	3832	ADMINISTRATIVE SERVICES

EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	
ECLS	REGULAR PAY	1391	1001/1234/2XXX	OTHER	1197	WORKERS	TOTAL
		OVERTIME	OTHER EARNINGS	BENEFITS	FICA	COMP	
				INSURANCE		PERS	

	G73	1,490.24	0.00	0.00	0.00	505.61	114.00	107.05	22.91	2,239.81
WICKLANDER, ELIZABETH ANNE	F14	1,685.60	0.00	0.00	0.00	425.90	128.95	121.68	24.91	2,387.04
WILSON, OLIVIA	D66	2,008.72	180.78	0.00	0.00	304.09	167.50	145.88	32.36	2,839.33
WOLDEN, JUDITH CHARLENE	BIP	2,531.52	0.00	0.00	0.00	425.90	193.66	185.04	37.41	3,373.33
WOLFRAM, SHAN MARIE	D97	1,300.80	24.39	0.00	0.00	105.78	101.37	92.86	19.58	1,644.78
WONG, LOUISA	F14	1,685.60	175.41	49.33	0.00	236.03	146.13	125.14	28.24	2,445.88
WONG, MABEL MY	D40	1,230.48	0.00	0.00	0.00	236.03	94.14	87.59	18.19	1,666.43
WRIGHT, KELLY L	F14	1,549.98	0.00	0.00	0.00	236.03	118.56	111.52	22.91	2,039.00
WRIGHT, MICHELLE C.	G19	2,819.12	0.00	0.00	0.00	445.61	215.67	206.58	41.67	3,728.65
WRIGHT, PAULA KAY	E28	1,350.40	0.00	0.00	0.00	357.41	103.30	96.58	19.96	1,927.65
WYMAN, ROGER	V74	971.04	80.11	0.00	0.00	40.49	74.68	68.16	15.54	1,250.02
ZELAYA, IVONNE J										
* INDEX TOTAL		343,261.00	6,022.29	1,997.82		59,208.34	25,505.58	24,267.56	5,192.17	465,454.76

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT									
INDEX: 3834 LEGAL SUPPORT SERVICES									

EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1196	1183	1397/1398	1192/1199
				1391	1001/1234/2XXX	OTHER	INSURANCE	FICA	WORKERS COMP

ALMASON, TODD LEE	V76	3,188.88		0.00	0.00	0.00	448.32	46.24	47.13
AVILA, MICHELLE M	V76	3,337.20		0.00	0.00	0.00	468.25	48.39	49.33
BEAMS, ROBERT B.	V76	3,188.88		0.00	0.00	0.00	190.71	47.18	48.10
BOATES, NATHAN	V88	1,731.52		0.00	0.00	0.00	216.10	132.46	25.59
BREWER, THOMAS E.	V71	4,293.20		0.00	0.00	0.00	212.55	63.20	64.42
BROCKMAN, WILLIAM JOSEPH	V76	3,188.88		0.00	0.00	0.00	190.71	47.18	48.10
BROWN, RANDY S	V76	3,337.20		0.00	41.54	0.00	468.25	48.99	49.93
BYE, MAURY ROLAND	V76	2,688.50		0.00	0.00	0.00	143.10	210.64	40.70
BYERS, DAVID WALTER	V76	2,966.40		0.00	0.00	0.00	445.61	43.02	43.85
BYTHEWAY, GLENN EDWARD	V76	2,688.48		0.00	0.00	0.00	190.71	39.92	40.70
CAMPAGNOLO, DAVID R	V76	3,337.20	312.87	0.00	0.00	0.00	468.25	0.00	53.95
CAMPBELL, PATRICIA	V75	3,764.65		0.00	0.00	0.00	304.09	54.15	55.64
CARDOTT, PATRICE K.	V76	3,188.88		0.00	0.00	0.00	304.09	0.00	47.13
COLE, JODI	V76	3,188.88		0.00	0.00	0.00	468.25	0.00	47.13
COOK, JOHN E	V76	2,688.48		0.00	0.00	0.00	190.71	39.92	40.70
CRAWFORD, LUKE T.	V73	646.92		0.00	0.00	0.00	0.00	49.49	9.57
CUNNINGHAM, DIANA D	V88	1,002.16		0.00	0.00	0.00	0.00	76.66	14.81
CUNNINGHAM, GRANT PAUL	V75	3,388.19		0.00	0.00	0.00	418.38	49.13	50.08
DELAMORA, CRISTINA	W21	1,818.00		0.00	46.16	0.00	337.48	142.62	27.55
DENNEHY, LAUREN	V88	2,004.32		0.00	0.00	0.00	125.71	0.00	29.62
DESTRO, ANTHONY F.	V76	3,188.88		0.00	0.00	0.00	190.71	47.18	48.10
DI BARI SR., DAVID J.	V76	2,688.48		0.00	0.00	0.00	190.71	39.92	40.70
DONALDSON, SHARRON M.	V77	2,719.21	586.32	0.00	0.00	0.00	445.61	47.93	48.86
EVANS, LINDA K	V76	3,337.20		0.00	0.00	0.00	240.03	0.00	49.38
FINLEY, JENNIFER J.	V88	1,908.80		0.00	0.00	0.00	468.25	146.02	28.22
FRACOLLI, ROBERT A	V75	3,764.65		0.00	0.00	0.00	468.25	54.59	55.64
GEER, BRIAN	V76	3,188.88	59.79	0.00	0.00	0.00	365.41	47.10	48.14
GENTILE, ELIZABETH H	V88	1,002.16		0.00	0.00	0.00	96.80	64.45	15.29
HA, DOMINICK VAN	V76	3,114.72		0.00	41.54	0.00	304.09	45.77	46.65
HAMILTON, ROBERT GIOVANNI	V5A	3,764.66		0.00	0.00	0.00	445.61	0.00	55.64
HATCHER, MARK DOUGLAS	V76	3,337.20		0.00	0.00	0.00	425.90	45.60	49.33
HERNANDEZ, FRANK LOUIS	V76	3,188.88	1,016.46	0.00	0.00	0.00	468.25	0.00	62.16
HERNANDEZ, RAYMOND PETER	V76	2,688.48		0.00	0.00	0.00	448.32	38.99	39.73
HERRERA, ROCHELLE	F38	1,293.84		0.00	0.00	0.00	236.03	98.97	19.12
HEWITT, DAVID MICHAEL	V76	2,688.48		0.00	0.00	0.00	190.71	39.92	40.70
HORTON, REBECCA M	V88	1,908.80		0.00	0.00	0.00	190.71	151.00	29.17
JOHNSON, THOMAS WESLEY	V76	1,277.03		0.00	0.00	0.00	0.00	18.52	18.88
KALEAS, DOUGLAS ERNEST	V76	3,337.20	119.58	0.00	0.00	0.00	468.25	48.39	49.33
KING, ARTHUR D	V76	3,188.88		0.00	0.00	0.00	445.61	0.00	48.90
KRACHT, JOHN A	V76	3,188.88		0.00	0.00	0.00	468.25	45.40	47.13
LANE, MAURICE C	V76	3,337.20		0.00	0.00	0.00	445.61	0.00	49.33
LANGLEY, HORTENCIA S.	V76	2,551.10		0.00	46.15	0.00	445.61	0.00	38.39
LEVY, NORMAN JOSEPH	V76	3,035.89		0.00	0.00	0.00	468.25	44.02	44.87
LEWIS, GAIL SHARION	V76	3,188.88		0.00	0.00	0.00	236.03	0.00	47.13
LEWIS, ROBERT CARL	V76	3,188.88		0.00	0.00	0.00	190.71	47.18	48.10

TOTAL									

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT
INDEX: 3834 LEGAL SUPPORT SERVICES

EMPLOYEE ECLS REGULAR PAY 1185/1187 1191 1193/1195/1491 1183 1397/1398 1192/1199 WORKERS TOTAL
OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA PERS COMP

LITTLE, ANDREA MARIE	V77	2,438.88	0.00	0.00	0.00	304.09	35.36	342.37	36.05	3,156.75
LOFVENDAHL, RICK A	V75	3,939.75	0.00	175.20	0.00	304.09	0.00	577.64	60.82	5,057.50
LUCAROTTI, JAMES A.	V76	3,035.89	0.00	0.00	0.00	190.71	44.97	426.17	45.83	3,743.57
MCCULOCK, ALLEN V.	V76	3,188.88	0.00	0.00	0.00	78.10	46.23	447.64	47.13	3,807.98
MCGOVERN, GLENN P.	V76	2,688.48	0.00	0.00	0.00	190.71	39.92	377.41	40.70	3,337.22
MC MULLEN, JOHN A	V76	3,263.04	0.00	0.00	0.00	468.25	47.31	458.05	48.23	4,284.88
MEDLIN, GARY D	V76	2,184.39	0.00	0.00	0.00	0.00	167.11	0.00	32.29	2,383.79
MEDVED, RAYMOND A	V76	974.57	0.00	0.00	0.00	0.00	74.55	0.00	14.40	1,063.52
MOURAS, SHARRON LYNN	V76	7,250.99	494.00	0.00	0.00	78.10	112.30	447.64	114.47	8,497.50
NAJARRO JR, JOSE ANTONIO	G73	1,490.24	437.57	55.10	0.00	324.23	151.69	110.51	29.30	2,598.64
NOTO, THERESE J	V88	1,002.16	0.00	0.00	0.00	64.30	76.66	70.49	14.81	1,228.42
OBUCHI, RICHARD S	V76	3,188.88	0.00	0.00	0.00	357.41	46.24	447.64	47.13	4,087.30
OROCCHI, DENISE M	V76	2,438.00	0.00	0.00	0.00	304.09	35.35	342.24	36.04	3,155.72
PEDERSEN, JOHN LAWRENCE	V75	3,764.65	0.00	0.00	0.00	236.03	0.00	528.48	55.64	4,584.80
QUILTY JR, THOMAS J	V76	3,188.88	0.00	0.00	0.00	445.61	0.00	447.64	71.88	5,828.17
RAMIREZ, ROSALIE	V76	3,188.88	0.00	41.54	0.00	468.25	0.00	453.48	47.75	4,199.90
RAYE, BRUCE D	V76	3,035.89	0.00	0.00	0.00	190.71	44.96	426.17	45.83	3,743.56
REINHARDT, STEPHANIE LYNN	V76	3,337.20	0.00	0.00	0.00	445.61	45.60	468.46	49.33	4,346.20
RICHLIN, KEVIN R.	V76	3,188.88	0.00	0.00	0.00	468.25	46.24	447.64	47.13	4,198.14
RIMER, DAVID R.	V76	2,824.08	0.00	0.00	0.00	190.71	41.90	396.44	42.70	3,495.83
ROLEN, DALTON C	V76	3,188.88	0.00	0.00	0.00	236.03	46.23	447.64	47.13	3,965.91
SALGUERO, DESIREE	V76	3,035.89	0.00	27.69	0.00	468.25	41.63	430.06	45.28	4,048.80
SCHEMBRI, MICHAEL J.	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51
STARBUCK, WILLIAM	V76	3,188.88	0.00	0.00	0.00	304.09	46.24	447.64	47.13	4,033.98 X
STRUM, THERESE	V88	2,004.30	0.00	0.00	0.00	284.16	153.33	145.55	29.62	2,616.96
SWARTZENDRUBER, STEVE RAY	V76	3,188.88	0.00	0.00	0.00	449.61	64.01	447.64	65.31	5,441.18
SWINEFORD, MARK R.	V76	3,188.88	0.00	0.00	0.00	125.71	46.24	447.64	47.13	3,855.60
THOMAS, JODI M	V76	1,594.44	0.00	0.00	0.00	235.57	23.12	223.83	23.57	2,100.53
TORGRIMSON, SANDRA D	V88	2,004.32	0.00	0.00	0.00	304.09	153.33	145.55	29.62	2,636.91
TRASKOWSKI, JOSEPH	V76	2,966.40	0.00	0.00	0.00	357.41	43.02	416.42	43.85	3,827.10
TRAVERSO, ROGER JOSEPH	V76	3,337.20	0.00	0.00	0.00	425.90	0.00	468.46	49.33	4,280.89
TRUITTE, RON L	V75	3,585.43	0.00	0.00	0.00	468.25	51.99	503.32	52.99	4,661.98
TURNER, HELEN WILLIAMS	F38	1,490.22	0.00	0.00	0.00	324.23	114.00	107.05	22.03	2,057.53
WILLIAMS, KEVIN	V76	3,114.72	671.61	0.00	0.00	425.68	54.90	437.23	55.96	4,760.10
WILSON, THOMAS MICHAEL	V76	3,188.88	269.06	0.00	0.00	125.71	50.14	447.64	51.10	4,132.53
WOODALL, JACK O	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51
WOODALL, SANDRA R.	V76	2,890.12	0.00	0.00	0.00	236.03	41.90	405.71	42.72	3,616.48
YIP, WAYNE GENE	V76	3,114.72	0.00	0.00	0.00	304.09	45.16	437.23	46.03	3,947.23
* INDEX TOTAL		236,786.61	6,867.15	474.92	0.00	24,500.46	4,336.13	30,558.43	3,625.38	307,149.08

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EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199
ECLS	REGULAR PAY	1391	1001/1234/2000	1183	1397/1398	1192/1199

[illegible]

CONSTANTINIDES, CATHERINE A	U20	5,103.36	0.00	0.00	148.68	375.69	264.72	75.43	5,967.88
CONSTANTINIDES, CHARLES LAWRE	U20	5,103.36	0.00	0.00	148.68	375.69	264.72	75.43	5,967.88

U20	4,305.28	0.00	0.00	0.00	448.87	390.41	264.72	75.43	6,282.79
U20	4,305.28	0.00	0.00	0.00	487.63	324.94	222.82	63.64	5,404.31
U20	4,305.28	0.00	0.00	0.00	487.63	324.94	222.82	63.64	5,404.31

U20	5,103.36	0.00	329.34	222.82	63.64	5,408.71
DEL FOZZO, RON		0.00				
U24	3,065.84	0.00	390.41	264.72	75.43	6,302.50
DEMERTZIS, JIMMY J.		0.00				
ENG TENNETT		0.00	249.83	157.52		

WONG, JENNIFER	U24	3,065.84	0.00	234.53	157.75	45.32	3,753.27
LICK, STEVEN I.	U21	3,541.36	0.00	317.89	234.54	45.32	3,821.34
WILSON, RALPH H.	U22	5,122.22	0.00	484.18	270.91	182.72	5,959.93

U20	5, 103.36	0.00	327.06	162.72	52.35
U20	5, 103.36	0.00	390.41	264.72	4,531.52
U20	5, 103.36	0.00	371.29	264.72	6,160.99
U20	5, 103.36	0.00	468.58	264.72	75.43
U20	5, 103.36	0.00			75.43

	0.00	0.00	148.68	387.35	264.72	75.43	9,283.38
MONOHOE, MARTHA J	U20	5-103.36	0.00	0.00	264.72	75.43	5,979.54
REES, PETER	U20	5-103.36	0.00	0.00	264.72	75.43	6,310.43

UFFY, MARK PATRICK	U20	5,103.36	0.00	327.06	390.41	264.72	75.43	6,160.98
SPINOLA, JOSEPH WILLIAM JR	U20	5,103.36	0.00	327.06	390.41	264.72	75.43	6,160.98

FARRIS, THOMAS OGDEN	U20	5,103.36	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
EHDERAU, DANIEL	U20	4,521.20	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14

EIN, STEVEN MARK	U20	4,746.80	0.00	0.00	465.95	345.88	234.16	66.83	5,634.02
ELIX, SILVIA ANN	U20	5,103.36	0.00	0.00	489.61	363.13	246.00	70.15	5,915.69

ERNANDEZ, EDWARD G	U20	5,103.36	0.00	378.20	375.70	264.72	75.88	6,197.86
ERRIS-NETCALE, JOYCE	U20	5,103.36	0.00	327.06	390.41	264.72	75.43	6,160.98
FEID, BENJAMIN T	U20	5,103.36	0.00	459.58	200.41	264.72	75.43	6,160.98

IELLO, BENJAMIN T	U20	4,746.81	0.00	466.97	390.41	264.72	75.43	6,302.50
INKELSTEIN, JULIUS L	U20	5,103.36	0.00	466.97	363.13	246.01	70.15	5,893.07
IORETTA, JOHN GERARD	U20	5,222.00	0.00	327.06	390.41	264.72	75.43	6,302.50

NAME	AGE	SEX	HEIGHT	WEIGHT	HAIR	EYES	SKIN	MARKS	TOOTH	REMARKS
ITZSIMMONS, MICHAEL D	U20	5, 103.36	0.00	70.08	0.00	0.00	0.00	0.00	0.00	0.00
LATTERY, THOMAS J.	U24	3, 065.54	0.00	491.22	0.00	0.00	0.00	0.00	0.00	0.00
ITZSIMMONS, MICHAEL D	U20	5, 103.36	0.00	70.08	0.00	0.00	0.00	0.00	0.00	0.00
LATTERY, THOMAS J.	U24	3, 065.54	0.00	491.22	0.00	0.00	0.00	0.00	0.00	0.00

U24	LEITCHER, MICHAEL ELLIOT	0.00	351.28	264.72	6,325.14
U25	RAZIER, LEIGH A.	0.00	388.94	264.72	6,325.14
U20		0.00	448.87	157.75	75.43
U21		0.00	0.00	45.32	75.43
U22		0.00	0.00	0.00	75.43
U23		0.00	0.00	0.00	75.43

U20	2,732,770	0.00	247.41	193.37	128.72	9,281.32
AFTEY, MICHAEL JOSEPH	U20	5,358.53	0.00	0.00	129.51	15.45
ALLI, MIKE R	U20	2,487.89	0.00	0.00	469.72	37.36
	U20		0.00	0.00	409.93	3,135.41
					278.12	79.20
						5,595.50

[illegible]

U21	3,372.80	0.00	0.00	0.00	468.58	390.41	264.72	75.43	6,302.50
U20	5,103.36	0.00	0.00	0.00	299.34	258.01	173.87	49.85	4,153.87

U20	4,305.28	0.00	0.00	390.41	264.72	75.43
EDMONS-SHAFFRO, JAMES				491.22		6,325.14
WILLIAM, TRACY L	U20	5,103.36	0.00	0.00	464.99	75.43
WILLINGHAM, CHARLES GEORGE	U20		0.00	0.00	222.82	63.64
				491.22		5,386.09

GEORGE, GEORGE	U20	4,746.80	0.00	124.22	373.69	264.72	75.43	6,310.42
GO, JOHNNY C.	U24	2,949.12	0.00	489.61	363.13	246.00	70.15	5,915.69
AMES, MARK BURNETT	U20	5,250.54	0.00	249.30	225.62	151.62	12.55	10,889.63

U20	3,358.54	0.00	425.02	3,619.26
U21	3,372.80	0.00	492.36	151.63
U21	3,372.80	0.00	409.93	278.12
U21	3,372.80	0.00	236.03	6,618.15
U21	3,372.80	0.00	258.03	173.87
U21	3,372.80	0.00	0.00	40.05

[illegible]

ANDRICKSON, CINDY SEELEY	U20	2,432.74	0.00	0.00	0.00	328.20	409.93	278.12	79.20	6,453.98
INLEY, PATRICIA A.	U25	2,527.76	0.00	0.00	0.00	458.30	171.39	124.52	36.37	3,223.32

	0.00	0.00	227.48	193.37	129.51	37.36	3,115.48
0.00	0.00	0.00	227.48	193.37	129.51	37.36	3,115.48

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EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	1198	1199	WORKERS	TOTAL
	ECLS	REGULAR PAY	1391	1001/1234/2XXX	OTHER	1196	FICA	PERS	COMP	
HERSHBERGER, ALISON	U24	3,065.84	0.00	0.00	0.00	317.89	234.55	157.75	45.32	3,821.35
HEY, RANDY ELLIOTT	U20	5,358.53	0.00	0.00	0.00	492.36	409.92	278.12	79.20	6,618.13
HOOD, MARK EDWARD	U20	5,103.36	0.00	0.00	0.00	327.06	390.41	264.72	75.43	6,160.98
HOWE, DAVID	U20	5,358.53	0.00	0.00	0.00	472.43	409.92	278.12	79.20	6,598.20
HUDSON, CHRISTINE A	U20	5,103.36	0.00	0.00	0.00	327.06	390.41	264.72	75.43	6,160.98
HUNTLEY, ANN VERNICE	U20	4,305.28	0.00	0.00	0.00	487.63	329.35	222.82	63.64	5,408.72
IRAVANI-SANI, NAHAL	U21	1,859.16	0.00	0.00	0.00	233.97	142.22	94.40	27.48	2,357.23
JOHNSON, ROBERT EARLE	U20	5,103.36	0.00	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
JONES, CAROL	U20	5,103.36	0.00	0.00	0.00	468.58	390.41	264.72	75.43	6,302.50
KAJANI, EDWARD H	U20	5,103.36	0.00	0.00	0.00	491.22	375.70	264.72	75.43	6,310.43
KNAPP, LYNN	U20	5,103.36	0.00	0.00	0.00	468.58	390.41	264.72	75.43	6,302.50
KRAUSE, AMY	U24	2,949.12	0.00	0.00	0.00	317.36	225.60	151.63	43.59	3,687.30
KUMLI, KURT EDWARD	U20	5,358.53	0.00	0.00	0.00	492.36	395.21	278.12	79.20	6,603.42
KWOK, CHRISTOPHER W.	U24	2,822.72	0.00	0.00	0.00	316.79	215.94	144.99	41.72	3,542.16
LAFORCE, MICHELLE C	U20	4,295.14	0.00	0.00	0.00	323.42	313.87	222.29	63.48	5,218.20
LAWSON, STACIE ANN	U20	5,358.53	0.00	0.00	0.00	492.36	409.92	278.12	79.20	6,618.13
LEE, JUDY	U21	3,541.36	0.00	0.00	0.00	320.02	270.92	182.72	52.35	4,367.37
LEE, S. MICHAEL	U21	3,372.80	0.00	0.00	0.00	485.79	258.02	173.87	50.22	4,340.70
LEONARD, JAMES K.	U24	2,949.12	0.00	0.00	0.00	229.37	225.60	151.63	43.59	3,599.31
LICCARDO, SAMUEL T.	U20	3,065.84	0.00	0.00	0.00	466.97	348.42	246.00	45.32	3,821.34
LIN, TIYEN	U20	4,746.80	0.00	0.00	0.00	491.22	390.41	264.72	75.43	5,878.34
LIROFF, LANE J	U20	5,103.36	0.00	0.00	0.00	327.06	390.41	264.72	75.43	6,325.14
LOHMAN, DALE B	U20	5,103.36	0.00	0.00	0.00	327.06	390.41	264.72	75.43	6,160.98
LOPEZ, KACI R	U21	4,521.20	0.00	0.00	0.00	146.05	345.88	234.16	66.83	5,314.12
LOUIE, MICHAEL YEE	U20	3,718.32	0.00	0.00	0.00	484.98	284.45	192.01	54.95	4,734.71
LUFT, JOHN D	U20	5,103.36	0.00	0.00	0.00	468.58	390.41	264.72	75.43	6,302.50
LUX, ROBERT R.	U21	3,372.80	0.00	0.00	0.00	483.43	258.02	173.87	49.85	4,337.97
MASCIARELLI, MARILYN S	U20	5,103.36	0.00	0.00	0.00	259.00	390.41	264.72	75.43	6,092.92
MASTERSON, ROBERT J	U20	5,358.53	0.00	0.00	0.00	381.52	409.92	278.12	79.20	6,507.29
MCCAFFREY, JILL	W73	2,350.80	0.00	0.00	0.00	304.09	179.83	171.51	34.74	3,040.97
MCCRACKEN, JOANNE	U20	5,103.36	0.00	0.00	0.00	259.00	390.41	264.72	75.43	6,092.92
MCINERNEY, TIMOTHY J	U21	3,718.32	0.00	0.00	0.00	320.82	284.45	192.01	54.95	4,570.55
MEDVED, DEBORAH LYNN	U24	2,822.73	0.00	0.00	0.00	336.93	215.93	144.99	41.72	3,562.30
MENDOZA, RAYMUNDO S	U20	5,103.36	0.00	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
MESTMAN, ROBERT	W35	2,527.76	0.00	0.00	0.00	304.09	193.37	129.51	37.36	3,192.09
MEYER, ROBERT E	U20	5,103.36	0.00	0.00	0.00	505.58	390.41	264.72	75.97	6,340.04
MOORE, JARISSE K.	U24	2,949.12	0.00	0.00	0.00	370.68	225.61	151.63	43.59	3,740.63
MOORE, TIMOTHY S.	U24	3,065.84	0.00	0.00	0.00	427.21	234.53	157.75	46.14	3,931.47
MORRIS JR., GARNER C.	U21	3,718.32	0.00	0.00	0.00	468.25	284.45	192.01	54.95	4,717.98
NISHIGAYA, DANIEL	U20	4,305.28	0.00	0.00	0.00	487.63	329.36	222.82	63.64	5,408.73
NUNES OBER, ESMERANTINA	U20	4,521.20	0.00	0.00	0.00	465.95	345.88	234.16	66.83	5,634.02
OKONKWO, DANIEL C	U20	4,746.80	0.00	0.00	0.00	325.45	363.13	246.00	70.15	5,751.53
OVERSTREET, DANA B	U20	5,103.36	0.00	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
PANDORI, DAVID J.	U21	3,541.36	0.00	0.00	0.00	484.18	270.92	182.72	52.35	4,531.53
PERSKY, MICHAEL AARON	U20	4,305.28	0.00	0.00	0.00	323.47	327.44	222.82	63.64	5,242.65

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT										12
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*****										*****
EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	WORKERS	TOTAL	*****	
	ECLS	REGULAR PAY	1391	1001/1234/2XXX	OTHER	1196	1198	COMP	*****	
	OVERTIME OTHER EARNINGS BENEFITS FICA PERS									
*****										*****
WAGGONER, KATHY L	U20	4,082.69	0.00	0.00	0.00	304.09	312.33	211.14	60.34	4,970.59
WAITE, PETER S	U20	5,103.36	0.00	0.00	0.00	327.06	390.41	264.72	75.43	6,160.98
WAKSHULL, ROBIN BETH	U20	5,103.36	0.00	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
WELCH, BRIAN MICHAEL	U20	5,103.36	0.00	0.00	0.00	327.06	382.76	264.72	75.43	6,153.33
WELLS, KATHARINA	U20	4,521.20	0.00	0.00	0.00	465.95	345.88	234.16	66.83	5,634.02
WEST, ERIN L	U21	3,541.36	0.00	0.00	0.00	464.25	270.91	182.72	52.35	4,511.59
WEST, SUSAN LYNNE	U20	5,103.36	0.00	0.00	0.00	491.22	390.41	264.72	75.43	6,325.14
WILLIAMS, MAUREEN MCEVOY	U20	5,103.36	0.00	0.00	0.00	491.22	375.69	264.72	75.43	6,310.42
WOODWARD, TERRY ANNE	U24	2,949.12	0.00	0.00	0.00	481.52	225.62	151.63	43.59	3,851.48
ZARZANA, MAXMILIAN	U24	3,065.84	0.00	0.00	0.00	317.89	234.54	157.75	45.32	3,821.34
ZUMSTEIN, MATTHEW	U24	3,065.84	0.00	0.00	0.00	249.83	234.54	157.75	45.32	3,753.28

* INDEX TOTAL 836,373.64 984.92 72,923.53 43,094.94 1,029,413.42
2,444,514.58 9,722.57 325,611.06 179,291.93 3,182,568.55
18,648.93 27.00 164,925.88 39,826.60

SANTA CLARA COUNTY
2001-2002 COST ALLOCATION PLAN
Allocated Costs by Department
Consolidated

	710 Park Acquisi	200 DA Family	202 DA Admin	203 DA Crime Lab	204 Public Defen	220 Superior Crt	210 Pretrial Svc	217 CJ SysWide	230 Sheriff	240 Corrections
ntrol Svc partments			\$209,574 28,411	\$21,563 108,895	\$205,626 18,711		\$15,990 2,093	\$813,191 147,607	\$290,912 130,901	\$2,881,977 150,302
ilding Use		11			43,567			139,915	11,300	10,400
uipment Use			14,954		21,327	72,160	3,589		64,363	91,734
vic Ctr Parkin		99,346	42,555	4,451	24,405	9,573	9,386		73,192	70,516
ace Rental		33,234	36,638	2,169	67,481	365,335	11,679		260,789	281,949
7 County Exec		33,104	149,881	16,165	32,479	180		48,727	108,019	91,455
7 Bdgt & Anlys		117,163	815		159,514	209,826	27,714		469,393	667,253
0 Controller	2,547		319,361	34,588	6,883	29,314	1,842		38,054	241,025
0 Intrnl Audit		257,215	23,516	79,508	51,884			286	27,183	
0 ESA & RISK M		7,662		3,013	10,367	85,371	2,775	96	198,410	313,213
8 Purchasing			22,606	8,580	26,007	25,276	2,638	1,893	13,033	2,657
8 Revenue		2,771	90,464	166,815	102,578	1,303,208	89,225	3,232,057	570,851	10,010,799
0 Co. Counsel		128,327	855,174		163			76,067	2,675,873	34,378
5 GSA-Services		34,814	10,850		63,054	736,218	147,216		220,250	1,044,061
3 Facilities			351,250	1,761	7,119	19,085	2,247		20,852	33,976
0 Dispatch Opt		11,331	15,668	(90)	43,061	454,141	143,222	256,326	(881,060)	562,426
5 CJIC & CUA		(696)	507,841							
her Services										
for Yr Adj.										
ntal Allocated	\$2,547	\$724,282	\$2,759,558	\$450,860	\$884,226	\$3,309,687	\$459,616	\$4,815,605	\$4,292,315	\$16,488,121
ll Forward		(762,346)	1,705,941	(24,594)	215,839	(3,351,706)	164,981	4,706,516	(1,455,061)	3,908,049
st w/Roll Fwd	2,547	(38,064)	4,465,499	426,266	1,100,065	(42,019)	624,597	9,522,121	2,837,254	20,396,170
ljustments		93,773	45,911	77,884	1,280	320,260	4,881		119,234	263,072
roposed costs	\$2,547	\$55,709	\$4,511,410	\$504,150	\$1,101,345	\$278,241	\$629,478	\$9,522,121	\$2,956,488	\$20,659,242

6/6/01 9:50

Exhibit H

172

DATE: November 30, 2005

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge
Controller-Treasurer

RE: SB90 Mandate – Child Abduction and Recovery Program –
Draft audit report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Child Abduction and Recovery Program. We agree to all the findings mentioned in the report except as annotated below. We request your reconsideration of the disputed audit findings in light of our reply and request the State Controller's Office to rework the numbers in the report, accordingly.

FINDING 1- Overstated salary, benefit, and related indirect cost

Response to calculation of Countywide Productive hour rates

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program states: -

Audit: In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employee's bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended.

Response: We would like to point out an anomaly in the above argument. The first part of the paragraph mentions that the training and authorized break time are both unallowable whereas the second part of the paragraph states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from

productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

The issue therefore boils down to the State audit acceptance of the Countywide productive hours as a valid policy so long as both the training hours and break time are based on actual. We proceed to answer these two specific points as below:

Training Time

The County first implemented the countywide calculation of productive hours in FY 2000-01. Claims filed for this fiscal year were based on calculations that included training time received by employees as reported by County departments, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. For all subsequent fiscal years, the County has modified the automated payroll system to capture actual hours of training by individual employee for all County departments. Subsequent actual training time hours recorded in the later years do indicate that there is not much of a variation between the data based on collective bargaining agreements and actual recorded by a new system. We therefore suggest that the training hours excluded in the calculation of Countywide Productive hour policy be accepted by the audit and this audit point dropped.

Regarding the second issue on training time of the audit points above-

“the deducted training hours benefit specific departments’ employee classifications rather than the employee classifications of all departments,

we would like to point out that the Countywide Productive hour policy as allowed by the claiming instructions is not **department specific** but **County specific** and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department. Therefore we reiterate that our countywide productive hour policy satisfies the claiming instructions and we request the audit to drop this point.

Break Time

Break time was similarly calculated, based on requirements of collective bargaining agreements and State law. The issue now raised by the audit is recording of actual break time and this issue was amply dealt by us in our earlier responses to State Audit reports on other SB90 programs. We briefly summarize our position as below:

While our automated payroll system can accommodate a change, we believe the additional time and cost of recording such information would exceed the value of the information obtained, since it can readily be determined by simple calculation. This conclusion is consistent with OMB A-87 cost allocation principles, which limit the effort expected of state and local governments to calculate indirect costs when such costs are

“... not readily assignable...without effort disproportionate to the results achieved.” In the case of daily break-time required by both State law and collective bargaining agreements, the recording of actual break-time taken twice daily by more than 15,000 employees during 250 workdays per year would not result in the determination of a materially different amount of actual time taken than could be readily calculated pursuant to the 30 minute daily standard specified by the collective bargaining agreements. Further, because the County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims, the effect of not allowing the County to exclude one-half hour per day break-time from the productive hour calculation would be to increase the hours charged to SB 90 claims by the same one-half hour per day for all claims involving full-day charges. This may result in extra work without any commensurate advantages.

According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, etc., all of which are paid and form part of the total available hours, should be removed for the calculation of productive hours to get an accurate countywide productive hours as explained to the State Controller audit staff in several meetings. We produced the necessary documents in support of our calculation of the countywide productive hourly rate to the State audit staff. We believe that the State Controller’s SB 90 claiming instructions explicitly approve the usage of the same by showing examples of excludable times one of which is informal time off. The worksheets were also provided to the State audit staff.

Further, before the introduction of countywide productive hour policy in the County of Santa Clara in our letter of December 27, 2001, we noticed the State Controller that the County was electing to change its SB 90 claiming procedures related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average countywide productive hours per position would improve SB 90 claiming accuracy, consistency, and documentation and facilitates the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. We advised state audit staff and provided a copy of the County’s letter dated December 27, 2001 and explained our understanding of the SB 90 instructions pertaining to the calculation of productive hours.

During the audit of this claim, State auditors were unable to provide any written State procedures, regulations or other legal authority to refute our interpretation of Section 7 of the State Controller’s SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Lastly, all claiming departments stand advised of these procedures and the County Controller’s Office is responsible for the annual calculation of County-wide productive hours and has done so for the past four fiscal years. These procedures are already a part of the County Controller’s accounting policy manual and have been used on all SB 90 claims since FY 2000-01.

As mentioned by us in our various communications to the State and our discussions with the State auditors, we reiterate that the State guidelines do permit the deduction of

training and authorized breaks for calculation of productive hours. The State Manual states that 'Informal time off' as one item to be considered for calculation of local agency's average annual productive hours. We state that this item includes the authorized break time also. Regarding actual training hours as against the certification required training time; already our payroll accounting system identifies all the actual training time spent by all staff members of the county in the biweekly payroll procedure by separate cost codes. We do not include any training time directly charged to programs again in calculating the productive hours to ensure avoiding double recovery of costs.

Further , we have already filed an Incorrect Reduction Claim with the Commission on State Mandates on this issue and the claim is yet to be heard. We therefore request you to reconsider your views on the usage of countywide productive hourly rate policy and rework the numbers in the report to reflect the correct costs allowed.

FINDING 2 - Unallowable salary, benefit, and related indirect cost

Response to the disallowance of certain employees

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program stated the following in italics with the county response following each paragraph:

Audit: The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.

Response: Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed. The Legal Clerk referenced worked full-time on mandated programs and was correctly counted as direct, but inadvertently also included in the indirect pool. Her time should be included as direct and the indirect pool adjusted accordingly.

For remaining employees where time log material was not considered adequate to support the claimed hours, we assert that the claimed hours are substantially correct but insufficient documentation did not help corroboration. We explained this to the State audit staff during discussions. In order to support this assertion we conducted and presented a time-study plan and results to support the claimed hours. Further information on the applicability of the time-study is discussed below.

Audit: We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.

We concluded that the county's time study does not adequately support salary and benefit cost claims for the following reasons.

- The county did not identify how the time period studies was representative of the fiscal year.*
- The county did not summarize the time study results and show how the county could project the results to the approximate actual costs for the audit period.*
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.*

Response: We believe that the above disallowance is not coherent because it first states that a time-study is not competent evidence to replace incomplete contemporaneous records, but then reviews them to substantiate missing records. If the time-study is competent for missing records it should be competent for incomplete records as well. Then the use of the time study is disallowed entirely as not adequate based upon the qualitative reasons noted in bulleted format. We do not concur with any of the reasons for disallowance.

The time-study proposal submitted annotated that the time period studied was a representative subset of a full fiscal year and that no substantial staffing or workload changes occurred since the audited years. The results were summarized for the period of the time-study, and could be extrapolated for the audit years without difficulty. The Child Abduction and Recovery Program does not require a varying level of effort as was stated. Its workload and staffing have remained essentially constant throughout.

We therefore request you to reconsider your views on the usage of the time-study and accept the same and rework the numbers in the report to reflect the correct costs allowed.

Exhibit I

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County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1705
Phone 202-3541 FAX 289-8620



December 27, 2001

The State Controller's Office
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P. O. Box 942850
Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialoco) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beal Jr., Liz Kniss
County Executive: Richard Wittenberg

2

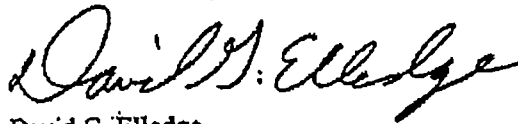
SB90-Productive Hours
December 27, 2001
Page 2 of 2

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

H:\Work\SB-90\SB 90- Productive Hours- Letter to State Controller.doc

ANALYSIS OF FY 2000-01 ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

Hours Code	Description	Balance at 9/25/00 (1)	Balance at 12/24/00 (2)	6/25/00-12/24/00 (3)	Balance at 7/8/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation and Earned	1,096,825	2,277,954	1,181,129	1,216,792	2,267,652	159.10
52	Personal Leave Earned	6,964	283,279	276,315	8,199	284,514	19.96
100	Regular Hours	12,245,376	24,433,925	12,180,550	13,609,296	25,797,846	1,809.34
600	Release Time	3,038	6,166	3,128	2,494	5,623	0.39
605	Administrative Leave	4,620	10,074	5,454	9,253	14,707	1.03
606	Paid Leave Pending Investigation	8,409	15,876	7,467	2,549	10,015	0.70
620	First Day Sick	50,392	99,702	49,310	54,673	103,983	7.30
625	Sick Leave and Disability Lv	32,532	76,077	43,445	53,603	97,048	6.81
630	Military Leave Pay	328	1,284	956	506	1,462	0.10
635	FLSA Comp. Time Used's	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp Time Used's	42,447	35,794	43,307	52,363	31,890	2.32
653	Annual Leave Paid	14,552	31,108	16,545	19,225	35,770	2.51
655	Sick Leave Paid	452,512	38,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,473	34,635	18,232	10,374	29,106	2.04
665	Jury Duty	629	1,401	772	1,301	2,073	0.15
675	Remavement Leave	354	1,604	741	2,211	2,952	0.21
676	Remavement Leave-PTD/STD	24	70	46	113	159	0.01
677	Remavement Leave-Chg Sick Lv	270	557	286	782	1,068	0.07
	Total Actual Hours Earned Hours	13,997,762	28,297,610	14,295,847	15,581,023	29,847,195	2,083
	Full-time Equivalent Positions					13,726	
	Weekdays		130		140	270	
	Paid Hours					2,160	

ANALYSIS

Average Productive Hours	Employee	
Less Holidays		1,809.94
Less Daily Break Time		-86.00
Less Training Time		1,207,849
		1,552,648
		510,113
		-37.17
		1,571.65

Net Average Productive Hours Per Employee

Notes: 1. Excludes 1,480 CEMA employees, since holiday hours are included for all employees below.

- 2. Two 15-minute breaks are provided daily per bargaining unit contracts.
- 3. Training time is calculated based on an analysis of each bargaining unit MCA and the required continuing education hours for licensure/certification in the applicable classifications.
- 4. Adjusted by a factor of .963 to account for the additional 10 days covered by the payroll documents.
- 5. Includes one-third of comptime hours used since one hour is worked for every 1.5 hours taken.

11/13/01

Exhibit J

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jspano@sco.ca.gov
02/06/2004 03:09 PM

To: Ram.Venkatesan@fin.sco.gov.org
cc: cprasad@sco.ca.gov, svanee@sco.ca.gov, mhavey@sco.ca.gov,
gibrummels@sco.ca.gov, mquerin@sco.ca.gov, aluna@sco.ca.gov,
jvenneman@sco.ca.gov
Subject: Countywide Productive Hours

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide productive hours and have discussed your analysis with my staff and Division of Accounting and Reporting staff. The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandates and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks when calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

> Jim L. Spano, CPA
> Chief, Compliance Audits Bureau
> Division of Audits
> State Controller's Office
> Work - (916) 323-5849
> Fax - (916) 327-0832
>
>

Exhibit K

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SB90 TIME STUDY PLAN

COVER SHEET-PLAN OVERVIEW

Date Submitted: November 15, 2004

Agency: County of Santa Clara

Mandate: District Attorney's Child Abduction Unit-Penal Code section 278.5

History: The State Controller conducted an audit of this program for fiscal years FY99 through FY02 and we are submitting this time study to substantiate time spent on mandate during that period.

Offices involved: Responsible for time study: Controller-Treasurer's Office
State Contact: Ram Venkatesan, SB 90 Coordinator
Phone: (408) 299-5210
Fax: (408) 289-8629
E-mail: ram.venkatesan@fin.sccgov.ca

Department: District Attorney's Office

Employee Classes: Deputy District Attorney, Senior Paralegal, Legal Clerk, Lieutenant – Investigations Division, Team Leader – Investigations, Investigators.

Program Scope: Approximate Annual Cost: \$1,104,674
Estimated Annual Workload: 600
Estimated No. Of Cases: 50

PLAN DETAILS

County Internal Schedule of activities

	Activity	Time/Schedule
1)	Plan Submitted to SB90 Coordinator	November 15, 2004
2)	Plan Returned to Department:	November 15, 2004
3)	Finalize Plan and Details:	November 15, 2004
4)	Conduct Study	11/15/04 – 12/10/04
5)	Analyze and Compile Results	12/11/04 – 12/14/04
6)	Submit to SB90 Coordinator	December 15, 2004
7)	Plan submitted to State Controller	December 17, 2004

Time Period: One Month in the 2004-05 fiscal year – the activities in this mandate do not vary by the time of year.
The results will be applied to the 2001-02, 02-03, 03-04, 04-05 and 05-06 unless there is a significant change requiring a new time study.

REIMBURSABLE PROGRAM-COMPONENTS AND ACTIVITIES

I Compliance with California Family Code §§ 3130 – 3134.5, *et seq.*

A. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:

- 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved.
 - c) Locating missing or concealed offender and children.
- 2) Utilizing any appropriate civil or criminal court action to secure compliance.
 - a) Preparation and investigation of reports and requests for assistance.
 - b) Seeking physical restraint of offenders and/or the children to assure compliance with court orders.
 - c) Process services and attendant court fees and costs.
 - d) Depositions.
- 3) Physically recovering the child(ren).
- 4) Child Abduction Training.

Employees' universe: Deputy District Attorney (1)
Senior Paralegal (1)
Legal Clerk (1)
Lieutenant – Investigations (1)
Team Leader – Investigations (1)
Investigators (2)

Sample selection method: 100% of population

Time periods to be studied: One month in the FY 2004-05

Documentation: Time sheet (prepared contemporaneously) will document all activities daily and the time taken for each activity. The document will be detailed to show all mandated and non-mandated activities performed and will coincide with one or more pay periods.

Time Increments:	Quarter of an hour and in multiples of quarter hours.
Validation of product:	Case numbers to correspond to case activity in hard copy file or electronic file and case numbers will be included on the time sheet. Dates of training, agenda and training materials used and time taken.
Record Retention:	Time Study records will be retained for a period of 3 years from the year of the claim (audit window period being 3 years). For example, if the time study is applied for claims for fiscal year 2006 as proposed in this plan, the same will be retained until the fiscal year 2009.

B. Staff Training

- a) Train new staff on mandate requirements
- b) Train all staff providers on available victim resources

Time Study: No time study will be done for this activity. Records of actual time spent on training programs documenting the names of the officers, dates of training and agenda items showing the training time for the mandated activities will be retained for audit.

Prepared by:

George P. Doorley, Administrative Services Manager III

Approved by:

David Elledge, Controller-Treasurer, County of Santa Clara

Attachment: Time Sheet

Child Abduction Time Study Weekly Team Totals

Week of: Nov 15 through Nov 19, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	16.25	0	3	11.5	27.25	30.75	0	44	70%
Cardott, Patrice	Investigator	6	3	2.5	10.25	16.75	21.75	5	39	56%
Evans, Linda	Senior Investigator	13	4	2.5	11.5	16.5	31	0	44	70%
Fracolli, Bob	Lieutenant	10.5	0	0	0	31.25	10.5	3	39	27%
Gallardo, Martha	Paralegal	24	0	0	16	3.5	40	0	42.5	94%
Sylva, Julianne	Deputy District Attorney	7	8.5	0	21.5	17.5	37	0	44	84%
Weidner, Patty	Legal Clerk	18.5	0	0	0	20.5	18.5	0	45	41%
Schembri, Mike	Investigator	4.75	0	0	0		4.75			

TOTAL	100	15.5	8	70.75	133	194.25	8	297.5
Percentage of Worked Hours on Child Abduction	34%	5%	3%	24%				

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardott 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracolli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: 11/15/04 through 11/19/04

Contact *civil/criminal* *physical* *Training* *Non-Child*
law action *recovery* *Abduction*
Total Hours for the Week by Category

			1-4	1	2	3	4	5	1-5
Bytheway, Glenn	Investigator	30.75		16.25	0	3	11.5	27.25	58
Cardott, Patrice	Investigator	21.75		6.	3	2.5	10.25	16.75	S/B 17.75
Evans, Linda	Senior Investigator	31.00		13	4	2.5	11.5	16.5	
Fracolli, Bob	Lieutenant			(10.75) 10.5	0	0	0	(31.25) 31.	
Gallardo, Martha	Paralegal	40.00		24.	0	0	16	3.5	43.5
Sylva, Julianne	Deputy District Attorney			2 7.	8.5	0	21.5	(10.75) 17.5	
Weidner, Patty	Legal Clerk	18.5		18.5	0	0	0	20.5	39.0
Schembri, Fm.		4.75		4.75	0	0	0	37.	41.75
TOTAL				78	15.5	8.	54.75	170.	364.25

100 15.5 8 70.75

Child Abduction Time Study Weekly Individual Totals

Employee: PytheCory

Week of: 11,15,04 through 11,19,04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				6 1/4	7 1/4
Tuesday				5 1/4	6 1/4
Wednesday	3 1/2		3		4 1/2
Thursday	1 1/4				3 3/4
Friday	5 1/2				5 1/2
Saturday					
Sunday					

13 1/2 CIP PAYBACK
1 1/2 CIP PT

TOTAL	16 1/4		3	11 1/2	27 1/4
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Child Abduction Time Study Worksheet

Employee: Bytewy

Work Hours: 630-1730

Day: mon

Date: 11, 15, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630	TRAVEL TO					
0630-0645	SAC					
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	CHILD ABDUCTION					
0845-0900	TRNG					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						X
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 13 11

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730	RETURN					
1730-1745	TRIP					
1745-1800						
1800 -						
-	1 1/2 = 6					
-						
- 1930						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Office Use Only

TOTAL 13 1/2

6 1/4 7 1/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Pythony

Work Hours: 630-1730

Day: TUES

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630	TRAVEL					
0630-0645	SO					
0645-0700	SAC					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	CHILD ABDUCTION					
0845-0900	TRNG					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						X
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

			13	11
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

			8	14
--	--	--	---	----

Sub-Total from Column 1

			13	11
--	--	--	----	----

TOTAL

			21	
--	--	--	----	--

OFFICE USE ONLY

5 1/4 6 1/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: SYTHEORY

Work Hours: 630-1730 Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730	<u>20041006140</u>					
0730-0745						
0745-0800						
0800-0815	<u>20040906139</u>					
0815-0830						
0830-0845						
0845-0900	<u>20141106264</u>					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	<u>CWPP</u>					
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 9 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300	<u>1106240</u>					
1300-1315	<u>0906139</u>					
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

1.25 3

Category	1	2	3	4	5
Sub-Total this Column	5		12		5
Sub-Total from Column 1	9				13
TOTAL	14		12		18

Office Use Only

HRS 3 1/2 3 4 1/2 = 11

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BYTHEWAY

Work Hours: 630-1730

Day: THUR

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						X
0700-0715						X
0715-0730	<u>72040905605</u>	X				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	<u>MEETING</u>					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	<u>72040905605</u>					
1015-1030						
1030-1045						
1045-1100						
1100-0015		X				
1115-1130						X
1130-1145						X
1145-1200						X
-						
-						
-						
-						

Sub-Total 16 6

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						X
1230-1245						X
1245-1300						X
1300-1315						X
1315-1330	<u>72040905605</u>	X				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	<u>72040905605</u>					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		X				
1630-1645						X
1645-1700						X
1700-1715						X
1715-1730						X
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 13 9

Sub-Total from Column 1 16 6

TOTAL 29 15

Office Use Only

7/4 3/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. J. HEWLEY

Work Hours: 630-1730

Day: FR

Date: 11, 19, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>82004/1006290</u>	I				
0715-0730						
0730-0745	<u>82004/106998</u>	I				
0745-0800						
0800-0815						
0815-0830	<u>2004/0905605</u>	I				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	<u>2004/181646</u>	I				
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 11 11

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	<u>2004/1106998</u>	I				
1315-1330						
1330-1345	<u>2004/0905605</u>	I				
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	<u>CWPP</u>					
1515-1530						
1530-1545						
1545-1600	<u>2004/1106998</u>	I				
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 11 11

Sub-Total from Column 1 11 11

TOTAL 22 22

Off-Duty Only 5 1/2 5 1/2

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 11, 15, 04 through 11, 18, 04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				5	3.75
Tuesday				5.25	5.0
Wednesday	1		2.25		8.
Thursday	5	3			1
Friday					
Saturday					
Sunday					

TOTAL	6	3	2.25	10.25	16.75
					17.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MONDAY

Date: 11/15/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	CHILD ABDUCTION					
0830-0845	TRAINING					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	BREAK					X
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Child Abduction Training
Paid fee by Prof. Develop.
+ DuPont Reimbursement
Regular work day

Sub-Total

			14	1
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BREAK					X
1445-1500						
1500-1515						
1515-1530						X
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

			6	14
--	--	--	---	----

Sub-Total from Column 1

			14	1
--	--	--	----	---

TOTAL

			20	15
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Only Use Only

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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	CHILD ABDUCTION					
0845-0900	TRAINING					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
Prior By Union Reimb.						
+ Paid Development						
Reg. work day						

Sub-Total

			13	7
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column				8	13
Sub-Total from Column 1				13	7
TOTAL				21	20

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED.

Date: 11, 17, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				21
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: PCardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

4		9		11
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Sub-Total from Column 1

				21
--	--	--	--	----

 5.25

TOTAL

4		9		32
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Emp. Use Only

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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11, 18, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040906173	T				
0715-0730	K / A					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	TEAM MEETING	T				
0915-0930						
0930-0945						
0945-1000						
1000-1015	B20040906173		T			
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total ¹³ 5 7

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20040906173	T				
1215-1230	(CONT)					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	B20041106998					
1345-1400						
1400-1415						
1415-1430						
1430-1445	B20040906173					
1445-1500	K / A					
1500-1515						
1515-1530						
1530-1545						
1545-1600	B20041106998					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745	CK MSGS :					
1745-1800	E-MAILS & PHONE					

Category	1	2	3	4	5
Sub-Total this Column	15	5			4
Sub-Total from Column 1	05	7			
TOTAL	20	12			

Once Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: L. EVANS

Week of: 11/15/04 through 11/19/04

Total Hours for the Week by Category

	1	2	3	4	5	TOTAL
Monday				6.25	4.75	11
Tuesday				6.25 5.25	4.75	10
Wednesday	6	1.50	2.50	-	1.50	11.5
Thursday	4	2.5	-	-	4.50	11
Friday	3	-	-	-	1.-	4
Saturday						
Sunday						

TOTAL	13	4	2.50	12.50 11.50	16.50	
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Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-5

Day: Tue

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	Child Abduction					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
IRMING By Prof. Development						
+ ADD on Cum Bureau						

Sub-Total

			13	7
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- Category 1** Contact with children and other persons involved
Category 2 Securing compliance utilizing court action
Category 3 Physically recovering child(ren)
Category 4 Training
Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

		8	8	12
--	--	---	---	----

Sub-Total from Column 1

			13	7
--	--	--	----	---

TOTAL

			21	19
--	--	--	----	----

Office Use Only

Total Divided by 4 = Hours

			5	4
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Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6am-5PM Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20041106964	X				
0615-0630	B20041106998	X				
0630-0645	B2004116963	↓				
0645-0700		↓				
0700-0715	B20040402277	↓				
0715-0730		↓				
0730-0745		↓				
0745-0800	B20041106963		↓			
0800-0815	S/W Prep		↓			
0815-0830			↓			
0830-0845			↓			
0845-0900			↓			
0900-0915			↓			
0915-0930			↓			
0930-0945	CAU mtg w/					X
0945-1000	Mexican Consulate					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145		↓				
1145-1200						X
-						
-						
-						
-						

Sub-Total 16 6 - 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Arrest in (B)					↓
1215-1230	CANADA					↓
1230-1245	(after ct) D					↓
1245-1300	Same Worker					↓
1300-1315	CAU - ADMIN					
1315-1330		↓				
1330-1345		↓				
1345-1400	B2004042277	X				
1400-1415	D	↓				
1415-1430		↓				
1430-1445		↓				
1445-1500		↓				
1500-1515	B20041006436					
1515-1530	Rewirey Ichin					
1530-1545	w/ father					
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

* No Lunch Break
 • 5 additional after shift

Ichin Recovered

Category	1	2	3	4	5
Sub-Total this Column	8	-	10	-	4
Sub-Total from Column 1	16	6	-	-	2
TOTAL	24	6	10	-	6

TOTAL 11.5 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6am-5pm Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin	↓				
0615-0630		↓				
0630-0645						
0645-0700		↓				
0700-0715	B20041006436		↓			
0715-0730			↓			
0730-0745						
0745-0800			↓			
0800-0815	[REDACTED] (afternet)					↓
0815-0830						↓
0830-0845	[REDACTED] (afternet)					↓
0845-0900						↓
0900-0915	Team mtg	↓				
0915-0930	CAU Mexico	↓				
0930-0945	Case Disc.	↓				
0945-1000		↓				
1000-1015	CAU Admin/Sup	↓				
1015-1030		↓				
1030-1045		↓				
1045-1100						X
1100-0015						X
1115-1130	TIC [REDACTED] QA	↓				
1130-1145		↓				
1145-1200	Lunch					X
-						
-						
-						
-						

Sub-Total 13 4 7

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					↓
1215-1230						↓
1230-1245						↓
1245-1300	[REDACTED]	↓				
1300-1315		↓				
1315-1330			↓			
1330-1345	B20041006436		↓			
1345-1400			↓			
1400-1415			↓			
1415-1430			↓			
1430-1445			↓			
1445-1500			↓			
1500-1515	Time off / APT					↓
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700						↓
1700-1715						↓
1715-1730						↓
1730-1745						↓
1745-1800						↓
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 3 6 11

Sub-Total from Column 1 13 4 7

TOTAL 16 10 18

On-call only - no response time

TOTAL 11 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-10

Day: Fri

Date: 11, 19, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin	↓				
0615-0630	B20041106790	↓				
0630-0645	B20041106998	X				
0645-0700		↓				
0700-0715		↓				
0715-0730	CAU Admin	↓				
0730-0745		↓				
0745-0800		↓				
0800-0815		↓				
0815-0830		↓				
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945		↓				
0945-1000		↓				
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 12 4

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1 12 4

TOTAL 12 4

Office Use Only

TOTM 4 HRS

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/15/04 through 11/21/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	2.25	0	0	0	8.25
Tuesday	1.5	0	0	0	10.0
Wednesday	4.25	0	0	0	6.25
Thursday	3.75	0	0	0	6.75
Friday	—	—	—	—	—
Saturday	—	—	—	—	—
Sunday	—	—	—	—	—

TOTAL	10.5				31.0
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10.75

31.25

= 42.0

(40 HOURS + (4 x 1/2 H2
1.00 HOURS)

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700

Day: MON

Date: 11 15 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						X
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	ADMIN/ [REDACTED]	X				
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Sub-Total 9 - - - 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	0	0	0	0	20
Sub-Total from Column 1	9	0	0	0	13
TOTAL	9				33

Office Use Only

2.25

8.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRASCOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						↓
0700-0715						↓
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915	STAFF MEETING	X				
0915-0930	↓					X
0930-0945						↓
0945-1000	↓					↓
1000-1015						X
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total

1	1	1	1	2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

1				19
---	--	--	--	----

Sub-Total from Column 1

1				21
---	--	--	--	----

TOTAL

2				40
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On the 1st of the month, 2004, I certify that the information provided is true and correct.

15 10

Supervisor Signature: [Signature]

213 209

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700

Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						X
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	ADMIN / [REDACTED]	X				
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						X
1145-1200						
-						
-						
-						
-						

Sub-Total 6 0 0 0 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	MEETINGS - [REDACTED]	X				
1415-1430						
1430-1445						
1445-1500						
1500-1515	ADMIN - [REDACTED]	X				
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						X
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	11	0	0	0	9
Sub-Total from Column 1	6	0	0	0	16
TOTAL	17				25

Time Used Only 4.25 6.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: THU

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	BRIEF	X				
0645-0700	ADMIN - [REDACTED]	X				
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	TEAM MEETING	X				
0915-0930						
0930-0945						
0945-1000						
1000-1015						X
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 14 - - - 8

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	ADMIN	X				
1400-1415	LEAVE					X
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 1 - - - 19

Sub-Total from Column 1 14 - - - 8

TOTAL 15 - - - 27

6.75

Office Use Only

3.75

6.75

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLAGHER

Week of: 11, 15, 04 through 11, 19, 04

Total Hours for the Week by Category *lunch*

	1	2	3	4	5
Monday				8	1
Tuesday				8	1
Wednesday	7				1.5
Thursday	8.5				
Friday	8.5				
Saturday					
Sunday					

TOTAL

24	—	—	16	3.5
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43.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: MON Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	4 A					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	5					
-						
-						
-						
-						

Sub-Total

			4	
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	4 A					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

			4	1
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Sub-Total from Column 1

			4	
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TOTAL

			8	1
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Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: Tues

Date: 11/16/94

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800	4A					
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	5					

Sub-Total

			4	
--	--	--	---	--

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300	4A					
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Off-Use Only

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed Date: 11/17/04

See reverse for Category details)

Employee Signature:

Supervisor Signature:

Category	1	2	3	4	5
Sub-Total this Column	4				1
Sub-Total from Column 1	3	2.75			1.5
TOTAL	7	-			1.5

Office Use Only

6.75

1.75.

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Thurs Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1 D					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1 D					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 3.5

TOTAL 8.5

Office Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI. Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1D					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1D					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Once Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/15/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	0	0	0	12	0	
Tuesday	0	0	0	9.5	0	
Wednesday	2	7.5	0	0	1.75	10.25
Thursday	0.5	1	0	1	0	
Friday						
Saturday						
Sunday						

TOTAL	7	8.5	0	21.5	17.5	
	2				10.75	

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: _____

Day: Mon

Date: 11/15/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	DOAG				5	
0615-0630	...				5	
0630-0645	...				5	
0645-0700	...				5	
0700-0715	...				5	
0715-0730	...				5	
0730-0745					5	
0745-0800					5	
0800-0815					5	
0815-0830					5	
0830-0845					5	
0845-0900					5	
0900-0915					5	
0915-0930					5	
0930-0945					5	
0945-1000					5	
1000-1015					5	
1015-1030					5	
1030-1045					5	
1045-1100					5	
1100-0015					5	
1115-1130					5	
1130-1145					5	
1145-1200					5	

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215					5	
1215-1230					5	
1230-1245					5	
1245-1300					5	
1300-1315					5	
1315-1330					5	
1330-1345					5	
1345-1400					5	
1400-1415					5	
1415-1430					5	
1430-1445					5	
1445-1500					5	
1500-1515					5	
1515-1530					5	
1530-1545					5	
1545-1600					5	
1600-1615					5	
1615-1630					5	
1630-1645					5	
1645-1700					5	
1700-1715					5	
1715-1730					5	
1730-1745					5	
1745-1800					5	

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

			12	
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Off-Base Only

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Supervisor Signature: _____

Child Abduction Time Study Worksheet

16

Employee: Sylvia

Work Hours: _____

Day: Tues.

Date: 11/10/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	DDAA					
0615-0630	Training					
0630-0645						
0645-0700	Salamanca					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

			9.5	
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Sub-Total from Column 1

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TOTAL

			9.5	
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Off-Use Only

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9.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sybil

Work Hours: _____

Day: Wed.

Date: 1/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>B20041106963</u>	✓				
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900			✓			
0900-0915			✓			
0915-0930			✓			
0930-0945			✓			
0945-1000	<u>Meeting w.</u>	✓				
1000-1015	<u>Mexican</u>	✓				
1015-1030	<u>Consular</u>	✓				
1030-1045	<u>officials</u>	✓				
1045-1100		✓				
1100-0015		✓				
1115-1130		✓				
1130-1145						
1145-1200						

Sub-Total 8 12

2	3			
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Sybil

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	<u>B20041006436</u>		✓			
1230-1245			✓			
1245-1300			✓			
1300-1315			✓			
1315-1330			✓			
1330-1345			✓			
1345-1400	<u>[Redacted]</u>					✓
1400-1415						✓
1415-1430						✓
1430-1445	<u>B20041106963</u>		✓			
1445-1500			✓			
1500-1515			✓			
1515-1530			✓			
1530-1545			✓			
1545-1600			✓			
1600-1615			✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 3 3.5 .75

0	4.5	0	0	.75
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Sub-Total from Column 1

2	3.0	0	0	0
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TOTAL

2	7.5	0	0	.75
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Off-Use Only

10.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylva

Work Hours: _____

Day: Thurs

Date: 11/18/14

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1** Contact with children and other persons involved
Category 2 Securing compliance utilizing court action
Category 3 Physically recovering child(ren)
Category 4 Training
Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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Office Use Only

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Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/19/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	4.5				.5	5
Thursday	out		sick		.8	
Friday	out		sick		.8	
Saturday						
Sunday						
TOTAL	18.5	0	0	0	20.5	

Child Abduction Time Study Worksheet

Employee: Fathy Weidner

Work Hours: 8.5

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945	<u>break</u>					
0945-1000	<u>30 min = 1/2 hr</u>					
1000-1015						
1015-1030						
1030-1045						
1045-1100	<u>(phones)</u>					
1100-1115						
1115-1130						
1130-1145						
1145-1200	<u>phone</u>					

Sub-Total

Category 1: Contact with children and other persons involved

Category 2: Securing compliance utilizing court action

Category 3: Physically recovering child(ren)

Category 4: Training

Category 5: Non-Abduction Related

See reverse for Category details

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	<u>Lunch</u>					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	<u>phone</u>					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530	<u>phone</u>					
1530-1545						
1545-1600						
1600-1615						
1615-1630	<u>Break</u>					
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	3.5				1.5
Sub-Total from Column 1	3.5				1.5
TOTAL	7.0				2.0

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 8-5

Day: Tue

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	R [redacted] R [redacted]					
0830-0845	[redacted] phone					
0845-0900						
0900-0915						
0915-0930						
0930-0945	Break					5
0945-1000						5
1000-1015						
1015-1030						
1030-1045						1
1045-1100	Cl [redacted] S [redacted]					
1100-1115	[redacted] phone					
1115-1130						1
1130-1145						
1145-1200						1

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					5
1230-1245						
1245-1300						5
1300-1315						
1315-1330						
1330-1345	Q [redacted] C [redacted]					
1345-1400	[redacted] phone					1
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	Break					
1515-1530						
1530-1545						
1545-1600	Z [redacted] R [redacted]					
1600-1615	[redacted] phone					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

2.5				1.5
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Sub-Total from Column 1

3.5				5
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TOTAL

7.0				2.0
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9 hrs

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 7-12

Day: Wed

Date: 11.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730	R [redacted] S [redacted]					
0730-0745	[redacted] pho					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	S [redacted] G [redacted]					
0900-0915	[redacted] pho					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	Break 1/2 hr					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

5 hrs

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1: Contact with children and other persons involved

Category 2: Securing compliance utilizing court action

Category 3: Physically recovering child(ren)

Category 4: Training

Category 5: Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: _____

Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of: 11/15/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	2.5				9	11.5
Tuesday	.5				9.5	10.0
Wednesday					10	10
Thursday	1.75				8.5	10.25
Friday						
Saturday						
Sunday						
TOTAL	4.75				37	41.75

Child Abduction Time Study Worksheet

Employee: SCHENBRI

Work Hours: 10 hrs

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	<u>B20020905247</u>					X
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						✓
1000-1015	<u>90-D-0778</u>	X				
1015-1030						
1030-1045						
1045-1100						
1100-0015		✓				
1115-1130	<u>B20020905247</u>					X
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Sub-Total 5 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1	5				16
TOTAL	5				36
Time JS - Only					
	2.5				9

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schenari

Work Hours: 10 hrs

Day: Tue

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B20020905247</u>					X
0715-0730						2
0730-0745						3
0745-0800						4
0800-0815						5
0815-0830						6
0830-0845						7
0845-0900						8
0900-0915						9
0915-0930						10
0930-0945						11
0945-1000						12
1000-1015						13
1015-1030						14
1030-1045						15
1045-1100						16
1100-0015						17
1115-1130						18
1130-1145						19
1145-1200						20

Sub-Total

				20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>90-D-0778</u>	X				
1215-1230		✓				
1230-1245	<u>B2020905247</u>					X
1245-1300						12
1300-1315						3
1315-1330						4
1330-1345						5
1345-1400						6
1400-1415						7
1415-1430						8
1430-1445						9
1445-1500						10
1500-1515						11
1515-1530						12
1530-1545						13
1545-1600						14
1600-1615						15
1615-1630						16
1630-1645						17
1645-1700						18
1700-1715						19
1715-1730						20
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1					20
TOTAL	2				38
Other Sub-Only					
	15				9.5

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schemm

Work Hours: 10

Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B2002090 5247					X
0715-0730						12
0730-0745						1
0745-0800						4
0800-0815						3
0815-0830						6
0830-0845						7
0845-0900						8
0900-0915						9
0915-0930						10
0930-0945						11
0945-1000						12
1000-1015						13
1015-1030						14
1030-1045						15
1045-1100						16
1100-0015						17
1115-1130						18
1130-1145						19
1145-1200						20

Sub-Total

				20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B2002090 5247					X
1215-1230						2
1230-1245						3
1245-1300						4
1300-1315						5
1315-1330						6
1330-1345						7
1345-1400						8
1400-1415						9
1415-1430						10
1430-1445						11
1445-1500						12
1500-1515						13
1515-1530						14
1530-1545						15
1545-1600						16
1600-1615						17
1615-1630						18
1630-1645						19
1645-1700						20
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
TOTAL					40

Other Use Only

10

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Shenon

Work Hours: 10

Day: Thurs

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>020020905247</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						✓
0900-0915	<u>Team meeting</u>	X				
0915-0930						
0930-0945						
0945-1000		✓				
1000-1015	<u>020020905247</u>					X
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓

Sub-Total 4 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Supervisor Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>020020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						✓
1630-1645	<u>[Redacted]</u>	X				
1645-1700	<u>[Redacted]</u>					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Once Use Only

1.75

8.5

Child Abduction Time Study Weekly Team Totals

Week of: Nov 22 through Nov 26, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	8.75	3.5	0	0	29.75	12.25	22	22	56%
Cardott, Patrice	Investigator	14.75	6	0	0	24	20.75	11	33	63%
Evans, Linda	Senior Investigator	0	0	0	0	44	0	44	0	N/A
Fracolli, Bob	Lieutenant	0	0	0	0	42	0	42	0	N/A
Gallardo, Martha	Paralegal	0	0	0	0	0	0	42.5	0	N/A
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	19.5	11	33	59%
Weidner, Patty	Legal Clerk	17	0	0	0	23	17	18	27	63%
Schembri, Mike	Investigator	4.5	0	0	0	0	4.5			
Campanolo, Dave	Senior Investigator	1	0	0	0	0	1			

TOTAL	50.75	24.25	0	0	183	75	190.5	115
Percentage of Worked Hours on Child Abduction	44%	21%	0%	0%				

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardott 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracolli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: 11 1221 04 through 11 1261 04

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	8.75	3.5			29.75	42
Cardott, Patrice	Investigator	14.75	6.0			24.	44.75
Evans, Linda	Senior Investigator					40	
Fracolli, Bob	Lieutenant					42.0	
Gallardo, Martha	Paralegal					42.5	
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	39.75
Weidner, Patty	Legal Clerk	17.				23.0	40
Schembra	Inv.	4.5				35.5	40
Campagnolo	Inv. (TL Substitute)					1.0	
TOTAL		49.75	24.25			258	

Child Abduction Time Study Weekly Individual Totals

Employee: ByTHE way

Week of: 11/23/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	3	3 1/2			4 1/2	11
Wednesday	5 3/4				5 1/4	11
Thursday					10	10
Friday					10	10
Saturday						
Sunday						
TOTAL	8 3/4	3 1/2			29 3/4	

Child Abduction Time Study Worksheet

Employee: By THE way

Work Hours: 630-1730 Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	20040305605					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	CWPP					
0900-0915						
0915-0930						
0930-0945						
0945-1000	20041106864					
1000-1015						
1015-1030						
1030-1045	20040906139					
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 7 3 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	CWPP					
1230-1245						
1245-1300						
1300-1315	20041106864					
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	20040905605					
1600-1615	20041006240					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5 11 6

Sub-Total from Column 1 7 3 12

TOTAL 12 14 18

Office Use Only

3 3 1/2 4 1/2

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. J. Thelmer

Work Hours: 630-1730 Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	20040905605	I				
0745-0800		I				
0800-0815		I				
0815-0830	20020704017	I				
0830-0845		I				
0845-0900		I				
0900-0915	CWP					I
0915-0930						I
0930-0945						I
0945-1000						I
1000-1015						I
1015-1030						I
1030-1045						I
1045-1100						I
1100-0015						I
1115-1130						I
1130-1145						I
1145-1200						I

Sub-Total 14 8

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 9 13

Sub-Total from Column 1 14 8

TOTAL 23 21

Other Use Only

5 3/4 5 1/4

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.5	2.5			1	11
Tuesday	7.25	1.5			3.	11.75
Wednesday					10.	10
Thursday					10.	10
Friday						
Saturday		2.0	see overtime slip - 2			
Sunday						
TOTAL	14.75	6.0			24.	44.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040402277	T				
0715-0730	S [REDACTED] / D [REDACTED]					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B20041106790	T				
1100-0015	T [REDACTED] / V [REDACTED]					
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	ADDRESS E-MAILS	T				
1315-1330	A PHONE MSGS					
1330-1345	B20041006542	T				
1345-1400	C [REDACTED] / A [REDACTED]					
1400-1415	A W [REDACTED]					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	B20041107170	T				
1545-1600	F [REDACTED] / J [REDACTED]					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	10	10			4
Sub-Total from Column 1	20	8			8
TOTAL	30	10			4

Online Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICK Work Hours: 0700-1800 Day: TUES. Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041306542	↑				
0715-0730	C [REDACTED] / A [REDACTED]	↑				
0730-0745	# W [REDACTED]	↑				
0745-0800		↑				
0800-0815		↑				
0815-0830		↑				
0830-0845		↓				
0845-0900	B20040906173	↑				
0900-0915	K [REDACTED] / A [REDACTED]	↑				
0915-0930		↑				
0930-0945		↑				
0945-1000		↑				
1000-1015		↑				
1015-1030		↓				
1030-1045		↑				
1045-1100		↑				
1100-0015		↑				
1115-1130	BREAK					X
1130-1145	LUNCH					↑
1145-1200						↓
-		14	3			3
-						
-						
-						
-						

Sub-Total 14 3 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↑
1215-1230						↓
1230-1245						↑
1245-1300	DEPT OFFICER					↑
1300-1315						↑
1315-1330						↑
1330-1345						↑
1345-1400						↑
1400-1415						↑
1415-1430	B20041107178	↑				
1430-1445	F [REDACTED] / J [REDACTED]	↑				
1445-1500		↑				
1500-1515		↑				
1515-1530		↑				
1530-1545		↑				
1545-1600		↑				
1600-1615		↑				
1615-1630		↑				
1630-1645		↑				
1645-1700		↑				
1700-1715		↑				
1715-1730		↑				
1730-1745	CHECK EMAILS	↓				
1745-1800	AND PHONE MSGS	↓				
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	15	0			9
Sub-Total from Column 1	14	3			3
TOTAL	29	3			12

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED.

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	DAY					
0745-0800						
0800-0815						
0815-0830	DEF					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Once Is Only

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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Since Use Only

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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: SAT Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	B20040906173 -					
0700-0715	SEE ATTACHED					
0715-0730	OVERTIME					
0730-0745	SLIP					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

	2				
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column		2			
Sub-Total from Column 1		2			
TOTAL		2			

Time: 11:22 AM

Supervisor Signature: _____

**BUREAU OF INVESTIGATION
SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
REPORT OF OVERTIME**

Investigator CARLOTT PATRICE

Date 11-22-04

BOI # or Offense Type B20040706173

Est. Hours 3 1/2

CASE RELATES TO:

- ☐ PRE-COMPLAINT ☐ TRIAL IN PROGRESS
☐ PRE-TRIAL ☒ OTHER REASON

WHY IS THE OVERTIME WORK NECESSARY?

COURT ORDERED UN-SUPERVISED VISITS FOR FATHER. HISTORY OF DV. CHILDREN IN COUNSELING. MONITORING BY PHONE AND WITH ASSISTANCE OF MORGAN HILL PD OF BLVD-ITP, ACTIVITIES AND DEPT OF SOCIAL.

SIGNATURE OF ATTORNEY REQUESTING OVERTIME WORK

SIGNATURE OF SUPERVISING INVESTIGATOR APPROVING OVERTIME WORK

NARRATIVE DETAILS OF WORK PERFORMED:

(DATE WORK PERFORMED: 11-20-04 TIME STARTED: 0945)

LIST ACTIVITIES & TIMES:

TIME - 1:30 CONTACTED FATHER VIA MORGAN HILL PD. -
RECOMMENDED

VARIOUS TIMES TELEPHONE CONTACT WITH FATHER -
WALKED IN VISIT PHOTOS

HOME - 1730 MONITORED VIA TELEPHONE - FATHER
RETURNED CHILDREN TO M.H.P.D. AND
THE MOTHER.

TOTAL HOURS WORKED: 2

[Signature]
SIGNATURE OF ASSIGNED EMPLOYEE
PERFORMING THE OVERTIME WORK

REQUESTED PAYMENT TYPE:

- ☐ CASH
☒ COMPENSATING TIME

BUDGET UNIT: _____

Chief Investigator

Child Abduction Time Study Weekly Individual Totals

Employee: L. Evans

Week of: 11/22/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday		Comp time off		Holiday	
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday				✓	✓
TOTAL	0	0	0	0	40

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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Office Use Only

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Comp Time 80

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

				10
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Office Use Only

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Comp Time 10

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: THURSDAY

Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Office Use Only

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10 - Holiday

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Fri

Date: 11/26/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					

Office Use Only

HOLIDAY

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLI

Week of: 11/22/04 through 11/29/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					10.5
Tuesday					10.5
Wednesday					10.5
Thursday					10.5
Friday					
Saturday					
Sunday					
TOTAL					42.0

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: MON

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total

				22
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					22
TOTAL					42

Office Use Only

Supervisor Signature: [Signature]

10.5

Child Abduction Time Study Worksheet

Employee: BOB FZAROLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				27
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

		Category				
		1	2	3	4	5
Sub-Total this Column						20
Sub-Total from Column 1						22
TOTAL						42

Employee Use Only

257 253

Supervisor Signature: [Signature]

105

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: WED

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V

Sub-Total

				22
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					22
TOTAL					42

Office Use Only

10.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BUS FRACOLLI

Work Hours: 0630-1700

Day: THUR

Date: 11 12 5104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>HOLIDAY</u>					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

				20
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Sub-Total from Column 1

				22
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TOTAL

				42
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Office Use Only

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10.5

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLARDO

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					8.5
Tuesday					8.5
Wednesday					8.5
Thursday		HOLIDAY			8.5
Friday					8.5
Saturday					
Sunday					
TOTAL					25.5

42.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: MON Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>Vac</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

					<u>3.5</u>
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

26157

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
TOTAL					<u>8.5</u>

Office Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30 - 5

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>SB Vac.</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
TOTAL					<u>8.5</u>

Off-Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: Wed. Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>Vac</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: Martina Gallardo

Supervisor Signature: _____

263 259

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 3.5

TOTAL 8.5

On-Bus Only (Indicate if on bus)

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: Thurs

Date: 11/24/04

Holiday

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category detail(s)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Office Use Only

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Employee Signature: Martina Gallardo

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARILYN GALLARDO Work Hours: 8:30-5

Day: FRI Date: 11 25 04 *HOLIDAY*

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Marilyn Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Off-Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylva

Week of: 11/22/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	1	6.75	0	0	2.5	9.75
Tuesday	0	5.5	0	0	4.75	10.25
Wednesday	3.75	3	0	0	3	9.75
Thursday	holiday				10.	10.
Friday						
Saturday						
Sunday						
TOTAL	4.75	14.75	0	0	20.25	39.75

Child Abduction Time Study Worksheet

Employee: Hydra

Work Hours: 10

Day: Mon

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						✓
0700-0715	D Voicemail	✓				
0715-0730	D 4	✓				
0730-0745	D email	✓				
0745-0800	D messages	✓				
0800-0815	[REDACTED]					✓
0815-0830						
0830-0845	[REDACTED] Ct.					✓
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	B20041106 963		✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100	[REDACTED] IF [REDACTED]		✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			✓
1145-1200			✓			✓

Sub-Total 4 7 0 0 6

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215			✓			
1215-1230	Called		✓			
1230-1245	Oregon (B)		✓			
1245-1300	Called		✓			
1300-1315	SCCCO		✓			
1315-1330	[REDACTED]		✓			
1330-1345	[REDACTED]		✓			
1345-1400	Met w. L		✓			
1400-1415	Interviewed		✓			
1415-1430	LBP.		✓			
1430-1445			✓			
1445-1500	Confirmed		✓			
1500-1515	Const		✓			
1515-1530	order		✓			
1530-1545	Tel. W.		✓			
1545-1600	Abductor's		✓			
1600-1615	Atty.		✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 0 18 0 0 0

Sub-Total from Column 1 4 7 0 0 6

TOTAL 4 25 0 0 6

Only Use Only

6,25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	B20041107170		✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900	B20041107169		✓			
0900-0915	B20041107170		✓			
0915-0930			✓			
0930-0945			✓			
0945-1000			✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			
1145-1200			✓			

Sub-Total 0 22 0 0 0

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 0 22 0 0 19

Sub-Total from Column 1 0 22 0 0 0

TOTAL 0 22 0 0 19

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sybra

Work Hours: 10

Day: Wed

Date: 11/24/02

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						✓
0700-0715	Review	✓				
0715-0730	voice mail					
0730-0745	emails					
0745-0800	contacts re:					
0800-0815	Cases -					
0815-0830	Discuss w.					
0830-0845	Patty Weidner					
0845-0900	& team		7			
0900-0915	• [redacted]					
0915-0930	• [redacted]					
0930-0945	→ Talk to inv.					
0945-1000	→ Review					
1000-1015	py report &					
1015-1030	cont docs					
1030-1045	Contact inv.					
1045-1100	mother (LBPI)					
1100-0015	& dad's abt					
1115-1130	re: abduction					
1130-1145	& court docs					
1145-1200						
-						
-						
-						
-						

Sub-Total 7 6 0 0 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300	Reviewed					✓
1300-1315	time	✓				
1315-1330	sheets for	✓				
1330-1345	SB 90	✓				
1345-1400		✓				
1400-1415		✓				
1415-1430		✓				
1430-1445		✓				
1445-1500		✓				
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 8 0 0 0 10

Sub-Total from Column 1 7 12 0 0 2

TOTAL 15 12 0 0 12

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Syba Work Hours: 10 Day: Thurs Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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off-use only

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Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	3				3	6
Thursday	Thanksgiving					8
Friday	Thanksgiving					8
Saturday						
Sunday						
TOTAL	17				23.0	40

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Mon

Date: 11.22.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>[Redacted]</u>					
0815-0830	<u>[Redacted]</u>					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045	<u>Good Cause</u>					
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	<u>[Redacted]</u>					
1315-1330	<u>[Redacted]</u>					
1330-1345						
1345-1400	<u>B20641106770</u>					
1400-1415						
1415-1430						
1430-1445						
1445-1500	<u>[Redacted]</u>					
1500-1515	<u>[Redacted]</u>					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645	<u>[Redacted]</u>					
1645-1700	<u>[Redacted]</u>					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>a</u>					
0815-0830	<u>a</u>					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	<u>1/2</u>					
1000-1015						
1015-1030						
1030-1045						
1045-1100	<u>52 WHOLE PRO</u>					
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

3.5				1.5
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Sub-Total from Column 1

3.5				1.5
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TOTAL

7.0				2.0
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 11-5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						B
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						B
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						5
1215-1230						5
1230-1245						5
1245-1300						5
1300-1315						5
1315-1330						5
1330-1345	1-3:30 Helping Jan					5
1345-1400						5
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	2				3
Sub-Total from Column 1	1				
TOTAL	3				3

Office Use Only

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Schenki

Week of: 11/22/ through 11/25/

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	.5				9.5	10
Tuesday	2				8	10
Wednesday	2				8	10
Thursday					10	10
Friday						
Saturday						
Sunday						
TOTAL	4.5				35.5	40

Child Abduction Time Study Worksheet

Employee: Shenon

Work Hours: 10

Day: Mon

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20020905247					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						✓
0900-0915	90-0-0778	X				
0915-0930						
0930-0945	B20020905247					X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Sub-Total 2 18

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B2002-0905247					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 18

TOTAL 38

Office Use Only

15 9.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Schenck

Work Hours: 10

Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>90-0-0778</u>	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900		✓				
0900-0915	<u>B20020905247</u>					K
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓

Sub-Total 8 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					*
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Time: 1st Only

2 8

Supervisor Signature: _____

277273

Child Abduction Time Study Worksheet

Employee: Shenon

Work Hours: 10

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>32004/0905810</u>	X				
0715-0730	<u>32004/0603525</u>					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>32004/0905247</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 8 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: MS

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>32002/0905817</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 8 12

TOTAL 8 32

Office Use Only

2 8

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Ehombi

Work Hours: 10

Day: Thurs

Date: 11/28/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Compagnolo

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday					1.5
Wednesday					1.5
Thursday					
Friday					
Saturday					
Sunday					

TOTAL					1.0
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↑
1.5B
1d

Child Abduction Time Study Worksheet

Employee: CAMPAGNOLA
DAVID

Work Hours: 0700
1600

Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

referred for Linda at mtg

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1				2	
TOTAL				2	

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CAMPAGNOLI
DAVID

Work Hours: 0700
1800

Day: WED

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						✓
0800-0815						✓
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
Sub-Total this Column

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Sub-Total from Column 1

				2
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TOTAL

				2
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Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Team Totals

Week of: Nov 29 through Dec 3, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	18.5	0	0	0	23.75	18.5	0	44	42%
Cardott, Patrice	Investigator	21.5	15.25	0	0.5	6.5	37.25	0	44	85%
Evans, Linda	Senior Investigator	7	0	0	0	37	7	37	7	100%
Fracolli, Bob	Lieutenant	8	0	0	0	34	8	0	42	19%
Gallardo, Martha	Paralegal	25.5	0	0	0	17	25.5	0	42.5	60%
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5	28.75	0	44	65%
Weidner, Patty	Legal Clerk	30.5	0	0	0	14.5	30.5	0	45	68%
Schembri, Mike	Investigator	5.5	0	0	0		5.5			
Campagnolo, Dave	Senior Investigator	0.5	0	0	0		0.5			

TOTAL	121.75	39.25	0	0.5	146.25	161.5	37	268.5
Percentage of Worked Hours on Child Abduction:	45%	15%	0%	0%				

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardott 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracolli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	18.5				23.75
Cardott, Patrice	Investigator	37.21.5	15.25		.5	6.5
* Evans, Linda	Senior Investigator					40 side
Fracolli, Bob	Lieutenant	8				34 42
Gallardo, Martha	Paralegal	25.5				17 42.5
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5 42.25
Weidner, Patty	Legal Clerk	30.5				14.5
Schembri	Inv.	6.5				34.5
Campagnolo (Inv. substitute)						.5
TOTAL		129.5	39.25			184.25

Child Abduction Time Study Weekly Individual Totals

Employee: Bytheway

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7.25 7.25				3.75
Wednesday	8.25				2.0
Thursday	3.0				8.0
Friday					10.0
Saturday					
Sunday					

TOTAL	18.5				23.75
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Child Abduction Time Study Worksheet

Employee: BYTHEWAY

Work Hours: 6:30-1730 Day: Tue

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615		1				
0615-0630		1				
0630-0645		1				
0645-0700		1				
0700-0715	20040906181	1				
0715-0730		1				
0730-0745	20041006461	1				
0745-0800		1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915	MEETING	1				
0915-0930		1				
0930-0945		1				
0945-1000		1				
1000-1015						1
1015-1030						1
1030-1045						1
1045-1100		1				
1100-0015		1				
1115-1130		1				
1130-1145		1				
1145-1200		1				
-						
-						
-						
-						
-						

Sub-Total 21 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						1
1245-1300						1
1300-1315	20040905605	1				
1315-1330		1				
1330-1345	20041006240	1				
1345-1400		1				
1400-1415		1				
1415-1430	Admin	1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530		1				
1530-1545		1				
1545-1600	comp	1				
1600-1615		1				
1615-1630		1				
1630-1645		1				
1645-1700		1				
1700-1715		1				
1715-1730		1				
1730-1745		1				
1745-1800		1				
-		8				12
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 8 12

Sub-Total from Column 1 21 3

TOTAL 29 15

Office Use Only _____ 5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Brythe Way

Work Hours: 630-1730

Day: WED

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	20041006240					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 17 2

- Category 1** Contact with children and other persons involved
Category 2 Securing compliance utilizing court action
Category 3 Physically recovering child(ren)
Category 4 Training
Category 5 Non-Abduction Related
 See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	20041090					
1330-1345	6139					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630	1006240					
1630-1645						
1645-1700	Admin					
1700-1715						
1715-1730						
1730-1745	--					
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 10 6
 Sub-Total from Column 1 17 2
 TOTAL 33 8

Office Use Only

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. Shewey

Work Hours: _____

Day: Thurs

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645		✓				
0645-0700		✓				
0700-0715		✓				
0715-0730		✓				
0730-0745		✓				
0745-0800		✓				
0800-0815		✓				
0815-0830		✓				
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145		✓				28
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 10 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		✓				
1215-1230		✓				
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						✓
1715-1730						✓
1730-1745						✓
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	2				20
Sub-Total from Column 1	10				12
TOTAL	12				32

Office Use Only

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Bysheway

Work Hours: _____

Day: Fri

Date: 12/3/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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- Category 1** Contact with children and other persons involved
Category 2 Securing compliance utilizing court action
Category 3 Physically recovering child(ren)
Category 4 Training
Category 5 Non-Abduction Related
See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					10

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of: 11/12/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3	5			2.75
Tuesday	6	3.25			1.75
Wednesday	4	5.5		.5	1
Thursday	8.5	1.5			1
Friday					
Saturday					
Sunday					

TOTAL	37	15.25		1.5	6.5
	21.5				

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						T
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						↓
0830-0845	B20041107170		T			
0845-0900	F [REDACTED] / J [REDACTED]					
0900-0915	EMERGENCY					
0915-0930	SCREENING					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045			↓			
1045-1100	B20041106790	T				
1100-0015	T [REDACTED]					
1115-1130	EXPLAIN TO	↓				
1130-1145	PARTIES - OPTIONS					
1145-1200	"		↓			

Sub-Total

3	10			6
---	----	--	--	---

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						
1230-1245						
1245-1300						↓
1300-1315						↓
1315-1330	B20041107170		T			
1330-1345	F [REDACTED] / J [REDACTED]					
1345-1400	EMERGENCY					
1400-1415	SCREENING					
1415-1430						
1430-1445						
1445-1500						
1500-1515			↓			
1515-1530		T				
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645			↓			
1645-1700	ADDRESS E-MAILS	T				
1700-1715	& PHONE MSGS					
1715-1730						
1730-1745	B20041106998		T			
1745-1800	E [REDACTED] / S [REDACTED]					

Category

1	2	3	4	5
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Sub-Total this Column

9	10			5
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Sub-Total from Column 1

3	10			6
---	----	--	--	---

TOTAL

12	20			11
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Imp. Use Only

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 S

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106998	↑				
0715-0730	G [REDACTED] / S [REDACTED]	↑				
0730-0745		↓				
0745-0800	B20040906173	↑				
0800-0815	K [REDACTED] / A [REDACTED]	↑				
0815-0830		↑				
0830-0845		↑				
0845-0900		↓				
0900-0915	UNIT	↑				
0915-0930	MEETING	↑				
0930-0945		↑				
0945-1000		↓				
1000-1015	B20041106998	↑				
1015-1030	G [REDACTED] / S [REDACTED]	↑				
1030-1045	ADDRESS E-MAILS	↑				
1045-1100	4 MSGS.	↑				
1100-0015	B20040805242	↑				
1115-1130	L [REDACTED] / G [REDACTED]	↑				
1130-1145		↑				
1145-1200		↓				

Sub-Total 18 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						↑
1230-1245						↑
1245-1300						↓
1300-1315						↑
1315-1330						↑
1330-1345						↓
1345-1400	B20040805139		↑			
1400-1415	M [REDACTED] / N [REDACTED]		↑			
1415-1430			↓			
1430-1445	B20041106998		↑			
1445-1500	G [REDACTED] / S [REDACTED]		↑			
1500-1515			↑			
1515-1530			↑			
1530-1545			↑			
1545-1600			↑			
1600-1615			↑			
1615-1630			↑			
1630-1645	B20031104848		↑			
1645-1700	F [REDACTED] / G [REDACTED]		↑			
1700-1715			↑			
1715-1730			↑			
1730-1745			↑			
1745-1800			↑			

Category 1 2 3 4 5

Sub-Total this Column 6 11 7

Sub-Total from Column 1 18 2 8

TOTAL 24 13 7

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800 Day: WED.

Date: 12/01/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106998	↑				
0715-0730	G [REDACTED] / S [REDACTED]	↓				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845		↓				
0845-0900	B20040906173		↑			
0900-0915	K [REDACTED] / A [REDACTED]		↓			
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130			↓			
1130-1145	ADDRESS E-MAILS	↑				
1145-1200	& PHONE MSGS	↓				

Sub-Total 9 11

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

293

Supervisor Signature: _____

239

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					↓
1230-1245						
1245-1300						
1300-1315	TEAM MEETING				↑	
1315-1330					↓	
1330-1345	B20041106790		↑			
1345-1400	T [REDACTED]		↓			
1400-1415	V [REDACTED] & S [REDACTED]					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530			↓			
1530-1545	B20040805139		↑			
1545-1600	M [REDACTED] / N [REDACTED]		↓			
1600-1615						
1615-1630	B20041107124	↑				
1630-1645	S [REDACTED] / S [REDACTED]		↓			
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800		↓				

Category 1 2 3 4 5

Sub-Total this Column 7 11 2 4

Sub-Total from Column 1 9 11 6 8

TOTAL 16 22 2 4

Time Use Only

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040906173	↑				
0715-0730	K / A	↓				
0730-0745						
0745-0800		↓				
0800-0815	B20041106998	↑				
0815-0830	G / S	↓				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015		↓				
1015-1030	B20041106790	↑				
1030-1045	T / V&S	↓				
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

294

Supervisor Signature: _____

290

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						↓
1230-1245						
1245-1300						
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS.	↓				
1330-1345	B20041107124	↑				
1345-1400	S / S	↓				
1400-1415						
1415-1430		↓				
1430-1445	B20041107124		↑			
1445-1500	S / S		↓			
1500-1515						
1515-1530						
1530-1545						
1545-1600			↓			
1600-1615	B20040906173	↑				
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800		↓				

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

14	6			4
20	0			0
34	6			4

Office Use Only

Child Abduction Time Study Weekly Individual Totals

Employee: L. Evans

Week of: 11/30/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday					2:00-5:00 sick
Wednesday					Out rest of week
Thursday					
Friday					
Saturday					
Sunday					
TOTAL					

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/29/04 through 12/05/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	1				9.5
Tuesday	2.75				7.75
Wednesday	1.5				9
Thursday	2.75				7.75
Friday	0				0
Saturday	0				0
Sunday	0				0
TOTAL	8				34

Child Abduction Time Study Worksheet

10.5

Employee: BOB FEACOLL

Work Hours: 0630-1700

Day: MON

Date: 11 129 107

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						↓
0700-0715						
0715-0730						
0730-0745						
0745-0800						↓
0800-0815	ADMIN/BRIEF	X				
0815-0830		↓				
0830-0845						X
0845-0900						↓
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓

Sub-Total 2 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

297

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						↓
1545-1600						
1600-1615	ADMIN/MEETING	X				
1615-1630		↓				
1630-1645						X
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 2 18
 Sub-Total from Column 1 2 20
 TOTAL 4 38

Office Use Only

1

9.5

Supervisor Signature: _____

293

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: TUE

Date: 11 130 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN BRIEF	X				
0645-0700		↓				
0700-0715						
0715-0730						X
0730-0745					↓	
0745-0800	TRAINING -	X				
0800-0815	ARREST CONTROL	↓				
0815-0830	TACTICS (MANDATORY)	↓				
0830-0845						
0845-0900						
0900-0915		↓				
0915-0930						X
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	↓					
1130-1145						
1145-1200						↓

Sub-Total 8 14

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

Supervisor Signature: _____

298294

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						↓
1300-1315	TRAINING -	X				
1315-1330	FIRST AID (MANDATORY)	↓				
1330-1345						X
1345-1400						↓
1400-1415						
1415-1430	↓					↓
1430-1445						X
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						

		Category				
		1	2	3	4	5
Sub-Total this Column		3				17
Sub-Total from Column 1		8				14
TOTAL		11				31
Other Use Only						

2.75

7.75

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI Work Hours: 0630-1700 Day: WED Date: 12/1/10

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN/MISC	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915	COMMAND STAFF	X				
0915-0930	MEETING	↓				
0930-0945						X
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 4 18

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

299

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515						↓
1515-1530	BRIEF ADMIN	X				
1530-1545						X
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 2 18
 Sub-Total from Column 1 4 18
 TOTAL 6 36

Office Use Only
1.5 9

Supervisor Signature: _____

295

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: THUR

Date: 12/2/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700	ADMIN	X				
0700-0715						X
0715-0730						↓
0730-0745	MEET w/ I	X				
0745-0800		↓				
0800-0815						X
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000	MGMT REFS	X				
1000-1015		↓				
1015-1030		↓				
1030-1045		↓				
1045-1100						X
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓

Sub-Total 7 15

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

300

Supervisor Signature: _____

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515	MGMT REFS	X				
1515-1530		↓				
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645	ADMIN	X				
1645-1700		↓				
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 4 16

Sub-Total from Column 1 7 15

TOTAL 11 31

Print US Only

2.75 7.75

Child Abduction Time Study Weekly Individual Totals

Employee MARTHA GALLARDO

Week of: 11/29/04 through 12/4/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					8.5
Tuesday					8.5
Wednesday	8.5				
Thursday	8.5				
Friday	8.5				
Saturday					
Sunday					
TOTAL	25.5				17

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: MON. Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gallardo Supervisor Signature: _____

302

298

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						V
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Office Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES. Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓

Sub-Total

				35
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

303

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

Sub-Total from Column 1

TOTAL

Office Use Only

Supervisor Signature: _____

299

Child Abduction Time Study Worksheet

Employee: Marta GALLARDO Work Hours: 8:30-5

Day: WED

Date: 12-1-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		V				

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Marta Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
TOTAL	8.5				

Office Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: THURS. Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
TOTAL	8.5				

Time Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Fri. Date: 12/13/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
TOTAL	8.5				

Office Use Only

Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/29/04 through 12/2/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	3.75	5.0	0	0	2	10.75
Tuesday	0	5.5	0	0	5	10.5
Wednesday	0	8.25	0	0	1.75	10
Thursday	1.0	5.25	0	0	4.75	11
Friday						
Saturday						
Sunday						
TOTAL	4.75	24.	0	0	13.5	42.25

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Mon.

Date: 11/12/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Reviewed	✓				
0645-0700	emails	✓				
0700-0715	voice mails	✓				
0715-0730	caught up	✓				
0730-0745	on message	✓				
0745-0800	to unit	✓				
0800-0815	W. Patty Weidner	✓				
0815-0830	& Patrice Cardott	✓				
0830-0845	TC form	✓				
0845-0900	TM [redacted]	✓				
0900-0915	my [redacted]	✓				
0915-0930	pay [redacted]	✓				
0930-0945	trying to serve	✓				
0945-1000	work in Conn.	✓				
1000-1015	had to fill out	✓				
1015-1030	Questionnaire	✓				
1030-1045	Received		✓			
1045-1100	email phone		✓			
1100-0015	call from		✓			
1115-1130	AG/ LADA		✓			
1130-1145	re: incoming		✓			
1145-1200	Hague:		✓			
	B2004120729					

Sub-Total 15 6
3.75 1.5

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Employee Signature: Sylvia

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215			✓			✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315			✓			
1315-1330			✓			
1330-1345			✓			
1345-1400			✓			
1400-1415			✓			
1415-1430			✓			
1430-1445			✓			
1445-1500			✓			
1500-1515			✓			
1515-1530			✓			
1530-1545			✓			
1545-1600			✓			
1600-1615			✓			
1615-1630			✓			
1630-1645			✓			
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total this Column 14
 Sub-Total from Column 1 4
 TOTAL 3.75 5.0 0 0 1 9.75

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Silva

Work Hours: 10

Day: Tue.

Date: 11/30/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745						
0745-0800	<u>Waguer</u>					
0800-0815						
0815-0830						
0830-0845	<u>Review</u>					
0845-0900	<u>docs,</u>					
0900-0915	<u>translate</u>					
0915-0930	<u>Spanish,</u>					
0930-0945	<u>prepared</u>					
0945-1000	<u>for filing</u>					
1000-1015	<u>communicated</u>					
1015-1030	<u>w- LADA</u>					
1030-1045	<u>re-filing,</u>					
1045-1100	<u>case,</u>					
1100-0015	<u>Warrant on</u>					
1115-1130	<u>lien & they</u>					
1130-1145	<u>filed.</u>					
1145-1200						

Sub-Total

	5.5			
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

		Category				
		1	2	3	4	5
Sub-Total this Column						
Sub-Total from Column 1			5.5			5
TOTAL			5.5			5

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Wed

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Voice mail		✓			
0645-0700	email		✓			
0700-0715	Discuss		✓			
0715-0730	phone calls		✓			
0730-0745	w- Patty		✓			
0745-0800	→ update		✓			
0800-0815	Linda Evans		✓			
0815-0830	+ Martha		✓			
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030	TC with		✓			
1030-1045	L [redacted] D [redacted]		✓			
1045-1100	(FBI - re: [redacted])		✓			
1100-0015	([redacted] [redacted])		✓			
1115-1130						
1130-1145						
1145-1200						

Sub-Total

3.75			1.75
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	TC w.		✓			
1215-1230	" [redacted] "		✓			
1230-1245	in Alameda		✓			
1245-1300	County - re:		✓			
1300-1315	No phone		✓			
1315-1330	re: [redacted]		✓			
1330-1345	TC from		✓			
1345-1400	" [redacted] "		✓			
1400-1415	re: 2/24/04		✓			
1415-1430	child being		✓			
1430-1445	motivated...		✓			
1445-1500	TC from		✓			
1500-1515	[redacted]		✓			
1515-1530	re: [redacted]		✓			
1530-1545	18 year old		✓			
1545-1600	daughter -		✓			
1600-1615	on psychotropic		✓			
1615-1630	meds. →		✓			
1630-1645	withholding		✓			
1645-1700	not from S.C.E.		✓			
1700-1715			✓			
1715-1730			✓			
1730-1745			✓			
1745-1800			✓			

Category 1 2 3 4 5

Sub-Total this Column

0	4.5	0	0	0
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Sub-Total from Column 1

0	3.75	0	0	1.75
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TOTAL

	8.25			1.75
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Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Thurs.

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓

Sub-Total

225			325
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

311

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345	meeting @		✓			
1345-1400	Vanished		✓			
1400-1415	children's		✓			
1415-1430	alliance re:		✓			
1430-1445	to [redacted] case:		✓			
1445-1500	long term inv.		✓			
1500-1515	re: case strategies, etc.		✓			
1515-1530	TL from		✓			
1530-1545	[redacted] [redacted]	✓	✓			
1545-1600	she sent letter	✓	✓			
1600-1615	+ her 14 y.o.	✓	✓			
1615-1630	da. is under	✓	✓			
1630-1645	sister's care -		✓			
1645-1700	tried for		✓			
1700-1715	guardianship		✓			
1715-1730	papers met		✓			
1730-1745	re: [redacted]		✓			
1745-1800	letters issued		✓			

Category	1	2	3	4	5
Sub-Total this Column	1	30	0	0	1.5
Sub-Total from Column 1	0	2.25	0	0	3.25
TOTAL		625			

om - Use Only

Supervisor Signature: _____

307

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	5				4
Tuesday	7				2
Wednesday	4.5				4.5
Thursday	7				2
Friday	7				2
Saturday					
Sunday					

9 - 1.5

9

9

9

9 - 1

TOTAL	30.5				14.5
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Child Abduction Time Study Worksheet

Employee: Patty Weidner Work Hours: 8-5 Day: Mon Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800	B200104125					
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B200104125					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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- Category 1: Contact with children and other persons involved
 Category 2: Securing compliance utilizing court action
 Category 3: Physically recovering child(ren)
 Category 4: Training
 Category 5: Non-Abduction Related
 See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

--	--	--	--	--

Sub-Total this Column

1.5				3.5
-----	--	--	--	-----

 Sub-Total from Column 1

3.5				1.5
-----	--	--	--	-----

 TOTAL

5.0				4.0
-----	--	--	--	-----

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Tue

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	[redacted] 6 [redacted]					
0815-0830	[redacted] phone					
0830-0845	[redacted] 8 [redacted] phone					
0845-0900	[redacted]					
0900-0915	team meeting					4
0915-0930	meeting					4
0930-0945	break					5
0945-1000						5
1000-1015						
1015-1030						
1030-1045	[redacted] m [redacted]					
1045-1100	[redacted] phone					
1100-1115						
1115-1130						
1130-1145						
1145-1200	[redacted] [redacted]					

Sub-Total

--	--	--	--	--	--

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						5
1215-1230	Lunch					5
1230-1245						5
1245-1300						5
1300-1315						
1315-1330	[redacted] L [redacted]					
1330-1345	phone					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530	Break					5
1530-1545						
1545-1600						
1600-1615	B20040906139					
1615-1630						
1630-1645						
1645-1700	[redacted] [redacted]					
1700-1715	[redacted] phone					
1715-1730						
1730-1745						
1745-1800						

Category

	1	2	3	4	5
--	---	---	---	---	---

Sub-Total this Column

2.5					1.5
-----	--	--	--	--	-----

Sub-Total from Column 1

3.5					1.5
-----	--	--	--	--	-----

TOTAL

7.0					2.0
-----	--	--	--	--	-----

Employee Signature: _____

314 Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Wed

Date: 12.1.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	M [redacted]					
0815-0830	S [redacted]					
0830-0845	[redacted] phone					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B20041107124					
1100-1115						
1115-1130	M [redacted] S [redacted]					
1130-1145	[redacted] phone					
1145-1200						

Sub-Total

--	--	--	--	--

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related
- See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

1				4
---	--	--	--	---

Sub-Total from Column 1

3.5				1.5
-----	--	--	--	-----

TOTAL

4.5				4.5
-----	--	--	--	-----

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Thurs

Date: 12/12/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B20041207292					
0815-0830						
0830-0845						
0845-0900	Break					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B20041107124					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145	phone					
1145-1200						

Sub-Total

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330	phone					
1330-1345						
1345-1400	B20041207315					
1400-1415	Good Cause					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B20041207316					
1515-1530	Good Cause					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

31612

Employee Signature: _____

Supervisor Signature: _____

9

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12.31.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	B20041207323					
0900-0915	CA/MISC					
0915-0930						
0930-0945						
0945-1000	B20041207330					
1000-1015	BREAK					
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

Category 1: Contact with children and other persons involved

Category 2: Securing compliance utilizing court action

Category 3: Physically recovering child(ren)

Category 4: Training

Category 5: Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

Sub-Total this Column

Sub-Total from Column 1

TOTAL

317
313

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Henri

Week of: 11/29/04 through 12/12/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	5				9.5	10
Tuesday	1.25				8.75	10
Wednesday	2				8	10
Thursday	1.75				8.25	10
Friday						
Saturday						
Sunday						
TOTAL	5.5				34.5	

Child Abduction Time Study Worksheet

Employee: Schenkel

Work Hours: 10

Day: Mon

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20020905247					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	Meeting w/ [redacted]	X				
0915-0930	10-0-0878					
0930-0945	B20020905247					X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 2 18

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Duty Officer					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 2 18

TOTAL

Office Use Only Total Divided by 4 = Points

1.5 9.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: JOHN B. M.

Work Hours: 10

Day: Two

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B20020905247</u>					X
0715-0730						↓
0730-0745						
0745-0800						
0800-0815						
0815-0830						↓
0830-0845						
0845-0900	<u>Meating</u>	X				
0900-0915		↓				
0915-0930						
0930-0945						
0945-1000		↓				
1000-1015	<u>B20020905247</u>					X
1015-1030						↓
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 5 15

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

320

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						↓
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 20
 Sub-Total from Column 1 5 15
 TOTAL 5 35

on Use Only 1.25 8.75

Supervisor Signature: _____

316

Child Abduction Time Study Worksheet

Employee: Shumba

Work Hours: 10 hrs

Day: Wed

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20020905247					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	Tom Mubry	X				
1130-1145		1				
1145-1200						
-						
-						
-						
-						

Sub-Total 3 17

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	B20020905247					X
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-		5				15
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	5				15
Sub-Total from Column 1	3				17
TOTAL	8				32

Offense Use Only: 2 8

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Shenker

Work Hours: Ohio

Day: Thurs

Date: 12.12.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B20020905247</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Sub-Total

					20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: W.F.S.

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	<u>90-0-0778</u>	X				
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	<u>B20020905247</u>					X
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

		Category				
		1	2	3	4	5
Sub-Total this Column		7				13
Sub-Total from Column 1						20
TOTAL		7				33

On-site Use Only: 1 3/4 8 1/4 8.2

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Campagnolo

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					.5
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL					.5

Child Abduction Time Study Worksheet

Employee: CAMPAGNON
DAVID

Work Hours: 0200
1800

Day: M

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						✓
0745-0800						✓
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
--	--	--	--	---

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

324

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

Sub-Total from Column 1

TOTAL

attended Meeting
for Linda
so non-Abduction

Office Use Only

Supervisor Signature: _____

320

Child Abduction Time Study Weekly Team Totals

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	3 ^⑤			9.5
Evans, Linda	Senior Investigator	25.5	4.75			(13.75) 14.
Fracolli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				3.0
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
<u>Schembri</u>	<u>Inv.</u>	5.00				35.0

TOTAL 176.5 31. 135.75

(33)

(135.50)

Child Abduction Time Study Weekly Team Totals

Week of: 12/6/04 through 12/10/04

		Total Hours for the Week by Category				
		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	5			9.5
Evans, Linda	Senior Investigator	25.5	4.75			14
Fracolli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				3.0
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
<i>Schreibner</i>	<i>Inv.</i>	5.00				35.0
TOTAL		176.5	31			135.75

Child Abduction Time Study Weekly Team T

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	27.75	4.25			12.50	44
Cardott, Patrice	Investigator	29.5	3 ⁽⁵⁾			9.5	44
Evans, Linda	Senior Investigator	25.5	4.75			13.75 14.	44
Fracolli, Bob	Lieutenant	9.5				32.5	42
Gallardo, Martha	Paralegal	39.5				3.0	42.5
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5	43.75
Weidner, Patty	Legal Clerk	31.0				13.75	44.75
Schembri	Inv.	5.00				35.0	40
TOTAL		176.5	31.			135.75	

Child Abduction Time Study Weekly Individual Totals

Employee: Byrthony

Week of: 12/7/04 through 12/10/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7 3/4				3 1/4
Wednesday	6 1/4	1			3 3/4
Thursday	4 1/2	3 1/4			3 1/4
Friday	8 3/4				2 1/4
Saturday					
Sunday					
TOTAL	27 1/4	4 1/4			12 1/2

Child Abduction Time Study Worksheet

Employee: Rytwewy

Work Hours: 1630-1730

Day: TUE

Date: 12/7/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						1
0645-0700						1
0700-0715	20041006461	1				
0715-0730		1				
0730-0745		1				
0745-0800		1				
0800-0815	20041006240	1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915		1				
0915-0930	20040906139	1				
0930-0945		1				
0945-1000		1				
1000-1015		1				
1015-1030		1				
1030-1045		1				
1045-1100		1				
1100-0015		1				
1115-1130		1				
1130-1145	9703075	1				
1145-1200	13 [REDACTED]	1				

Sub-Total 16 6

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Rytwewy

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245		1				
1245-1300		1				
1300-1315		1				
1315-1330		1				
1330-1345		1				
1345-1400		1				
1400-1415	9703075	1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530	20040704789	1				
1530-1545		1				
1545-1600		1				
1600-1615		1				
1615-1630		1				
1630-1645		1				
1645-1700		1				
1700-1715		1				
1715-1730		1				
1730-1745		1				
1745-1800		1				

Category 1 2 3 4 5

Sub-Total this Column 15 7

Sub-Total from Column 1 16 6

TOTAL 31 13

Office Use Only Total Divided by 4 = 7 3/4 3 1/4

7 3/4 3 1/4

Supervisor Signature: _____

329 325

Child Abduction Time Study Worksheet

Employee: Brynn

Work Hours: 0630-1730 Day: WED

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						1
0645-0700						
0700-0715		1				
0715-0730	9803177	1				
0730-0745		1				
0745-0800	9703075	1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915						1
0915-0930						1
0930-0945						
0945-1000						1
1000-1015		1				
1015-1030		1				
1030-1045		1				
1045-1100		1				
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						1

Sub-Total 13 9

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						
1230-1245						
1245-1300						1
1300-1315	20041006240		1			
1315-1330	F [Redacted]		1			
1330-1345	20040905604		1			
1345-1400			1			
1400-1415		1				
1415-1430	20041207431	1				
1430-1445		1				
1445-1500	9703075	1				
1500-1515		1				
1515-1530		1				
1530-1545		1				
1545-1600		1				
1600-1615		1				
1615-1630		1				
1630-1645		1				
1645-1700		1				
1700-1715						1
1715-1730						1
1730-1745						
1745-1800						

		Category				
		1	2	3	4	5
Sub-Total this Column		12	4			6
Sub-Total from Column 1		13				9
TOTAL		25	4			15

Office Use Only: Total Divided by 4 = Hour

6 1/4 1 3 3/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: By TARE WONG

Work Hours: 0630-1730

Day: TL+VR

Date: 12, 9, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 13

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	Fam B					
1315-1330	20041006240					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	20041207432					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

5 13 4

Category	1	2	3	4	5
Sub-Total this Column	5	13			4
Sub-Total from Column 1	13				4
TOTAL	18	13			13

Office Use Only: Total Divided by # of Hours: 4 1/2 3 1/4 3 1/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. THERIAULT

Work Hours: 0630-1730

Day: FR

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						1
0630-0645						
0645-0700	<u>2004/1207432</u>	1				
0700-0715	<u>INTERVIEW</u>					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930	<u>2004/1207431</u>					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						1

Sub-Total 18 5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: B. Theriault

332

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						1
1230-1245						
1245-1300						
1300-1315						
1315-1330	<u>2004/1207432</u>	1				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645	<u>CACU Admin</u>					
1645-1700						
1700-1715						
1715-1730		1				
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	<u>17</u>				<u>4</u>
Sub-Total from Column 1	<u>18</u>				<u>5</u>
TOTAL	<u>35</u>				<u>9</u>

Office Use Only: Total Divided by # of Hours: 8 3/4 2 1/4

Supervisor Signature: _____

328

Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 12/06/04 through 12/09/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.75	1.25	—	—	6
Tuesday	9.75	—	—	—	1.25
Wednesday	8.25	1.75	—	—	1
Thursday	7.75	2	—	—	1.25
Friday					
Saturday					
Sunday					
TOTAL	29.5	3			9.5

(5)

Child Abduction Time Study Worksheet

Employee: CARBOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total

				20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Carrott

334

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315	B20041107124		↑			
1315-1330	S [REDACTED] / S [REDACTED]		↓			
1330-1345			↓			
1345-1400			↓			
1400-1415			↓			
1415-1430	B20041107124	↑				
1430-1445	JUDGE CARR'S	↓				
1445-1500	DEPT.	↓				
1500-1515	B20041106790	↑				
1515-1530	T [REDACTED] / V [REDACTED]	↓				
1530-1545			↓			
1545-1600			↓			
1600-1615			↓			
1615-1630			↓			
1630-1645			↓			
1645-1700			↓			
1700-1715			↓			
1715-1730	RETURN CALLS	↑				
1730-1745	E-MAILS	↓				
1745-1800			↓			
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

15	5			4
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Sub-Total from Column 1

0	0			20
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TOTAL

15	5			24
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Office Use Only

Total Divided by 15 = 1.6				
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11 Hrs

Supervisor Signature: L. Swan

330

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 12/07/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041207330	↑				
0715-0730	L [REDACTED]	↓				
0730-0745						
0745-0800		↓				
0800-0815	TEAM MTG.	↑				
0815-0830		↓				
0830-0845						
0845-0900		↓				
0900-0915	B20041207330	↑				
0915-0930	L [REDACTED]	↓				
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					↓
1230-1245						
1245-1300						
1300-1315	ANSWER E-MAIL	↑				
1315-1330	TELE. MSGS.	↓				
1330-1345	B20041006489	↑				
1345-1400	V [REDACTED] E&A	↓				
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		↓				
1630-1645						X
1645-1700	B20041106255	↑				
1700-1715	S [REDACTED] / B [REDACTED]	↓				
1715-1730						
1730-1745						
1745-1800		↓				
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 19 5

Sub-Total from Column 1 20 4

TOTAL 39 5

Office Use Only (Not to be used by the employee)

11 HRS

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED

Date: 12 / 8 / 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106255	↑				
0715-0730	S [REDACTED] / B [REDACTED]	↑				
0730-0745		↑				
0745-0800		↑				
0800-0815		↑				
0815-0830		↑				
0830-0845		↑				
0845-0900		↓				
0900-0915	"		↑			
0915-0930			↑			
0930-0945			↓			
0945-1000	B20041207413	↑				
1000-1015	M [REDACTED]	↑				
1015-1030		↑				
1030-1045		↑				
1045-1100		↑				
1100-0015		↑				
1115-1130		↓				
1130-1145	LUNCH					↑
1145-1200						↓
-						
-						
-						
-						
-						

Sub-Total

15	3			2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

336

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↑
1215-1230						↓
1230-1245	B20041207413	↑				
1245-1300	M [REDACTED]	↑				
1300-1315		↑				
1315-1330		↑				
1330-1345		↑				
1345-1400		↑				
1400-1415		↑				
1415-1430		↓				
1430-1445	"		↑			
1445-1500			↑			
1500-1515			↑			
1515-1530			↓			
1530-1545	B20041207330	↑				
1545-1600	L [REDACTED]	↑				
1600-1615		↑				
1615-1630		↓				
1630-1645	RETURN E-MAILS	↑				
1645-1700	& PHONE CALLS	↓				
1700-1715	B20041107161	↑				
1715-1730	M [REDACTED]	↑				
1730-1745	B [REDACTED]	↑				
1745-1800		↓				
-						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

18	4			2
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Sub-Total from Column 1

15	3			2
----	---	--	--	---

TOTAL

33	7			4
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Office Use Only

12/8/04	11 HRS			
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11 HRS

Supervisor Signature: L. Evans

332

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12/09/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006255	T				
0715-0730	S [REDACTED] / B [REDACTED]					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	EMAILS &	T				
0915-0930	PHONE CALLS					
0930-0945	B20041107161	T				
0945-1000	M [REDACTED] /					
1000-1015	D [REDACTED]					
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	B20041107161		T			
1130-1145	M [REDACTED] /					
1145-1200	D [REDACTED]					

Sub-Total 17 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

337

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	B20041207413	T				
1315-1330	M [REDACTED] / T [REDACTED]					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						X
1530-1545	B20041207413		T			
1545-1600	M [REDACTED] / T [REDACTED]					
1600-1615						
1615-1630						
1630-1645						
1645-1700	B20040906173	T				
1700-1715	K [REDACTED] / A [REDACTED]					
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 14 5 5

Sub-Total from Column 1 17 3 5

TOTAL 31 8 5

Office Use Only

11 HRS

Supervisor Signature: L. Evans

333

Child Abduction Time Study Weekly Individual Totals

Employee: L. Evans

Week of: 12/6/04 through 12/13/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	2.25				8.75	11
Wednesday	4.75	4.5			1.75	11
Thursday	9.25				1.75	11
Friday	9.25	.25			1.5	11
Saturday						
Sunday						
TOTAL	25.5	4.75			14.75	44

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6AM - 5PM Day: Tues

Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CALL CASE	✓				
0615-0630	Mgt. Log	✓				
0630-0645	B20041207330	✓				
0645-0700	1106926	✓				
0700-0715	1107006	✓				
0715-0730	0905673	✓				
0730-0745		✓				
0745-0800	UNIT MTG	✓				
0800-0815		✓				
0815-0830		✓				
0830-0845		✓				
0845-0900		✓				
0900-0915	B20041106963	✓				
0915-0930		✓				
0930-0945		✓				
0945-1000		✓				
1000-1015		✓				
1015-1030		✓				
1030-1045		✓				
1045-1100		✓				
1100-0015		✓				
1115-1130		✓				
1130-1145		✓				
1145-1200		✓				
-		24				
-						
-						
-						
-						

Sub-Total 24 - - - -

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315	B20041107258	✓				
1315-1330		✓				
1330-1345		✓				
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445	CALL Admin	✓				
1445-1500	B20041106960	✓				
1500-1515	010062	✓				
1515-1530	1207316	✓				
1530-1545	1207315	✓				
1545-1600	1207416	✓				
1600-1615	0704789	✓				
1615-1630	1006489	✓				
1630-1645	1006255	✓				
1645-1700	1107161	✓				
1700-1715	1107124	✓				
1715-1730	1107170	✓				
1730-1745	1207330	✓				
1745-1800	1106961	✓				
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	13	-	-	-	7
Sub-Total from Column 1	24	-	-	-	-
TOTAL	37				7

Office Use Only Total Divided by # of hours 11 = 3.36

TOTAL 11 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Wed

Date: 12.8.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	Case M	✓				
0615-0630	B20041207431	✓				
0630-0645	B20041207432	✓				
0645-0700	B20041107151	✓				
0700-0715	1107149	✓				
0715-0730	1107150	✓				
0730-0745	1107169	✓				
0745-0800	1107218	✓				
0800-0815		✓				
0815-0830		✓				
0830-0845		✓				
0845-0900		✓				
0900-0915	UNIT MTG	✓				
0915-0930		✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	CT orders Prep	✓	✓			
1015-1030	on M	✓	✓			
1030-1045	B20041006436	✓	✓			
1045-1100		✓	✓			
1100-0015		✓	✓			
1115-1130		✓	✓			
1130-1145		✓	✓			
1145-1200		✓	✓			

Sub-Total 16 8 - - -

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315	B20041006436	✓				
1315-1330	805 Doc's	✓				
1330-1345	Prep.	✓				
1345-1400		✓				
1400-1415		✓				
1415-1430		✓				
1430-1445		✓				
1445-1500		✓				
1500-1515		✓				
1515-1530		✓				
1530-1545	Ops re Hague	✓				
1545-1600	compliance	✓				
1600-1615		✓				
1615-1630	D - after cr	✓				✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	3	10	-	-	7
Sub-Total from Column 1	16	8	-	-	-
TOTAL	19	18	-	-	7

Office Use Only Total Ongoing by 11/11/05

11/11/05

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: J. Evans

Work Hours: 6am - 5pm Day: Thurs

Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20040905881					↓
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						↓
0815-0830						↓
0830-0845	B20040402638	↓				
0845-0900		↓				
0900-0915		↓				
0915-0930		↓				
0930-0945		↓				
0945-1000	B2004106963	↓				
1000-1015		↓				
1015-1030	Audit					↓
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
Sub-Total		7				17

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↓
1215-1230						
1230-1245						
1245-1300						
1300-1315						↓
1315-1330	[REDACTED]					↓
1330-1345	CPS Report					
1345-1400	After CT					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						↓
1545-1600	B20041207498	↓				
1600-1615						
1615-1630	Duty Officer					↓
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub-Total						

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: J. Evans

Supervisor Signature: _____

341

337

Category		1	2	3	4	5
Sub-Total this Column		2				18
Sub-Total from Column 1		7				17
TOTAL		9				35

Office Use Only: Total divided by 4 hours = 11 HR

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: FRI

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin					
0615-0630	B20040906137					
0630-0645	1006564					
0645-0700	0906169					
0700-0715	1006212					
0715-0730	1006380					
0730-0745	0904667					
0745-0800	0906004					
0800-0815	0906002					
0815-0830	1006381					
0830-0845	0906170					
0845-0900	0805218					
0900-0915	0905672					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 24

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	CAU Admin					
1315-1330	B20040905810					
1330-1345	B20040503118					
1345-1400	B20040603525					
1400-1415	B20041207523					
1415-1430	1207521					
1430-1445	0503389					
1445-1500	0805242					
1500-1515	0805204					
1515-1530	0905847					
1530-1545	1006542					
1545-1600						
1600-1615						
1615-1630						
1630-1645	B20041106963					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	13	1			6
Sub-Total from Column 1	24				
TOTAL	37	1			6

Office Use Only: Total Divided by 2 = 18.5

11 Hrs.

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLI

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	2				8.5
Tuesday	3.5				7
Wednesday	2				8.5
Thursday	2				8.5
Friday					
Saturday					
Sunday					

TOTAL

9.5				32.5
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Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630 - 1700 Day: MON

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Admin / misc	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 2 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

344

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515	ADMIN / STAFF	X				
1515-1530		↓				
1530-1545						
1545-1600						
1600-1615						
1615-1630		↓				
1630-1645						X
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	6				14
Sub-Total from Column 1	2				20
TOTAL	8				34

Office Use Only: Total Divided by 4 = Hours: 2 8.5

Supervisor Signature: [Signature]

340

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: TUE

Date: 12/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN / STAFF	X				
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	STAFF MEET	X				
0915-0930						X
0930-0945						
0945-1000						
1000-1015	CA TIME MEET	X				
1015-1030						X
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 12 10

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	MGMT RPT	X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BRIEF	X				
1445-1500						
1500-1515	VACATION GET					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 2 18

Sub-Total from Column 1 12 10

TOTAL 14 28

Notes Use Only

3.5 7

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: WED

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						↓
0700-0715						↓
0715-0730	MEET W/TL5	X				
0730-0745		↓				
0745-0800						X
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915	TEAM MEETING	X				
0915-0930		↓				
0930-0945		↓				
0945-1000						X
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 5 17

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415	CASE FILE REVIEW	X				
1415-1430		↓				
1430-1445						X
1445-1500						↓
1500-1515						↓
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	3				17
Sub-Total from Column 1	5				17
TOTAL	8				34

Office Use Only: 2 8.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: THUR

Date: 12-19-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	REVIEW - ADMIN	X				
0715-0730		↓				
0730-0745		↓				
0745-0800						X
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 3 19

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415	BRIEF/MEET W/	X				
1415-1430	INV - INFORMAL	↓				
1430-1445		↓				
1445-1500						
1500-1515						X
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	5				15
Sub-Total from Column 1	3				19
TOTAL	8				34

Office Use Only

Interviewed by: [Signature]

2

8.50

Supervisor Signature: [Signature]

Child Abduction Time Study Weekly Individual Totals

Employee: MARITHA GALLARDO

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	8.5				
Tuesday	8.5				
Wednesday	8.5				
Thursday	5.5				3
Friday	8.5				
Saturday					
Sunday					
TOTAL	39.5				3

Child Abduction Time Study Worksheet

Employee: MARTHA GOLLARDO Work Hours: 8:30-5

Day: MON

Date: 12, 6, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Marta Gollardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Office Use Only

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30 - 5

Day: TUES.

Date: 12/17/14

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	<u>5</u>				
Sub-Total from Column 1	<u>3.5</u>				
TOTAL	<u>8.5</u>				

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Office Use Only Total Divided by 1.5 Hours

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: Thurs.

Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 5 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 15 3

TOTAL 5.5 3

Office Use Only

Total Divided by # of Hours

348

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Marttha Gallardo

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Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

		Category				
		1	2	3	4	5
Sub-Total this Column		<u>5</u>				
Sub-Total from Column 1		<u>3.5</u>				
TOTAL		<u>8.5</u>				
Office Use Only		Total Divided by # of hours				

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Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.25	4.25	0	0	2.50
Tuesday	2.25	2.30	0	0	5.25
Wednesday	3.00	3.50	0	0	3.50
Thursday		4.50	0	0	5.75
Friday	.75	4.25			.50
Saturday					
Sunday					

TOTAL 9.25 19.80 0 0 15.50 43.75

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Mon

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	[redacted]		✓			
0645-0700	[redacted]		✓			
0700-0715	[redacted]		✓			
0715-0730	[redacted]		✓			
0730-0745	(info only)		✓			
0745-0800	mail and		✓			
0800-0815	telephone		✓			
0815-0830	calls w.		✓			
0830-0845	Pathy Weidener		✓			
0845-0900	Time Sheets	✓	X			
0900-0915	calculations	✓	X			
0915-0930	[redacted]		✓			
0930-0945	info only		✓			
0945-1000	Time sheets	✓	X			
1000-1015	W-P.W.					
1015-1030	Hagail					
1030-1045	-Response-					
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3 11

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Sylvia

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245	[redacted]					
1245-1300						
1300-1315						
1315-1330	[redacted]					
1330-1345	Telephone					
1345-1400	call)					
1400-1415	Falsifying					
1415-1430	Time					
1430-1445	sheets					
1445-1500	for					
1500-1515	3 week					
1515-1530	period					
1530-1545	collecting					
1545-1600	time					
1600-1615	sheets					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	10	6			2
Sub-Total from Column 1	3	11			
TOTAL	13	17	0	0	2

Office Use Only	Total Divided by 100 Hours	3.25	4.25	.5
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylva

Work Hours: 10

Day: Tues

Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>[Redacted]</u>		✓			
0645-0700	<u>[Redacted]</u>		✓			
0700-0715	<u>(Hagme)</u>		✓			
0715-0730			✓			
0730-0745			✓			
0745-0800	<u>SW-</u>		✓			
0800-0815	<u>[Redacted]</u>		✓			
0815-0830	<u>(review w. Linda</u>		✓			
0830-0845	<u>Evans)</u>		✓			
0845-0900	<u>Unit report</u>	✓				
0900-0915	<u>to trans</u>	✓				
0915-0930		✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	<u>Meet w. Auditor</u>	✓				
1015-1030	<u>+ review timesheets</u>	✓				
1030-1045		✓				
1045-1100		✓				
1100-0015		✓				
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total 9 10 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 18

Sub-Total from Column 1 9 10 3

TOTAL 9 10 21

Office Use Only Total Reported on this Form 2.25 2.5 5.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Wed

Date: 12/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	Review		✓			
0715-0730	Telephone		✓			
0730-0745	Messages +		✓			
0745-0800	emails +		✓			
0800-0815	mail		✓			
0815-0830			✓			
0830-0845			✓			
0845-0900			✓			
0900-0915	Team mtg.	✓				
0915-0930	re. case	✓				
0930-0945	Talked	✓				
0945-1000	to LBP	✓				
1000-1015	K [redacted]	✓				
1015-1030		✓				
1030-1045		✓				
1045-1100	Discussed	✓				
1100-0015	Audit w.	✓				
1115-1130	[redacted] G [redacted]	✓				
1130-1145		✓				
1145-1200		✓				

Sub-Total 12 8 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

357

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315	TCF Sally @					✓
1315-1330	CPS re: [redacted]					✓
1330-1345	[redacted]					✓
1345-1400	dated on trouble					✓
1400-1415	Reviewed		✓			
1415-1430	doc. w.		✓			
1430-1445	M.G. re:		✓			
1445-1500	[redacted] [redacted]		✓			
1500-1515	in Colo.		✓			
1515-1530			✓			
1530-1545						✓
1545-1600						✓
1600-1615	TCF R [redacted]					✓
1615-1630	[redacted] on					✓
1630-1645	mail phone) -					
1645-1700	msg. to G [redacted] re: recording.					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 6 12

Sub-Total from Column 1 12 8 2

TOTAL 12 14 14

Office Use Only Total Entered by [redacted]

3 3.5 3.5

Supervisor Signature: _____

353

Child Abduction Time Study Worksheet

Employee: Syha

Work Hours: 10

Day: Thurs

Date: 12 19 104

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						✓
0630-0645						✓
0645-0700						✓
0700-0715						✓
0715-0730						✓
0730-0745						✓
0745-0800						✓
0800-0815						✓
0815-0830						✓
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓

Sub-Total

				23
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215	TCF		✓			
1215-1230	[Redacted]		✓			
1230-1245	[Redacted]		✓			
1245-1300	[Redacted]		✓			
1300-1315	B20041006436		✓			
1315-1330	prepare		✓			
1330-1345	orders		✓			
1345-1400	WV		✓			
1400-1415	case		✓			
1415-1430	psych comm		✓			
1430-1445	attys for child		✓			
1445-1500	Review		✓			
1500-1515	WV		✓			
1515-1530	reports		✓			
1530-1545	from		✓			
1545-1600	agencies		✓			
1600-1615			✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

18				
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Sub-Total from Column 1

				23
--	--	--	--	----

TOTAL

18				23
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Office Use Only

Total divided by 4.5 hours	4.5			5.75
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Syha

Work Hours: _____

Day: Fri

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>[REDACTED]</u>		✓			
0915-0930	<u>B200411006436</u>		✓			
0930-0945	<u>prepare</u>		✓			
0945-1000	<u>advers</u>		✓			
1000-1015			✓			
1015-1030	<u>Get rpt. to</u>		✓			
1030-1045	<u>auditor</u>		✓			
1045-1100			✓			
1100-0015	<u>meeting re:</u>	✓				
1115-1130	<u>audit</u>	✓				
1130-1145			✓			
1145-1200		✓				

Sub-Total 3 9

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245	<u>B20041207292</u>		✓			
1245-1300	<u>Review</u>		✓			
1300-1315	<u>papers filed</u>		✓			
1315-1330	<u>by LADA</u>		✓			
1330-1345			✓			
1345-1400	<u>prepare</u>		✓			
1400-1415	<u>papers</u>		✓			
1415-1430			✓			
1430-1445	<u>LMTIC from</u>		✓			
1445-1500	<u>Morris atty</u>		✓			
1500-1515	<u>in LA.</u>		✓			
1515-1530			✓			
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 12 2

Sub-Total from Column 1 3 9

TOTAL 3 21 2

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3				5.75
Tuesday	7.0				2.00
Wednesday	7.0				2.00
Thursday	7.0				2.00
Friday	7.0				2.00
Saturday					
Sunday					
TOTAL	31				13.75

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-12

Day: Mon

Date: 12.16.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>U [redacted] G [redacted]</u>					
0815-0830	<u>Phone</u>	✓				
0830-0845		✓				
0845-0900	<u>B200412074162</u>					
0900-0915	<u>Good Cause</u>	✓				
0915-0930	<u>Break</u>					✓
0930-0945		✓				✓
0945-1000		✓				✓
1000-1015		✓				
1015-1030		✓				
1030-1045		✓				
1045-1100		✓				
1100-1115		✓				
1115-1130		✓				
1130-1145		✓				
1145-1200		✓				

Sub-Total 12 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 0 0 5

Sub-Total from Column 1 12 3

TOTAL

3 5.75

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Tue

Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B20041207258					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	break 1/2 hr					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	B20041207431					
1315-1330	open CIA					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	B20041207432					
1515-1530	open CIA					
1530-1545						
1545-1600	break					
1600-1615	B20041207413					
1615-1630	B20041207432					
1630-1645	B20041207431					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

Sub-Total this Column 3.5
Sub-Total from Column 1 3.5
TOTAL 7.0

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: _____

Work Hours: 8.5

Day: Wed

Date: 12.18.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B2004120 7432					
0845-0900	phone					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

	1	2	3	4	5
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Sub-Total this Column

3.5					
-----	--	--	--	--	--

Sub-Total from Column 1

3.5					
-----	--	--	--	--	--

TOTAL

--	--	--	--	--	--

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Thurs

Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B20041207431					
0815-0830	B20041207432					
0830-0845						
0845-0900						
0900-0915						
0915-0930	Break					
0930-0945						
0945-1000						
1000-1015	B20041207498					
1015-1030	GOOD CAUSE					
1030-1045						
1045-1100	[Redacted] phone					
1100-1115						
1115-1130						
1130-1145	[Redacted] phone					
1145-1200						

Sub-Total

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	[Redacted] (phone)					
1330-1345						
1345-1400						
1400-1415	B20041207413					
1415-1430	NCIC ENTRIES					
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	[Redacted] phone					
1545-1600						
1600-1615						
1615-1630	[Redacted] phone					
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12, 10, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B20041207432					
0830-0845	phone					
0845-0900	B20041207413					
0900-0915	sto					
0915-0930						
0930-0945	break					
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	B20041207431					
1330-1345	B20041207432					
1345-1400	computer					
1400-1415						
1415-1430	B20041207523					
1430-1445	B20041207521					
1445-1500	Good Causes					
1500-1515						
1515-1530	break					
1530-1545	Closed out files					
1545-1600						
1600-1615						
1615-1630	B20041209417					
1630-1645	B20041209419					
1645-1700	B20041207432					
1700-1715	NCTC ENTRY					
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	1.5				
Sub-Total from Column 1	2.5				
TOTAL					

Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of: 12/6/ through 12/9/

Total Hours for the Week by Category

	1	2	3	4	5
Monday					10
Tuesday					10
Wednesday	5				5
Thursday					10
Friday					
Saturday					
Sunday					

TOTAL

5				35
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Child Abduction Time Study Worksheet

Employee: Schea BN

Work Hours: 10

Day: Mon

Date: 12 16 10

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	90-0-0778	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	62002090 5297					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1	20				
TOTAL	20				20
Office Use Only					
Total Divided by 4 = Hours	5				5

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Eherbini

Work Hours: 10 hrs

Day: 12-7-04 Date: Tues 1 1

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	187 Cases					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

					20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	187 Cases					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						20

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
TOTAL					40

Office Use Only: Total provided by 1-800-4-A-Child

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Scherbi

Work Hours: 10 hrs

Day: WED

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>157 Comp</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

					20
--	--	--	--	--	----

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>157 Comp</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	<u>Comp Time</u>					X
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						20

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
TOTAL					40
Office Use Only					

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schubert

Work Hours: 10 hr

Day: Thurs

Date: 12/9/01

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

--	--	--	--	--

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					

Office Use Only

--	--	--	--	--

 Total Divided by 4 = Hours

10 hrs and

Supervisor Signature: L. Evans

Exhibit B

1. INCORRECT REDUCTION CLAIM TITLE

2. CLAIMANT INFORMATION

Name of Local Agency or School District

Claimant Contact

Title

Street Address

City, State, Zip

Telephone Number

Fax Number

E-Mail Address

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Claimant Representative Name

Title

Organization

Street Address

City, State, Zip

Telephone Number

Fax Number

E-Mail Address

For CSM Use Only

Filing Date:

Received
November 29, 2012
Commission on
State Mandates

IRC #: 12-4237-I-03

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Please specify the subject statute or executive order that claimaint alleges is not being fully reimbursed pursuant to the adopted parameters and guidelines.

5. AMOUNT OF INCORRECT REDUCTION

Please specify the fiscal year and amount of reduction. More than one fiscal year may be claimed.

Fiscal Year

Amount of Reduction

TOTAL:

6. NOTICE OF INTENT TO CONSOLIDATE

Please check the box below if there is intent to consolidate this claim.

☐ Yes, this claim is being filed with the intent to consolidate on behalf of other claimants.

Sections 7 through 11 are attached as follows:

7. Written Detailed

Narrative: pages ____ to ____.

8. Documentary Evidence and Declarations:

Exhibit .

9. Claiming Instructions:

Exhibit _____.

**10. Final State Audit Report
or Other Written Notice
of Adjustment:**

Exhibit _____.

11. Reimbursement Claims:

Exhibit .

LORI E. PEGG, County Counsel (S.B. #129073)
ORRY P. KORB, Assistant County Counsel (S.B. #114399)
LIZANNE REYNOLDS, Deputy County Counsel (S.B. #168435)
OFFICE OF THE COUNTY COUNSEL
70 West Hedding Street, East Wing, Ninth Floor
San Jose, California 95110-1770
Telephone (408) 299-5900

Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:)	No.
)	
STATE CONTROLLER'S OFFICE)	INCORRECT REDUCTION CLAIM
AUDIT REPORT ON SANTA)	BY THE COUNTY OF SANTA CLARA
CLARA COUNTY CHILD)	
ABDUCTION AND RECOVERY)	
PROGRAM)	
_____)	

On December 4, 2009, the State Controller's Office (hereinafter "SCO") issued its final audit report regarding the County of Santa Clara's (hereinafter "County's") claims for costs incurred based on the legislatively-created Child Abduction and Recovery Program (Test Claim No. CSM 4237; Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for July 1, 2003, through June 30, 2007. A true and correct copy of the SCO's final audit report is attached hereto as Exhibit A and incorporated herein by reference. The SCO incorrectly reduced the County's claim of \$2,480,334 by \$296,732 thus only allowing

\$2,183,602. The County requests that the Commission on State Mandates reverse the audit findings and award the County the full and correct claim amount of \$2,480,334.

FACTS

The Child Abduction and Recovery Program involves locating and recovering minor children who have been taken from a parent, or person with a right of custody of the child, in violation of that person's right of custody. The County has jurisdiction to act in a case when the child is located in Santa Clara County, has been removed from the county or the victim resides in the county at the time of the abduction.

Once a person makes a police report that a child has been abducted by a parent or other family member, the person is referred to the Child Abduction Unit. The person completes a questionnaire and an investigation into the case is opened. The legal clerk coordinates the questionnaire process as well as initial contact and intake. The legal clerk assembles an investigative file and conducts preliminary investigation into the parties.

Upon assembling the file, the paralegal assigned to the team researches the person's right of custody to the child. This may involve reviewing court files to locate the most recent court order.

Once a right of custody has been determined, the case is assigned to the investigative staff. The investigators interview witnesses and, depending on the circumstances, may attempt to contact the abductor.

After the case is assigned to a unit attorney, the attorney confers with the staff to discuss case development, to coordinate court hearings and legal issues, to draft

pleadings and communications with other agencies, and to appear in judicial hearings. In international cases, the unit attorney prepares the documents filed in the cases that fall under the Hague Convention on the Civil Aspects of International Child Abduction, for both incoming and outgoing abductions. The unit attorney is responsible for general unit management and the processing of cases.

This program was found to be a state-mandated reimbursable program by the predecessor to this Commission, the Board of Control, on September 19, 1979. No copy of the Board of Control's Statement of Decision is on file with the Commission or available elsewhere. Thereafter, Parameters and Guidelines were adopted on January 21, 1981. The Parameters and Guidelines used for the claims at issue were amended on August 26, 1999 and again on October 30, 2009, a true and correct copy of which is attached hereto as Exhibits B and C, respectively, and are incorporated herein by reference. Claiming Instructions were duly issued by the SCO, a true and correct copy of which is attached hereto as Exhibit D and is incorporated herein by reference.

The reimbursable components of this program include:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals. Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.

- (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
- c. Physically recovering the child(ren) .
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child. All such items purchased must be itemized.
- 2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.
Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.
 - b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall

- not exceed the number of days of the detention period of the individual having physical custody of the minor.
- (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

Based on the foregoing, the County timely filed its claims for this program for fiscal years 2003-2004, 2004-2005, 2005-2006 and 2006-2007, which are the subject of this incorrect reduction claim. True and correct copies of these reimbursement claims are attached hereto as Exhibits E, F, G, and H, respectively, and are incorporated herein by reference.

The draft audit report was issued on October 14, 2009. Finding 1 of the audit report states that the County's productive hourly rate had been calculated improperly. The report also alleges that the County misstated salaries, benefits and indirect costs.

On November 9, 2009, the County issued its response to the draft findings, taking exception to the characterization that the calculation of the productive hourly rate was improper. The County also explained that its costs were properly and fully

substantiated. A true and correct copy of the County's response is attached hereto as Exhibit I and is incorporated herein by reference.

The final audit report was issued on December 4, 2009, without any change in the findings at issue.

ANALYSIS AND DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$196,391. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions. Therefore, the County requests that this Commission reverse Audit Finding 1 to allow for the full recovery of costs incurred for this state-mandated program for the reasons discussed below.

1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks and training. The resulting total countywide annual productive hours of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 are the bases for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its

argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800* hours to compute the productive hourly rate.

* * *

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken¹

Relying on this section, the SCO argued that the County's figures of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 productive hours were incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which provide that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of countywide average annual productive hours is also an approved method. The County

¹ Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach for calculating its annual productive hours is improper.

2. **The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.**

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a different productive hourly rate for each claim.

Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its S.B. 90 program-claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the

computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities. This argument lacks merit for the following reasons.

The Child Abduction Unit employees whose time is the subject of this claim are non-exempt workers who are legally entitled to take two fifteen minute break periods per day. Presumably, these employees took these breaks. The presumption that these breaks were taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, were also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the required break time. The SCO also raised the issue of whether the County removed the break times from the employee hours it charged to the mandated program. It is evident from the time studies that break times were not included in the hours charged to the program. (*See, e.g.*, Exhibit L, Nov. 17, 2004 Child Abduction Time Study Worksheet of Bytheway, p. 193 (showing break times marked in non-mandated category).)

With respect to training hours, for fiscal years 2002-2003 and beyond, the

County used *actual* training hours in calculating its productive hourly rates.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.² The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided to the SCO during the state audit.

Further, as shown in the letter of December 27, 2001, from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to use the productive hourly rate methodology authorized by the State-mandated claiming procedures. A true and correct copy of this letter is attached hereto as Exhibit J and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of the countywide productive hours methodology for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit K and is incorporated herein by reference.

² Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01)

B. AUDIT FINDING NUMBER TWO REGARDING MISSTATED SALARIES, BENEFITS AND INDIRECT COSTS IS INCORRECT.

The audit report alleges that the application of the time study conducted during the November 15, 2004, through December 10, 2004, period to the fiscal year 2003-2004 claim was improper because the time study was not representative. A true and correct copy of this time study plan and results are attached hereto as Exhibit L and are incorporated herein by reference.

The time study undertaken by the County provided a reliable measure of the time needed to perform the mandated activities. The time study relied on contemporaneous documentation of mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked back against payroll information; it was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year; and all employees performing mandated activities participated to eliminate any errors that could have occurred due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent on the same activities during the claiming period in question.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully applied its own standard. The time study was conducted closer to the claim period than the alternative method used by the SCO and

thus is the more reliable of the two measures.

CONCLUSION

The County has adequately documented its productive hourly rates of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 to be precise and reliable figures consistent with the State's claiming instructions. For the County to now be denied the opportunity to use a methodology that was expressly allowed by the instructions and forced to utilize an 1,800-hour standard is manifestly unfair and would result in the failure to fully reimburse the County for its costs of fulfilling a state mandate.

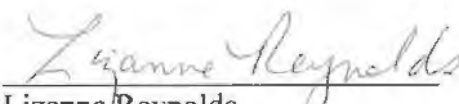
With respect to the SCO's other allegation regarding the reliability of the County's time study, the County has provided sufficient and reliable documentation to support the claimed costs as explained above.

In light of the arguments presented above, the County requests that the Commission reverse the SCO's audit findings and award the County the full and correct claim amount of \$2,480,334.

Dated: Nov. 27, 2012

Respectfully submitted,

LORI E. PEGG
County Counsel


Lizanne Reynolds
Deputy County Counsel

Attorneys for COUNTY OF SANTA
CLARA

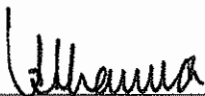
12. CLAIM CERTIFICATION

*Read, sign, and date this section and insert at the end of the incorrect reduction claim submission.**

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

County of Santa Clara

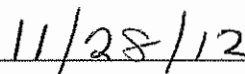
Print or Type Name of Authorized Local Agency
or School District Official



Signature of Authorized Local Agency or
School District Official

Director of Finance Agency

Print or Type Title



Date

** If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.*

SANTA CLARA COUNTY

Audit Report

CHILD ABDUCTION AND RECOVERY PROGRAM

Chapter 1399, Statutes of 1976; Chapter 162,
Statutes of 1992; and Chapter 988, Statutes of 1996

July 1, 2003, through June 30, 2007



JOHN CHIANG
California State Controller

December 2009



JOHN CHIANG
California State Controller

December 4, 2009

The Honorable Liz Kniss, President
Board of Supervisors
Santa Clara County
County Government Center, East Wing
70 West Hedding Street
San Jose, CA 95110

Dear Ms. Kniss:

The State Controller's Office audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007.

The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable primarily because the county claimed overstated and unsupported costs. The State paid the county \$1,760,125. Allowable costs claimed exceed the amount paid by \$423,477.

If you disagree with the audit findings, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (CSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at the CSM's Web site at www.csm.ca.gov/docs/IRCForm.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/sk

cc: Irene Lui, Division Manager
 Claims and Cost Management
 Controller-Treasurer Department
 Santa Clara County
Ram Venkatesan, SB-90 Coordinator
 Controller-Treasurer Department
 Santa Clara County
George Doorley
 Administrative Services Manager III
 District Attorney's Office
 Santa Clara County
Ginny Brummels, Section Manager
 Division of Accounting and Reporting
 State Controller's Office
Paula Higashi, Executive Director
 Commission on State Mandates
Carla Castañeda, Principal Program Budget Analyst
 Department of Finance, Administration
John V. Guthrie, Director of Finance
 Santa Clara County
Vinod K. Sharma, Controller-Treasurer
 Santa Clara County

Contents

Audit Report

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Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007.

The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable primarily because the county claimed overstated and unsupported costs. The State paid the county \$1,760,125. Allowable costs claimed exceed the amount paid by \$423,477.

Background

Chapter 1399, Statutes of 1976 established the mandated Child Abduction and Recovery Program based on the following laws:

- Civil Code section 4600.1 (repealed and added as Family Code sections 3060–3064 by Chapter 162, Statutes of 1992);
- Penal Code sections 278 and 278.5 (repealed and added as Penal Code sections 277, 278, and 278.5 by Chapter 988, Statutes of 1996); and
- Welfare and Institutions Code section 11478.5 (repealed and added as Family Code section 17506 by Chapter 478, Statutes of 1999, last amended by Chapter 759, Statutes of 2002).

These laws require the District Attorney's Office to assist persons having legal custody of a child in:

- Locating their children when they are unlawfully taken away;
- Gaining enforcement of custody and visitation decrees and orders to appear;
- Defraying expenses related to the return of an illegally detained, abducted, or concealed child;
- Civil court action proceedings; and
- Guaranteeing the appearance of offenders and minors in court actions.

On September 19, 1979, the State Board of Control (now the Commission on State Mandates [CSM]) determined that this legislation imposed a state mandate reimbursable under Government Code section 17561.

The program's parameters and guidelines establish the state mandate and define reimbursement criteria. CSM adopted the parameters and guidelines on January 21, 1981, and last amended them on August 26, 1999. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies in claiming mandated program reimbursable costs.

**Objective, Scope,
and Methodology**

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Child Abduction and Recovery Program for the period of July 1, 2003, through June 30, 2007.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted this performance audit under the authority of Government Code sections 12410, 17558.5, and 17561. We did not audit the county's financial statements. We conducted the audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the county's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, Santa Clara County claimed \$2,480,334 for costs of the Child Abduction and Recovery Program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable.

For the fiscal year (FY) 2003-04 claim, the State made no payment to the county. Our audit disclosed that \$535,954 is allowable. The State will pay that amount, contingent upon available appropriations.

For the FY 2004-05 claim, the State paid the county \$353,023. Our audit disclosed that the entire amount is allowable.

For the FY 2005-06 claim, the State paid the county \$656,832. Our audit disclosed that \$605,251 is allowable. The State will offset \$51,581 from other mandated program payments due the county. Alternatively, the county may remit this amount to the State.

For the FY 2006-07 claim, the State paid the county \$750,270. Our audit disclosed that \$689,374 is allowable. The State will offset \$60,896 from other mandated program payments due the county. Alternatively, the county may remit this amount to the State.

**Views of
Responsible
Official**

We issued a draft audit report on October 14, 2009. Vinod K. Sharma, Controller-Treasurer, responded by letter dated November 9, 2009 (Attachment), disagreeing with the audit results for Findings 1 and 2 and agreeing with the results for Findings 3 and 4. This final audit report includes the county's response.

Restricted Use

This report is solely for the information and use of Santa Clara County, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

December 4, 2009

Schedule 1— Summary of Program Costs July 1, 2003, through June 30, 2007

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2003, through June 30, 2004</u>				
Direct costs:				
Salaries	\$ 442,717	\$ 329,367	\$ (113,350)	Findings 1, 2, 3
Benefits	123,065	88,419	(34,646)	Findings 1, 2, 3
Travel and training	15,811	15,811	—	
Total direct costs	581,593	433,597	(147,996)	
Indirect costs	138,616	102,357	(36,259)	Findings 1, 2, 3
Total program costs	<u>\$ 720,209</u>	535,954	<u>\$ (184,255)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>		
<u>July 1, 2004, through June 30, 2005</u>				
Direct costs:				
Salaries	\$ 213,751	\$ 392,461	\$ 178,710	Findings 1, 2
Benefits	57,767	125,054	67,287	Findings 1, 2, 4
Travel and training	14,820	21,233	6,413	Finding 5
Total direct costs	286,338	538,748	252,410	
Indirect costs	66,685	127,102	60,417	Findings 1, 2, 4
Total direct and indirect costs	353,023	665,850	312,827	
Less allowable costs that exceed costs claimed ²	—	(312,827)	(312,827)	
Total program costs	<u>\$ 353,023</u>	353,023	<u>\$ —</u>	
Less amount paid by the State		(353,023)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>		
<u>July 1, 2005, through June 30, 2006</u>				
Direct costs:				
Salaries	\$ 362,577	\$ 333,788	\$ (28,789)	Finding 1
Benefits	165,923	152,749	(13,174)	Finding 1
Travel and training	7,200	7,200	—	
Total direct costs	535,700	493,737	(41,963)	
Indirect costs	121,132	111,514	(9,618)	Finding 1
Total program costs	<u>\$ 656,832</u>	605,251	<u>\$ (51,581)</u>	
Less amount paid by the State		(656,832)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (51,581)</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2006, through June 30, 2007</u>				
Direct costs:				
Salaries	\$ 410,209	\$ 376,817	\$ (33,392)	Finding 1
Benefits	201,314	184,922	(16,392)	Finding 1
Services and supplies	368	368	—	
Travel and training	1,887	1,887	—	
Total direct costs	613,778	563,994	(49,784)	
Indirect costs	136,492	125,380	(11,112)	Finding 1
Total program costs	<u>\$ 750,270</u>	689,374	<u>\$ (60,896)</u>	
Less amount paid by the State		(750,270)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (60,896)</u>		
<u>Summary: July 1, 2003, through June 30, 2007</u>				
Direct costs:				
Salaries	\$ 1,429,254	\$ 1,432,433	\$ 3,179	
Benefits	548,069	551,144	3,075	
Services and supplies	368	368	—	
Travel and training	39,718	46,131	6,413	
Total direct costs	2,017,409	2,030,076	12,667	
Indirect costs	462,925	466,353	3,428	
Total direct and indirect costs	2,480,334	2,496,429	16,095	
Less allowable costs that exceed costs claimed ²	—	(312,827)	(312,827)	
Total program costs	<u>\$ 2,480,334</u>	2,183,602	<u>\$ (296,732)</u>	
Less amount paid by the State		(1,760,125)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 423,477</u>		

¹ See the Findings and Recommendations section.

² Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO's claiming instructions. That deadline has expired for FY 2004-05.

Findings and Recommendations

FINDING 1— Overstated productive hourly rates

The county claimed unallowable salaries totaling \$115,019. The related benefits and indirect costs total \$44,118 and \$37,254, respectively. The costs are unallowable because the county overstated employees' productive hourly rates. The county included unallowable deductions for training time and break time in its calculation of countywide average annual productive hours.

Unallowable Training Hour Deduction

The county deducted training hours from regular hours worked to calculate countywide average annual productive hours. The deduction is unallowable because the county did not provide documentation substantiating the training hours that it deducted. In addition, the deducted training hours include training that benefits specific programs or employee classifications.

The county's payroll system includes a training code to track employees' training hours. The county stated that employees charged time to the training code when they attended non-program-related training. It stated that employees charge time to this code for the following training:

1. Training required by employees' bargaining unit agreements, training for licensure/certification requirements, and continuing education for specific job classifications such as attorneys, probation officers, real estate property appraisers, physicians, and nurses
2. California Commission on Peace Officer Standards and Training (POST) training for law enforcement personnel
3. County-required training such as new employee orientation, supervisory training, safety seminars, and software classes

The county did not provide documentation substantiating the training hours that it deducted. Items 1 and 2 above identify training hours that pertain to specific programs or employee classifications. As such, it is inappropriate to deduct these hours when calculating countywide average annual productive hours.

While it might be appropriate to deduct some training hours identified in item 3 above, the county did not:

- Separately identify and provide supporting documentation for these training hours;
- Provide documentation showing that it required the training for all county employees; or
- Provide documentation showing that employees did not otherwise charge the training time to specific programs.

Unallowable Break Time Deduction

The county also deducted employee break time from regular hours worked to calculate countywide average annual productive hours. The deduction is unallowable because the county deducted authorized break time rather than actual break time taken. In addition, the county did not adjust for break time charged directly to program activities.

The following table summarizes the audit adjustment:

	Fiscal Year				Total
	2003-04	2004-05	2005-06	2006-07	
Salaries	\$ (35,416)	\$ (17,422)	\$ (28,789)	\$ (33,392)	\$ (115,019)
Benefits	(9,844)	(4,708)	(13,174)	(16,392)	(44,118)
Total salaries and benefits	(45,260)	(22,130)	(41,963)	(49,784)	(159,137)
Indirect costs	(11,089)	(5,435)	(9,618)	(11,112)	(37,254)
Audit adjustment	<u>\$ (56,349)</u>	<u>\$ (27,565)</u>	<u>\$ (51,581)</u>	<u>\$ (60,896)</u>	<u>\$ (196,391)</u>

The program's parameters and guidelines state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county:

- Modify its payroll system to accumulate only those training hours applicable to county-required training attended by all county employees;
- Deduct only actual break time taken by all county employees. If the county does not wish to track actual break time taken, it may absorb break time into the activity that the employee performs immediately before or after the break; and
- Maintain documentation that supports both training time and break time that it deducts from regular hours worked to calculate countywide average annual productive hours.

County's Response

The County does not concur with this finding.

...In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to

verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

SCO's Comment

Our finding and recommendation are unchanged.

The county discusses the SCO's claiming instructions and states that it should not be "penalized for availing itself of an approved methodology." We agree that the SCO's claiming instructions allow the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county annual productive hours to 1,800 hours; therefore, the county's comments regarding that methodology are irrelevant. The county has not been "penalized" for using an approved methodology. We disagree that the county "calculated its average annual productive hours in full compliance" with the SCO's claiming instructions. We also disagree that the county's calculation is "fully documented and supported." Our audit report explains why the county's calculation is improper.

The county states, "... in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation." The county does not identify which "final audit report" it references, nor does it identify what "adjustments" it made. Therefore, we are unable to address this portion of the county's response.

The county's response fails to address the primary audit issues. The county presents an involved argument regarding the county's legal obligations to provide break time. The county states, "... in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that break times are recorded." Our audit report includes no such

suggestion. The county also states, “All county employees are required to take these breaks.” We believe this is an inaccurate statement; the county is required to provide break time, but employees are not *required* to take break time. In addition, the county’s failure to document actual break time is contrary to standard federal time accounting guidance. The U.S. Department of Health and Human Services’ *Implementation Guide for Office of Management and Budget Circular A-87* (ASMBC-10) states, “A PAR [personnel activity report] is a timesheet or log maintained by the employee *which contemporaneously accounts for 100% of their time*. The objective is to identify effort spent on multiple activities or programs. *Breaks, meals, generic training, etc.* can all be coded to a single activity such as “admin” or “other,” which in turn would be reallocated to the activities or programs [emphasis added].”

The county calculated its countywide average annual productive hours by deducting authorized break time rather than actual break time taken. It is irrelevant whether the county has correctly assumed that all employees take all authorized break time. The county’s accounting system did not consistently limit daily hours reported to 7.5 hours worked or otherwise reflect actual break time taken. Furthermore, when calculating the break time deduction for average annual productive hours, the county did not address instances in which employees work less than 8 hours a day and did not address employees who work alternate work schedules (i.e., 9 or 10-hour workdays with regularly scheduled non-work days).

In its response to our previous audit of this program, the county stated, “The County has directed all employees to limit the daily reporting of hours worked to 7.5 hours *when preparing SB 90 claims* [emphasis added]. . . .” This does not constitute consistent break time accounting for all county programs (mandated and non-mandated). In addition, actual mandated program employee timesheets show that employees did *not* exclude “authorized” break time when reporting hours worked. We reviewed Child Abduction and Recovery Program timesheets showing that the employee charged his/her full 8-hour workday to “reimbursable hours worked.” Duplicate reimbursed hours result when employees charge 8 hours daily to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours.

Regarding training hours deducted, the county cannot assume that employees will complete training based on bargaining agreement, licensure, or certification requirements. Developing productive hours based on estimated costs is not consistent with Title 2, Code of Federal Regulations, Part 225 (Office of Management and Budget [OMB] Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments, and the parameters and guidelines for the program. In addition, the deducted training time benefited specific departments or employee classifications within departments rather than being general countywide training that benefited all departments and classifications. This is contrary to ASMBC-10, which states that the county may allocate *generic* training.

OMB Circular A-87, Attachment A, states that costs must be distributed according to the relative benefit received. The county's accounting system does not separately identify training time directly charged to program activities. In addition, we gathered evidence showing that the county included program-related training in pay-period data reporting. A county memorandum dated June 10, 2002, advises county departments to use new training codes to report training hours. The memorandum states, "The hours that the employee is away from his/her normal productive work is the key for reporting the hours regardless of the type of the training (i.e. employee orientation, continue education, conferences, seminars, college courses) or if the training is mandatory or non-mandatory." The wording of this memorandum does not support the county's contention that it included only non-program related training in its payroll system. It also validates our conclusion that the county deducted training time benefitting only certain departments, or employee classifications within departments, rather than *generic* training attended by all employees.

The county states, "The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so." We disagree. We asked the county to provide documentation of countywide generic training versus training specific to particular programs, departments, or employee classifications. The county chose not to gather the requested information. It is not the auditors' responsibility to gather this information for the county.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO "accepted" previous claims that the county submitted. We disagree; we have not accepted the county's methodology in prior audits. We audited the following county mandated programs as follows and reported the same issue:

Program	Audit Period	Audit Report Date
Domestic Violence		
Treatment Services	July 1, 1998-June 30, 2001	February 26, 2004
Open Meetings Act	July 1, 1998-June 30, 2001	February 26, 2004
Sexually Violent Predators	July 1, 1998-June 30, 2001	July 30, 2004
Absentee Ballots	July 1, 2000-June 30, 2003	June 30, 2005
Child Abduction and		
Recovery	July 1, 1999-June 30, 2002	March 17, 2006
Peace Officers Procedural		
Bill of Rights	July 1, 2003-June 30, 2006	May 14, 2008

The county also states that the SCO accepted the county's methodology in an e-mail from the SCO dated February 6, 2004. Our e-mail states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

While we agreed with the *concept* of countywide average annual productive hours, we did not concur with the specific methodology that the county presented.

**FINDING 2—
Overstated and
understated salaries,
benefits, and indirect
costs**

The county overstated salaries for fiscal year (FY) 2003-04 and understated salaries for FY 2004-05. In total, the county understated salaries by \$90,033. The related benefits and indirect costs total \$22,670 and \$27,762, respectively.

Fiscal Year 2003-04

The county overstated salaries by \$106,099. The related benefits and indirect costs total \$30,325 and \$33,424. The county did not provide adequate documentation supporting the mandate-related hours that it claimed. County employees did not maintain timesheets to document actual time spent performing mandate-related activities. Instead, the county submitted a one-month time study that it conducted from November 15, 2004, through December 10, 2004, to support FY 2003-04 claimed costs.

The county previously submitted the time study during our audit of the county's Child Abduction and Recovery Program for the period July 1, 1999, through June 30, 2002 (report dated March 17, 2006). We rejected the county's time study in our prior audit. Our prior audit report states:

We concluded that the county's time study does not adequately support salary and benefit costs claimed for the following reasons:

- The county did not identify how the time period studied was representative of the fiscal year.
- The county did not summarize the time study results and show how the county could project the results to approximate actual costs for the audit period.
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.

During the current audit, the county resubmitted the time study with a summary of the time study results and a projection of the results to a full fiscal year. However, we concluded that the time study is still not representative of FY 2003-04. For example, the time study included three employee classifications that the county did not include on its FY 2003-04 claim.

In addition, we concluded that the time study period does not represent actual mandate-related time that employees spent for FY 2004-05. Thus, the time study results cannot be projected to FY 2003-04. The time study period included the Thanksgiving Day holiday. Time-studied employees worked fewer hours during this week; three employees did not work at all during the week. Also, the county believes that, "there were no substantial changes in staffing levels or workload within the program" for FY 2004-05. However, subsequent timesheets show that the opposite is true. County employees maintained actual timesheets for the period of January 2005 through June 2005. During that time, employees documented monthly mandate-related time between 440.5 hours and 662.5 hours, a variance of 50%.

Although we rejected the county's four-week time study, we concluded that the January 2005 through June 2005 timesheets reasonably represent a fiscal year. We extrapolated these hours to approximate actual hours for the year. We allowed the extrapolated hours for the employees claimed by the county during FY 2003-04. The unsupported costs represent the difference between costs claimed and allowable costs calculated from the FY 2004-05 extrapolated hours.

Fiscal Year 2004-05

The county understated salaries by \$196,132. The related benefits and indirect costs total \$52,995 and \$61,186, respectively. The county claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 through June 2005. As we did for FY 2003-04, we extrapolated these hours to approximate actual hours for FY 2004-05.

The parameters and guidelines state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

Beginning January 2005, the county maintained timesheets to document actual time that employees spent performing mandate-related activities. We recommend that the county continue using these timesheets to document mandate-related hours.

County's Response

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later

than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

1. The audit has identified that the county understated its costs by \$312,827. This cost should be allowed and reimbursed to the County. This is a case of omission and error by the County. Because the auditor had used extrapolation, the costs for the first six months of the fiscal year should also be allowed and reimbursed.
2. Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

SCO's Comment

We modified our audit finding only to remove the word "contemporaneous." Our recommendation is unchanged.

The county discusses a court case and states that the SCO may not require contemporaneous source documents unless the parameters and guidelines specifically require such documents. While the Child Abduction and Recovery Program parameters and guidelines do not specifically require contemporaneous records, they do require that the county report *actual* costs and that all costs claimed "be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

The county's response fails to validate that its four-week time study is representative of either FY 2003-04 or FY 2004-05. The county failed to address the following issues noted in our audit report:

- The time study included three employee classifications that the county did not include on its FY 2003-04 claim.

- The time study period included the Thanksgiving Holiday week. Time-studied employees worked fewer hours during this week; three employees did not work at all during the week.
- The time study period was insufficient to account for substantial changes in workload. For the six-month period of January through June 2005, actual timesheets show that employees documented monthly mandate-related time varying between 440.5 hours and 662.5 hours, a 50% variance.

The county states, “The auditor chose to extrapolate against a period later than the time study and then further discounted the results.” The county did not clarify or document how it believes that we “discounted the results;” therefore, we are unable to address this portion of the county’s response.

For FY 2004-05, the county notes that our audit identifies allowable costs that exceed claimed costs by \$312,827. The county believes that it should be reimbursed for total allowable costs. Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO’s claiming instructions. That deadline has expired for FY 2004-05; therefore, the county may not amend its claim to account for the additional allowable costs. In addition, the SCO has no authority to increase the county’s claim.

**FINDING 3—
Understated salaries,
benefits, and indirect
costs**

For FY 2003-04, the county understated one investigator’s salary by \$28,165. The related benefits and indirect costs total \$5,523 and \$8,254, respectively.

The county calculated the employee’s productive hourly rate and benefit rate using incorrect annual salary and benefit costs. County personnel stated that the incorrect data resulted from an input error to the county’s payroll system.

The parameters and guidelines require the county to claim actual costs. They state, “All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs.”

Recommendation

We recommend that the county accurately calculate productive hourly rates and benefit rates that it uses to claim mandate-related costs.

County’s Response

The county concurred with the audit finding.

**FINDING 4—
Understated benefits**

The county understated benefits by \$19,000. The related indirect costs total \$4,666.

For FY 2004-05, the county incorrectly calculated employee benefit rates. It divided annual benefit costs by total compensation (salary plus benefit costs), instead of dividing by salary costs only. In addition, for two employees, the county incorrectly included overtime pay as a benefit cost.

The parameters and guidelines state that actual costs should be included in each claim. They also state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county claim actual benefit costs by correctly calculating benefit rates and excluding overtime pay from benefit costs.

County's Response

The county concurred with the audit finding.

**FINDING 5—
Understated travel
costs**

The county understated FY 2004-05 travel and training costs by \$6,413. Two investigators incurred travel expenses while performing mandate-related activities. The investigators charged most travel expenses directly to the county and submitted trip expense vouchers for out-of-pocket travel expenses. The county incorrectly claimed the reimbursement that was due the employee rather than the total travel expense.

The parameters and guidelines state that actual costs should be included in each claim. They also state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county claim actual costs for all mandate-related travel expenses.

County's Response

The county concurred with the audit finding.

**OTHER ISSUE—
Time period allowed
for response to draft
audit report**

The county's response included comments regarding the time that the SCO allowed for the county to submit its draft audit report response.

County's Response

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits.

SCO's Comment

The SCO will not automatically allow the county to submit its response up to 60 days from its receipt of the formal draft audit report. The county may request a time extension; the SCO evaluates such requests on a case-by-case basis. The county requested a time extension to respond to the draft report for this audit. We denied the county's request. The county concurred with three of the five findings in this report. The county has previously responded to the issues presented in Finding 1; its current response is substantially similar to its previous responses. Similarly, Finding 2 is not a "new" issue for the county. As stated in our finding, we reviewed and rejected the county's time study in our previous audit of this program.

In addition, the county fails to acknowledge that it received the draft report information both at the exit conference conducted September 16, 2009, and previously by e-mail on September 2, 2009. Therefore, the county did in fact have 60 days to prepare its response to the draft audit report.

**Attachment—
County's Response to
Draft Audit Report**

**County of Santa Clara
Finance Agency
Controller-Treasurer Department**



County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 289-8629

Date: November 9, 2009

TO Jim.L.Spano
Chief, Mandated Cost Audits Bureau
State Controller's Office, Division of audits
Post Office Box 942850
Sacramento, CA 94250-5874

Subject: Santa Clara County Response to State Audit Report dated October 14, 2009 -Mandated Child Abduction and Recovery Program (Ch 1399, statutes of 1976)

We thank the State auditors for their extensive report and guidance given to us during the audit. We furnish below our response to the audit findings in the draft audit report for your consideration and revision of the audit report.

Finding 1 – Overstated productive hourly rate - unallowable salaries \$115,019, benefits \$44,118 and indirect costs \$37,254

The County does not concur with this finding.

This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and the County requests the draft report to be revised to allow these costs as reimbursable. In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of

Supervisors : Donald F. Gage, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffrey V. Smith

average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

Finding 2 – Overstated and understated salaries, benefits, and indirect costs

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

1. The audit has identified that the county understated its costs by \$312,827. This cost should be allowed and reimbursed to the County. This is a case of omission and error by the County. Because the auditor had used extrapolation, the costs for the first six months of the fiscal year should also be allowed and reimbursed.
2. Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

Finding 3 – Understated salaries, benefits, and indirect costs

The County concurs with this finding.

Finding 4 – Understated benefits

The County concurs with this finding.

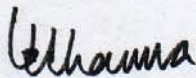
Finding 5 – Understated travel costs

The County concurs with this finding.

We request the audit report be revised to consider our requests.

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits. Please contact Ram Venkatesan, the County's SB90 Coordinator, if you need any additional information.

Sincerely,



Vinod K. Sharma
Controller- Treasurer
County of Santa Clara

CC: Jeffrey Brownfield, Chief, Division of Audits
George Doorley, Administrative Manager, County of Santa Clara
Lizanne Reynolds, Deputy County Counsel, County of Santa Clara

Enclosure: Email dated February 6, 2004 from Jim L. Spano

Page 4 of 4

Copy of email dated February 6, 2004 from Jim Spano to the County of Santa Clara

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide Productive hours and have discussed your analysis with my staff and Division Of Accounting and reporting staff. The use of countywide productive hours Would be acceptable to the State Controller's Office provided all employee Classifications are included and productive hours are consistently used for all county programs (mandated and non-mandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes Guidelines for preparing mandated cost claims, does not identify the time Spent on training and authorized breaks as deductions (excludable Components) from total hours when computing productive hours. However, if a County chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

Jim "Spano

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE AMENDMENT TO PARAMETERS
AND GUIDELINES ON:

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421; Penal Code Sections 277, 278, and 278.5 ; Welfare and Institutions Code Section 11478.5; as added and amended by Statutes of 1976, Chapter 1399; Statutes of 1992, Chapter 162 and Statutes of 1996, Chapter 988;

Filed on February 25, 1999;

By the County of Yolo, Claimant.

NO. CSM 98-4237-PGA-11

Custody of Minors - Child Abduction and Recovery Program

ADOPTION OF AMENDMENT TO
PARAMETERS AND GUIDELINES
PURSUANT TO GOVERNMENT CODE
SECTION 17557 AND TITLE 2,
CALIFORNIA CODE OF REGULATIONS,
SECTIONS 1183.2 AND 1185.3.

(Adopted on August 26, 1999)

PARAMETERS AND GUIDELINES AMENDMENT

On August 26, 1999, the Commission on State Mandates adopted the attached Amended Parameters and Guidelines. This decision shall become effective on August 30, 1999.

Date: August 30, 1999



PAULA HIGASHI, Executive Director

File: f:\mandates\1998\pga\pga11\pga082799

Adopted: January 21, 1981

Amended: July 19, 1984

Amended: July 25, 1987

Amended: August 26, 1999

Document Date: August 13, 1999

AMENDMENT TO PARAMETERS AND GUIDELINES

FAMILY CODE SECTIONS 3060 TO 3064, 3130 TO 3134.5, 3408, 3411, AND 3421

PENAL CODE SECTIONS 277, 278, AND 278.5

WELFARE AND INSTITUTIONS CODE SECTION 11478.5

CHAPTER 1399, STATUTES OF 1976

CHAPTER 162, STATUTES OF 1992

CHAPTER 988, STATUTES OF 1996

CUSTODY OF MINORS-CHILD ABDUCTION AND RECOVERY

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160, and 5169 of the Civil Code, added Section 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interests in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

II. BOARD OF CONTROL DECISIONS

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceeding with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandate is eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561 (d) (3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to

incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation orders; for all actions necessary to locate and return a child(ren) by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child custody or visitation, as provided in Family Code Sections 3 130 to 3 134.5, with the exception of those activities listed in Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, all direct and indirect costs of labor, materials and supplies, training and travel for the following activities are eligible for reimbursement:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals.
Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren) .
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).

- (2) Other personal necessities for the child. All such items purchased must be itemized.
- 2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-1 1, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.

- b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-

term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.

- (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

- A. Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

VII. CLAIM PREPARATION AND SUBMISSION

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

- A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract services performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with the claim.

3. Materials and Supplies

Only expenditures which can be identified as a direct cost of the mandate such as, but not limited to, vehicles, office equipment, communication devices, memberships, subscriptions, publications, may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received from the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

4. Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlement are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points, and travel costs.

5. Training

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem. Ongoing training is essential to the performance of this mandate

because of frequent turnover in staff, rapidly changing technology, and developments in case law, statutes, and procedures. Reimbursable training under this section includes child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training.

B. Indirect Costs

Indirect costs are defined as costs which are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate, and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10 % of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10 % . If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

1. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state, must be reported on the cost summary form, but will not reduce the amount of the claim.

2. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs. These documents must be kept on file by the agency submitting the claim for a period specified in Government Code section 17558.5.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from the claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained therein.

Amended: October 30, 2009
 Amended: August 26, 1999
 Amended: July 25, 1987
 Amended: July 19, 1984
 Adopted: January 21, 1981

AMENDMENT TO PARAMETERS AND GUIDELINES

Family Code Sections 3060 TO 3064, 3130 TO 3134.5, 3408, 3411, and 3421

Penal Code Sections 277, 278, and 278.5

Welfare And Institutions Code Section 11478.5

Chapter 1399, Statutes of 1976

Chapter 162, Statutes of 1992

Chapter 988, Statutes of 1996

Custody of Minors-Child Abduction and Recovery

05-PGA-26 (CSM 4237)

State Controller's Office, Claimant

This amendment is effective beginning with claims filed for the
 July 1, 2005 through June 30, 2006 period of reimbursement.

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160, and 5169 of the Civil Code, added Section 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interests in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

II. BOARD OF CONTROL DECISIONS

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceeding with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandate is eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

This amendment is effective beginning with claims filed for the July 1, 2005 through June 30, 2006 period of reimbursement.

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561 (d) (3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct based upon personal knowledge."

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation orders; for all actions necessary to locate and return a child(ren) by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child custody or visitation, as provided in Family Code Sections 3130 to 3134.5, with the exception of those activities listed in

Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, all direct and indirect costs of labor, materials and supplies, training and travel for the following activities are eligible for reimbursement:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals.
Mediating services may be provided by other departments.
If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren).
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child. All such items purchased must be itemized.
2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care

may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day.

This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.

- b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
 - (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs

of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

- A. Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

VII. CLAIM PREPARATION AND SUBMISSION

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract services performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with

the claim.

3. **Materials and Supplies**

Only expenditures which can be identified as a direct cost of the mandate such as, but not limited to, vehicles, office equipment, communication devices, memberships, subscriptions, publications, may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received from the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

4. **Travel**

Travel expenses for mileage, per diem, lodging, and other employee entitlement are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points, and travel costs.

5. **Training**

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem. Ongoing training is essential to the performance of this mandate because of frequent turnover in staff, rapidly changing technology, and developments in case law, statutes, and procedures. Reimbursable training under this section includes child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training.

B. **Indirect Costs**

Indirect costs are defined as costs which are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate, and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through

a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

1. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state, must be reported on the cost summary form, but will not reduce the amount of the claim.

2. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter¹ is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section V, must be retained during the period subject to audit. If the Controller has initiated an audit during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

¹ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from the claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained therein.

CHILD ABDUCTION AND RECOVERY

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421

Penal Code Sections 277, 278, and 278.5

Welfare and Institutions Code Section 11478.5

Chapter 1399, Statutes of 1976

Chapter 162, Statutes of 1992

Chapter 988, Statutes of 1996

1. Summary of Chapter 1399/76, 162/92, and 988/96

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to, and amended Sections 5157, 5160, and 5169 of the Civil Code; added Section 278 and 278.5 to the Penal Code, and amended Sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments that must become involved in child custody matters. Prior to the enactment of this statute, parents or others interested in the custody of minors received no assistance from law enforcement agencies when their interests were pursued in court. This statute requires counties to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by county and state departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, The Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and, without substantial change, enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278, and 278.5 of the Penal Code and enacted a new statutory scheme in Sections 277, 278, and 278.5 that eliminated the distinction between cases with and cases without a pre-existing child custody order.

On September 19, 1979, the Board of Control predecessor to the Commission on State Mandates, determined that Chapter 1399, Statutes of 1976, resulted in state mandated costs that are reimbursable pursuant to Part 7 (commencing with Government Code Section 17500) of Division 4 of Title 2.

2. Eligible Claimants

Any county incurring increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

3. Appropriations

These claiming instructions are issued following the adoption of the program's parameters and guidelines by the Commission on State Mandates. To determine if funding is available for the

current fiscal year refer to the schedule, "Appropriations for State Mandated Cost Programs" in the "Annual Claiming Instructions for State Mandated Costs" issued in October of each year to county auditors.

4. Types of Claims

A. Reimbursement and Estimated Claims

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

B. Minimum Claim

Section 17564(a) of the Government Code provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year.

5. Filing Deadline

A. Initial Claims

Pursuant to Government Code Section 17561, Subdivision (d)(3), initial claims must be filed within 120 days from the issuance date of claiming instructions. Accordingly:

- 1) Reimbursement claims detailing the actual costs incurred for the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. If the reimbursement claim is filed after the deadline of February 28, 2000, the approved claim must be reduced by a penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.
- 2) Estimated claims for costs to be incurred during the 1999-00 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. Timely filed estimated claims are paid before late claims. If a payment is received for the estimated claim, a 1999-00 reimbursement claim must be filed by January 15, 2001.

B. Annually Thereafter

- 1) After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the local agency fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the agency may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.
- 2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in which the costs will be incurred. If the claim is filed after the deadline but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

6. Reimbursable Activities

For each eligible claimant all direct and indirect costs of labor, materials and supplies, contract services, training, and travel for the following activities only are eligible for reimbursement:

A. Compliance with Court Orders

Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:

- 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved. Mediating services may be provided by other departments. In this case, indicate the department.
 - c) Locating missing or concealed offender and children.
- 2) Utilizing any appropriate civil or criminal court action to secure compliance.
 - a) Preparation and investigation of reports and requests for assistance.
 - b) Seeking physical restraint of offenders and/or the children to assure compliance with court orders.
 - c) Process services and attendant court fees and costs.
 - d) Depositions.
- 3) Physically recovering the child(ren).
 - a) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - b) Other personal necessities for the child(ren). All items purchased must be itemized.

B. Court Costs for Out-of-Jurisdiction Cases

Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code §3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and the Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).

1) Cost of Foster Care

The cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Special circumstances must be justified. A maximum of ten days per child is allowable. Costs must be identified per child, per day. Costs must be reduced by the amount of state reimbursement for foster home care received by the county for the placed child(ren).

2) Transportation Costs

- a) Travel, expenses, food, lodging, and transportation for the escort and child(ren).
- b) Other purchases of personal necessities for the child(ren) must be itemized. Recovered costs from any party or agency must be used as an offset against costs claimed.
- c) Securing appearance of the offender and/or child(ren) when an arrest warrant or other court order to produce the offender or child(ren) has been issued.
 - i) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - ii) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
- d) Return of the illegally obtained or concealed child(ren) to the legal custodian or agency.
 - i) Cost of food, lodging, transportation, and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. Purchases of personal necessities must be itemized.
 - ii) Cost of an escort for the child(ren), including cost of food, lodging, transportation, and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.
 - iii) Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) or defendant, if not part of a criminal extradition, must be shown and used against these costs.

7. Reimbursement Limitations

- A. Reimbursement is not allowed for costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.
- B. Any offsetting savings or reimbursement the claimant received from any source including, but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate shall be identified and deducted so only net local cost is claimed.

8. Claiming Forms and Instructions

The diagram, "Illustration of Claim Forms," provides a graphical presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for forms CAR-1 and CAR-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated or reimbursement

claims. The State Controller's Office will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

A. Form CAR-2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate form CAR-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

1) Salaries and Benefits

Identify the employee(s) and/or show the classification of each employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate, and related fringe benefits.

The average number of hours devoted to each function may be claimed if supported by a documented time study. A time study may be appropriate for functions that are relatively short in duration and repetitive. If the claim is based on a time study, submit with the claim all documentation for the Controller's review of the study's precision and reliability.

Reimbursement of personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g. annual leave, sick leave) and the employer's contribution to social security, pension plans, insurance, and workers' compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities that the employee performs. However, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed costs.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate.

2) Materials and Supplies

Only expenditures that can be identified as a direct result of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate. These may include communication devices, memberships, subscriptions, or publications that are necessary for the performance of this mandate. The cost of materials and supplies that are not used exclusively for the mandate is limited to the pro rata portion used to comply with this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents evidencing the validity of the expenditures.

3) Contract Services

Give the name(s) of the contractor(s) who performed the services. Describe the activities performed by each named contractor, actual time spent on this mandate, inclusive dates

when services were performed, and itemize all costs for services performed. Attach consultant invoices with the claim.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices, and other documents evidencing the validity of the expenditures.

4) Fixed Assets

List the purchase price of equipment and other capital assets acquired for the purpose of this mandate. These may include vehicles, or office equipment that are necessary for the performance of this mandate. Purchase price includes taxes, delivery, and installation costs. Explain the use of each asset. If an asset is acquired for the subject state mandate, but is utilized in some way not directly related to the program, only the prorated portion of the asset that is used for purposes of this program is reimbursable.

Source documents may include, but are not limited to, general and subsidiary ledgers, purchase orders, receipts, canceled warrants, inventory records, and other documents evidencing the purchases.

5) Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlements are reimbursable in accordance with the rules of the local jurisdiction. Give the name(s) of the traveler(s), purpose of travel, inclusive dates, destination points, and costs.

Source documents required to be maintained by the claimant may include, but are not limited to, receipts, employee travel expense claims, and other documents evidencing the validity of the expenditures.

6) Training

The cost of training for activities specified in 6 A. and B. may be claimed. Give the title and subject of the training session, dates, location, and name(s) of the employee(s) attending training associated with the mandate. Reimbursable costs include, but are not limited to, salaries and benefits of personnel conducting or attending the training, registration fees, transportation, lodging, and per diem. Child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training are reimbursable.

Source documents may include, but are not limited to, employee travel expense claims, receipts, training agendas, and other documents evidencing the training expenses.

For audit purposes all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. If no funds are appropriated for the initial claim at the time the claim was filed, supporting documents must be retained for two years from the date of the initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

B. Form CAR-1.1, Reimbursement Source Summary

On form CAR 1.1 show details of any reimbursement received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on form CAR-1. In addition, costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state must be reported on form CAR-1, but will not reduce the amount of the claim.

C. Form CAR-1, Claim Summary

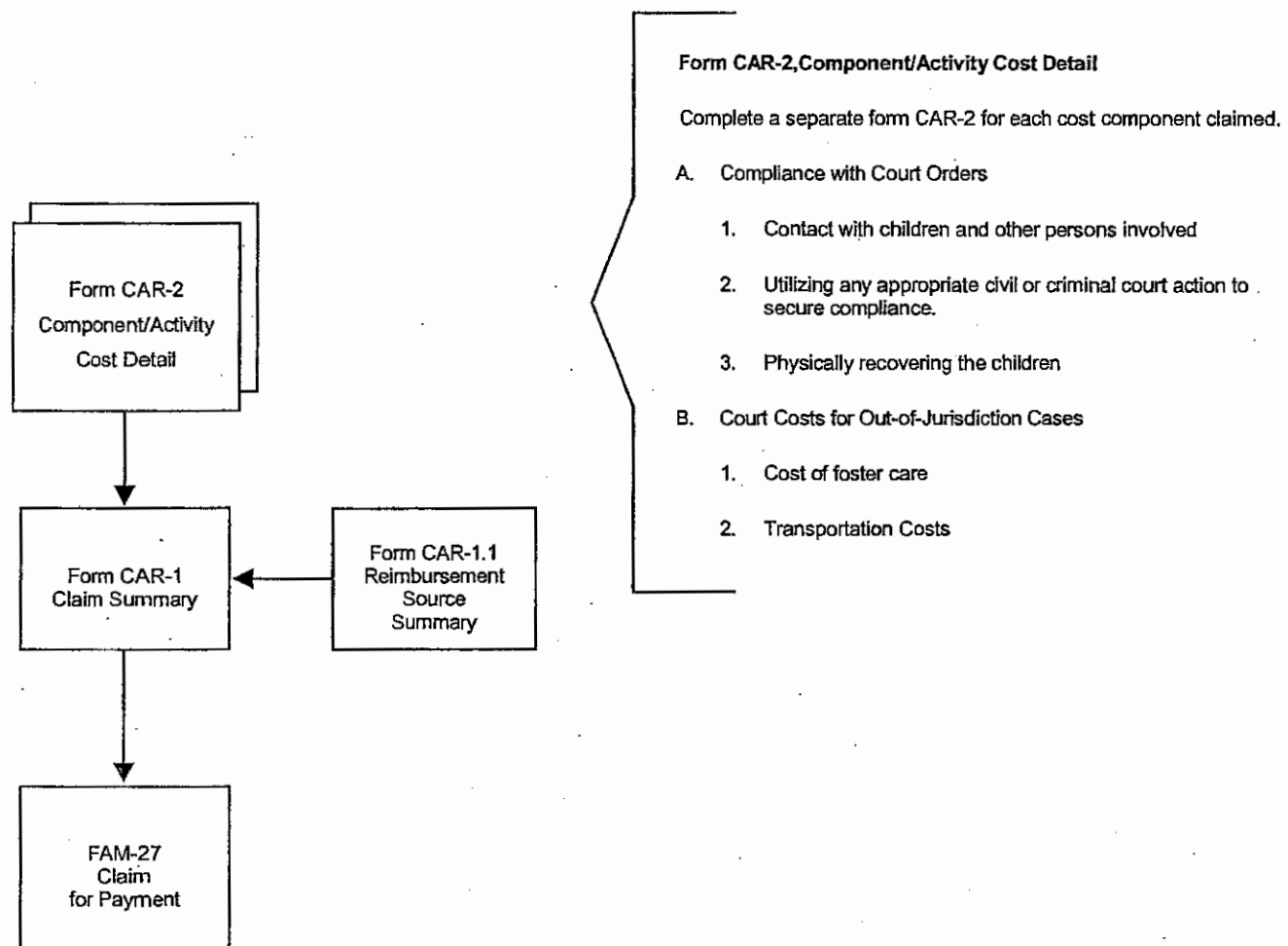
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from CAR-2 and carried forward to form FAM-27.

Indirect costs are eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor costs, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is involved in the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

D. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized representative of the local agency. All applicable information from form CAR-1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

Illustration of Claim Forms



CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION AND RECOVERY			For State Controller Use Only		Program
			(19) Program Number 00013		013
			(20) Date Filed ____/____/____		
			(21) LRS Input ____/____/____		
L A B E L H E R E	(01) Claimant Identification Number		Reimbursement Claim Data		
	(02) Claimant Name		(22) CAR-1, (03)(a)		
	County of Location		(23) CAR-1, (03)(b)		
	Street Address or P.O. Box		(24) CAR-1, (04)(1)(f)		
	City		(25) CAR-1, (04)(2)(f)		
	State				
	Zip Code				
			(26) CAR-1, (06)		
			(27)		
			(28)		
		(29)			
Type of Claim		Estimated Claim	Reimbursement Claim		
		(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(27)	
		(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
		(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost		(06) 20____/20____	(12) 20____/20____	(30)	
Total Claimed Amount		(07)	(13)	(31)	
Less: 10% Late Penalty, not to exceed \$1,000			(14)	(32)	
Less: Prior Claim Payment Received			(15)	(33)	
Net Claimed Amount			(16)	(34)	
Due from State		(08)	(17)	(35)	
Due to State			(18)	(36)	
(37) CERTIFICATION OF CLAIM					
In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.					
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.					
The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.					
Signature of Authorized Officer			Date		
Type or Print Name			Title		
(38) Name of Contact Person for Claim			Telephone Number () - Ext.		
			E-Mail Address		

Program 013	CHILD ABDUCTION AND RECOVERY Certification Claim Form Instructions	FORM FAM-27
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- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the space shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03), Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04), Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05), Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form CAR-1 and enter the amount from line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09), Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10), Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11), Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form CAR-1, line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs are incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount in line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., CAR-1, (04)(1)(f), means the information is located on form CAR-1, block (04), line (1), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.548% should be shown as 35. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. Claims cannot be paid unless accompanied by a signed certification.
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816

MANDATED COSTS CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY						FORM CAR-1	
(01) Claimant			(02) Type of Claim		Fiscal Year		
			Reimbursement <input type="checkbox"/>				
			Estimated <input type="checkbox"/>		19__/20__		
Claim Statistics							
(03) (a) Number of Cases for Compliance with Court Orders							
(b) Number of Out-of-Jurisdiction Cases							
Direct Costs		Object Accounts					
(04) Reimbursable Components		(a)	(b)	(c)	(d)	(e)	(f)
		Salaries	Benefits	Services and Supplies	Fixed Assets	Travel and Training	Total
1. Compliance with Court Orders							
2. Court Costs for Out-of-Jurisdiction Cases							
(05) Total Direct Costs							
Indirect Costs							
(06) Indirect Cost Rate [From ICRP]						%	
(07) Total Indirect Costs [Line (06) x line (05)(a)] or [line (06) x {line (05)(a) + line (05)(b)}]							
(08) Total Direct and Indirect Costs [Line (05)(f) + line (07)]							
Cost Reduction							
(09) Less: Offsetting Savings							
(10) Less: Other Reimbursements							
(11) Total Claimed Amount [Line (08) – {line (09) + line (10)}]							

**CHILD ABDUCTION AND RECOVERY
CLAIM SUMMARY
Instructions**

**FORM
CAR-1**

- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.
- Form CAR-1 must be filed for a reimbursement claim. Do not complete form CAR-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form CAR-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Enter the number of cases claimed for each reimbursable component.
- (a) Number of Cases for Compliance with Court Orders. Enter the number of cases processed during the fiscal year that were related to the compliance with court orders. When calculating the number of cases, a case that is open and closed and open again due to another incident, count as two cases.
- (b) Number of Out-of-Jurisdiction Cases. Enter the number of out-of-jurisdiction cases received during the fiscal year.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form CAR-2, line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a) to (e) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (f).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is reporting costs, each must have its own ICRP for the program.
- (07) Total Indirect Costs. Multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06).
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

[illegible]

CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY Instructions	FORM CAR-1.1
---	-------------------------

- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. A separate form CAR-1.1 must be completed for each fiscal year's claim.
- (03) (a) List the cost component (a) Compliance with Court Orders or (b) Court Costs for Out-of-Jurisdiction Cases.
- (b) Enter the case number or name of the child.
- (c) Enter the reimbursement source.
- (d) Enter the amount of reimbursement for the custody of minor programs the county has received from defendants, other individuals, or the State Foster Care Program.
- (04) Enter the amount of reimbursement received and carry forward this amount to form CAR-1, line (10), Other Reimbursements.

MANDATED COSTS CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL	FORM CAR-2
---	-----------------------------

(01) Claimant	(02) Fiscal Year
---------------	------------------

(03) Reimbursable Component: Check only one box per form to identify the component being claimed.

☐ Compliance with Court Orders
 ☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expenses	Object Accounts
------------------------------	------------------------

(a) Employee Names, Job Classifications, Functions Performed, and Description of Services and Supplies	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Fixed Assets	(h) Travel and Training

(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ____ of ____					
--	--	--	--	--	--

**CHILD ABDUCTION AND RECOVERY
COMPONENT/ACTIVITY COST DETAIL**
Instructions

**FORM
CAR-2**

- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. Do not file CAR-2 for an Estimated Claim.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form CAR-2 shall be prepared for each cost component that applies.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, etc. The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed. To simplify the claim process, the cost of actual time spent by county staff for activities related to Compliance with Court Orders and Out-of-Jurisdiction Cases may be combined. In addition, costs of fixed assets for both components are claimed under Compliance with Court Orders. For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. When no funds are appropriated for the initial payment at the time the claim was filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit these supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Title Activities	Benefit Rate			Benefits = Benefit Rate x Salaries				
Services and Supplies	Description of Supplies Used	Unit Cost	Quantity Used			Cost = Unit Cost x Quantity Used			
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Itemized Cost of Services Performed			Invoice
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Itemized Cost of Equipment Purchased		Invoice
Travel and Training	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d), (e), (f), (g), and (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/ activity costs, number each page. Enter totals from line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a), (b), (c), (d), and (e) in the appropriate row.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only		Program 013	
(01) Claimant Identification Number 9943				(19) Program Number 00013			
(02) Claimant Name County of Santa Clara				(20) Date Filed ____/____/____		(21) LRS Input ____/____/____	
County of Location Santa Clara				(22) CAR-1, (03)(a)		402	
Street Address or P.O. Box 70 West Hedding Street				(23) CAR-1, (03)(b)		0	
City San Jose				(24) CAR-1, (04)(1)(f)		581,593	
State CA				(25) CAR-1, (04)(2)(f)			
Zip Code 95110				(26) CAR-1, (06)		25	
Type of Claim	Estimated Claim		Reimbursement Claim		(27)		
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(28)				
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)				
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>					
Fiscal Year of Cost of Cost	(06) 2004-2005	(12) 2003-2004	(30) 68r 04 - 994, 207				
Total Claimed Amount	(07) \$792,230	(13) \$720,209	(31) Ar 720,209				
LESS: 10% Late Penalty		(14)	(32) (-) Reduce 273,998 ✓				
LESS: Prior Claim Payment Received		(15)	(33) entry.				
Net Claimed Amount		(16) \$720,209	(34) Fy or 68r				
Due from State	(08) \$792,230	(17) \$720,209	(35) 792,230				
Due to State		(18)	(36) SB 90 000705				
(37) CERTIFICATION OF CLAIM							
<p>In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.</p> <p>The amounts for Estimated and/or Reimbursement Claims are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.</p>							
Signature of Authorized Officer				Date			
Ram Venkatesan				SB 90 Coordinator			
Type or print name				Title			
(38) Name of Contact Person for Claim				Telephone Number (916) 485-8102			
Ferlyn Junio (MAXIMUS, Inc.)				E-Mail Address			

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY					FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred:		2003-2004	
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						402
(b) Number of Out-of-Jurisdiction Cases						0
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders	\$442,717	\$123,065			\$15,811	\$581,593
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$442,717	\$123,065			\$15,811	\$581,593
Indirect Costs						
(06) Indirect Cost Rate (From ICRP)					Salary and Benefits	24.50%
(07) Indirect Costs					[Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]	
					\$138,616	
(08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)}					\$720,209	
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$720,209

use
↓

CHILD ABDUCTION UNIT REIMBURSEMENT REPORT FOR FY 2003-2004:

/ Sylva	Attorney	1624.50	-262.5 vac -57.0 sick	-40 nonreimb.
Gallardo	Sr. Paralegal	1359.5	subtracted	-40 translation
/ Evans	TL Investigator	1591.5	subtracted	subtracted
/ Bytheway	Investigator	1150	subtracted	subtracted
/ Cardott	Investigator	1461	subtracted	subtracted
/ Schembri	Investigator	585.5	subtracted	subtracted
/ Ortiz, G.	Inv. Asst.	11	n/a	n/a

Please see Kathy Carr for travel expenses.

audited
reimb.
MRP program

Jessica prepared 2003 Child Abduction Summary
Miller

16 HRS

From: Julianne Sylva
 To: Martha Gallardo
 Date: 10/28/2004 9:30:09 AM
 Subject: audit information

Hi martha,
 Could you please run my name in CJIC and tell me what cases I handled from 7/1/2003 - 6/30/2004. I need to also have you run the court history for those cases to see what court dates there were for me to calculate the hours I must deduct from my monthly hours in order to claim the correct amount for reimbursement for the mandate program.

Also, if you could give me your hours for that time period (deducting the time you spend on assisting other people and the time you spend on translation for outside the unit).

Thank you!

$$52 \times 5 \times 8 = 2080$$

Started w/unit 8/11/03: 15/day
 Breaks

8/22/03 38 reg. - 2
 9/5/03 80 reg. - 5.0
 9/19/03 78 reg. - 4.5
 10/3/03 61.40 reg. - 3.5 =
 10/17/03 56 reg. - 3.5
 10/31/03 79.30 reg. - 5
 11/14/03 78.50 reg. - 4.5
 11/26/03 69.50 reg. - 4
 12/12/03 78 reg. - 4.5
 12/26/03 77.80 reg. - 4.5

1/9/04 59 reg. - 3.5
 1/29/04 80 reg. - 5
 2/6/04 80 reg. - 5
 2/20/04 68.50 reg. - 4
 3/5/04 72 reg. - 4.5
 3/19/04 40 reg. - 2.5
 4/2/04 0
 4/16/04 72 reg. - 4.5

1168

70

4/30/04 80 reg. - 5
 5/14/04 80 reg. - 5
 5/28/04 80 reg. - 5
 6/11/04 80 reg. - 5
 6/25/04 80 reg. - 5

7/9/04 (6/28, 29, 30) 24 reg. - 1.5

15.92 hours on CAU.
 40 translating for other units
 1552 hrs.
 96.5 BREAKS
 96. HOLIDAYS
 1359.50 REIMB HRS.

CHILD ABDUCTION FISCAL YEAR 2004

NAME	DESTINATION	DATE	TRAVEL AUTHORIZATION NUMBER	SAP DOCUMENT NUMBER	WARRANT NUMBER	REGISTRATION	AIR FARE	LOGGING	RENTAL CAR	ADV PER DIEM	FINAL	REASON FOR TRAVEL
BYTHEWAY, GLENN	CLARKSVILLE, TN	7/1-2/03	TA0202-00081	100015818	1001154		520.50		68.30			
				P-CARD	XXXX		30.00					
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
	VANCOUVER, WA	7/24/03	TA0202-00134	1900078541	1005887		151.00	26.39				
				1900078559	Y-CAL		30.00					
				1900039572	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
CARBOTT, PATRICE	PHILADELPHIA, MS	1/7-8/04	TA0202-00319	P-CARD	XXXX		628.40					
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
	FINAL			XXXX	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							
FINAL	SEO AIRPORT FINAL	6/18/03	TA0202-00107	1900048018	1001547		520.50					
				P-CARD	XXXX		30.00					
				P-CARD	XXXX		1058.50					
				P-CARD	XXXX		30.00					
				P-CARD	XXXX		1058.50					
	CLARKSVILLE, TN	7/1-2/03	TA0202-00082	P-CARD	XXXX		30.00					
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
FINAL	VANCOUVER, WA	7/24/03	TA0202-00135	1900078539	1005888		75.50					
				1900048889	Y-CAL		30.00					
				1900039572	Y-CAL		75.50					
				1900078572	Y-CAL		30.00					
				1900078589	Y-CAL		151.00					
	WILLARD, OHIO	9/4-5/03	TA0202-00136	1900038572	XXXX		30.00					
				XXXX	XXXX							
				P-CARD	XXXX		813.00					
				P-CARD	XXXX		30.00					
				P-CARD	XXXX							
FINAL	PHILADELPHIA, MS	1/7-8/04	TA0202-00320	P-CARD	XXXX		3488.50	63.22				
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
				P-CARD	XXXX							
	FINAL			1200014180	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							
				XXXX	XXXX							

2015.02

2059.94

1005.00

1005.00

392.00

877.77

3651.46

(2.27)

124.01

63.22

34.77

0.00

42.00

6.35

11.68

0.00

41.00

38.84

117.50

26.39

2059.94

2015.02

CHLO ABDUCTION

NAME	DESTINATION	DATE	TRAVEL AUTHORIZATION NUMBER	SAP DOCUMENT NUMBER	WARRANT NUMBER	REGISTRATION	AIR FARE	LOADING	RENTAL CAR	ADV PER DIEM	FINAL	REASON FOR TRAVEL
EVANS, LINDA	SAN DIEGO	7/23/02	TA0202-00136	1900024899 1900035872 P-CARD 1900076538	Y-CAL Y-CAL XXX 10055691		113.60 30.00			30.00	23.00	E [REDACTED]
	FINAL											
	WILLARD, OHIO	8/4-5/03	TA0202-00138	P-CARD P-CARD P-CARD P-CARD P-CARD P-CARD P-CARD P-CARD P-CARD P-CARD 1900113071	XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX 10077383		962.00 30.00 962.00 30.00 813.00 30.00		51.23 8.58		32.01	E [REDACTED]
	FINAL							96.96				
LOCAROTTI, JAMES	SFO AIRPORT FINAL	8/16/03	TA0202-00108	1900048101	10034551						8.15	RECOVER ABANDONED CHILD
ORTIZ, GONZALO	SAN DIEGO	7/23/03	TA0202-00137	P-CARD P-CARD P-CARD P-CARD 1900024899 1900035872 1900076537	XXXX XXXX XXXX XXXX Y-CAL Y-CAL 10055690		232.09 30.00 232.09 30.00 113.50 30.00				23.00	E [REDACTED]
	FINAL											
MISC. MCFARLANE, KATHI	SAN DIEGO	7/23/02	XXXX	1900134295	10092214		506.50			160.00		MOTHER OF CHILD J [REDACTED] (SEE GLENN BYTHEWAY 7/23/02)
TOTAL							14327.08	371.34	388.48	940.33	161.80	TOTAL

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 2003-2004

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$45,979,581		\$5,320,013	\$40,659,568
2 Part-time Wages & Overtime	\$96,564			\$96,564
3 Benefits 26.6%	\$12,245,538		\$1,416,855	\$10,828,683
SUBTOTAL:	\$58,321,683	\$0	\$6,736,868	\$51,584,815
Line Item Costs (Services, Supplies & Other):				
4 Loss Value	\$2,538		\$2,538	
5 Safety Shoes	\$269		\$269	
6 Safety Glass	\$207		\$207	
7 Safety Equip	\$3,944		\$3,944	
8 Ballistic	\$59,444		\$59,444	
9 Communications	\$316,510		\$316,510	
10 Misc Food	\$288		\$288	
11 Insurance	\$255,161		\$255,161	
12 Witness Expense	\$103,081			\$103,081
13 Spanish	\$170			\$170
14 Maint-Equipment	\$2,826		\$2,826	
15 Maint-Security	\$6,797		\$6,797	
16 Maint-Computers	\$27,098		\$27,098	
17 Maint-Comm	\$140		\$140	
18 Maint-Office	\$11,992		\$11,992	
19 Vehicle Towing	\$3,915		\$3,915	
20 Contract Maintenance	\$0		\$0	
21 Outside Repair	\$152		\$152	
22 Membership	\$6,055		\$6,055	
23 Office Expense	\$777,158		\$777,158	
24 Postage Expense	\$34,713		\$34,713	
25 P-card PMT's	\$0		\$0	
26 Freight	\$8		\$8	
27 Education Materials	\$53		\$53	
28 Printing-External	\$0		\$0	
29 Printing-Internal	\$14,911		\$14,911	
30 PC Software	\$109,317		\$109,317	
31 Education Expense	\$81,852		\$81,852	
32 Post (Police)	\$7,023			\$7,023
33 Professional Development	\$39,580			\$39,580
34 Workshops, Conferences	\$747		\$747	
35 Drived Ed	\$270		\$270	
36 Books and Periodicals	\$3,011	\$3,011		
37 Subscription	\$144,413			\$144,413
38 Professional & Special	\$3,588,061			\$3,588,061
39 Police Information	\$275,806		\$275,806	
40 Annual Audit	\$14,387		\$14,387	
41 Audit Expense	\$16,000		\$16,000	
42 Contract Service	\$2,220,554			\$2,220,554
43 Data Processing	\$146,094		\$146,094	
44 County Counsel	\$12		\$12	
45 Investigation	\$23,990			\$23,990
46 Consult	\$5,004			\$5,004
47 Transcripts	\$22,001			\$22,001
48 Professional	\$2,691,910			\$2,691,910
PAGE 1 - SUBTOTAL:	\$11,017,462	\$3,011	\$2,168,664	\$8,845,787

Description of Costs		Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
49	Publications	\$0		\$0	
50	Equipment-Other	\$94,975	\$94,975		
51	Copy Machine	\$111,148		\$111,148	
52	Bldg & Improvements	\$91,315		\$91,315	
53	Office Rents	\$851,893		\$851,893	
54	Small Tools	\$49,619		\$49,619	
55	PC Hardware	\$129,471		\$129,471	
56	Non Cap. Equip	\$8,845		\$8,845	
57	Special Dept Expense	\$30,845		\$188	\$30,657
58	Sheriff/DA	(\$5,988)		(\$5,988)	
59	Inmate Non	\$0		\$0	
60	Audio Visual	\$12,021		\$12,021	
61	Shop Supplies	(\$67)		(\$67)	
62	Transportation	\$821,554		\$821,554	
63	Mileage	\$13,701		\$13,701	
64	Auto Services	\$0		\$0	
65	Local Meals	\$1,765		\$1,765	
66	Business Travel	\$119,241		\$119,241	
67	Moving Costs	\$1,616		\$1,616	
68	Bar Dues Reimbursement	\$75,760	\$75,760		
69	Tuition Reimbursement	\$16,121		\$16,121	
70	Taxable Tuition	\$0		\$0	
71	Misc Expenses	\$24,893		\$24,893	
72	Settlement	\$9,183		\$9,183	
73	Equipment	\$19,607	\$19,607		
74	Vehicles	\$140,216	\$140,216		
75	Reimbursement-Prof	(\$11,137,613)		(\$1,028,789)	(\$10,108,824)
76	Reimbursement-Dept	(\$203,019)			(\$203,019)
77					
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98					
PAGE 2 - SUBTOTAL:		(\$8,722,893)	\$330,558	\$1,227,734	(\$10,281,186)

Description of Costs		Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
99					
100					
101					
102					
103					
104					
105					
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134					
135					
136					
137					
138					
PAGE 3 - SUBTOTAL:		\$0	\$0	\$0	\$0
Total Line Item Costs - Page 1, 2, & 3		\$2,294,569	\$333,569	\$3,396,398	(\$1,435,399)
TOTAL ALL EXPENDITURES:		\$60,616,252			
Cost Adjustments and/or Cost Plan Costs:					
139	A-87 Cost Allocation	\$2,528,948		\$2,528,948	
140					
COST ALLOCATION SUBTOTAL:		\$2,528,948	\$0	\$2,528,948	\$0
TOTAL ALL COSTS:		\$63,145,200	\$333,569	\$12,662,214	\$50,149,416
CALCULATED INDIRECT COST RATE =		24.5%	\$12,662,214	: Total allowable indirect costs	
Rate is based on: Salaries & Benefits			\$51,584,815	: Total direct salaries and benefits	

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: County of Santa Clara

Department: District Attorney

Fiscal Year: 2003-2004

INDIRECT SALARIES

Position or Name of Employee	Sal Ord	Annual Wages	Departmental Administration		Departmental Support	
			(%)	(\$)	(%)	(\$)
1 A59-G. Kennedy, District Attorney*		\$177,314	100%	\$177,314		
2 A61-P. Kuty, Chief Asst DA		\$211,068	100%	\$211,068		
3 A60-Assistant District Attorney (5)		\$865,395	100%	\$865,395		
4 W51-J. Martinez, Conf Secretary		\$80,522	100%	\$80,522		
5 V71-T. Brewer, Chief DA Investigator		\$120,882	100%	\$120,882		
6 B1P-S. Wolfram, Mgmt Analyst		\$73,680			100%	\$73,680
7 B3N-C. Campbell/L. Binder, Pgm Mgr II		\$90,012			100%	\$90,012
8 B3N-P. Claus, Prog Mgr II		\$90,012			100%	\$90,012
9 C29-Executive Asst I	434B	\$45,370			100%	\$45,370
10 C60-D. Reynolds, Admin Assistant		\$47,181			100%	\$47,181
11 D05-Supv Legal Clerk (3)	402A	\$56,576			100%	\$56,576
12 D09-Office Specialist III (11.5)	393B	\$430,261			100%	\$430,261
13 D11-Transcriptionist (4)	395B	\$151,112			100%	\$151,112
14 D49-Office Specialist II (7)	373B	\$238,602			100%	\$238,602
15 D51-Office Specialist I (4)	358B	\$127,296			100%	\$127,296
16 D5D-HR Assistant II	349A	\$43,706			100%	\$43,706
17 D66-Legal Secretary II (16)	458B	\$813,696			100%	\$813,696
18 E28-Messenger Driver (2)	374B	\$68,484			100%	\$68,484
19 F14-Legal Clerk (28)	431B	\$1,252,888			100%	\$1,252,888
20 G19-P. Wright, Dept Info Sys Coord.		\$80,418			100%	\$80,418
21 G81-W. Phillip, Storekeeper		\$41,704			100%	\$41,704
22 J45-Q. Bui, Graphic Designer II		\$57,025			100%	\$57,025
23 M20-A. Collins, Facilities Maint Rep		\$55,141			100%	\$55,141
24 A60-A. Weger, Asst District Atny**		\$173,079	50%	\$86,540	35%	\$15,129
25 D5D- G. Savaiza, HR Assistant II***	349A	\$43,706				
26						
27						
28						
29						
30 *Kennedy's salary has been divided						
31 amongst Admin Services (75%),						
32 and Crime Lab (25%)						
33						
34 ** This position was vacant until 12/20/03.						
35 Only 13 pay periods or 50% of the						
36 salary is eligible.						
37						
38 *** This position was vacant for only						
39 9 pay periods. (9/26 = 35%)						
40						
41						
TOTALS		\$5,435,130		\$1,541,720		\$3,778,293

TOTAL INDIRECT SALARIES \$5,320,013

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
CHILD ABDUCTION & RECOVERY

For State Controller Use Only

(19) Program Number 00013
 (20) Date Filed ____/____/____
 (21) LRS Input ____/____/____

EXHIBIT F
Program
013

(01) Claimant Identification Number 9943			Reimbursement Claim Data	
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	212
County of Location Santa Clara			(23) CAR-1, (03)(b)	17
Street Address or P.O. Box 70 West Hedding Street			(24) CAR-1, (04)(1)(f)	286,338
City San Jose	State CA	Zip Code 95110	(25) CAR-1, (04)(2)(f)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	25
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost of Cost	(06) 2005-2006	(12) 2004-2005	(30)	
Total Claimed Amount	(07) \$282,418	(13) \$353,023	(31)	
LESS: 10% Late Penalty		(14) <i>801-792250</i>	(32)	
LESS: Prior Claim Payment Received		(15) <i>39207</i>	(33)	
Net Claimed Amount		(16) \$353,023	(34)	
Due from State	(08) \$282,418	(17) \$353,023	(35)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.

The amounts for Estimated and/or Reimbursement Claims are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.

Signature of Authorized Officer

Date

12/29/05

Ram Venkatesan

SB 90 Coordinator

Type or print name

Title

(38) Name of Contact Person for Claim

Telephone Number

(916) 485-8102

Ferlyn Junio (MAXIMUS, Inc.)

E-Mail Address

ferlynjunio@maximus.com

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY REIMBURSEMENT SOURCE SUMMARY			FORM CAR-1.1
(01) Claimant: County of Santa Clara		(02) Fiscal year costs were incurred: 2004-2005		
(03) Enter the information for (a) through (d).				
(a) Cost Component	(b) Case Number or Name	(c) Reimbursement Source	(d) Amount	
NO REIMBURSEMET SOURCE RECEIVED				
(04) Total				

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY					FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred:		2004-2005	
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						212
(b) Number of Out-of-Jurisdiction Cases						17
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders	\$213,751	\$57,767			\$14,820	\$286,338
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$213,751	\$57,767			\$14,820	\$286,338
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					24.56%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]					\$66,685	
(08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)}					\$353,023	
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}					\$353,023	


Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2004-2005
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

<input checked="" type="checkbox"/>	Compliance with Court Orders
<input type="checkbox"/>	Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)					Object Accounts				
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e) Services & Supplies	(f) Fixed Assets	(g) Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.									
Glenn Bytheway, Criminal Investigator II	85,333	\$55.23	29.90%	618.25		\$6,304	\$34,146	\$10,210	\$44,356
Patrice Cardott, Criminal Investigator II	88,616	\$57.39	31.45%	472.00		\$1,531	\$27,088	\$8,519	\$35,607
Linda Evans, Criminal Investigator II	94,289	\$61.03	30.86%	385.70		\$6,297	\$23,539	\$7,264	\$30,803
Randy Brown, Criminal Investigator II	97,190	\$60.06	35.35%	165.00		\$32	\$9,910	\$3,503	\$13,413
Denise Orocchi, Criminal Investigator II	84,262	\$54.54	32.39%	4.00		\$185	\$218	\$71	\$289
Kirk Yates, Criminal Investigator II	88,666	\$57.39	29.63%	108.00		\$16	\$6,198	\$1,837	\$8,035
Julianne Sylva, Attorney IV	185,994	\$120.38	20.04%	626.75		\$328	\$75,448	\$15,120	\$90,568
Martha Gallardo, Sr. Paralegal	67,713	\$43.57	29.65%	555.50		\$100	\$24,203	\$7,176	\$31,379
Patty Weidner, Legal Clerk	50,382	\$32.61	31.29%	398.65			\$13,000	\$4,068	\$17,068
Rosalie Ramirez, Criminal Investigator II						\$27			
(05) Total						\$14,820	\$213,751	\$57,767	\$271,518

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___		Program 013	
(01) Claimant Identification Number 9943			Reimbursement Claim Data			
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	0		
County of Location Santa Clara			(23) CAR-1, (03)(b)	14		
Street Address or P.O. Box Suite 70 W. Hedding Street, East Wing, 2nd Floor			(24) CAR-1, (04)(1)(f)	535,700		
City State Zip Code San Jose CA 95110			(25) CAR-1, (04)(2)(f)	0		
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	23		
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)	121,132		
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)	0		
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) CAR-1, (10)	0		
Fiscal Year of Cost	(06) 2006-2007	(12) 2005-2006	(30) FY06 SJR	282418		
Total Claimed Amount	(07) \$625,000	(13) \$656,832	(31) Adj	(+) 374 414		
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32)		
LESS: Prior Claim Payment Received			(15)	(33)		
Net Claimed Amount			(16) \$656,832	(34)		
Due from State	(08) \$625,000	(17) \$656,832	(35)			
Due to State		(18)	(36)			
(37) CERTIFICATION OF CLAIM						
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.						
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.						
The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.						
Signature of Authorized Representative			Date 12/14/2006			
 Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)			SB 90 Coordinator			
Type or print name			Title			
(38) Name of Contact Person for Claim			Telephone Number (916) 485-8102 X 110			
Ferlyn B. Junio (MAXIMUS, Inc.)			E-Mail Address ferlynjunio@maximus.com			

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___		Program 013	
(01) Claimant Identification Number 9943				Reimbursement Claim Data			
(02) Claimant Name County of Santa Clara				(22) CAR-1, (03)(a)		0	
County of Location Santa Clara				(23) CAR-1, (03)(b)		14	
Street Address or P.O. Box Suite 70 W. Hedding Street, East Wing, 2nd Floor				(24) CAR-1, (04)(1)(f)		535,700	
City State Zip Code San Jose CA 95110				(25) CAR-1, (04)(2)(f)		0	
Type of Claim		Estimated Claim		Reimbursement Claim		(26) CAR-1, (06)	
		(03) Estimated <input checked="" type="checkbox"/>		(09) Reimbursement <input checked="" type="checkbox"/>		(27) CAR-1, (07)	
		(04) Combined <input type="checkbox"/>		(10) Combined <input type="checkbox"/>		(28) CAR-1, (09)	
		(05) Amended <input type="checkbox"/>		(11) Amended <input type="checkbox"/>		(29) CAR-1, (10)	
						121,132	
Fiscal Year of Cost		(06) 2006-2007		(12) 2005-2006		(30)	
Total Claimed Amount		(07) \$625,000		(13) \$656,832		(31)	
LESS: 10% Late Penalty, not to exceed \$1,000				(14)		(32)	
LESS: Prior Claim Payment Received				(15)		(33)	
Net Claimed Amount				(16) \$656,832		(34)	
Due from State		(08) \$625,000		(17) \$656,832		(35)	
Due to State				(18)		(36)	
(37) CERTIFICATION OF CLAIM In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive. I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976. The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements. Signature of Authorized Representative _____ Date _____							
Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)				SB 90 Coordinator			
Type or print name				Title			
(38) Name of Contact Person for Claim				Telephone Number			
Ferlyn B. Junio (MAXIMUS, Inc.)				(916) 485-8102			
E-mail address				X 110			
ferlynjunio@maximus.com				465			

MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY						FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred: 2005-2006			
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						
(b) Number of Out-of-Jurisdiction Cases						14
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliance with Court Orders	\$362,577	\$165,923			\$7,200	\$535,700
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$362,577	\$165,923			\$7,200	\$535,700
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					22.92%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]						\$121,132
(08) Total Direct and Indirect Costs: {Line (05)(e) + line (07)}						\$656,832
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$656,832

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred:

2005-2006

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒

Compliance with Court Orders

☐

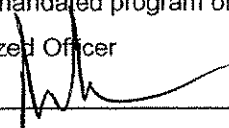
Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(c) Hours Worked / Quantity	Object Accounts					
				(d) Services & Supplies	(e) Fixed Assets	(f) Travel & Training	(g) Salaries Benefits Total Sal. & Bens		
Randy Brown, Investigator	\$62.71	58.91%	1,059.00			\$449	\$66,410	\$39,122	\$105,532
Glenn Bytheway, Investigator	\$59.93	46.40%	901.00				\$53,997	\$25,055	\$79,052
Martha Gallardo, Paralegal	\$44.73	49.82%	1,131.00				\$50,590	\$25,204	\$75,793
Melissa Joseph, Investigator	\$44.62	44.18%	17.50				\$781	\$345	\$1,126
Mark Stevenson, Investigator	\$58.53	46.55%	40.00				\$2,341	\$1,090	\$3,431
Julianne Sylva, Attorney	\$112.16	34.92%	1,062.00			\$845	\$119,114	\$41,595	\$160,709
Patty Weidner, Clerk	\$33.61	55.55%	651.00				\$21,880	\$12,154	\$34,035
Kirk Yates, Investigator	\$59.93	45.00%	792.00			\$470	\$47,465	\$21,359	\$68,824
Grant Cunningham, Criminal Investigator III						\$426			
Denise Orocchi, Criminal Investigator II						\$73			
Travel costs for Ken Craig (father)						\$1,697			
Travel costs for J [REDACTED] Z [REDACTED] (child)						\$925			
Travel costs for T [REDACTED] S [REDACTED] (child)						\$670			
Travel costs for Taylor Sheen (father)						\$793			
Travel costs for E [REDACTED] N [REDACTED] (child)						\$852			
Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.									
(05) Total						\$7,200	\$362,577	\$165,923	\$528,500

Page: ____ of ____

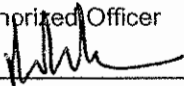
CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only (19) Program Number 00013 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____		Program 013	
(01) Claimant Identification Number 9943				Reimbursement Claim Data			
(02) Claimant Name County of Santa Clara				(22) CAR-1, (03)(a)		114	
County of Location Santa Clara				(23) CAR-1, (03)(b)		12	
Street Address or P.O. Box 70 W. Hedding Street				Suite 2nd Fl., East Wing		(24) CAR-1, (04)(1)(f) 613,778	
City San Jose		State CA		Zip Code 95110		(25) CAR-1, (04)(2)(f) 0	
Type of Claim		Estimated Claim		Reimbursement Claim		(26) CAR-1, (06) 22	
		(03) Estimated <input checked="" type="checkbox"/>		(09) Reimbursement <input checked="" type="checkbox"/>		(27) CAR-1, (07) 136,492	
		(04) Combined <input type="checkbox"/>		(10) Combined <input type="checkbox"/>		(28) CAR-1, (09) 0	
		(05) Amended <input type="checkbox"/>		(11) Amended <input type="checkbox"/>		(29) CAR-1, (10) 0	
Fiscal Year of Cost		(06) 2007-2008		(12) 2006-2007		(30) <i>FY07 Estimated</i> 625,000	
Total Claimed Amount		(07) \$750,000		(13) \$750,270		(31) <i>Actual</i> 750,270	
LESS: 10% Late Penalty, not to exceed \$1,000				(14)		(32) <i>Adj</i> 125,270	
LESS: Prior Claim Payment Received				(15)		(33)	
Net Claimed Amount				(16) \$750,270		(34)	
Due from State		(08) \$750,000		(17) \$750,270		(35)	
Due to State				(18)		(36)	
(37) CERTIFICATION OF CLAIM							
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.							
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.							
The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.							
Signature of Authorized Officer 				Date 2/8/2008			
Type or print name Ram Venkatesan, ram.venkatesan@fin.sccgov.org				Title SB 90 Coordinator			
(38) Name of Contact Person for Claim Ferlyn Junio (MAXIMUS, Inc.)				Telephone Number 916-485-8102		Ext. 110	
				E-Mail Address ferlynjunio@maximus.com			

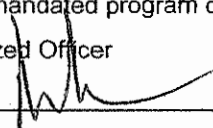
Doc. Type : PR (Customer Invoice) Normal document			
Doc. Number	1800015051	Company code	ISCC
Doc. date	02/27/2008	Posting date	02/27/2008
Calculate Tax	<input type="checkbox"/>	Fiscal year	2008
Ref.doc.	FY2008	Period	08
Doc. currency	USD		
Doc. Hdr Text	DA - BU202		

Item	PR	Account	Account short text	TX	Amount	Text	Cost Ctr	Fund	Funds Ctr	Ref key 1	Entmehsa
1	01	SB900000705	CH1399/76 CUSTODY OF		750,000.00	Claim (Estimated)		0001			
2	11	SB900000705	CH1399/76 CUSTODY OF		750,000.00--	Claim (Estimated)		0001			
*					0.00						

Doc. Type : PR Customer Invoice / Normal document			
Doc. Number	1800015050	Company code	ISCC
Doc. date	02/27/2008	Posting date	02/27/2008
Calculate Tax	<input type="checkbox"/>	Fiscal year	2008
Ref.doc.	FY2007	Period	08
Doc. currency	USD		
Doc. Hdr Text	DA - BU202		

Item	Pr Account	Account short text	Dr	Amount	Text	Cost Ctr	Funds Ctr	Ref Key 1	Print/Incl
1	01 SB900000705	CH1399/76 CUSTODY OF		125,270.00	Adjustment (750,270 Actual > 625,000 Estimated)		0001		
2	11 SB900000705	CH1399/76 CUSTODY OF		125,270.00-	Adjustment (750,270 Actual > 625,000 Estimated)		0001		
*				0.00					

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only		Program 013
			(19) Program Number 00013		
			(20) Date Filed ____/____/____		
			(21) LRS Input ____/____/____		
(01) Claimant Identification Number 9943			Reimbursement Claim Data		
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	114	
County of Location Santa Clara			(23) CAR-1, (03)(b)	12	
Street Address or P.O. Box 70 W. Hedding Street			Suite 2nd Fl., East Wing	(24) CAR-1, (04)(1)(f)	613,778
City San Jose			State CA	Zip Code 95110	(25) CAR-1, (04)(2)(f) 0
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	22	
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)	136,492	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)	0	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) CAR-1, (10)	0	
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(30)		
Total Claimed Amount	(07) \$750,000	(13) \$750,270	(31)		
LESS: 10% Late Penalty, not to exceed \$1,000		(14)	(32)		
LESS: Prior Claim Payment Received		(15)	(33)		
Net Claimed Amount		(16) \$750,270	(34)		
Due from State	(08) \$750,000	(17) \$750,270	(35)		
Due to State		(18)	(36)		
(37) CERTIFICATION OF CLAIM					
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.					
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.					
The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.					
Signature of Authorized Officer 			Date 1/8/2008		
Type or print name Ram Venkatesan, ram.venkatesan@fin.sccgov.org			Title SB 90 Coordinator		
(38) Name of Contact Person for Claim Ferlyn Junio (MAXIMUS, Inc.)			Telephone Number 916-485-8102 Ext. 110		
			E-Mail Address ferlynjunio@maximus.com		

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only		Program 013	
(01) Claimant Identification Number 9943				Reimbursement Claim Data			
(02) Claimant Name County of Santa Clara				(22) CAR-1, (03)(a)	114		
County of Location Santa Clara				(23) CAR-1, (03)(b)	12		
Street Address or P.O. Box 70 W. Hedding Street				Suite 2nd Fl., East Wing		(24) CAR-1, (04)(1)(f)	613,778
City San Jose		State CA		Zip Code 95110		(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim		Reimbursement Claim		(26) CAR-1, (06)	22	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>	(27) CAR-1, (07)	136,492	
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(28) CAR-1, (09)	0	
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>	(29) CAR-1, (10)	0	
Fiscal Year of Cost	(06)	2007-2008	(12)	2006-2007	(30)		
Total Claimed Amount	(07)	\$750,000	(13)	\$750,270	(31)		
LESS: 10% Late Penalty, not to exceed \$1,000			(14)		(32)		
LESS: Prior Claim Payment Received			(15)		(33)		
Net Claimed Amount			(16)	\$750,270	(34)		
Due from State	(08)	\$750,000	(17)	\$750,270	(35)		
Due to State			(18)		(36)		
(37) CERTIFICATION OF CLAIM							
<p>In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.</p>							
Signature of Authorized Officer 				Date 2/8/2008			
Ram Venkatesan, ram.venkatesan@fin.sccgov.org				SB 90 Coordinator			
Type or print name				Title			
(38) Name of Contact Person for Claim Ferlyn Junio (MAXIMUS, Inc.)				Telephone Number 916-485-8102		Ext. 110	
				E-Mail Address ferlynjunio@maximus.com			

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
CLAIM SUMMARY**

**FORM
CAR-1**

(01) Claimant: County of Santa Clara

(02) Type of Claim

Fiscal Year

 Reimbursement
Estimated

X

2006-2007

Claim Statistics

(03)(a) Number of Cases for Compliance with Court Order

114

(b) Number of Out-of-Jurisdiction Cases

12

Direct Costs

(04) Reimbursable Components

(a)
Salaries(b)
Benefits(c)
Services
and
Supplies(d)
Fixed
Assets(e)
Travel
and
Training(f)
Total

1. Compliance with Court Orders

\$410,209

\$201,314

\$368

\$1,887

\$613,778

2. Court Costs for Out-of-Jurisdiction Cases

(05) Total Direct Costs

\$410,209

\$201,314

\$368

\$1,887

\$613,778

Indirect Costs

(06) Indirect Cost Rate (From ICRP)

Salary and Benefits

22.32%

(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]

\$136,492

(08) Total Direct and Indirect Costs: {Line (05)(e) + line (07)}

\$750,270

Cost Reductions

(09) Less Offsetting Savings

(10) Less Other Reimbursements

(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}

\$750,270

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred:

2006-2007

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ Compliance with Court Orders

☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(c) Hours Worked / Quantity	(d) Salaries	(e) Benefits	Total Sal. & Bens	(f) Services & Supplies	(g) Fixed Assets	(h) Travel & Training
Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.									
Julianne Sylva, Deputy District Attorney	\$92.72	34.7%	607.0	\$56,280	\$19,540	\$75,820			
Randy Brown, Investigator	\$67.05	59.3%	986.5	\$66,140	\$39,201	\$105,342			(\$39)
Elizabeth Sanchez, Sr. Paralegal	\$46.28	49.5%	1049.5	\$48,575	\$24,020	\$72,595			\$453
Martha Gallardo, Sr. Paralegal	\$46.28	52.2%	427.5	\$19,786	\$10,330	\$30,117			
Patty Weidner, Clerk	\$34.77	58.2%	1495.0	\$51,987	\$30,236	\$82,223			
Mark Stevenson, Investigator	\$62.58	47.4%	1373.0	\$85,917	\$40,746	\$126,663			\$642
Kirk Yates, Investigator	\$64.07	45.7%	1272.5	\$81,524	\$37,240	\$118,764			\$522
Denise Orocchi, Criminal Investigator									\$309
CAU infant car seat							\$54		
CAU child booster car seat							\$130		
CAU infant carseat and child							\$184		
Actual time records to be provided upon request.									
(05) Total () Subtotal () Page: ____ of ____				\$410,209	\$201,314	\$611,523	\$368		\$1,887

**County of Santa Clara
Finance Agency
Controller-Treasurer Department**

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 289-8629



Date: November 9, 2009

TO Jim.L.Spano
Chief, Mandated Cost Audits Bureau
State Controller's Office, Division of audits
Post Office Box 942850
Sacramento, CA 94250-5874

Subject: Santa Clara County Response to State Audit Report dated October 14, 2009 -Mandated Child Abduction and Recovery Program (Ch 1399, statutes of 1976)

We thank the State auditors for their extensive report and guidance given to us during the audit. We furnish below our response to the audit findings in the draft audit report for your consideration and revision of the audit report.

Finding 1 – Overstated productive hourly rate - unallowable salaries \$115,019, benefits \$44,118 and indirect costs \$37,254

The County does not concur with this finding.

This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and the County requests the draft report to be revised to allow these costs as reimbursable. In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of

Supervisors : Donald F. Gage, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffrey V. Smith

average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

Finding 2 – Overstated and understated salaries, benefits, and indirect costs

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

1. The audit has identified that the county understated its costs by \$312,827. This cost should be allowed and reimbursed to the County. This is a case of omission and error by the County. Because the auditor had used extrapolation, the costs for the first six months of the fiscal year should also be allowed and reimbursed.
2. Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

Finding 3 – Understated salaries, benefits, and indirect costs

The County concurs with this finding.

Finding 4 – Understated benefits

The County concurs with this finding.

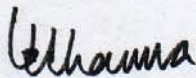
Finding 5 – Understated travel costs

The County concurs with this finding.

We request the audit report be revised to consider our requests.

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits. Please contact Ram Venkatesan, the County's SB90 Coordinator, if you need any additional information.

Sincerely,



Vinod K. Sharma
Controller- Treasurer
County of Santa Clara

CC: Jeffrey Brownfield, Chief, Division of Audits
George Doorley, Administrative Manager, County of Santa Clara
Lizanne Reynolds, Deputy County Counsel, County of Santa Clara

Enclosure: Email dated February 6, 2004 from Jim L. Spano

Page 4 of 4

Copy of email dated February 6, 2004 from Jim Spano to the County of Santa Clara

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide Productive hours and have discussed your analysis with my staff and Division Of Accounting and reporting staff. The use of countywide productive hours Would be acceptable to the State Controller's Office provided all employee Classifications are included and productive hours are consistently used for all county programs (mandated and non-mandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes Guidelines for preparing mandated cost claims, does not identify the time Spent on training and authorized breaks as deductions (excludable Components) from total hours when computing productive hours. However, if a County chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

Jim "Spano

County of Santa Clara

Finance Agency
 Controller-Treasurer Department
 County Government Center, East Wing
 70 West Hedding Street
 San Jose, California 95110-1705
 (408) 290-2541 FAX 289-8620



December 27, 2001

The State Controller's Office
 Attn: Local Reimbursements Section
 Division of Accounting and Reporting
 P. O. Box 942850
 Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialocq) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Board of Supervisors: Donald F. Gaye, Ekurza Akarach, Pete McHugh, James T. Bead Jr., Liz Kniss
 County Executive: Richard Wittenberg

SB90-Productive Hours
December 27, 2001
Page 2 of 2

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

K:\Work\SB-90\SB 90-Productive Hours-Letter to State Controller.doc

ANALYSIS OF FY 2000-01 ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

Hours Code	Description	Balance at 9/25/00 (1)	Balance at 12/24/00 (2)	6/25/00-12/24/00 (3)	Balance at 7/6/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation Accrued and Earned	1,096,825	2,277,954	1,181,129	1,216,792	2,267,552	159.10
52	Personal Leave Earned	6,964	283,279	276,315	8,199	284,514	19.96
100	Regular Hours	12,245,376	24,433,925	12,188,550	13,609,296	25,797,846	1,809.34
600	Release Time	3,038	6,166	3,128	2,494	5,623	0.39
605	Administrative Leave	4,620	10,074	5,454	9,253	14,707	1.03
606	Paid Leave Pending Investigation	8,409	15,676	7,467	2,549	10,015	0.70
620	First Day Sick	50,392	99,702	49,310	54,673	103,983	7.30
625	Safety 48 Hour Disability Lv	32,632	76,077	43,445	53,603	97,048	6.81
630	Military Leave Pay	328	1,284	956	506	1,462	0.10
635	FLSA Comp. Time Used's	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp Time Used's	42,447	15,794	43,307	52,363	31,890	2.32
653	Annual Leave	14,502	31,108	16,545	19,225	35,770	2.51
655	Sick Leave	452,532	30,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,473	34,635	18,232	10,874	29,106	2.04
665	Jury Duty	629	1,401	772	1,301	2,073	0.15
675	Remavement Leave	364	1,604	741	2,211	2,952	0.21
676	Remavement Leave-PTD/STD	24	70	46	113	159	0.01
677	Remavement Leave-Chg Sick Lv	270	557	286	782	1,058	0.07
Total Actual Hours Earned Hours		13,997,762	28,291,610	14,295,847	15,561,023	29,847,195	2,080
Full-time Equivalent Positions						13,726	
Weekdays Worked			130		140	270	
Paid Hours Worked						2,160	

ANALYSIS	
Average Productive Hours	Employee
Less Holidays	1,809.94
Less Daily Break Time	-88.00
Less Training Time *3	113.12
Net Average Productive Hours Per Employee	510,113
	1,371.65

- Notes:
- *1 Excludes 1,480 CEMA employees, since holiday hours are included for all employees below.
 - *2 Two 15-minute breaks are provided daily per bargaining unit contracts.
 - *3 Training time is calculated based on an analysis of each bargaining unit MCA and the required continuing education hours for licensure/certification in the applicable classifications.
 - *4 Adjusted by a factor of .963 to account for the additional 10 days covered by the payroll documents.
 - *5 Includes one-third of comptime hours used since one hour is worked for every 1.5 hours taken.



jspano@sco.ca.gov
02/08/2004 03:08 PM

To: Ram.Venkatesan@fin.sco.gov.org
cc: cprasad@sco.ca.gov, svanzee@sco.ca.gov, mhavey@sco.ca.gov,
gibrummels@sco.ca.gov, mquerin@sco.ca.gov, aluna@sco.ca.gov,
jvenneman@sco.ca.gov
Subject: Countywide Productive Hours

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide productive hours and have discussed your analysis with my staff and Division of Accounting and Reporting staff. The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandates and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

> Jim L. Spano, CPA
> Chief, Compliance Audits Bureau
> Division of Audits
> State Controller's Office
> Work - (916) 323-5849
> Fax - (916) 327-0832
>
>

SB90 TIME STUDY PLAN

COVER SHEET-PLAN OVERVIEW

Date Submitted: November 15, 2004

Agency: County of Santa Clara

Mandate: District Attorney's Child Abduction Unit-Penal Code section 278.5

History: The State Controller conducted an audit of this program for fiscal years FY99 through FY02 and we are submitting this time study to substantiate time spent on mandate during that period.

Offices involved: Responsible for time study: Controller-Treasurer's Office
 State Contact: Ram Venkatesan, SB 90 Coordinator
 Phone: (408) 299-5210
 Fax: (408) 289-8629
 E-mail: ram.venkatesan@fin.sccgov.ca

Department: District Attorney's Office

Employee Classes: Deputy District Attorney, Senior Paralegal, Legal Clerk, Lieutenant – Investigations Division, Team Leader – Investigations, Investigators.

Program Scope: Approximate Annual Cost: \$1,104,674
 Estimated Annual Workload: 600
 Estimated No. Of Cases: 50

PLAN DETAILS

County Internal Schedule of activities

	Activity	Time/Schedule
1)	Plan Submitted to SB90 Coordinator	November 15, 2004
2)	Plan Returned to Department:	November 15, 2004
3)	Finalize Plan and Details:	November 15, 2004
4)	Conduct Study	11/15/04 – 12/10/04
5)	Analyze and Compile Results	12/11/04 – 12/14/04
6)	Submit to SB90 Coordinator	December 15, 2004
7)	Plan submitted to State Controller	December 17, 2004

Time Period: One Month in the 2004-05 fiscal year – the activities in this mandate do not vary by the time of year.
The results will be applied to the 2001-02, 02-03, 03-04, 04-05 and 05-06 unless there is a significant change requiring a new time study.

REIMBURSABLE PROGRAM-COMPONENTS AND ACTIVITIES

I Compliance with California Family Code §§ 3130 – 3134.5, *et seq.*

- A. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:
- 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved.
 - c) Locating missing or concealed offender and children.
 - 2) Utilizing any appropriate civil or criminal court action to secure compliance.
 - a) Preparation and investigation of reports and requests for assistance.
 - b) Seeking physical restraint of offenders and/or the children to assure compliance with court orders.
 - c) Process services and attendant court fees and costs.
 - d) Depositions.
 - 3) Physically recovering the child(ren).
 - 4) Child Abduction Training.

Employees' universe: Deputy District Attorney (1)
Senior Paralegal (1)
Legal Clerk (1)
Lieutenant – Investigations (1)
Team Leader – Investigations (1)
Investigators (2)

Sample selection method: 100% of population

Time periods to be studied: One month in the FY 2004-05

Documentation: Time sheet (prepared contemporaneously) will document all activities daily and the time taken for each activity. The document will be detailed to show all mandated and non-mandated activities performed and will coincide with one or more pay periods.

Time Increments:	Quarter of an hour and in multiples of quarter hours.
Validation of product:	Case numbers to correspond to case activity in hard copy file or electronic file and case numbers will be included on the time sheet. Dates of training, agenda and training materials used and time taken.
Record Retention:	Time Study records will be retained for a period of 3 years from the year of the claim (audit window period being 3 years). For example, if the time study is applied for claims for fiscal year 2006 as proposed in this plan, the same will be retained until the fiscal year 2009.

B. Staff Training

- a) Train new staff on mandate requirements
- b) Train all staff providers on available victim resources

Time Study:	No time study will be done for this activity. Records of actual time spent on training programs documenting the names of the officers, dates of training and agenda items showing the training time for the mandated activities will be retained for audit.
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Prepared by:

George P. Doorley, Administrative Services Manager III

Approved by:

David Elledge, Controller-Treasurer, County of Santa Clara

Attachment: Time Sheet

Child Abduction Time Study Weekly Team Totals

Week of: Nov 15 through Nov 19, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	16.25	0	3	11.5	27.25	30.75	0	44	70%
Cardott, Patrice	Investigator	6	3	2.5	10.25	16.75	21.75	5	39	56%
Evans, Linda	Senior Investigator	13	4	2.5	11.5	16.5	31	0	44	70%
Fracolli, Bob	Lieutenant	10.5	0	0	0	31.75	10.5	3	39	27%
Gallardo, Martha	Paralegal	24	0	0	16	3.5	40	0	42.5	94%
Sylva, Julianne	Deputy District Attorney	7.2	8.5	0	21.5	17.5	37	0	44	84%
Weidner, Patty	Legal Clerk	18.5	0	0	0	20.5	18.5	0	45	41%
Schembri, Mike	Investigator	4.75	0	0	0		4.75			

TOTAL	100	15.5	8	70.75	133	194.25	8	297.5
Percentage of Worked Hours on Child Abduction	34%	5%	3%	24%				

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardott 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracolli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: 11/15/04 through 11/19/04

Contact Civil/Criminal Physical Training Non-Child
Court Action Recovery Abduction

Total Hours for the Week by Category

		1-4	1	2	3	4	5	1-5
Bytheway, Glenn	Investigator	30.75	16.25	0	3	11.5	27.25	58
Cardott, Patrice	Investigator	21.75	6.	3	2.5	10.25	16.75	S/B 17.75
Evans, Linda	Senior Investigator	31.00	13	4	2.5	11.5	16.5	
Fracolli, Bob	Lieutenant	..	(10.75) 10.5	0	0	0	(31.25) 31.	
Gallardo, Martha	Paralegal	40.00	24.	0	0	16	3.5	43.5
Sylva, Julianne	Deputy District Attorney		2 7.	8.5	0	21.5	(10.75) 17.5	
Weidner, Patty	Legal Clerk	18.5	18.5	0	0	0	20.5	39.0
Schembri, Fm.		4.75	4.75	0	0	0	37.	41.75

TOTAL	78	15.5	8.	54.75	170.	364.25
	100			70.75		

Child Abduction Time Study Weekly Individual Totals

Employee: THE WAY

Week of: 11,15,04 through 11,19,04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				6 1/4	7 1/4
Tuesday				5 1/4	6 1/4
Wednesday	3 1/2		3		4 1/2
Thursday	1 1/4				3 3/4
Friday	5 1/2				5 1/2
Saturday					
Sunday					

13 1/2 CIP PAYBACK
1 1/2 CIP PB

TOTAL	16 1/4		3	11 1/2	27 1/4
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58

490 191

Child Abduction Time Study Worksheet

Employee: Rytheury

Work Hours: 630-1730

Day: TUES

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630	TRAVEL					
0630-0645	TO					
0645-0700	SAC					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	CHILD ABDUCTION					
0845-0900	TRNG					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Sub-Total

			13	11
--	--	--	----	----

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

		Category				
		1	2	3	4	5
Sub-Total this Column					8	14
Sub-Total from Column 1					13	11
TOTAL					21	
Office Use Only						
Total Divided by 2 = Hours						

1 1/2 hr
CIP PROTECT

5 1/4 6 1/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Rytheony

Work Hours: 630-1730 Day: WED

Date: 11/17/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						1
0700-0715						1
0715-0730	20041006140	1				
0730-0745		1				
0745-0800		1				
0800-0815	20040906139	1				
0815-0830		1				
0830-0845		1				
0845-0900	20041106164	1				
0900-0915		1				
0915-0930		1				
0930-0945						X
0945-1000						1
-1015						1
1015-1030						1
1030-1045						1
1045-1100	CWPP					1
1100-0015						1
1115-1130						1
1130-1145						1
1145-1200						1
-						
-						
-						
-						
-						

Sub-Total 9 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						1
1245-1300	1106240					1
1300-1315	0906139	1				
1315-1330		1				
1330-1345		1				
1345-1400		1				
1400-1415		1				
1415-1430						X
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						1
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

1.25 3

Category 1 2 3 4 5

Sub-Total this Column 5 12 5

Sub-Total from Column 1 9 13

TOTAL 14 12 18

Office Use Only: Total Divided by 4 = Hours

HRS 3 1/2 3 4 1/2 = 11

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: PyTHEWAY

Work Hours: 630-1730

Day: THUR

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						X
0700-0715						X
0715-0730	<u>704090 5605</u>	X				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	<u>MEETING</u>					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
-1015	<u>704090 5605</u>					
1015-1030						
1030-1045						
1045-1100						
1100-0015		X				
1115-1130						X
1130-1145						X
1145-1200						X

Sub-Total 16 6

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						X
1315-1330	<u>704090 5605</u>	X				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	<u>704090 5605</u>					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		X				
1630-1645						X
1645-1700						X
1700-1715						X
1715-1730						X
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	13				9
Sub-Total from Column 1	16				6
TOTAL	29				15

Office Use Only: Total Divided by 4 = hours

7 1/4 3 3/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. J. THEWIS

Work Hours: 630-1730

Day: FR

Date: 11, 19, 04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006240	T				
0715-0730		T				
0730-0745	B20041106998	T				
0745-0800		T				
0800-0815		T				
0815-0830	20040905605	T				
0830-0845		T				
0845-0900		T				
0900-0915		T				
0915-0930						X
0930-0945						
0945-1000						
-1015						
1015-1030	20041016461	T				
1030-1045		T				
1045-1100						T
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total // // // // //

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	20041106998	T				
1315-1330		T				
1330-1345	20040905605	T				
1345-1400		T				
1400-1415		T				
1415-1430		T				
1430-1445		T				
1445-1500		T				
1500-1515	CWPP					T
1515-1530						T
1530-1545						
1545-1600	20041106998	T				
1600-1615		T				
1615-1630		T				
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column // // // // //

Sub-Total from Column 1 // // // // //

TOTAL 92 72

Office Use Only Total Divided by # of Rows

5 1/2 5 1/2

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 11, 15, 04 through 11, 18, 04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				5	3.75
Tuesday				5.25	5.0
Wednesday	1		2.25		8.
Thursday	5	3			1
Friday					
Saturday					
Sunday					

TOTAL	6	3	2.25	10.25	16.75
					17.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: MONDAY Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	CHILD ABDUCTION					
0830-0845	TRAINING					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030						
1030-1045						
1045-1100	BREAK					X
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Child Abduction Training
Paid for by Prof. Develop
+ Duellon Reimbursement
Regular work day

Sub-Total

			14	1
--	--	--	----	---

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BREAK					X
1445-1500						
1500-1515						
1515-1530						X
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

-					
-					
-					
-					

Category 1 2 3 4 5

Sub-Total this Column

			6	14
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Sub-Total from Column 1

			14	1
--	--	--	----	---

TOTAL

			20	15
--	--	--	----	----

Direct Use Only:

			5	3	15
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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 11/16/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						↑
0730-0745						↑
0745-0800						↑
0800-0815						↑
0815-0830						↓
0830-0845	CHILD ABDUCTION				↑	
0845-0900	TRAINING				↑	
0900-0915					↑	
0915-0930					↑	
0930-0945					↑	
0945-1000					↑	
10-1015					↑	
1015-1030					↓	
1030-1045						X
1045-1100					↑	
1100-0015					↑	
1115-1130					↑	
1130-1145					↑	
1145-1200					↓	

Prep for By Union Reimb.
+ Prep. Development
Reg. Work day

Sub-Total

			13	7
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						↑
1215-1230						↑
1230-1245						↑
1245-1300						↓
1300-1315					↑	
1315-1330					↑	
1330-1345					↑	
1345-1400					↑	
1400-1415					↑	
1415-1430					↑	
1430-1445					↑	
1445-1500					↓	
1500-1515						↑
1515-1530						↑
1530-1545						↑
1545-1600						↑
1600-1615						↑
1615-1630						↑
1630-1645						↑
1645-1700						↑
1700-1715						↓
1715-1730						↓
1730-1745						↓
1745-1800						↓

Category 1 2 3 4 5

Sub-Total this Column

			8	13
--	--	--	---	----

Sub-Total from Column 1

			13	7
--	--	--	----	---

TOTAL

			21	20
--	--	--	----	----

Time Use Only

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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED.

Date: 11, 17, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						↓
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						↓

Sub-Total

				21
--	--	--	--	----

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↓
1215-1230						↓
1230-1245						↓
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500	B2 0041006436			↓		
1500-1515	CHILD REUNITED			↓		
1515-1530	W/ FATHER -			↓		
1530-1545	ASSIST TO			↓		
1545-1600	EVANS			↓		
1600-1615				↓		
1615-1630				↓		
1630-1645				↓		
1645-1700				↓		
1700-1715	B20041106998	↓				
1715-1730		↓				
1730-1745		↓				
1745-1800		↓				

Category 1 2 3 4 5

Sub-Total this Column

4		9		11
---	--	---	--	----

Sub-Total from Column 1

				21
--	--	--	--	----

TOTAL

4		9		32
---	--	---	--	----

Office Use Only Total Devoted to Case Hours

1		1		2
---	--	---	--	---

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11, 18, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040906173	T				
0715-0730	K/A					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	TEAM MEETING	T				
0915-0930						
0930-0945						
0945-1000						
10-1015	B20040906173		T			
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		T				

Sub-Total 5 7

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20040906173	T				
1215-1230	(CONT)					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	B20041106998	T				
1345-1400						
1400-1415						
1415-1430						
1430-1445	B20040906173		T			
1445-1500	K/A					
1500-1515						
1515-1530						
1530-1545						
1545-1600	B20041106998	T				
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745	CK MSGS	T				
1745-1800	EMAILS & PHONE					

Category	1	2	3	4	5
Sub-Total this Column	13	5			4
Sub-Total from Column 1	05	7			
TOTAL	20	12			

Office Use Only Total Provided by A.F. Hours

Child Abduction Time Study Weekly Individual Totals

Employee: L. EVANS

Week of: 11/15/04 through 11/19/04

Total Hours for the Week by Category

	1	2	3	4	5	TOTAL
Monday				6.25	4.75	11
Tuesday				5.25 ^{6.25}	4.75	10
Wednesday	6	1.50	2.50	-	1.50	11.5
Thursday	4	2.5	-	-	4.50	11
Friday	3	-	-	-	1.-	4
Saturday						
Sunday						

TOTAL	13	4	2.50	12.50 ^{11.50}	16.50	
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Child Abduction Time Study Worksheet

Employee: Evans

Work Hours: 6-5

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	TRAVEL TO					
0615-0630	SACRAMENTO					
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	CHILD ABSTRAINING					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

TRAVELING THROUGH PROF
DEVELOPMENT + RESEARCH
REIMBURSEMENT
DOING FLEX TIME
as Monday is regular DAY off.

Sub-Total 13 11

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

TRAVELING THROUGH PROF
DEVELOPMENT + RESEARCH
REIMBURSEMENT
DOING FLEX TIME
as Monday is regular DAY off.

Category 1 2 3 4 5

Sub-Total this Column 12 8

Sub-Total from Column 1 13 11

TOTAL 25 19

Total Divided by 4 = Hours 6.25 4.75

= "10"

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-5

Day: Tues

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	Child Abduction					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
TRAINING By Prof. Development						
+ ADD on term Business						

Sub-Total

			13	7
--	--	--	----	---

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

--	--	--	--	--

Sub-Total this Column

		8	8	12
--	--	---	---	----

Sub-Total from Column 1

		13	7	
--	--	----	---	--

TOTAL

		21	19	
--	--	----	----	--

Office Use Only: Total Divided by 4 = Hours:

		5	4	1/4
--	--	---	---	-----

Supervisor Signature: _____

= 10/12/04

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6am-5pm Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20041106964	X				
0615-0630	B20041106998	X				
0630-0645	B2004116963	↓				
0645-0700		↓				
0700-0715	B20040402277	↓				
0715-0730		↓				
0730-0745		↓				
0745-0800	B20041106963		↓			
0800-0815	S/W Prep		↓			
0815-0830			↓			
0830-0845			↓			
0845-0900			↓			
0900-0915			↓			
0915-0930						X
0930-0945	Call mtg w/					
0945-1000	Mexican Consulate					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145		↓				
1145-1200						X

Sub-Total 16 6 + 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Arrest in (B)					↓
1215-1230	Canada					↓
1230-1245	(after) (B)					↓
1245-1300	Source Worker					↓
1300-1315	CALL - ADMIN					
1315-1330		↓				
1330-1345		↓				
1345-1400	B2004042277	X				
1400-1415	D		↓			
1415-1430			↓			
1430-1445			↓			
1445-1500			↓			
1500-1515	B20041006436					
1515-1530	Reunify I chin					
1530-1545	w/ father					
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

* No Lunch Break
+ 5 additional after shift

1 child recovered

Category	1	2	3	4	5
Sub-Total this Column	8	-	10	-	4
Sub-Total from Column 1	16	6	-	-	2
TOTAL	24	6	10	-	6

Office Use Only

TOTAL 11.5 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin	↓				
0615-0630		↓				
0630-0645		↓				
0645-0700		↓				
0700-0715	B20041006436		↓			
0715-0730			↓			
0730-0745			↓			
0745-0800			↓			
0800-0815	[REDACTED] (after)					↓
0815-0830						↓
0830-0845	[REDACTED] (after)					↓
0845-0900						↓
0900-0915	Team mtg	↓				
0915-0930	CAU Mexico	↓				
0930-0945	Case Disc.	↓				
0945-1000		↓				
10-1015	CAU Admin/Sup	↓				
1015-1030		↓				
1030-1045		↓				
1045-1100						X
1100-0015						X
1115-1130	T/C [REDACTED] CA	↓				
1130-1145		↓				
1145-1200	Lunch					X
-						
-						
-						
-						

Sub-Total 13 4 7

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					↓
1215-1230						↓
1230-1245						↓
1245-1300	[REDACTED]	↓				
1300-1315		↓				
1315-1330		↓				
1330-1345	B20041006436		↓			
1345-1400			↓			
1400-1415			↓			
1415-1430			↓			
1430-1445			↓			
1445-1500			↓			
1500-1515	Time off / APT					↓
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	3	6			11
Sub-Total from Column 1	13	4			7
TOTAL	16	10			18

Office Use Only: Supervisor Initials 11/18/04

TOTAL 11 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-10

Day: Fri

Date: 11, 19, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	Call Admin	↓				
0615-0630	B20041106790	✓				
0630-0645	B20041106998	X				
0645-0700		↓				
0700-0715		↓				
0715-0730	Call Admin	↓				
0730-0745		↓				
0745-0800		↓				
0800-0815		↓				
0815-0830		↓				
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945		↓				
0945-1000		↓				
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 12 4

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1	12				4
TOTAL	12	-	-	-	4

Office Use Only: Total Divided by 4 = 12

TOTM 4HRS

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/15/04 through 11/21/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	2.25	0	0	0	8.25
Tuesday	1.5	0	0	0	10.0
Wednesday	4.25	0	0	0	6.25
Thursday	3.75	0	0	0	6.75
Friday	-	-	-	-	-
Saturday	-	-	-	-	-
Sunday	-	-	-	-	-

TOTAL	10.5				31.0
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10.75

31.25

= 42.0

(40 HOURS + (4 x 1/2 HZ
1 HOUR EACH))

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700

Day: MON

Date: 11 15 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						V
0945-1000	ADMIN/ [REDACTED]	X				
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200		V				

Sub-Total 9 - - - 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 0 0 0 0 20
 Sub-Total from Column 1 9 0 0 0 13
 TOTAL 9 0 0 0 33

Office Use Only

Total Paid by Agency

2.25

8.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRAGOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						✓
0900-0915	STAFF MEETING	X				
0915-0930						X
0930-0945						
0945-1000						✓
1000-1015						X
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						✓

Sub-Total

1	1	1	1	1	21
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						✓
1645-1700	Admin	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

1				19
---	--	--	--	----

Sub-Total from Column 1

1				21
---	--	--	--	----

TOTAL

2				40
---	--	--	--	----

Office Use Only Total Number of Hours

15 10

Supervisor Signature: [Signature]

Child Abduction Time Study Worksheet

Employee: BOB FRANKLIN

Work Hours: 0630-1700

Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	ADMIN/ [REDACTED]	X				
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						X
1145-1200						

Sub-Total 6 0 0 0 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	MEETING - [REDACTED]	X				
1415-1430						
1430-1445						
1445-1500						
1500-1515	ADMIN - [REDACTED]	X				
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						X
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 11 0 0 0 9

Sub-Total from Column 1 6 0 0 0 16

TOTAL 17 0 0 0 25

Omnia Use Only

4:25 6:25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: THU

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	BRIEF	X				
0645-0700	ADMIN - [REDACTED]	X				
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	TEAM MEETING	X				
0915-0930						
0930-0945						
0945-1000						
10-1015						X
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 14 - - - 8

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	ADMIN	X				
1400-1415	LEAVE					X
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	1	-	-	-	19
Sub-Total from Column 1	14	-	-	-	8
TOTAL	15	-	-	-	27

Office Use Only: Total Duration of Case: 3.75 6.75

Supervisor Signature: [Signature]

Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLAGHER

Week of: 11, 15, 04 through 11, 19, 04

Total Hours for the Week by Category

hunch

	1	2	3	4	5
Monday				8	1
Tuesday				8	1
Wednesday	7				1.5
Thursday	8.5				
Friday	8.5				
Saturday					
Sunday					

TOTAL

24	-	-	16	3.5
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43.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARIN Work Hours: 8:30-5 Day: MON Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	4 A					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200	5					

Sub-Total

			4	
--	--	--	---	--

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature

Martina Gallarin

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	4 A					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Office Use Only

Total Divided by 4 = Hours

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES Date: 11/16/94

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800	4A					
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200	5					

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300	4A					
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

			4	
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Category	1	2	3	4	5
Sub-Total this Column				4	1
Sub-Total from Column 1				4	
TOTAL				8	1

Office Use Only Total Divided by 4 hours

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed Date: 11, 17, 04

See reverse for Category details)

Employee Signature: Matthew Ballar

Category	1	2	3	4	5
Sub-Total this Column	4				1
Sub-Total from Column 1	3	2.75			1.5
TOTAL	7	-			1.5

Office Use Only	Total Pledged by 2 = 100%								
		6.75						1.75	

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Thurs Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1D					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1D					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Office Use Only Total Divided by 4 = 2.125

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI. Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1D					
0830-0845	↓					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	↓					
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1D					
1215-1230	↓					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700	↓					
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 3.5

TOTAL 8.5

Office Use Only Total Devoted by All Hours

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/1/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	0	0	0	12	0	
Tuesday	0	0	0	9.5	0	
Wednesday	2	7.5	0	0	1.75	10.25
Thursday	0.5	1	0	12	8.0	
Friday						
Saturday						
Sunday						

TOTAL	7	8.5	0	21.5	17.5	
	2				10.75	

Child Abduction Time Study Worksheet

Employee: Sullivan

Work Hours: _____

Day: Mon

Date: 11/15/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	ADAC				5	
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
45-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215					5	
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL				12	
Office Use Only					
Total Divided by 45 Hours					

Supervisor Signature: _____

Child Abduction Time Study Worksheet

16

Employee: Sylvia

Work Hours: _____

Day: Tues.

Date: 11/10/17

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CDAP					
0615-0630	Training					
0630-0645						
0645-0700	Inclement					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

			9.5	
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Sub-Total from Column 1

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TOTAL

			9.5	
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Office Use Only Total Divided by 4 = 9.5

9.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sybil

Work Hours: _____

Day: Wed.

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	B20041106963	✓				
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900			✓			
0900-0915			✓			
0915-0930			✓			
0930-0945			✓			
0945-1000	meeting w.	✓				
1000-1015	Mexican	✓				
1015-1030	Consular	✓				
1030-1045	officials	✓				
1045-1100		✓				
1100-1115		✓				
1115-1130		✓				
1130-1145						
1145-1200						

Sub-Total ^{8 12}

2	3			
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Sybil

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	B20041006436		✓			
1230-1245			✓			
1245-1300			✓			
1300-1315			✓			
1315-1330			✓			
1330-1345			✓			
1345-1400	[Redacted]					✓
1400-1415						✓
1415-1430						✓
1430-1445	B20041106963		✓			
1445-1500			✓			
1500-1515			✓			
1515-1530			✓			
1530-1545			✓			
1545-1600			✓			
1600-1615			✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total this Column ^{2 3.5}

0	4.5	0	0	.75
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 Sub-Total from Column 1 ^{3 3.0}

2	3.0	0	0	0
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 TOTAL

2	7.5	0	0	1.75
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Office Use Only: Total Divided by 4 = Hours

10.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylva

Work Hours: _____

Day: Thurs

Date: 11/18/24

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

--	--	--	--	--

TOTAL

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Office Use Only

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Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/19/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	4.5				0.5	5
Thursday	OUT		SICK		8	
Friday	OUT		SICK		8	
Saturday						
Sunday						
TOTAL	18.5	0	0	0	20.5	

Child Abduction Time Study Worksheet

Employee: Fathy Weidner

Work Hours: 8-5

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						1
0845-0900						
0900-0915						
0915-0930						
0930-0945	<u>break</u>					5
0945-1000	<u>30 min</u>					5
1000-1015	<u>1/2 hr</u>					
1015-1030						1
1030-1045						
1045-1100	<u>[redacted]</u>					
1100-1115	<u>(phone)</u>					1
1115-1130						
1130-1145						1
1145-1200	<u>[redacted]</u>					
	<u>phone</u>					

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>lunch</u>					5
1215-1230						
1230-1245						5
1245-1300						
1300-1315						
1315-1330						1
1330-1345	<u>[redacted]</u>					
1345-1400	<u>phone</u>					
1400-1415						
1415-1430						
1430-1445						1
1445-1500						
1500-1515						1
1515-1530	<u>[redacted]</u>					
1530-1545	<u>phone</u>					
1545-1600						
1600-1615						
1615-1630	<u>break</u>					
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

3.0				1.5
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Sub-Total from Column 1

3.5				.5
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TOTAL

7.0				2.0
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner Work Hours: 8-5

Day: Tue Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	K [redacted] 6 [redacted]					
0830-0845	phones					
0845-0900						
0900-0915						
0915-0930						
0930-0945	Break					5
0945-1000						5
1000-1015						
1015-1030						
1030-1045						1
1045-1100	Q [redacted] 8 [redacted]					
1100-1115	phone					
1115-1130						1
1130-1145						
1145-1200						1

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	[redacted] [redacted]					
1345-1400	phone					1
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	Break					
1515-1530						
1530-1545						
1545-1600	Z [redacted] K [redacted]					
1600-1615	phone					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

15				15
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Sub-Total from Column 1

35				5
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TOTAL

70				20
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9 hrs

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 7-12

Day: Wed

Date: 11.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						1
0715-0730						1
0730-0745						
0745-0800						
0800-0815						
0815-0830						1
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						5
1015-1030						5
1030-1045						
1045-1100						1
1100-1115						
1115-1130						
1130-1145						
1145-1200						
Sub-Total						

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub-Total this Column		4.5				1.5
Sub-Total from Column 1						
TOTAL						

5 hrs

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
9-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: _____

Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related

(reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of: 11/15/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	2.5				9	11.5
Tuesday	.5				9.5	10.0
Wednesday					10	10
Thursday	1.75				8.5	10.25
Friday						
Saturday						
Sunday						
TOTAL	4.75				37.	41.75

Child Abduction Time Study Worksheet

Employee: SCHENBERG

Work Hours: 10 hrs

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	<u>B20020905247</u>					X
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						↓
1000-1015	<u>90-D-0778</u>	X				
1015-1030						
1030-1045						
1045-1100						
1100-0015		↓				
1115-1130	<u>B20020905247</u>					X
1130-1145						↓
1145-1200						↓

Sub-Total 5 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 5 16

TOTAL 5 36

Office Use Only

2.5 9

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schenari

Work Hours: 10 hrs

Day: Tue

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20020905247					X
0715-0730						2
0730-0745						3
0745-0800						4
0800-0815						5
0815-0830						6
0830-0845						7
0845-0900						8
0900-0915						9
0915-0930						10
0930-0945						11
0945-1000						12
1000-1015						13
1015-1030						14
1030-1045						15
1045-1100						16
1100-1115						17
1115-1130						18
1130-1145						19
1145-1200						20

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	90-D-0778	X				
1215-1230		✓				
1230-1245	B20020905247					X
1245-1300						12
1300-1315						3
1315-1330						4
1330-1345						5
1345-1400						6
1400-1415						7
1415-1430						8
1430-1445						9
1445-1500						10
1500-1515						11
1515-1530						12
1530-1545						13
1545-1600						14
1600-1615						15
1615-1630						16
1630-1645						17
1645-1700						18
1700-1715						19
1715-1730						20
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1					20
TOTAL	2				38

Office Use Only	1	2	3	4	5
	15				9.5

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: SCHENAI

Work Hours: 10

Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B2002090 SZ47					X
0715-0730						12
0730-0745						1
0745-0800						4
0800-0815						5
0815-0830						6
0830-0845						7
0845-0900						8
0900-0915						9
0915-0930						10
0930-0945						11
0945-1000						12
1000-1015						13
1015-1030						14
1030-1045						15
1045-1100						16
1100-1115						17
1115-1130						18
1130-1145						19
1145-1200						20

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B2002090 SZ47					X
1215-1230						2
1230-1245						3
1245-1300						4
1300-1315						5
1315-1330						6
1330-1345						7
1345-1400						8
1400-1415						9
1415-1430						10
1430-1445						11
1445-1500						12
1500-1515						13
1515-1530						14
1530-1545						15
1545-1600						16
1600-1615						17
1615-1630						18
1630-1645						19
1645-1700						20
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 20

Sub-Total this Column 20

Sub-Total from Column 1 20

TOTAL 40

Once Use Only 10

Supervisor Signature: [Signature]

Child Abduction Time Study Worksheet

Employee: SEVENAI Work Hours: 10 Day: Thurs Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	020020905247					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	Team Meeting	X				
0915-0930						
0930-0945						
0945-1000						
1000-1015	020020905247					X
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 4 16

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	020020905247					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645	[Redacted]	X				
1645-1700	[Redacted]					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	3				18
Sub-Total from Column 1	4				16
TOTAL	7				34

Office Use Only: Total Overage by 1.75 hours 85

Supervisor Signature: L. Evans

Child Abduction Time Study Weekly Team Totals

Week of: Nov 22 through Nov 26, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	8.75	3.5	0	0	29.75	12.25	22	22	56%
Cardott, Patrice	Investigator	14.75	6	0	0	24	20.75	11	33	63%
Evans, Linda	Senior Investigator	0	0	0	0	44	0	44	0	N/A
Fracolli, Bob	Lieutenant	0	0	0	0	42	0	42	0	N/A
Gallardo, Martha	Paralegal	0	0	0	0	0	0	42.5	0	N/A
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	19.5	11	33	59%
Weidner, Patty	Legal Clerk	17	0	0	0	23	17	18	27	63%
Schembri, Mike	Investigator	4.5	0	0	0	0	4.5			
Campagnolo, Dave	Senior Investigator	1	0	0	0	0	1			
TOTAL		50.75	24.25	0	0	183	75	190.5	115	
Percentage of Worked Hours on Child Abduction		44%	21%	0%	0%					

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardott 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracolli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: 11 1221 04 through 11 1261 04

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	8.75	3.5			29.75	42
Cardott, Patrice	Investigator	14.75	6.0			24.	44.75
Evans, Linda	Senior Investigator					40	
Fracolli, Bob	Lieutenant					42.0	
Gallardo, Martha	Paralegal					42.5	
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	39.75
Weidner, Patty	Legal Clerk	17.				23.0	40
Schembra	Inv.	4.5				35.5	40
Campagnolo	Inv. (TL Substitute)					1.0	
TOTAL		49.75	24.25			258	

Child Abduction Time Study Weekly Individual Totals

Employee: ESY THE WING

Week of: 11/23/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	3	3 1/2			4 1/2	11
Wednesday	5 3/4				5 1/4	11
Thursday					10	10
Friday					10	10
Saturday						
Sunday						
TOTAL	8 3/4	3 1/2			29 3/4	

Child Abduction Time Study Worksheet

Employee: RyTHEway

Work Hours: 630-1730 Day: TUE

Date: 11/23/04

Category

Time	Case # or Activity	1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						I
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	<u>20040905605</u>	I				
0745-0800		I				
0800-0815		I				
0815-0830		I				
0830-0845		I				
0845-0900	<u>CWPP</u>					I
0900-0915						I
0915-0930						I
0930-0945						I
0945-1000	<u>20041106964</u>		I			
1000-1015			I			
1015-1030			I			
1030-1045	<u>20040906139</u>	I				
1045-1100		I				
1100-0015						I
1115-1130						I
1130-1145						I
1145-1200						I

Sub-Total 7 3 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Category

Time	Case # or Activity	1	2	3	4	5
1200-1215						I
1215-1230	<u>CWPP</u>					I
1230-1245						I
1245-1300						I
1300-1315	<u>20041106964</u>		I			
1315-1330			I			
1330-1345			I			
1345-1400			I			
1400-1415			I			
1415-1430			I			
1430-1445			I			
1445-1500			I			
1500-1515			I			
1515-1530			I			
1530-1545			I			
1545-1600	<u>20040905605</u>	I				
1600-1615	<u>20041006240</u>	I				
1615-1630		I				
1630-1645		I				
1645-1700		I				
1700-1715						I
1715-1730						I
1730-1745						I
1745-1800						I

Category 1 2 3 4 5

Sub-Total this Column 5 11 6

Sub-Total from Column 1 7 3 12

TOTAL 12 14 18

Office Use Only Total Time in 1/2 Hours

3 3 1/2 4 1/2

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BY THE WAY

Work Hours: 630-1730 Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	<u>20040905605</u>					
0745-0800						
0800-0815						
0815-0830	<u>20020704017</u>					
0830-0845						
0845-0900						
0900-0915	<u>CERT</u>					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 14 8

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

		Category				
		1	2	3	4	5
Sub-Total this Column		<u>9</u>				<u>13</u>
Sub-Total from Column 1		<u>14</u>				<u>8</u>
TOTAL		<u>23</u>				<u>21</u>

Office Use Only: Total Divided by 2 = 5 3/4 5 1/4

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.5	2.5			1	11
Tuesday	7.25	1.5			3.	11.75
Wednesday					10.	10
Thursday					10.	10
Friday						
Saturday		2.0	See overtime slip - 2			
Sunday						
TOTAL	14.75	6.0			24.	44.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040402277	↑				
0715-0730	S [REDACTED] / [REDACTED]	↑				
0730-0745		↑				
0745-0800		↑				
0800-0815		↑				
0815-0830		↑				
0830-0845		↑				
0845-0900		↑				
0900-0915		↑				
0915-0930		↑				
0930-0945		↑				
0945-1000		↑				
1000-1015		↑				
1015-1030		↑				
1030-1045		↓				
1045-1100	B20041106790	↑				
1100-0015	I [REDACTED] / V#5	↑				
1115-1130		↑				
1130-1145		↑				
1145-1200		↓				

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LW CH					↑
1230-1245						↓
1245-1300						↓
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	4 PHONE MSGS	↓				
1330-1345	B20041006542	↑				
1345-1400	C [REDACTED] / A [REDACTED]	↑				
1400-1415	4 W [REDACTED]	↑				
1415-1430		↑				
1430-1445		↑				
1445-1500		↑				
1500-1515		↑				
1515-1530		↓				
1530-1545	B20041107170	↑				
1545-1600	F [REDACTED] / E [REDACTED]	↑				
1600-1615		↑				
1615-1630		↑				
1630-1645		↑				
1645-1700		↑				
1700-1715		↑				
1715-1730		↑				
1730-1745		↑				
1745-1800		↓				

Category 1 2 3 4 5

Sub-Total this Column 10 10 4

Sub-Total from Column 1 20 4 4

TOTAL 30 10 4

Once Use Only Total Divided by 4 = Hours 7.5 2.5 1

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: TUES. Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006542	↑				
0715-0730	[REDACTED] / A					
0730-0745	# W [REDACTED]					
0745-0800						
0800-0815						
0815-0830						
0830-0845		↓				
0845-0900	B20040906173	↑				
0900-0915	K / A [REDACTED]					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030		↓				
1030-1045			↑			
1045-1100			↓			
1100-1115						
1115-1130	BREAK					X
1130-1145	LUNCH					↑
1145-1200						↓
		14	3			3

Sub-Total 14 3 3

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↑
1215-1230						
1230-1245						↑
1245-1300	DEPT OFFICER					
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						↓
1415-1430	B20041107170	↑				
1430-1445	[REDACTED] / S [REDACTED]					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745	CHECK E-MAILS	↓				
1745-1800	AND PHONE MSGS	↓				

Category 1 2 3 4 5
 Sub-Total this Column 15 0 9
 Sub-Total from Column 1 14 3 3
 TOTAL 29 3 12

Office Use Only Total Number of Hours 32 3

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800 Day: WED.

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	DAY					
0745-0800						
0800-0815						
0815-0830	OFF					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

--	--	--	--	--

TOTAL

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Office Use Only

Total Entered by	Hours				
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
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Supervisor Signature: _____



RECEIVED
December 22, 2014
**Commission on
State Mandates**

LATE FILING

JOHN CHIANG
California State Controller

December 22, 2014

Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Incorrect Reduction Claim (IRC)

Child Abduction and Recovery Program, 08-4237-I-02

Civil Code Section 4600.1 (Repealed and added as Family Code Sections 3060-3064);

Penal Code Sections 278 & 278.5 (Repealed and added as Penal Code Sections 277, 278 & 278.8); Welfare and Institution Code Sec. 11478.5 (Repealed and added as Family Code Section 17506)

Fiscal Years: 1999-2000; 2000-2001; and 2001-2002

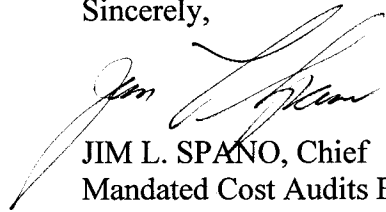
Santa Clara County, Claimant

Dear Ms. Halsey:

The State Controller's Office is transmitting our response to the above-entitled IRC.

If you have any questions, please contact me by telephone at (916) 323-5849.

Sincerely,


JIM L. SPANO, Chief
Mandated Cost Audits Bureau
Division of Audits

JLS/sk

7835

Attachment

**RESPONSE BY THE STATE CONTROLLER'S OFFICE
TO THE INCORRECT REDUCTION CLAIM (IRC) BY
SANTA CLARA COUNTY**

Child Abduction and Recovery Program

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Santa Clara County's Total Mandate-Related Hours Claimed	Tab 10

Attachment: County Comments

Note: References to Exhibits relate to the county's IRC filed on January 28, 2009, as follows:

- Exhibit A – PDF page 17
- Exhibit B – PDF page 40
- Exhibit C – PDF page 51
- Exhibit D – PDF page 61
- Exhibit E – PDF page 79
- Exhibit F – PDF page 114
- Exhibit G – PDF page 153
- Exhibit H – PDF page 176
- Exhibit I – PDF page 182
- Exhibit J – PDF page 186
- Exhibit K – PDF page 188

Tab 1

1 **OFFICE OF THE STATE CONTROLLER**

2 300 Capitol Mall, Suite 1850

3 Sacramento, CA 94250

4 Telephone No.: (916) 445-6854

5 BEFORE THE

6 COMMISSION ON STATE MANDATES

7 STATE OF CALIFORNIA

8
9
10 INCORRECT REDUCTION CLAIM (IRC) ON:

11 *Child Abduction and Recovery Program*

12 Chapter 1399, Statutes of 1976; Chapter 162,
13 Statutes of 1992; and Chapter 988, Statutes of
14 1996

15 SANTA CLARA COUNTY, Claimant

No.: IRC 08-4237-I-02

AFFIDAVIT OF BUREAU CHIEF

16 I, Jim L. Spano, make the following declarations:

- 17 1) I am a employee of the State Controller's Office and am over the age of 18 years.
- 18 2) I am currently employed as a bureau chief, and have been so since April 21, 2000.
- 19 Before that, I was employed as an audit manager for two years and three months.
- 20 3) I am a California Certified Public Accountant.
- 21 4) I reviewed the work performed by the State Controller's Office (SCO) auditor.
- 22 5) Any attached copies of records are true copies of records, as provided by Santa Clara
- 23 County or retained at our place of business.
- 24 6) The records include claims for reimbursement, along with any attached supporting
- 25 documentation, explanatory letters, or other documents relating to the above-entitled
Incorrect Reduction Claim.

1 7) A field audit of the claims for fiscal year (FY) 1999-2000, FY 2000-01, and FY 2001-02
2 commenced on August 2, 2004, and ended on October 4, 2005.

3 I do declare that the above declarations are made under penalty of perjury and are true and
4 correct to the best of my knowledge, and that such knowledge is based on personal
5 observation, information, or belief.

6 Date: December 22, 2014
7

8 OFFICE OF THE STATE CONTROLLER

9
10 By: 

11 Jim L. Spano, Chief
12 Mandated Cost Audits Bureau
13 Division of Audits
14 State Controller's Office
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Tab 2

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE
TO THE INCORRECT REDUCTION CLAIM BY
SANTA CLARA COUNTY**

For Fiscal Year (FY) 1999-2000, FY 2000-01, and FY 2001-02

**Child Abduction and Recovery Program
Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992;
and Chapter 988, Statutes of 1996**

SUMMARY

The following is the State Controller's Office's (SCO) response to the Incorrect Reduction Claim (IRC) that Santa Clara County submitted on January 28, 2009. The State Controller's Office audited the county's claims for costs of the legislatively mandated Child Abduction and Recovery Program for the period of July 1, 1999, through June 30, 2002. The SCO issued its final report on March 17, 2006 (**Exhibit A**).

The county submitted reimbursement claims totaling \$2,946,189—\$696,353 for fiscal year (FY) 1999-2000 (**Exhibit E**), \$1,053,034 for FY 2000-01 (**Exhibit F**), and \$1,196,802 for FY 2001-02 (**Exhibit G**). Subsequently, the SCO audited these claims and determined that \$1,667,721 is allowable and \$1,278,468 is unallowable. The county claimed unallowable salaries, benefits, and indirect costs because it overstated employees' productive hourly rates and claimed unsupported costs.

The following table summarizes the audit results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 1999, through June 30, 2000</u>			
Salaries	\$ 426,165	\$ 237,819	\$ (188,346)
Benefits	82,314	47,076	(35,238)
Services and supplies	—	—	—
Travel and training	26,178	26,178	—
Total direct costs	534,657	311,073	(223,584)
Indirect costs	161,696	87,833	(73,863)
Total program costs	<u>\$ 696,353</u>	<u>398,906</u>	<u>\$ (297,447)</u>
Less amount paid by the State ¹		(398,906)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2000, through June 30, 2001</u>			
Salaries	\$ 632,171	\$ 327,260	\$ (304,911)
Benefits	139,636	64,766	(74,870)
Services and supplies	21,081	21,081	—
Travel and training	2,362	2,362	—
Total direct costs	795,250	415,469	(379,781)
Indirect costs	257,784	123,449	(134,335)
Total program costs	<u>\$ 1,053,034</u>	<u>538,918</u>	<u>\$ (514,116)</u>
Less amount paid by the State ¹		(538,918)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2001, through June 30, 2002</u>			
Salaries	\$ 694,854	\$ 428,052	\$ (266,802)
Benefits	172,305	100,279	(72,026)
Services and supplies	—	—	—
Travel and training	1,856	1,856	—
Total direct costs	869,015	530,187	(338,828)
Indirect costs	327,787	199,710	(128,077)
Total program costs	<u>\$ 1,196,802</u>	<u>729,897</u>	<u>\$ (466,905)</u>
Less amount paid by the State ¹		(729,897)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>Summary: July 1, 1999, through June 30, 2002</u>			
Salaries	\$ 1,753,190	\$ 993,131	\$ (760,059)
Benefits	394,255	212,121	(182,134)
Services and supplies	21,081	21,081	—
Travel and training	30,396	30,396	—
Total direct costs	2,198,922	1,256,729	(942,193)
Indirect costs	747,267	410,992	(336,275)
Total program costs	<u>\$ 2,946,189</u>	<u>1,667,721</u>	<u>\$(1,278,468)</u>
Less amount paid by the State ¹		(1,667,721)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

¹ Payment information current as of November 19, 2014.

I. CHILD ABDUCTION AND RECOVERY PROGRAM CRITERIA

Parameters and Guidelines – August 26, 1999

On August 26, 1999, the Commission on State Mandates (Commission) adopted parameters and guidelines for Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996 (**Exhibit C**). These parameters and guidelines are applicable to the county's FY 1999-2000, FY 2000-01, and FY 2001-02 claims.

The county's IRC includes parameters and guidelines adopted on July 22, 1993, by the State Board of Control (**Exhibit B**). These parameters and guidelines are not relevant to the audit period.

Section IV, Period of Reimbursement, requires that the county claim actual costs. It states in part:

IV. Claim Preparation

Actual costs [emphasis added] for one fiscal year should be included in each claim.

Section VI, Non-Reimbursable Costs, identifies costs that are not reimbursable under the mandated program. It states:

VI. Non-Reimbursable Costs

Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

Section VII, Claim Preparation and Submission, identifies claim preparation requirements. It states in part:

VII. Claim Preparation and Submission

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify *the actual number of hours devoted to each function* [emphasis added], the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed *if supported by a documented time study* [emphasis added].

Section VIII, Supporting Data, identifies supporting documentation requirements:

VIII. Supporting Data

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs.

SCO Claiming Instructions

The SCO annually issues mandated cost claiming instructions, which contain filing instructions for mandated cost programs. The September 2001 general claiming instructions, section 7, subdivision A (**Tab 3**), provide instructions for calculating productive hourly rates. The September 2001 claiming instructions are believed to be, for the purposes and scope of the audit period, substantially similar to the version extant at the time the county filed its FY 1999-2000, FY 2000-01, and FY 2001-02 mandated cost claims. The SCO issued Child Abduction and Recovery Program claiming instructions in October 1999 and amended the claiming instructions on September 2001.

II. THE COUNTY UNDERSTATED COUNTYWIDE AVERAGE ANNUAL PRODUCTIVE HOURS USED TO CALCULATE PRODUCTIVE HOURLY WAGE RATES

Issue

The county's IRC contests Finding 1 in the SCO's final audit report issued March 17, 2006. The SCO concluded that the county overstated employee productive hourly wage rates because it understated countywide average annual productive hours. The unallowable salaries and benefits total \$188,549 (\$40,160 for FY 1999-2000, \$67,383 for FY 2000-01, and \$81,006 for FY 2001-02) (Tab 4). The related indirect costs total \$65,897. The county believes that it correctly calculated its countywide average annual productive hours.

SCO Analysis:

The county incorrectly calculated countywide average annual productive hours because it deducted hours applicable to authorized employee break time and training.

The county deducted hours applicable to break time based on authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked less than 8-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities during the audit period.

The county deducted training time based on hours required by employees' bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended. In addition, the deducted training hours benefited specific departments' employee classifications rather than benefiting all departments. Furthermore, the county did not adjust for training time directly charged to program activities.

County's Response

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$184,446. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions

1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks, training, and staff meetings. The resulting total countywide annual productive hours of 1,571 is the basis for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800* hours to compute the productive hourly rate.

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken ²

Relying on this section, the SCO argued that the County's figure of 1,571 productive hours was incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which indicate that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of the local agency's average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach is improper.

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation . . .

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities. This argument lacks merit.

State law requires that workers be given two fifteen minute break periods per day. Presumably, County employees take these breaks. The presumption that these breaks are taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, are also taken. Instead of making this presumption,

² Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the time required break time.

The same argument applies with even greater force to the presumption that County employees will undertake the necessary training required for licensure or certification. Such education is more likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform their jobs.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.³ The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided during the state audit.

Further, as shown in the letter of December 27, 2001, from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to use the productive hourly rate methodology authorized by the State-mandated claiming procedures. A true and correct copy of this letter is attached hereto as Exhibit I and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of the countywide productive hours methodology for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit J and is incorporated herein by reference.

³ Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01).

SCO's Comment

1. The county states that our final audit report failed to acknowledge the alternative methodologies available to calculate productive hourly wage rates. In the conclusion to its IRC, the county also states that it is being "forced to utilize the standard 1,800 hours." We agree that the SCO's mandated cost manual allows the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county's annual productive hours to 1,800 hours; therefore, the county's comments regarding that methodology are irrelevant. The county has not been "penalized" for using an approved methodology. We disagree that the county's calculation fully complies with the claiming instructions and the program's parameters and guidelines. Our audit report explains why the county's calculation is improper.

In addition, the county states that it calculated productive hourly wage rates using 1,571 productive hours during the audit period. The county calculated productive hourly wage rates using 1,588 productive hours for FY 1999-2000, 1,571 productive hours for FY 2000-01, and 1,546 productive hours for FY 2001-02.

2. The county's response fails to address the primary audit issues. The county presents an argument that "the SCO would have the County employ a clock-in, clock-out system for breaks." Our audit report includes no such suggestion.

The county deducted authorized break time rather than actual break time taken. It is irrelevant whether the county has correctly presumed that all employees take all authorized break time. The county's accounting system did not consistently limit daily hours reported to 7.5 hours worked or otherwise reflect actual break time taken (**Tab 5**). In its January 11, 2006, response to our audit of its Child Abduction and Recovery Program, the county stated "The County has directed all employees to limit the daily reporting of hours worked to 7.5 hours *when preparing SB 90 claims...*" [emphasis added]. (Note: The county's IRC **Exhibit H** is not the county's official response to the SCO's draft audit report. Refer to **Exhibit A** for a correct copy of the county's response dated January 11, 2006.) This does not constitute consistent break time accounting for all county programs (mandated and non-mandated). In addition, actual mandated program employee timesheets show that employees did not exclude "authorized" break time when reporting hours worked. Furthermore, when calculating the break time deduction for average annual productive hours, the county did not address employees who work alternate work schedules or instances in which employees work either fewer or more than 8 hours per day (for example – see **Tab 6**). Duplicate reimbursed hours result when employees charge 8 hours daily to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours.

Regarding training hours deducted, the county may not presume that employees will complete training based on bargaining agreement, licensure, or certification requirements. Developing productive hours based on estimated costs is not consistent with Title 2, Code of Federal Regulations, Part 225 (Office of Management and Budget (OMB) Circular A-87), and the program's parameters and guidelines. In addition, the deducted training time benefited specific departments or classifications within departments rather than being general countywide training that benefited all departments and classifications. OMB Circular A-87, Attachment A, states that costs must be distributed according to the relative benefit received.

Regarding training hours deducted, the county should not deduct training time either that benefits specific departments or training common to all departments when calculating the countywide productive hours. The county is indirectly claiming reimbursement for ineligible training time by excluding training hours from the county's annual productive hours calculation. Training specifically related to the mandated program is eligible for reimbursement only if it is specifically identified in the parameters and guidelines as a reimbursable activity. In that case, the mandate-related training should be claimed as a direct cost to the mandated program. The same applies to meeting hours deducted by the county.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO accepted claims that the county submitted using this methodology in 2002 and 2003. This statement is inaccurate. We audited other county mandated programs and reported this issue in those audit reports. The additional programs audited are: Domestic Violence Treatment Services, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Open Meetings Act, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Sexually Violent Predators, July 1, 1998, through June 30, 2001, report issued July 30, 2004; and Absentee Ballots, July 1, 2000, through June 30, 2003, report issued June 30, 2005.

Furthermore, the county erroneously implies that the SCO accepted the county's methodology in an e-mail from the SCO dated February 6, 2004 (**Exhibit J**). While the SCO agreed with the concept of countywide average annual productive hours, the SCO did not concur with the specific methodology presented. The SCO's e-mail states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

III. THE COUNTY CLAIMED UNSUPPORTED SALARIES, BENEFITS, AND INDIRECT COSTS

Issue

The county's IRC contests Finding 2 in the SCO's final audit report issued March 17, 2006. The SCO concluded that the county claimed unsupported salaries, benefits, and indirect costs. The costs are unallowable because the county did not provide documentation that supported mandate-related hours claimed. The unallowable salaries and benefits total \$753,644 (\$183,424 for FY 1999-2000, \$312,398 for FY 2000-01, and \$257,822 for FY 2001-02) (**Tab 7**). The related indirect costs total \$260,127. The county believes that it properly supported the claimed employee hours.

SCO Analysis:

The county did not provide any documentation to support some of the employees' mandate-related hours claimed. The county claimed one employee's salary and benefit costs that were included in its indirect cost pool and used them to calculate the indirect cost rate. For the remaining employees, the county provided time logs that did not support mandate-related hours claimed (for example – see **Tab 6**).

The county provided time logs included time reported for vacation, scheduled time off, and sick leave usage. The county's countywide average productive hours calculation identifies these hours as nonproductive hours; therefore, the county may not claim these hours as direct mandate-related costs. Time logs also included non-mandate-related time for activities such as duty officer/security, non-child abduction cases, child abduction cases that had progressed to trial, and cases under Penal Code section 278.7 (commonly referred to as "good cause" cases). We calculated allowable employee hours based on mandate-related hours that employees' time logs supported.

County's Response

B. AUDIT FINDING NUMBER TWO REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT.

The audit report raised another issue regarding documentation and time studies. Each of the report's allegations will be addressed in turn.

1. Employees Performing Mandated Activities Full-Time in a Mandated Program Need Not Use Time Logs.

The audit report alleges that the time claimed for certain employees was unsubstantiated due to a lack of time logs. This allegation lacks merit.

The employees in question were employed full-time in the County's Child Abduction and Recovery Program performing mandated activities. The SCO would require the County to provide time logs for each of these employees as proof of the costs incurred for the program. Such time logs, however, would merely show 7.5 hours⁴ per day working on mandated activities. What the SCO requests is more accurately reflected by payroll accounts. For these employees performing mandated activities on a full-time basis, the provision of payroll documentation should be sufficient to prove that the costs were incurred.

2. The Hours Claimed Were Properly Supported by a Valid Time Study.

The audit report alleges that the time claimed for employees who were not dedicated to the program full-time was unsubstantiated due to a lack of time logs. This allegation is erroneous.

The County provided time logs to substantiate the hours spent in mandated activities for those employees who did not perform such activities full-time. To the extent that the SCO believed that the time logs were insufficient, a time study was performed from November 15, 2004 through December 10, 2004. A true and correct copy of this time study plan and results are attached hereto as Exhibit K and is incorporated herein by reference.

The time study, as initiated by the County, provided a reliable measure of the time needed to perform mandated activities. The time study relied on contemporaneous documentation of mandated and non mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation can be checked back against payroll information; and all employees performing mandated activities participated to eliminate any errors due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent in prior years on the same activities.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully disallowed the entire amount claimed for these employees.

⁴ With 0.5 hours attributed to break time.

SCO's Comment

1. The county states, "For these employees performing mandated activities on a full-time basis, the provision of payroll documentation should be sufficient to prove that the costs were incurred." We disagree. The parameters and guidelines state that the county must specify the actual number of hours devoted to each mandated activity, and that "all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

The two employees in question were a legal clerk and a paralegal. The county did not provide any support for these employees. In addition, Child Abduction and Recovery Program activities include both reimbursable and non-reimbursable activities. The parameters and guidelines state that reimbursable costs exclude "costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court." The parameters and guidelines also exclude "good cause" cases (Penal Code section 278.7) from reimbursable activities. The paralegal employee testified that she did not work full-time on mandate-related activities, stating that she assisted in trial preparation after the defendant's first court appearance.

The county submitted a time study to support mandate-related hours claimed. As discussed in item 2 below, we concluded that the use of the time study was not appropriate. Nevertheless, the time study contradicts the county's statement that the employees performed mandate-related activities on a full-time basis. The county's time study reported that the legal clerk worked between 42.50% and 69.27% on child abduction activities during the first three weeks of the time study period (**Tab 8**). The county's time study reported that the paralegal worked between 60% and 92.94% on child abduction activities during the first three weeks of the time study period (the employee did not work during the second week). For both employees, the county did not specifically identify the percentage worked for the fourth week.

2. The county states, "The County provided time logs to substantiate the hours spent in mandated activities for those employees who did not perform such activities full-time. To the extent that the SCO believed that the time logs were insufficient, a time study was performed" Our report made no statement that the time logs were insufficient. The time logs identified mandate-related time, non-mandate-related time, and non-productive time, but did not reconcile to mandate-related hours claimed (for example – see **Tab 6**). A time study conducted during FY 2004-05 is not competent evidence to replace time logs provided to support costs claimed for FY 1999-2000, FY 2000-01, and FY 2001-02.

In addition, the county did not summarize the time study results and did not show how the time period studied was representative of the fiscal year. Although the county did not summarize the results, the time study documentation submitted appears to indicate that employees reported 606.5 mandate-related hours during a four-week period (**Tab 9**). This extrapolates to approximately 7,885 mandate-related hours annually. However, the county claimed only 3,334 actual mandate-related hours for FY 2004-05 (**Tab 10**). Therefore, the time study results are not representative of the fiscal year.

The county also states, "The activities related to the program are not seasonal and have not changed appreciably over time." However, the Child Recovery Unit Lieutenant Investigator stated that the unit routinely loaned investigators to other units because of shortages or not enough work in the Child Recovery Unit. Furthermore, the county's claims varied significant from year to year, based on total mandate-related hours that the county reported. The following table shows total mandate-related hours reported for FY 1999-2000 through FY 2004-05 (**Tab 10**):

<u>Fiscal Year</u>	<u>Total Mandate-Related Hours Claimed</u>
1999-2000	10,694
2000-01	14,150
2001-02	13,531
2002-03	12,814
2003-04	7,783
2004-05	3,334

The county concludes by stating, "The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully disallowed the entire amount claimed for these employees." This is incorrect; our audit report states that we allowed mandate-related hours supported by employee time logs.

IV. CONCLUSION

The State Controller's Office audited Santa Clara County's claims for costs of the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 1999, through June 30, 2002. The county claimed \$2,946,189 for the mandated program. Our audit disclosed that \$1,667,721 is allowable and \$1,278,468 is unallowable. The costs are unallowable because the county overstated productive hourly wage rates and claimed unsupported employee hours.

To calculate countywide average annual productive hours, the county deducted authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked either fewer or more than eight-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities during the audit period. The county also deducted training time based on hours required by employees' bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended. In addition, the deducted training hours benefited specific departments' employee classifications rather than benefiting all departments. Furthermore, the county did not adjust for training time directly charged to program activities.

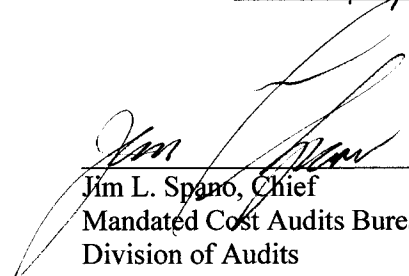
The county did not provide support for mandate-related hours claimed for two employees. For the remaining employees, the county's time logs supported fewer mandate-related hours than the hours that the county claimed.

The Commission should find that: (1) the SCO correctly reduced the county's FY 1999-2000 claim by \$297,447; (2) the SCO correctly reduced the county's FY 2000-01 claim by \$514,116; and (3) the SCO correctly reduced the county's FY 2001-02 claim by \$466,905.

V. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my own knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on December 22, 2014 at Sacramento, California, by:



Jim L. Spano, Chief
Mandated Cost Audits Bureau
Division of Audits
State Controller's Office

Tab 3

7. Direct Costs

A. Direct Labor - Determine a Productive Hourly Rate

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800 * hours to compute the productive hourly rate.

If actual annual productive hours are chosen, show the factors affecting total hours worked.

The following method is used to convert a biweekly salary to an equivalent productive hourly rate for a 40 hour week.

$$(\text{Biweekly Salary} \times 26) / 1,800 * = \text{Equivalent Productive Hourly Rate}$$

If, for example, the salary for a particular job title was \$935.00 biweekly, the equivalent productive hourly rate would be:

$$(\$935 \times 26) / 1,800 * = \$13.51 \text{ Equivalent Productive Hourly Rate}$$

The same methodology may be used to convert weekly, monthly or other salary periods:

- Convert the salary to an annual rate.
- Divide by the allowable annual productive hours for that position.

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken.

B. Calculating an Average Productive Hourly Rate

In those instances where the claiming instructions suggest that a unit cost be developed for use as a basis of claiming costs mandated by the State, the direct labor component of the unit cost should be expressed as an average productive hourly rate and can be determined as follows:

Example: Average Productive Hourly Rate Computation

	<u>Average Time</u>	<u>Productive Hourly Rate</u>	<u>Total Cost by Employee</u>
Employee A	1.25 hrs	\$6.00	\$7.50
Employee B	0.75 hrs	4.50	3.38
Employee C	3.50 hrs	10.00	35.00
Total	<u>5.50 hrs</u>		<u>\$45.88</u>

Average Productive Hourly Rate is $\$45.88 / 5.50 \text{ hrs.} = \8.34

Tab 4

County of Santa Clara
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of Salaries and Benefits 1999-2000
Hourly Rate Adjustment:

Employee Name/Title	A Claimed Hourly rate	B Allowable Hourly Rate per audit	C Difference B - A	D Hours Claimed	E Salary Adjustment C x D	F Benefit Rate Claimed	G Benefit Adjustment E x F	H Total Salary and Benefit Adjustment E + G
1 Timothy Blackwood, Attorney IV	2A24/6 \$ 75.29	3D/12 \$ 69.34	\$ (5.95)	2A24/6 166	\$ (987.70)	2A24/6 21.85%	\$ (215.81)	\$ (1,203.51)
2 Linda Evans, Inspector	46.90	43.20	(3.70)	1551	(5,738.70)	17.62%	(1,011.16)	(6,749.86)
3 Lulu Gomez, Legal Clerk	26.49	24.40	(2.09)	1798	(3,757.82)	27.56%	(1,035.66)	(4,793.48)
4 Melanie Headrick, Attorney	49.09	45.21	(3.88)	1968	(7,635.84)	22.22%	(1,696.68)	(9,332.52)
5 Janet Heim, Deputy Attorney IV	42.49	39.13	(3.36)	1894	(6,363.84)	19.09%	(1,214.86)	(7,578.70)
6 Mike Marculescu, Criminal investigator	18.29	16.85	(1.44)	393	(565.92)	9.16%	(51.84)	(617.76)
7 Jessica Miller, Paralegal	34.94	32.18	(2.76)	1780	(4,912.80)	9.16%	(450.01)	(5,362.81)
8 Jim Silvers, Inspector	26.80	24.68	(2.12)	522	(1,106.64)	22.30%	(246.78)	(1,353.42)
9 Rosalie Ramirez, Criminal Investigator II	46.90	43.20	(3.70)	58	(214.60)	21.46%	(46.05)	(260.65)
10 Dominick Ha, Inspector	39.63	36.50	(3.13)	21	(65.73)	26.53%	(17.44)	(83.17)
11 Randy Brown, Inspector	46.90	43.20	(3.70)	4	(14.80)	33.68%	(4.98)	(19.78)
12 Tencia Langley, Inspector	58.02	53.44	(4.58)	1	(4.58)	22.30%	(1.02)	(5.60)
13 Martha Gallardo, Inspector	32.19	29.65	(2.54)	3	(7.62)	35.58%	(2.71)	(10.33)
14 Brian Geer, Inspector	46.90	43.20	(3.70)	4	(14.80)	23.37%	(3.46)	(18.26)
15 Ray Medved, Inspector	19.77	18.21	(1.56)	4	(6.24)	9.16%	(0.57)	(6.81)
16 Mona Olivan, Inspector	46.90	43.20	(3.70)	3	(11.10)	21.73%	(2.41)	(13.51)
17 Maurice Lane, Inspector	46.90	43.20	(3.70)	6	(22.20)	21.73%	(4.82)	(27.02)
18 Thomas Johnson, Inspector	49.08	45.20	(3.88)	2	(7.76)	19.86%	(1.54)	(9.30)
19 Susie Catalina	33.24	30.61	(2.63)	3	(7.89)	22.30%	(1.76)	(9.65)
20 Sue Fujino	33.24	30.61	(2.63)	2	(5.26)	22.30%	(1.17)	(6.43)
21 Debbie Soso, Secretary	25.95	23.90	(2.05)	11	(22.55)	37.07%	(8.36)	(30.91)
22 Bob Fracoli, Criminal Inspector III	55.37	51.00	(4.37)	500	(2,185.00)	22.07%	(482.23)	(2,667.23)
Adjustment due to overstated hourly rate					\$ (33,659.00) (rounded)		\$ (6,501.00) (rounded)	\$ (40,160.00) (rounded) 3D/4

2/17
6/19/05
4/25/05
3/24/05
01-05-05
52

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of District Attorney's Salaries and Benefits 2000-01

Adjustment due to overstated hourly rate

	A	B	C	D	E	F	G	H
Employee Name/Title	Claimed Hourly rate	Allowable Hourly Rate per audit	Difference B - A	Hours Claimed	Salary Adjustment C x D	Benefit Rate Claimed	Benefit Adjustment E x F	Total Salary and Benefit Adjustment E + G
	2026/5	30/19		2026/5		2026/5		
1 Timothy Blackwood, Attorney IV	\$ 79.13	\$ 72.22	\$ (6.91)	666	\$ (4,602.06)	21.83%	\$ (1,005.00)	\$ (5,607.06)
2 Lulu Gomez, Legal Clerk	27.83	25.40	(2.43)	1788	(4,344.84)	30.56%	(1,328.00)	(5,672.84)
3 Melanie Headrick, Attorney	62.28	56.84	(5.44)	1090	(5,929.60)	23.29%	(1,381.00)	(7,310.60)
4 Janet Heim, Deputy Attorney IV	79.13	72.22	(6.91)	1339	(9,252.49)	19.26%	(1,782.00)	(11,034.49)
5 Tom Johnson, Attorney	49.77	45.43	(4.34)	943	(4,092.62)	15.80%	(647.00)	(4,739.62)
6 Melissa Joseph, Criminal Investigator	22.24	20.30	(1.94)	890	(1,726.60)	20.58%	(355.00)	(2,081.60)
7 Jim Lucarotti, Criminal investigator	41.95	38.29	(3.66)	1806	(6,609.96)	19.28%	(1,274.00)	(7,883.96)
8 Mike Marculescu, Criminal investigator	16.79	15.32	(1.47)	927	(1,362.69)	9.16%	(125.00)	(1,487.69)
9 Jessica Miller, Paralegal	25.53	23.30	(2.23)	1608	(3,585.84)	36.49%	(1,308.00)	(4,893.84)
10 Sharon Mouras, Criminal investigator	49.76	45.42	(4.34)	595	(2,582.30)	24.73%	(639.00)	(3,221.30)
11 Rosalie Ramirez, Criminal Investigator II	49.76	45.42	(4.34)	904	(3,923.36)	21.64%	(849.00)	(4,772.36)
12 J. Woodall, Criminal investigator	52.08	47.53	(4.55)	744	(3,385.20)	17.79%	(602.00)	(3,987.20)
13 Bob Fracoli, Criminal Inspector III	58.76	53.63	(5.13)	644	(3,303.72)	22.69%	(750.00)	(4,053.72)
14 T. Alamasan, Criminal investigator	49.76	45.42	(4.34)	18	(78.12)	43.38%	(34.00)	(112.12)
15 J. Traskowski, Criminal investigator	46.30	42.26	(4.04)	2	(8.08)	23.12%	(2.00)	(10.08)
16 Dominick Ha, Inspector	46.27	42.23	(4.04)	1	(4.04)	22.92%	(1.00)	(5.04)
17 G. Partida, Legal Secretary I	28.79	26.28	(2.51)	1	(2.51)	31.49%	(1.00)	(3.51)
18 C. Rojo, Legal Secretary I	28.79	26.28	(2.51)	1	(2.51)	22.90%	(1.00)	(3.51)
19 E. Sanchez, SR. Paralegal	34.66	31.63	(3.03)	1	(3.03)	30.21%	(1.00)	(4.03)
20 K. Barkus, Paralegal	26.06	23.79	(2.27)	45	(102.15)	9.22%	(9.00)	(111.15)
21 T. Dominick, Secretary	28.62	26.12	(2.50)	12	(30.00)	39.02%	(12.00)	(42.00)
22 E. Heyermann, Justice Systems Clerk	23.47	21.42	(2.05)	80	(164.00)	31.64%	(52.00)	(216.00)
23 C. Lopez, Justice Systems Clerk	24.65	22.50	(2.15)	8	(17.20)	26.45%	(5.00)	(22.20)
24 M. Robello, Justice Systems Clerk	20.38	18.60	(1.78)	12	(21.36)	38.39%	(8.00)	(29.36)
25 Debbie, Soso, Secretary	28.51	26.02	(2.49)	10	(24.90)	35.87%	(9.00)	(33.90)
26 H. Turner, Justice Systems Clerk	24.65	22.50	(2.15)	5	(10.75)	35.67%	(4.00)	(14.75)
27 B. Wicklander, Sheriff Technician	23.47	21.42	(2.05)	10	(20.50)	44.05%	(9.00)	(29.50)
Adjustment due to overstated hourly rate					\$ (55,190.00)		\$ (12,193.00)	\$ (67,383.00)
					(rounded)		(rounded)	(rounded)

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Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of District Attorney's Salaries and Benefits 2001-02

Adjustment due to overstated hourly rates

Employee Name/Title	A Claimed Hourly rate	B Allowable Hourly Rate per audit	C Difference B - A	D Hours Claimed	E Salary Adjustment C x D	F Benefit Rate Claimed	G Benefit Adjustment E x F	H Total Salary and Benefit Adjustment E + G
	2A2c/3b	30/20		2A2c/3b		2A2c/3b		
Timothy Blackwood, Attorney IV	\$ 85.82	\$ 77.80	\$ (8.02)	171	\$ (1,371)	21.77%	\$ (299.00)	\$ (1,670.42)
G. Bytheway, Criminal Investigator	45.21	40.99	(4.22)	1236	(5,215.92)	24.14%	(1,259.00)	(6,474.92)
P. Cardott, Criminal Investigator	53.63	48.62	(5.01)	795	(3,982.95)	25.05%	(998.00)	(4,980.95)
L. Evans, Criminal Investigator	56.12	50.88	(5.24)	288	(1,509.12)	22.72%	(343.00)	(1,852.12)
Lulu Gomez, Legal Clerk	29.70	26.93	(2.77)	1340	(3,711.80)	30.58%	(1,135.00)	(4,846.80)
Janet Heim, Deputy Attorney IV	85.82	77.80	(8.02)	979	(7,851.58)	19.18%	(1,506.00)	(9,357.58)
Jim Lucarotti, Criminal investigator	51.06	46.29	(4.77)	1419	(6,768.63)	23.32%	(1,578.00)	(8,346.63)
Mike Marculescu, Criminal investigator	33.61	30.47	(3.14)	754	(2,367.56)	9.15%	(217.00)	(2,584.56)
Jessica Miller, Paralegal	35.82	32.47	(3.35)	1700	(5,695.00)	32.96%	(1,877.00)	(7,572.00)
Sharon Mouras, Criminal investigator	53.63	48.62	(5.01)	1136	(5,691.36)	29.48%	(1,678.00)	(7,369.36)
Rosalie Ramirez, Criminal Investigator II	53.63	48.62	(5.01)	169	(846.69)	31.70%	(268.00)	(1,114.69)
M. Schembri, Criminal Investigator	53.63	48.62	(5.01)	830	(4,158.30)	23.02%	(957.00)	(5,115.30)
J. Sylva, Attorney IV	85.82	77.80	(8.02)	643	(5,156.86)	25.67%	(1,324.00)	(6,480.86)
J. Woodall, Criminal investigator	53.63	48.62	(5.01)	1443	(7,229.43)	23.02%	(1,664.00)	(8,893.43)
T. Dominick, Secretary	30.54	27.69	(2.85)	12	(34.20)	40.91%	(14.00)	(48.20)
E. Heyermann, Justice Systems Clerk	25.06	22.72	(2.34)	60	(140.40)	27.11%	(38.00)	(178.40)
H. Turner, Justice Systems Clerk	25.06	22.72	(2.34)	30	(70.20)	38.12%	(27.00)	(97.20)
R. Fraccolli, Criminal Inspector III	63.32	57.41	\$ (5.91)	526	(3,108.66)	29.40%	(914.00)	(4,022.66)
Total Unallowable Costs					<u>\$ (64,910.00)</u> (rounded)		<u>\$ (16,096.00)</u> (rounded)	<u>\$ (81,006.00)</u> (rounded)

30/14

07-25-05
3/24/05
4/25/05
6/9/05
30/15

Tab 5

ANALYSIS OF ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

For Fiscal Year

2001 - 2002

Hours Code	Description	Period 01-14 Balance at 7-8-2001 A	Period 01-26 Balance at 12-23-2001 B	7-8-2001 through 12-24-2000 C B - A	Period 02-14 Balance at 7-7-2002 D	2001 - 2002 Fiscal Year Total E C + D	Avg Hrs Per FTE
51	Vacation Accrued and Earned *1	1,216,792	2,381,652	1,164,859	1,378,564	2,402,359	160.34
52	Personal Leave Earned	8,199	302,792	294,593	271,965	566,557	37.81
100	Regular Hours	✓13,609,298	✓25,731,039	12,121,741	✓14,746,174	26,867,915	1,793.26
600	Release Time	2,494	6,409	3,914	2,644	6,558	0.44
605	Administrative Leave	9,253	16,043	6,790	12,037	18,827	1.26
606	Paid Leave Pending Investigation	2,549	6,369	3,820	3,974	7,794	0.52
620	First Day Sick	54,673	100,883	46,210	58,685	104,895	7.00
625	Safety 4850 Paid Disability Lv	53,603	100,402	46,798	53,341	100,139	6.68
630	Military Leave With Pay	506	2,746	2,240	2,696	4,936	0.33
635	FLSA Comp Time Used *4	29,060	55,889	26,829	36,099	20,976	1.40
640	Regular Comp Time Used *4	52,363	93,831	41,468	58,890	33,453	2.23
653	Annual Leave Used	19,225	36,164	16,939	22,659	39,598	2.64
655	Sick Leave Used	✓507,728	✓922,046	414,318	✓527,547	941,864	62.86
660	Other Paid Time	10,874	28,831	17,957	17,284	35,242	2.35
665	Jury Duty	1,301	2,579	1,278	1,886	3,164	0.21
675	Bereavement Leave	2,211	4,619	2,408	4,482	6,890	0.46
676	Bereavement Leave-PTO/STO	113	225	112	197	309	0.02
677	Bereavement Leave-Chg Sick Lv	782	1,651	870	1,652	2,522	0.17
Total Actual Paid/Earned Hours		15,581,023	29,794,166	14,213,143	17,200,776	31,163,997	2,080
Full-time Equivalent Positions						14,983	
Total Days in Period			168		196	364	
Weekdays in Period			120		140	260	
Paid Hours in Period						2,080	

ANALYSIS

Average Productive Hours Per Employee	1,793.26
Less Holidays	1,318,477 -88.00
Less Daily Break Time *2	1,679,245 -112.08
Less Training Time *3	709,852 -47.38

Net Average Productive Hours Per Employee

1,545.81

Notes:

- *1 Excludes holiday hours for 1,603 CEMA employees, since holiday hours are included for all employees below.
- *2 Two 15-minute breaks are provided daily per bargaining unit contracts.
- *3 Training time was calculated based on an analysis of each bargaining unit MOA and the required continuing education hours for licensure/certification in the applicable classifications. Includes one-third of comptime hours used since one hour is worked for 1.5 hours taken.

1,546 Rounded

30/3/20

30/22
6/3/24/05
01-35-06
5/27

Tab 6

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2000
Audit ID# S05-MCC-0003

Analysis of Claimed Hours 1999-2000

L. Evans, Criminal Investigator

Activity	July '99	Aug '99	Sept '99	Oct '99	Nov '99	Dec '99	Jan '00	Feb '00	Mar '00	Apr '00	May '00	Jun '00	Total Hours Claimed	Supported Hours	Difference	Non Reimbursable	Irreconcilable Hours
	<u>3D1/2</u>	<u>3D1/6</u>	<u>3D1/9</u>	<u>3D1/14</u>	<u>3D1/17</u>	<u>3D1/22</u>	<u>3D1/28</u>	<u>3D1/31</u>	<u>3D1/33</u>	<u>3D1/35</u>	<u>3D1/37</u>	<u>3D1/38</u>	1551				
Reimbursable costs	136.70	131.20	94.50	97.50	144.00	63.50	186.50	138.50	134.00	90.50	133.00	128.10		1,478.00	73.00	30/4	
Non reimbursable:																	
desk/duty officer						6.50	4.00	3.00	4.00	2.00	2.00	2.00				23.50	30/4, 30/5
Maitland 00-0-0066 (PC 278.7)							0.50	0.50								1.00	
Murr 00-0-0132 (PC 278.7)								3.00		1.00						4.00	
Alton 00-0-0072 (PC 278.7)								1.00		0.50						1.50	
Torio 00-0-0606 (PC 278.7)									1.00			0.50				1.50	
Lupian 00-0-0517 (PC 278.7)									1.00							1.00	
Montelongo 00-0-0122 (PC 278.7)										1.00						1.00	
Total PC 278.7 hours	0.00	0.00	0.00	0.00	0.00	0.00	0.50	4.50	2.00	2.50	0.00	0.50				10.00	30/4, 30/5
Total Non Mandate Costs																33.50	39.50 30/5

30/1/1
30/4/17/05
3/24/05
SW
07-28/05
30/1-30/3
MS 9/1/5

WEEKLY STATISTICAL REPORT

NAME EVANS MONTH July YEAR 99 WEEK OF: 5-8

[illegible]

004

① 10. +
301/3 50.7 +
301/4 40. +
301/5 36. +

136.7*+

Vehicle # 95051

570 End of Week Mileage

30/13

WEEKLY STATISTICAL REPORT

NAME EVANS MONTH July YEAR 99 WEEK OF: 12-15/18

98-0-3198	P		2					2
97-0-3075	B		3	4		5		12
99-0-3015	M		1					1
99-0-3037	S		3	2				5
99-A-3084	A			1				1
99-0-3080	E			1				1
99-0-3071	C			2		4		6
99-0-3092	A				11.2			11.2
99-0-3094	I					1		1
99-0-3078	ASSIST A						9.5	9.5

OVERTIME			GENERAL ADMIN	1				1
DATE & TIME	CASE #	CIP	TRAINING HOURS					
			HOURS WORKED	10	10	11.2	10	9.5 50.7 ₂₀₁₂
			OVERTIME			1.2		9.5 10.7
			OVERTIME CIP					
			VACATION/LEAVE					
			SICK					
			COURT HOURS					
			FIELD WORK					
REMARKS:			DOCUMENTS SERVED					
			COMPLAINTS FILED					
			ARRESTS MADE			1		1
			ARRESTS ASSISTS					
			SEARCH WARRANTS					
			CASE ASSISTS				1	1
			CHILDREN RECVRD			1		1

Vehicle # _____ 57th End of Week Mileage _____

C

WEEKLY STATISTICAL REPORT

NAME _____

Plans

MONTH

July

YEAR

17

WEEK OF: _____

7-19-22

99-0-3081	(M M)	4	2			6
97-0-3075		4		3		7
99-0-3071		1	2			3
98-0-3198		1				1
99-0-3078	10	1				11
99-0-3099		2	5			7
98-0-3192		1				1
99-0-3037		1				1
99-0-3198			1			1
OVERTIME			1	1		2
DATE & TIME	CASE #	CIP	GENERAL ADMIN			
			TRAINING HOURS			
			HOURS WORKED		10 10 10 12	40
			OVERTIME			30 1/2
			OVERTIME CIP			
			VACATION/LEAVE			
			SICK			
			COURT HOURS			
			FIELD WORK		4 3 2 3	12
REMARKS:			DOCUMENTS SERVED			
			COMPLAINTS FILED			
			ARRESTS MADE			
			ARRESTS ASSISTS			
			SEARCH WARRANTS			
			CASE ASSISTS			
			CHILDREN RECVRD			

b

Vehicle # _____

End of Week Mileage _____

572

WEEKLY STATISTICAL REPORT

NAME EVANS

MONTH August YEAR 99

WEEK OF: 10-20

CASE NUMBER	DATE	TIME	MIN	SEC	TOTAL	AVG	PERCENT
99-0-3106			2	1			3
99-0-3109			1				1
99-0-3071			1	7	12	8	9.7
99-0-3113			1				1
99-0-3112			.5				.5
99-0-3114			1				1
99-0-3099			2				2
99-0-3015			1.5	1			2.5
98-0-3198			1				1

OVERTIME			GENERAL ADMIN					TOTAL
DATE & TIME	CASE #	CIP	TRAINING HOURS	TELEPHONE	REPORTS	OTHER	AVG	
				10	10	12	8	9.7
			OVERTIME		2		9.7	11.7
			OVERTIME CIP					
			VACATION/LEAVE					
			SICK					
			COURT HOURS			2		2
			FIELD WORK					
EDUCATION			DOCUMENTS SERVED					
			COMPLAINTS FILED					
			ARRESTS MADE					
			ARRESTS ASSISTS					
			SEARCH WARRANTS					
			CASE ASSISTS					
			CHILDREN RECVRD	2				

49.7+
 3017 40.0+
 3018 41.5+

003

Vehicle # 95051

End of Week Mileage

131.2*+
 3011

WEEKLY STATISTICAL REPORT

NAME EVANS

MONTH

July

YEAR

99

WEEK OF:

26-29

[illegible]**Vehicle #**

95051

574

End of Week Mileage

以

WEEKLY STATISTICAL REPORT

NAME _____

L. Evans

MONTH

Aug

YEAR

99

WEEK OF:

23-26

CASE NUMBER	CASE NAME					TOTAL
98-0-3198	F [REDACTED]	2	1		.5	3.5
99-0-3071	C [REDACTED]	5	2			7
99-0-3106	C [REDACTED]	3	4	3	3	13
99-A- 3113 3107	J [REDACTED]		2	4		6
99-A- 3102 3113	S A [REDACTED]			.5		.5
99-0-3102	A B [REDACTED] 6			1		1
99-0-3123	B [REDACTED] (S)			1.5	1	2.5
99-0-3015	M [REDACTED]				1	1
99-0-3117	G [REDACTED]				.5	.5
99-0 3096	E (S) [REDACTED]				3	3
99-0-3099	A [REDACTED]				.5	.5
99-0-3125	R [REDACTED]				.5	.5

OVERTIME			GENERAL ADMIN	1					1
DATE & TIME	CASE #	CIP	TRAINING HOURS						
			HOURS WORKED	10	10	10	10		40
			OVERTIME						30 1/2
			OVERTIME CIP						
			VACATION/LEAVE						
			SICK						
			COURT HOURS						
			FIELD WORK	3	1	2	3		9
REMARKS:			DOCUMENTS SERVED						
			COMPLAINTS FILED						
			ARRESTS MADE						
			ARRESTS ASSISTS						
			SEARCH WARRANTS						
			CASE ASSISTS			2	1		3
			CHILDREN RECVRD						

Vehicle #

95057

End of Week Mileage

WEEKLY STATISTICAL REPORT

NAME EVANS MONTH Aug YEAR 99 WEEK OF: 30-31

[illegible]

Vehicle # 95051

End of Week Mileage _____

Tab 7

County of Santa Clara
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of Salaries and Benefits 1999-2000
Adjustment due to unsupported hours:

Employee Name/Title	A Allowable Hourly rate	B Unallowable Hours	C Unallowable Salary per Audit A x B	D Allowable Benefit Rate per Audit	E Unallowable Benefits per Audit C x D	F Total Unallowable Costs C + E
1 Timothy Blackwood, Attorney IV	30/18 \$ 69.34	30/18 0.00	\$ -	35/11 21.85%	\$ -	\$ -
2 Linda Evans, Inspector	43.20	(73.00)	(3,153.60)	17.62%	(555.66)	(3,709.26)
3 Lulu Gomez, Legal Clerk	24.40	(1798.00)	(43,871.20)	27.56%	(12,090.90)	(55,962.10)
4 Melanie Headrick, Attorney	45.21	(318.50)	(14,399.39)	22.22%	(3,199.54)	(17,598.93)
5 Janet Heim, Deputy Attorney IV	39.13	(225.00)	(8,804.25)	19.09%	(1,680.73)	(10,484.98)
6 Mike Marculescu, Criminal investigator	16.85	(17.60)	(296.56)	9.16%	(27.16)	(323.72)
7 Jessica Miller, Paralegal	32.18	(1780.00)	(57,280.40)	9.16%	(5,246.88)	(62,527.28)
8 Jim Silvers, Inspector	24.68	(56.00)	(1,382.08)	22.30%	(308.20)	(1,690.28)
9 Rosalie Ramirez, Criminal Investigator II	43.20	0.00	-	21.46%	-	-
10 Dominick Ha, Inspector	36.50	0.00	-	26.53%	-	-
11 Randy Brown, Inspector	43.20	0.00	-	33.68%	-	-
12 Tencia Langley, Inspector	53.44	0.00	-	22.30%	-	-
13 Martha Gallardo, Inspector	29.65	0.00	-	35.58%	-	-
14 Brian Geer, Inspector	43.20	0.00	-	23.37%	-	-
15 Ray Medved, Inspector	18.21	0.00	-	9.16%	-	-
16 Mona Olivan, Inspector	43.20	0.00	-	21.73%	-	-
17 Maurice Lane, Inspector	43.20	0.00	-	21.73%	-	-
18 Thomas Johnson, Inspector	45.20	0.00	-	19.86%	-	-
19 Susie Catalina	30.61	0.00	-	22.30%	-	-
20 Sue Fujino	30.61	0.00	-	22.30%	-	-
21 Debbie, Soso, Secretary	23.90	0.00	-	37.07%	-	-
22 Bob Fracoli, Criminal Inspector III	51.00	30/18 (500.00)	(25,500.00)	22.07%	(5,627.85)	(31,127.85)
Adjustment due to unsupported hours			\$ (154,687.00) (rounded)		\$ (28,737.00) (rounded)	\$ (183,424.00) (rounded)

2/12
6/17/05
4/14/05
4/25/05
5/2
6/25/05

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2000

Analysis of Claimed Hours 1999-2000

20/10
6/17/05
6/9/05
4/25/05
3/24/05
5/27/05

Employee Name/Title	Hours Claimed	Allowable Hours	Unallowable hours	Comments
Linda Evans, Inspector	2022 1/6 1,551.00	301 1/1 1,478.00	(73.00)	Unallowable hours include 23 hours claimed for duty officer and 10 hours for good cause cases (PC 278.7). The remaining hours could not be traced.
Lulu Gomez, Legal Clerk	1,798.00	-	(1,798.00)	County did not provide time logs for this employee to support direct mandate. All legal clerks were included in the ICRP as well. Therefore will leave in indirect costs.
Melanie Headrick, Senior Investigator	1,968.00	301 1/45 1,649.50	(318.50)	Unallowable hours include 54.5 hours claimed for duty officer and 5.5 hours for good cause cases (PC 278.7). The remaining hours could not be traced.
Janet Heim, Deputy Attorney IV	1,894.00	301 1/75 1,669.00	(225.00)	Unallowable hours include 20 hours claimed for duty day appearance/ 857 calendars and 103 hours claimed for cases that were no longer reimbursable due to work performed after the defendants first appearance in court. The remaining hours could not be traced.
Mike Marculescu, Criminal investigator	393.00	301 1/131 375.40	(17.60)	Unallowable hours could not be traced to the time logs.
Jessica Miller, Paralegal	1,780.00	-	(1,780.00)	Jessica stated that many of her hours were not reimburseable under the mandate. Since the county did not provide time logs for this employee, the auditor was unable to determine allowable hours.
Jim Silvers, Inspector	522.00	301 1/142 466.00	(56.00)	Unallowable hours include 8 hours claimed for a holiday and 2 hours claimed for range training. Remaining hours could not be traced to the time logs.
Bob Fracoli, Criminal Inspector III	500.00	-	(500.00)	Spoke with Mr. Fracoli..stated he claimed time when he was briefed on child recovery issues. Stated that he was management and does not go out on recovery, but is responsible for knowing what the unit is doing. No time logs provided.

* Allowable hours were traced to time logs

15.5 hours for good cause cases

Analysis of District Attorney's Salaries and Benefits 2000-01

	A	B	C	D	E	F
Employee Name/Title	Allowable Hourly rate	Unallowable Hours	Unallowable Salary per Audit A x B	Allowable Benefit Rate per Audit	Unallowable Benefits per Audit C x D	Total Unallowable Costs C + E
Timothy Blackwood, Attorney IV	30/14 \$ 72.22	30/13 \$ (257.00)	\$ (18,560.54)	35/1 21.83%	\$ (4,051.77)	\$ (22,612.31)
Lulu Gomez, Legal Clerk	25.40	(1,788.00)	(45,415.20)	30.56%	(13,878.89)	(59,294.09)
Melanie Headrick, Attorney	56.84	(522.00)	(29,670.48)	23.29%	(6,910.25)	(36,580.73)
Janet Heim, Deputy Attorney IV	72.22	-	-	19.26%	-	-
Tom Johnson, Attorney	45.43	(212.00)	(9,631.16)	15.80%	(1,521.72)	(11,152.88)
Melissa Joseph, Criminal Investigator	20.30	(161.50)	(3,278.45)	20.58%	(674.71)	(3,953.16)
Jim Lucarotti, Criminal investigator	38.29	(508.50)	(19,470.47)	19.28%	(3,753.91)	(23,224.37)
Mike Marculescu, Criminal investigator	15.32	(144.00)	(2,206.08)	9.16%	(202.08)	(2,408.16)
Jessica Miller, Paralegal	23.30	(1,608.00)	(37,466.40)	36.49%	(13,671.49)	(51,137.89)
Sharon Mouras, Criminal investigator	45.42	(198.75)	(9,027.23)	24.73%	(2,232.43)	(11,259.66)
Rosalie Ramirez, Criminal Investigator II	45.42	(491.00)	(22,301.22)	21.64%	(4,825.98)	(27,127.20)
J. Woodall, Criminal investigator	47.53	(430.50)	(20,461.67)	17.79%	(3,640.13)	(24,101.80)
Bob Fracoli, Criminal Inspector III	53.63	(601.00)	(32,231.63)	22.69%	(7,313.36)	(39,544.99)
T. Alamasan, Criminal investigator	45.42	-	-	43.38%	-	-
J. Traskowski, Criminal investigator	42.26	-	-	23.12%	-	-
Dominick Ha, Inspector	42.23	-	-	22.92%	-	-
G. Partida, Legal Secretary I	26.28	-	-	31.49%	-	-
C. Rojo, Legal Secretary I	26.28	-	-	22.90%	-	-
E. Sanchez, SR. Paralegal	31.63	-	-	30.21%	-	-
K. Barkus, Paralegal	23.79	-	-	9.22%	-	-
T. Dominick, Secretary	26.12	-	-	39.02%	-	-
E. Heyermann, Justice Systems Clerk	21.42	-	-	31.64%	-	-
C. Lopez, Justice Systems Clerk	22.50	-	-	26.45%	-	-
M. Robello, Justice Systems Clerk	18.60	-	-	38.39%	-	-
Debbie, Soso, Secretary	26.02	-	-	35.87%	-	-
H. Turner, Justice Systems Clerk	22.50	-	-	35.67%	-	-
B. Wicklander, Sherriff Technician	21.42	-	-	44.05%	-	-
Adjustment due to unsupported hours			<u>\$ (249,721.00)</u> (rounded)		<u>\$ (62,677.00)</u> (rounded)	<u>\$ (312,398.00)</u> (rounded)

3/25/05
4/25/05
5/17/05

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002

Analysis of Claimed Hours 2000-01

4/17/05
4/25/05
3/29/05
5/2
07-25-05

Employee Name/Title	Hours Claimed	Allowable Hours	Unallowable Hours	Comments
Timothy Blackwood, Attorney IV	2A26/54 666	3D1/168 409.00	(257.00)	Unallowable hours include 64.3 hours claimed for working on non reimbursable cases (S [redacted], C [redacted], and a 207 case identified as non reimbursable in time logs), 28 hours of sick leave and 4 hours for STO. The remaining hours could not be traced. The county did not provide time logs for this employee. In addition all legal clerks were included in ICRP. Therefore we allowed the cost in the indirect cost rate.
Lulu Gomez, Legal Clerk	1788	0.00	(1788.00)	Unallowable hours include 8.5 hours claimed for working on non reimbursable cases (C [redacted], C [redacted] and F [redacted] (theft)), 12.5 for good cause cases 278.7 which are out of the scope of the mandate. The remaining hours could not be traced.
Melanie Headrick, Attorney	1090	3D1/200 568.00	(522.00)	Unallowable hours include 8.5 hours claimed for working on non reimbursable cases (C [redacted], C [redacted] and F [redacted] (theft)), 12.5 for good cause cases 278.7 which are out of the scope of the mandate. The remaining hours could not be traced.
Janet Heim, Deputy Attorney IV	1339	3D1/215 1339.00	0.00	Allowable costs were traced to time logs.
Tom Johnson, Attorney	943	3D1/228 731.00	(212.00)	Unallowable hours include 15 hours for non child abduction cases (search warrants and asset forfeiture), 11 hours claimed for working on non reimbursable cases (M [redacted] S [redacted] and 1 for good cause cases 278.7 which are out of the scope of the mandate. The remaining hours could not be traced.
Melissa Joseph, Criminal Investigator	890	3D1/242 728.50	(161.50)	Unallowable hours include 80 hours claimed for working on non reimbursable case (C [redacted]), 3.5 for good cause cases 278.7, which are out of the scope of the mandate and 4.5 hours for duty officer. The remaining hours could not be traced.
Jim Lucarotti, Criminal investigator	1806	3D1/258 1297.50	(508.50)	Unallowable hours include 124.5 hours claimed for working on non reimbursable case (C [redacted]), 20 for good cause cases 278.7, which are out of the scope of the mandate and 61 hours for duty officer. The remaining hours could not be traced.
Mike Marculescu, Criminal investigator	927	3D1/274 783.00	(144.00)	Unallowable hours include 6 for good cause cases 278.7, which are out of the scope of the mandate and 5 hours for duty officer. The remaining hours could not be traced.
Jessica Millar, Paralegal	1608	0.00	(1608.00)	Jessica stated that many of her hours were not reimbursable under the mandate. Since the county did not provide time logs for this employee, the auditor was unable to determine allowable hours.
Sharon Mouras, Criminal investigator	595	3D1/293 396.25	(198.75)	Unallowable hours include 117 hours for cases that were identified as non reimbursable. The remaining hours could not be traced.
Rosalie Ramirez, Criminal Investigator II	904	3D1/299 413.00	(491.00)	Unallowable hours include 87 hours for cases that were identified as non reimbursable (C [redacted] S [redacted]) and 25 hours for non child abduction case (C [redacted] fraud case). The remaining hours could not be traced.
J. Woodall, Criminal investigator	744	3D1/311 313.50	(430.50)	Unallowable hours could not be traced to time logs.
Bob Fracoli, Criminal Inspector III	644	3D1/312 43.00	(601.00)	Unallowable hours could not be traced to time logs.
Allowable costs were traced to time logs				

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of District Attorney's Salaries and Benefits 2001-02

Adjustment due to unsupported hours

Employee Name/Title	A Allowable Hourly rate	B Unallowable Hours	C Unallowable Salary per Audit A x B	D Allowable Benefit Rate per Audit	E Unallowable Benefits per Audit C x D	F Total Unallowable Costs C + E
Timothy Blackwood, Attorney IV	30/10 \$ 77.80	30/17 -	\$ -	3E/1 21.77%	\$ -	\$ -
G. Bytheway, Criminal Investigator	40.99	(247.50)	(10,145.03)	24.14%	(2,449.01)	(12,594.03)
P. Cardott, Criminal Investigator	48.62	(447.00)	(21,733.14)	25.05%	(5,444.15)	(27,177.29)
L. Evans, Criminal Investigator	50.88	-	-	22.72%	-	-
Lulu Gomez, Legal Clerk	26.93	(1,340.00)	(36,086.20)	30.58%	(11,035.16)	(47,121.36)
Janet Heim, Deputy Attorney IV	77.80	(54.00)	(4,201.20)	19.18%	(805.79)	(5,006.99)
Jim Lucarotti, Criminal investigator	46.29	(378.50)	(17,520.77)	23.32%	(4,085.84)	(21,606.61)
Mike Marculescu, Criminal investigator	30.47	-	-	9.15%	-	-
Jessica Miller, Paralegal	32.47	(1,700.00)	(55,199.00)	32.96%	(18,193.59)	(73,392.59)
Sharon Mouras, Criminal investigator	48.62	(252.50)	(12,276.55)	29.48%	(3,619.13)	(15,895.68)
Rosalie Ramirez, Criminal Investigator II	48.62	-	-	31.70%	-	-
M. Schembri, Criminal Investigator	48.62	(85.00)	(4,132.70)	23.02%	(951.35)	(5,084.05)
J. Sylva, Attorney IV	77.80	-	-	25.67%	-	-
J. Woodall, Criminal investigator	48.62	(835.00)	(40,597.70)	23.02%	(9,345.59)	(49,943.29)
T. Dominick, Secretary	27.69	-	-	40.91%	-	-
E. Heyermann, Justice Systems Clerk	22.72	-	-	27.11%	-	-
H. Turner, Justice Systems Clerk	22.72	-	-	38.12%	-	-
R. Fraccolli, Criminal Inspector III	57.41	-	-	29.40%	-	-
Total Unallowable Costs			\$ (201,892.00) (rounded)		\$ (55,930.00) (rounded)	\$ (257,822.00) (rounded)

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12/31/00

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of District Attorney's Claimed Hours 2001-02

301/17
6/20/05
3/24/05
SV2
07-25-05

Employee Name/Title	A Hours Claimed	B Allowable Hours	C Unallowable Hours	Comments
G. Bytheway, Criminal Investigator	1-2A2C/35-1 1,236.00	301/319 988.50	(247.50)	Unallowable hours include 92.5 hours the county identified as non reimbursable hours on summary sheet. The remaining hours could not be traced.
Lulu Gomez, Legal Clerk	1,340.00	-	(1,340.00)	The county did not provide time logs for this employee. In addition all legal clerks were included in ICRP. Therefore we allowed the cost in the indirect cost rate.
Janet Heim, Deputy Attorney IV	979.00	301/338 925.00	(54.00)	Unallowable hours includes hours that could not be traced to time logs.
Jim Lucarotti, Criminal investigator	1,419.00	301/361 1,040.50	(378.50)	Unallowable hours include 97 hours claimed for working on non reimbursable case (C-), and 85 hours for duty officer. The remaining hours could not be traced.
Jessica Miller, Paralegal	1,700.00	-	(1,700.00)	Jessica stated that many of her hours were not reimbursable under the mandate. Since the county did not provide time logs for this employee, the auditor was unable to determine allowable hours.
Sharon Mouras, Criminal investigator	1,136.00	301/349 883.50	(252.50)	Unallowable hours include 87 hours the county identified as non reimbursable hours on summary sheet (Centry Law, building security and oral interviews). The remaining hours could not be traced.
M. Schembri, Criminal Investigator	830.00	301/331 745.00	(85.00)	Unallowable hours include 20 hours for the a sexual assault case (261.5), 12 hours for duty officer, 33 hours for vacation, 10 hours for sick leave, 7 hours court (identified as non reimbursable) and 3 hours range.
J. Woodall, Criminal investigator	1,443.00	301/375 608.00	(835.00)	Unallowable hours resulted from the hours not being tracable to time logs.
P. Cardott, Criminal Investigator	795.00	301/387 348.00	(447.00)	Unallowable hours resulted from the hours not being tracable to time logs.
R. Fraccolli, Criminal Inspector III	526.00	526.00	-	Allowable hours were traced to time logs

C = B - A

301/16

Tab 8

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2002
Audit ID# S05-MCC-0003

Analysis of Paralegal and Legal Clerk Timestudy Hours

Employee Name and Title	Time period	Activity by Category Number					Total Hours for period	Percentage Mandate related
		1	2	3	4	5		
Martha Callardo, Paralegal	Week 1: 11/15/ 04 through 11/19/04	24.00	-	-	16.00	3.50	43.50	91.95%
	Week 2: 11/22/ 04 through 11/26/04	-	-	-	-	42.50	42.50	0.00%
	Week 3: 11/29/04 through 12/03/04	25.50	-	-	-	17.00	42.50	60.00%
	Week 4: 12/06/04 through 12/10/04	39.50	-	-	-	3.00	42.50	92.94%
	Subtotal By Category	65.00	-	-	-	62.50	127.50	

Employee Name and Title	Time period	Activity by Category Number					Total Hours for period	Percentage Mandate related
		1	2	3	4	5		
Patty Weidner, Legal Clerk	Week 1: 11/15/ 04 through 11/19/04	18.50	-	-	-	20.50	39.00	47.44%
	Week 2: 11/22/ 04 through 11/26/04	17.00	-	-	-	23.00	40.00	42.50%
	Week 3: 11/29/04 through 12/03/04	30.50	-	-	-	14.50	45.00	67.78%
	Week 4: 12/06/04 through 12/10/04	31.00	-	-	-	13.75	44.75	69.27%
	Subtotal: By Category	97.00	-	-	-	71.75	168.75	

Category 1: Contact with children and other persons involved
Category 2: Securing compliance utilizing court action
Category 3: Physically recovering child (ren)
Category 4: Training
Category 5: Non-Abduction Related

To show the percentage of time the Paralegal and Legal Clerk worked on mandated activities.

Tab 9

3D-2/
w 2/2/00

Santa Clara County
Child Abduction and Recovery
Audit Period from July 1, 1999 through June 30, 2003
Audit ID# S05-MCC-0003

Analysis of Time Study

	Activity by Category Number				
	1	2	3	4	5
Week 1: 11/15/04 through 11/19/04	3D-2/10 78.00	15.50	8.00	54.75	170.00
Week 2: 11/22/04 through 11/26/04	2D-2/55 49.75	24.25	-	-	258.00
Week 3: 11/29/04 through 12/03/04	3D-2/79 129.50	39.25	-	-	184.25
Week 4: 12/06/04 through 12/10/04	3D-2/140 176.50	31.00	-	-	135.75
Total hours by Category	<u>433.75</u>	<u>110.00</u>	<u>8.00</u>	<u>54.75</u>	<u>748.00</u>
Total Annual Mandate hours (category 1-4)	606.50	x 13	7,884.50		
	3D-2/1		3D-2/1		

- Category 1: Contact with children and other persons involved
- Category 2: Securing compliance utilizing court action
- Category 3: Physically recovering child (ren)
- Category 4: Training
- Category 5: Non-Abduction Related

Child Abduction Time Study Weekly Team Totals

Week of: 11/15/04 through 11/19/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	10.25	0	3	11.5	27.25
Cardott, Patrice	Investigator	6.	3	2.5	10.25	16.75
Evans, Linda	Senior Investigator	13	4	2.5	11.5	16.5
Fracolli, Bob	Lieutenant	10.5	0	0	0	31.
Gallardo, Martha	Paralegal	24.	0	0	16	3.5
Sylva, Julianne	Deputy District Attorney	7.	8.5	0	21.5	17.5
Weidner, Patty	Legal Clerk	18.5	0	0	0	20.5
Schembri, Fm.		4.75	0	0	0	37.

TOTAL	78	15.5	8.	54.75	170.
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3D-2/2

Child Abduction Time Study Weekly Team Totals

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	8.75	3.5			29.75
Cardott, Patrice	Investigator	14.75	6.0			24.
Evans, Linda	Senior Investigator					40
Fracolli, Bob	Lieutenant					42.0
Gallardo, Martha	Paralegal					42.5
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25
Weidner, Patty	Legal Clerk	17.				23.0
Schembin	Inv.	4.5				35.5
Campagnolo	Inv. (TL Substitute)					1.0
TOTAL		49.75	24.25			258

30-2/2

Child Abduction Time Study Weekly Team Totals

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	18.5				23.75
Cardott, Patrice	Investigator	37.	15.25		.5	6.5
Evans, Linda	Senior Investigator					40 <i>side</i>
Fracolli, Bob	Lieutenant	8				34
Gallardo, Martha	Paralegal	25.5				17
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5
Weidner, Patty	Legal Clerk	30.5				14.5
Schembri	Inv.	6.5				34.5
Campagnolo	(Inv. substitute)					.5
TOTAL		129.5	39.25			184.25

30-2/2

3D-2/140

Child Abduction Time Study Weekly Team Totals

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	3			9.5
Evans, Linda	Senior Investigator	25.5	4.75			14.
Fracolli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				3.0
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
Schemmari	Inv.	5.00				35.0

TOTAL 176.5 31. 135.75

3D-2/2

Tab 10

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to 7/19/04

MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL

FORM
CAR-2

(01) Claimant: County of Santa Clara (02) Fiscal year costs were incurred: 1999-2000

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- ☒ Compliance with Court Orders
☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) ✓ Hourly Rate of Unit Cost	✓ Benefit Rate	(c) Hours Worked / Quantity	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Timothy Blackwood, Attorney IV	\$75.29	21.85%	166.00			\$657	\$12,498	\$2,731	\$15,229
Linda Evans, Inspector	\$46.90	17.62%	1551.00			\$1,259	\$72,739	\$12,817	\$85,555
Lulu Gomez, Legal Clerk	\$26.49	27.56%	1798.00			\$100	\$47,637	\$13,129	\$60,766
Melanie Headrick, Attorney	\$49.09	22.22%	1968.00			\$287	\$96,613	\$21,467	\$118,081
Janet Heim, Deputy Attorney IV	\$42.49	19.09%	1894.00			\$1,225	\$80,482	\$15,364	\$95,846
Mike Marculescu, Criminal Investigator II	\$18.29	9.16%	393.00	3019			\$7,187	\$658	\$7,845
Jessica Millar, Paralegal	\$34.94	9.16%	1780.00				\$62,201	\$5,698	\$67,898
John Silvers, Inspector	\$26.80	22.30%	522.00			\$756	\$13,989	\$3,120	\$17,109
Lie Ramirez, Criminal Investigator II	\$46.90	21.46%	58.00			*	\$2,720	\$584	\$3,304
Dominick Ha, Inspector	\$39.63	26.53%	21.00				\$832	\$221	\$1,053
Randy Brown, Inspector	\$46.90	33.68%	4.00				\$188	\$63	\$251
Tencia Langley, Inspector	\$58.02	22.30%	1.00				\$58	\$13	\$71
Martha Gallardo, Inspector	\$32.19	35.58%	3.00				\$97	\$34	\$131
Brian Geer, Inspector	\$46.90	23.37%	4.00				\$188	\$44	\$231
Ray Medved, Inspector	\$19.77	9.16%	4.00				\$79	\$7	\$86
Mona Olivan, Inspector	\$46.90	21.73%	3.00				\$141	\$31	\$171
Maurice Lane, Inspector	\$46.90	21.73%	6.00				\$281	\$61	\$343
Thomas Johnson, Inspector	\$49.08	19.86%	2.00				\$98	\$19	\$118
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - included translation, trial preparation and training.									
Susie Catalina	\$33.24	22.30%	3.00				\$100	\$22	\$122
Sue Fujino	\$33.24	22.30%	2.00				\$66	\$15	\$81
Debbie Sosa, Secretary II	\$25.95	37.07%	11.00				\$285	\$106	\$391
Bob Fracolli, Criminal Investigator III	\$55.37	22.07%	500.00	3019			\$27,685	\$6,110	\$33,795
Provided direct clerical or administrative support on all child abduction cases.									
			10,694	X					
(05) Total	Page: _____ of _____		10,694			\$4,283	\$426,165	\$82,314	\$508,478

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6/7/99

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(1) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2000-2001
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ **Compliance with Court Orders**
☐ **Court Costs for Out-of-Jurisdiction Cases**

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e) Services & Supplies	(f) Fixed Assets	(g) Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - included translation, trial preparation, training & travel for child recovery.	*	*	*						*
T. Blackwood, Attorney IV	\$79.13	21.83%	666.00	\$1,522		\$1,390	\$52,698	\$11,502	\$64,200
L. Gomez, Legal Clerk	\$27.83	30.56%	1788.00				\$49,752	\$15,204	\$64,956
M. Headrick, Attorney	\$62.28	23.29%	1090.00				\$67,884	\$15,809	\$83,693
J. Heim, Attorney IV	\$79.13	19.26%	1339.00			\$972	\$105,949	\$20,401	\$126,351
T. Johnson, Attorney	\$49.77	15.80%	943.00				\$46,932	\$7,417	\$54,350
M. Joseph, Criminal Investigator I	\$22.24	20.58%	890.00			267/16	\$19,789	\$4,073	\$23,862
M. Lucarotti, Criminal Investigator II	\$41.95	19.28%	1806.00	\$1,116			\$75,768	\$14,610	\$90,378
M. Marculescu, Criminal Investigator II	\$16.79	9.16%	927.00	384			\$15,566	\$1,426	\$16,992
J. Millar, Paralegal	\$25.53	36.49%	1608.00				\$41,046	\$14,977	\$56,022
S. Mouras, Criminal Investigator II	\$49.76	24.73%	595.00				\$29,608	\$7,323	\$36,932
R. Ramirez, Criminal Investigator II	\$49.76	21.64%	904.00				\$44,985	\$9,736	\$54,720
J. Woodall, Criminal Investigator II	\$52.08	17.79%	744.00				\$38,746	\$6,893	\$45,638
B. Fracoli, Criminal Investigator III	\$58.76	22.69%	644.00	301/13			\$37,842	\$8,587	\$46,429
T. Almason, Criminal Investigator II	\$49.76	43.38%	18.00				\$896	\$389	\$1,284
J. Traskowski, Criminal Investigator II	\$46.30	23.12%	2.00				\$93	\$21	\$114
D. Ha, Criminal Investigator II	\$46.27	22.92%	1.00				\$46	\$11	\$57
G. Partida, Legal Secretary I	\$28.79	31.49%	1.00				\$29	\$9	\$38
C. Rojo, Legal Secretary I	\$28.79	22.90%	1.00				\$29	\$7	\$35
E. Sanchez, Sr. Paralegal	\$34.66	30.21%	1.00				\$35	\$10	\$45
Provided direct clerical or administrative support on all child abduction cases.									
K. Barkus, Paralegal	\$26.06	9.22%	45.00				\$1,173	\$108	\$1,281
T. Dominick, Secretary II	\$28.62	39.02%	12.00				\$343	\$134	\$477
E. Heyermann, Justice Systems Clerk I	\$23.47	31.64%	80.00				\$1,878	\$594	\$2,472
C. Lopez, Justice Systems Clerk I	\$24.65	26.45%	8.00				\$197	\$52	\$249
M. Robello, Justice Systems Clerk I	\$20.38	38.39%	12.00				\$245	\$94	\$338
D. Sosa, Secretary II	\$28.51	35.87%	10.00				\$285	\$102	\$387
H. Turner, Justice Systems Clerk I	\$24.65	35.67%	5.00				\$123	\$44	\$167
B. Wicklander, Sheriff Technician	\$23.47	44.05%	10.00				\$235	\$103	\$338
			14,150						
			✓						
				2638					

(05) Total	Page: _____ of _____	594	\$2,637	\$2,362	\$632,171	\$139,636	\$771,808
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013

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

(02) Fiscal year costs were incurred: 2001-2002

<input checked="checked" type="checkbox"/>	Compliance with Court Orders
<input type="checkbox"/>	Court Costs for Out-of-Jurisdiction Cases

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(c) Hours Worked / Quantity	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.	*	*	*						*
T. Blackwood, Attorney IV	\$85.82	21.77%	171.00			\$563	\$14,675	\$3,195	\$17,870
G. Bytheway, Criminal Investigator II	\$45.21	24.14%	1236.00	a			\$55,874	\$13,490	\$69,365
P. Cardott, Criminal Investigator II	\$53.63	25.05%	795.00	a			\$42,637	\$10,683	\$53,320
L. Evans, Criminal Investigator II	\$56.12	22.72%	288.00				\$16,163	\$3,671	\$19,834
L. Gomez, Legal Clerk	\$29.70	30.58%	1340.00	c			\$39,798	\$12,169	\$51,967
J. Heim, Attorney IV	\$85.82	19.18%	979.00	c		\$111	\$84,018	\$16,119	\$100,137
A. Lucarotti, Criminal Investigator II	\$51.06	23.32%	1419.00	d			\$72,452	\$16,896	\$89,347
A. Marculescu,	\$33.61	9.15%	754.00				\$25,339	\$2,319	\$27,658
J. Millar, Sr. Paralegal	\$35.82	32.96%	1700.00	d		\$600	\$60,897	\$20,070	\$80,967
S. Mouras, Criminal Investigator II	\$53.63	29.48%	1136.00	b			\$60,925	\$17,958	\$78,884
R. Ramirez, Criminal Investigator II	\$53.63	31.70%	169.00				\$9,064	\$2,873	\$11,937
M. Schembri, Criminal Investigator II	\$53.63	23.02%	830.00	e			\$44,514	\$10,246	\$54,760
J. Sylva, Attorney IV	\$85.82	25.67%	643.00			\$582	\$55,182	\$14,166	\$69,348
J. Woodall, Criminal Investigator II	\$53.63	23.02%	1443.00	e			\$77,390	\$17,813	\$95,203
Provided direct clerical or administrative support on all child abduction cases.									
T. Dominick, Secretary	\$30.54	40.91%	12.00				\$366	\$150	\$516
E. Heyermann, Justice Systems Clerk	\$25.06	27.11%	60.00				\$1,503	\$408	\$1,911
H. Turner, Justice Systems Clerk	\$25.06	38.12%	30.00				\$752	\$287	\$1,038
R. Fraccolli, Criminal Investigator III	\$63.32	29.40%	526.00	d			\$33,305	\$9,793	\$43,098

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Chapter 1399/76

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013

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred: 2002-2003

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- ☒ Compliance with Court Orders
- ☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	Object Accounts					
				(e) Services & Supplies	(f) Fixed Assets	(g) Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - Includes translation, trial preparation, training and travel for child recovery.									
G. Bytheway, Criminal Investigator II	\$50.30	23.56%	1624.00			\$3,140	\$81,687	\$19,243	\$100,930
P. Cardott, Criminal Investigator II	\$51.29	25.14%	1673.00			\$1,795	\$85,808	\$21,575	\$107,383
L. Evans, Criminal Investigator II	\$56.82	22.72%	1445.00				\$82,105	\$18,657	\$100,762
J. Lucarotti, Criminal Investigator II	\$54.29	23.22%	1374.00			\$12	\$74,801	\$17,321	\$91,922
J. Millar, Sr. Paralegal	\$40.99	32.10%	1580.00				\$64,770	\$20,793	\$85,563
M. Schembri, Criminal Investigator II	\$54.29	33.60%	1098.00			\$3,482	\$59,616	\$20,029	\$79,645
J. Silva, Attorney IV	\$93.96	17.16%	1631.00				\$153,249	\$26,290	\$179,539
J. Feldner, Legal Clerk	\$26.92	37.18%	1808.00				\$48,671	\$18,098	\$66,770
G. Ortiz, Sheriff Technician	\$23.66	64.53%	74.50				\$1,763	\$1,138	\$2,901
M. Wong, Legal Clerk	\$30.80	59.82%	1.00				\$31	\$18	\$49
B. Alvarado, Legal Secretary	\$31.85	52.24%	1.00				\$32	\$17	\$48
M. Sepulveda, Legal Secretary	\$31.85	33.45%	1.00				\$32	\$11	\$43
T. Almason, Criminal Investigator II	\$54.29	30.96%	0.50				\$27	\$8	\$36
M. Hatcher, Criminal Investigator III	\$56.82	46.33%	7.00				\$398	\$184	\$582
Provided direct clerical or administrative support on all child abduction cases.									
E. Heyermann, Justice Systems Clerk	\$25.99	36.36%	34.00				\$884	\$321	\$1,205
J. Turner, Justice Systems Clerk	\$25.99	38.85%	26.00				\$676	\$263	\$938
R. Fracoli, Criminal Investigator III	\$64.10	29.26%	436.00				\$27,947	\$8,177	\$36,124

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(05) Total Page: ____ of ____ \$8,429 \$682,296 \$172,143 \$854,439

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**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred: 2003-2004

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ Compliance with Court Orders

☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(d) Hours Worked / Quantity	(e) Services & Supplies	(f) Fixed Assets	(g) Travel & Training	(g)		
							Salaries	Benefits	Total Sal. & Bens
Reviewed case facts; obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.									
G. Bytheway, Criminal Investigator II	\$54.98	34.34%	1150.00			\$2,070	\$63,232	\$21,714	\$84,946
P. Cardott, Criminal Investigator II	\$27.49	37.23%	1461.00			\$8,996	\$40,165	\$14,954	\$55,119
L. Evans, Criminal Investigator II	\$56.42	26.97%	1591.50			\$3,299	\$89,792	\$24,217	\$114,009
J. Lucarotti, Criminal Investigator II						\$9			
K. McFarlane, Criminal Investigator						\$747			
M. Schembri, Criminal Investigator II	\$54.98	36.50%	585.50				\$32,193	\$11,751	\$43,944
Sylva, Attorney IV	\$97.64	18.39%	1624.50				\$158,616	\$29,170	\$187,786
Ortiz, Investigative Assistant	\$27.77	51.02%	11.00			\$891	\$305	\$156	\$461
M. Gallardo, Sr. Paralegal	\$42.97	36.13%	1359.50				\$58,412	\$21,104	\$79,517
7,783 ✓									
(05) Total						\$15,811	\$442,717	\$123,065	\$565,782

Page: ____ of ____

Revised 10/99

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013

MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL

**FORM
CAR-2**

(01) Claimant: County of Santa Clara

(02) Fiscal year costs were incurred: 2004-2005

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

<input checked="" type="checkbox"/>	Compliance with Court Orders
-------------------------------------	-------------------------------------

☐ Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

Object Accounts

[illegible]

3,334 (rounded)

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On December 23, 2014, I served the:

SCO Comments on IRC

Child Abduction and Recovery Program, 08-4237-I-02

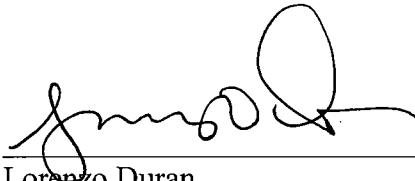
Civil Code Section 4600.1 (Repealed and added as Family Code Sections 3060-3064);
Penal Code Section 278 & 278.5 (Repealed and added as Penal Code Sections 277, 278
& 278.5); Welfare and Institutions Code Sec. 11478.5 (Repealed and added as Family
Code Section 17506)

Fiscal Years: 1999-2000; 2000-2001; 2001-2002

Santa Clara County, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on December 23, 2014 at Sacramento, California.



Lorenzo Duran
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 11/19/14

Claim Number: 08-4237-I-02

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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JOHN CHIANG
California State Controller

Exhibit D

RECEIVED

December 31, 2014

**Commission on
State Mandates**

LATE FILING

December 30, 2014

Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Incorrect Reduction Claim (IRC)

Child Abduction and Recovery, 12-4237-I-03

Family Code Section 3060-3064, 3130-3134.5, 3408, 3411, and 3421

Penal Code Sections 277, 278, and 278.5

Welfare and Institutions Code Section 11478.5

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

Santa Clara County, Claimant

Dear Ms. Halsey:

The State Controller's Office is transmitting our response to the above-named IRC previously filed on December 22, 2014. This revised filing replaces pdf-format pages 146 through 150, as those pages were not legible. Although the revised pages are not Bates stamped (pages 357 through 361), they are the same documents previously filed.

If you have any questions, please contact me by telephone at (916) 323-5849.

Sincerely,

JIM L. SPANO, Chief
Mandated Cost Audits Bureau
Division of Audits

**RESPONSE BY THE STATE CONTROLLER'S OFFICE
TO THE INCORRECT REDUCTION CLAIM (IRC) BY
SANTA CLARA COUNTY**

Child Abduction and Recovery Program

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Attachment – County Comments

Note: References to Exhibits relate to the county's IRC filed on November 29, 2012, as follows:

- Exhibit A – PDF page 15
- Exhibit B – PDF page 44
- Exhibit C – PDF page 53
- Exhibit D – PDF page 62
- Exhibit E – PDF page 78
- Exhibit F – PDF page 90
- Exhibit G – PDF page 94
- Exhibit H – PDF page 98
- Exhibit I – PDF page 105
- Exhibit J – PDF page 110
- Exhibit K – PDF page 113
- Exhibit L – PDF page 114

Tab 1

1 **OFFICE OF THE STATE CONTROLLER**

2 300 Capitol Mall, Suite 1850

3 Sacramento, CA 94250

4 Telephone No.: (916) 445-6854

5
6 BEFORE THE

7 COMMISSION ON STATE MANDATES

8 STATE OF CALIFORNIA

9
10 INCORRECT REDUCTION CLAIM (IRC) ON:

11 *Child Abduction and Recovery Program*

12 Chapter 1399, Statutes of 1976; Chapter 162,
13 Statutes of 1992; and Chapter 988, Statutes of
14 1996

15 SANTA CLARA COUNTY, Claimant

No.: IRC 12-4237-I-03

AFFIDAVIT OF BUREAU CHIEF

16 I, Jim L. Spano, make the following declarations:

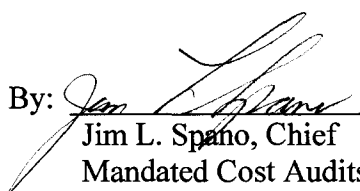
- 17 1) I am a employee of the State Controller's Office (SCO) and am over the age of 18 years.
- 18 2) I am currently employed as a bureau chief, and have been so since April 21, 2000.
- 19 Before that, I was employed as an audit manager for two years and three months.
- 20 3) I am a California Certified Public Accountant.
- 21 4) I reviewed the work performed by the SCO auditor.
- 22 5) Any attached copies of records are true copies of records, as provided by Santa Clara
- 23 County or retained at our place of business.
- 24 6) The records include claims for reimbursement, along with any attached supporting
- 25 documentation, explanatory letters, or other documents relating to the above-entitled
Incorrect Reduction Claim.

1 7) A field audit of the claims for fiscal year (FY) 2003-04, FY 2004-05, FY 2005-06, and
2 FY 2006-07 commenced on May 13, 2008, and ended on September 16, 2009.

3 I do declare that the above declarations are made under penalty of perjury and are true and
4 correct to the best of my knowledge, and that such knowledge is based on personal
5 observation, information, or belief.

6
7 Date: December 22, 2014

OFFICE OF THE STATE CONTROLLER

8
9
10 By: 
11 Jim L. Spano, Chief
12 Mandated Cost Audits Bureau
13 Division of Audits
14 State Controller's Office
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Tab 2

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE
TO THE INCORRECT REDUCTION CLAIM BY
SANTA CLARA COUNTY**

For Fiscal Year (FY) 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07

**Child Abduction and Recovery Program
Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992;
and Chapter 988, Statutes of 1996**

SUMMARY

The following is the State Controller's Office's (SCO) response to the Incorrect Reduction Claim (IRC) that Santa Clara County submitted on November 29, 2012. The SCO audited the county's claims for costs of the legislatively mandated Child Abduction and Recovery Program for the period of July 1, 2003, through June 30, 2007. The SCO issued its final report on December 4, 2009 (**Exhibit A**).

The county submitted reimbursement claims totaling \$2,480,334—\$720,209 for fiscal year (FY) 2003-04 (**Exhibit E**), \$353,023 for FY 2004-05 (**Exhibit F**), \$656,832 for FY 2005-06 (**Exhibit G**), and \$750,270 for FY 2006-07 (**Exhibit H**). Subsequently, the SCO audited these claims and determined that \$2,183,602 is allowable and \$296,732 is unallowable. The county claimed unallowable salaries, benefits, and indirect costs because it overstated employees' productive hourly rates and claimed unsupported costs.

The following table summarizes the audit results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2003, through June 30, 2004</u>			
Direct costs:			
Salaries	\$ 442,717	\$ 329,367	\$ (113,350)
Benefits	123,065	88,419	(34,646)
Travel and training	15,811	15,811	—
Total direct costs	581,593	433,597	(147,996)
Indirect costs	138,616	102,357	(36,259)
Total program costs	<u>\$ 720,209</u>	535,954	<u>\$ (184,255)</u>
Less amount paid by the State ¹		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2004, through June 30, 2005</u>			
Direct costs:			
Salaries	\$ 213,751	\$ 392,461	\$ 178,710
Benefits	57,767	125,054	67,287
Travel and training	14,820	21,233	6,413
Total direct costs	286,338	538,748	252,410
Indirect costs	66,685	127,102	60,417
Total direct and indirect costs	353,023	665,850	312,827
Less allowable costs that exceed costs claimed ²	—	(312,827)	(312,827)
Total program costs	<u>\$ 353,023</u>	353,023	<u>\$ —</u>
Less amount paid by the State ¹		(353,023)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2005, through June 30, 2006</u>			
Direct costs:			
Salaries	\$ 362,577	\$ 333,788	\$ (28,789)
Benefits	165,923	152,749	(13,174)
Travel and training	7,200	7,200	—
Total direct costs	535,700	493,737	(41,963)
Indirect costs	121,132	111,514	(9,618)
Total program costs	<u>\$ 656,832</u>	605,251	<u>\$ (51,581)</u>
Less amount paid by the State ¹		(605,251)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2006, through June 30, 2007</u>			
Direct costs:			
Salaries	\$ 410,209	\$ 376,817	\$ (33,392)
Benefits	201,314	184,922	(16,392)
Services and supplies	368	368	—
Travel and training	1,887	1,887	—
Total direct costs	613,778	563,994	(49,784)
Indirect costs	136,492	125,380	(11,112)
Total program costs	<u>\$ 750,270</u>	689,374	<u>\$ (60,896)</u>
Less amount paid by the State ¹		(689,374)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>Summary: July 1, 2003, through June 30, 2007</u>			
Direct costs:			
Salaries	\$ 1,429,254	\$ 1,432,433	\$ 3,179
Benefits	548,069	551,144	3,075
Services and supplies	368	368	—
Travel and training	39,718	46,131	6,413
Total direct costs	2,017,409	2,030,076	12,667
Indirect costs	462,925	466,353	3,428
Total direct and indirect costs	2,480,334	2,496,429	16,095
Less allowable costs that exceed costs claimed	—	(312,827)	(312,827)
Total program costs	<u>\$ 2,480,334</u>	2,183,602	<u>\$ (296,732)</u>
Less amount paid by the State		<u>(1,647,648)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>	

¹ Payment information current as of November 19, 2014.

² Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO's claiming instructions. That deadline has expired for FY 2004-05.

I. CHILD ABDUCTION AND RECOVERY PROGRAM CRITERIA

Parameters and Guidelines – August 26, 1999

On August 26, 1999, the Commission on State Mandates (Commission) adopted amended parameters and guidelines for Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996 (**Exhibit B**). These parameters and guidelines are applicable to the county's FY 2003-04 and FY 2004-05 claims.

Section IV, Period of Reimbursement, requires that the county claim actual costs. It states, in part:

IV. Claim Preparation

Actual costs [emphasis added] for one fiscal year should be included in each claim.

Section VI, Non-Reimbursable Costs, identifies costs that are not reimbursable under the mandated program. It states:

VI. Non-Reimbursable Costs

Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

Section VII, Claim Preparation and Submission, identifies claim preparation requirements. It states, in part:

VII. Claim Preparation and Submission

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify *the actual number of hours devoted to each function* [emphasis added], the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed *if supported by a documented time study* [emphasis added].

Section VIII, Supporting Data, identifies supporting documentation requirements:

VIII. Supporting Data

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs.

Parameters and Guidelines – October 30, 2009

On October 30, 2009, the Commission adopted amended parameters and guidelines for the Child Abduction and Recovery Program. These parameters and guidelines are applicable to the county's FY 2005-06 and FY 2006-07 claims.

Section V, Reimbursable Costs, requires the county to claim actual costs. It states, in part:

V. Reimbursable Costs

To be eligible for mandated cost reimbursement for any fiscal year, *only actual costs may be claimed* [emphasis added]. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. . . .

Section VI, Non-Reimbursable Costs, and Section VII, Claim Preparation and Submission are consistent with the amended parameters and guidelines adopted on August 26, 1999.

SCO Claiming Instructions

The SCO annually issues mandated cost claiming instructions, which contain filing instructions for mandated cost programs. The October 2007 general claiming instructions, Section 7, subdivision a

(Tab 3), provide instructions for calculating productive hourly rates. The October 2007 claiming instructions are believed to be, for the purposes and scope of the audit period, substantially similar to the version extant at the time the county filed its FY 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07 mandated cost claims. The SCO issued Child Abduction and Recovery Program claiming instructions in October 1999 and amended the claiming instructions in September 2003.

II. THE COUNTY UNDERSTATED COUNTYWIDE AVERAGE ANNUAL PRODUCTIVE HOURS USED TO CALCULATE PRODUCTIVE HOURLY WAGE RATES

Issue

The county's IRC contests Finding 1 in the SCO's final audit report issued December 4, 2009. The SCO concluded that the county overstated employee productive hourly wage rates because it understated countywide average annual productive hours. The unallowable salaries and benefits total \$159,137 (\$45,260 for FY 2003-04, \$22,130 for FY 2004-05, \$41,963 for FY 2005-06, and \$49,784 for FY 2006-07). The related indirect costs total \$37,254. The county believes that it correctly calculated its countywide average annual productive hours.

SCO Analysis:

The county incorrectly calculated countywide average annual productive hours because it deducted hours applicable to authorized employee break time and training.

The county deducted hours applicable to break time based on authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked less than 8-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities during the audit period.

The county deducted training time based on hours identified by a separate training code in the county's payroll system. However, the county did not provide documentation substantiating the training hours that it deducted. In addition, the deducted training hours included training that benefited specific programs or employee classifications.

County's Response

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$196,391. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions

1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks and training. The resulting total countywide annual productive hours of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 are the bases for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800* hours to compute the productive hourly rate.

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken ³

Relying on this section, the SCO argued that the County's figures of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 productive hours were incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which provide that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach for calculating its annual productive hours is improper.

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation . . .

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities. This argument lacks merit for the following reasons.

³ Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

The Child Abduction Unit employees whose time is the subject of this claim are non-exempt workers who are legally entitled to take two fifteen minute break periods per day. Presumably, these employees took these breaks. The presumption that these breaks were taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, were also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the required break time. The SCO also raised the issue of whether the County removed break times from the employee hours it charged to the mandated program. It is evident from the time studies that break times were not included in the hours charged to the program. (See e.g., Exhibit L, Nov. 17, 2004 Child Abduction Time Study Worksheet of Bytheway, p. 193 (showing break times marked in non-mandated category).)

With respect to training hours, for fiscal years 2002-2003 and beyond, the County used *actual* training hours in calculating its productive hourly rates.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.⁴ The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided to the SCO during the state audit.

Further, as shown in the letter of December 27, 2001, from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to use the productive hourly rate methodology authorized by the State-mandated claiming procedures. A true and correct copy of this letter is attached hereto as Exhibit J and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of the countywide productive hours methodology for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit K and is incorporated herein by reference.

⁴ Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor – Determine a Productive Hourly Rate (revised version 9/01).

SCO's Comment

The county states that our final audit report failed to acknowledge the alternative methodologies available to calculate productive hourly wage rates. In the conclusion to its IRC, the county also states that it is being "forced to utilize an 1,800 hour standard." We agree that the SCO's mandated cost manual allows the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county's annual productive hours to the 1,800 hour alternative provided in the SCO's claiming instructions; therefore, the county's comments regarding that methodology are irrelevant. The county has not been "penalized" for using an approved methodology. We disagree that the county's calculation fully complies with the claiming instructions and the program's parameters and guidelines. Our audit report explains why the county's calculation is improper.

The county states, "In response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation." The SCO has issued two final audit reports for the county's Child Abduction and Recovery Program and several final audit reports for the county's other mandated cost programs. The county did not specify the final audit report that it referenced and did not identify what adjustments it made. Therefore, we cannot respond to the county's comment.

The county's response fails to address the primary audit issues. The county presents an argument that "the SCO would have the County employ a clock-in, clock-out system for breaks." Our audit report includes no such suggestion.

The county deducted authorized break time rather than actual break time taken. The county states that employees presumably took authorized breaks and states, "The presumption that these breaks were taken is no different from the presumption that paid holidays. . . . were also taken." We disagree. Employees do not report any hours worked during paid holidays. Conversely, the mere fact that employees are *authorized* to take break time is not evidence that employees actually took break time. In any case, it is irrelevant whether the county has correctly presumed that all employees take all authorized break time. The county's accounting system did not consistently limit daily hours reported to 7.5 hours worked (or similar daily limits for employees who worked alternative work schedules) or otherwise reflect actual break time taken. In its letter dated January 11, 2006 (**Tab 4, page 3**), the county stated that it "directed all employees to limit daily reporting of hours worked to 7.5 hours *when preparing SB 90 claims*. . . .[emphasis added]" Therefore, the county admits that it did not apply the reporting policy consistently among all county employees. Instead, the county's policy was directed to only those employees who reported hours for mandated cost claims.

Regarding training hours deducted, the county should not deduct training time either that benefits specific departments or training common to all departments when calculating the countywide productive hours. The county is indirectly claiming reimbursement for ineligible training time by excluding training hours from the county's annual productive hours calculation. Training specifically related to the mandated program is eligible for reimbursement only if it is specifically identified in the parameters and guidelines as a reimbursable activity. In that case, the mandate-related training should be claimed as a direct cost to the mandated program. The same applies to meeting hours deducted by the county.

In addition, actual employee time records show that the county did not enforce its stated policy even for mandate-related employees. The county submitted a "2007 Child Abduction Summary Hours" worksheet and employee monthly time logs to support actual mandate-related time claimed (**Tab 5**). The "reimbursable hours worked" shown on the monthly time logs are carried forward to the "2007 Child Abduction Summary Hours" worksheet, which in turn agrees with the county's FY 2006-07 mandated cost claim. These documents show that employees charged all daily hours worked to mandated and non-mandated program activities; i.e., no time was identified as break time.

The July 2006 monthly time log for employee Martha Gallardo (**Tab 5**) shows that she charged all eight hours worked to mandate-related program activities on the 6th, 10th, 11th, and 19th of the month. For the remaining dates, the time log identifies non-reimbursable hours worked ranging from one to four hours; however, all of these non-reimbursable hours are identified as time worked on specific non-reimbursable cases. None of the non-reimbursable hours are attributable to break time.

Similarly, the September 2006 monthly time log for employee Kirk Yates (**Tab 5**) shows that he charged all ten hours worked to program activities on the 7th and 27th of the month. This time log also identifies non-reimbursable hours worked ranging from one to four hours on other dates. All of these non-reimbursable hours are identified as time worked on specific non-reimbursable cases; none of the non-reimbursable hours are attributable to break time.

In addition, the December 2006 monthly time log for employee Elizabeth Sanchez (**Tab 5**) shows that she charged all eight hours worked to mandate-related program activities on most dates during the month. For those dates that the employee identified non-reimbursable hours worked, all non-reimbursable time was identified as time spent providing bilingual translation services to the department.

County employees performed both mandate-related and non-mandate-related activities. The county cited one time study worksheet that purportedly shows that county employees reported break time separately from mandate-related and non-mandate-related time worked. The county's time study worksheets identified five categories in which employees reported their daily time. Categories one through four were mandate-related activities. Category five was identified as "non-abduction related." The time study worksheets did not include a category for employees to separately report break time.

The time study worksheet that the county cited (**Exhibit L, page 193**) included two notations adjacent to a portion of the time charged to category five. The county states that these notations signify break time reported. However, the county failed to acknowledge that many other time study worksheets do not identify break time separately from time worked. For example, Martha Gallardo's time study worksheets for November 18 and 19, 2004 (**Exhibit L, pages 216 and 217**), identify all hours worked as mandate-related. These hours were carried forward to the employee's Time Study Weekly Individual Totals worksheet (**Exhibit L, page 212**) and to the Time Study Weekly Team Totals worksheet (**Exhibit L, page 188**). Similarly, employee Julianne Sylva's time study worksheets for November 15 and 16, 2004 (**Exhibit L, pages 219 and 220**), identify all hours worked as mandate-related. These hours were carried forward to the employee's Time Study Weekly Individual Totals worksheet (**Exhibit L, page 218**) and to the Time Study Weekly Team Totals worksheet (**Exhibit L, page 188**).

Duplicate reimbursed hours result when employees charge all daily hours worked to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours.

Regarding training hours deducted, the county's Incorrect Reduction Claim did not provide any arguments or documentation to support the adjustment to the county's calculation of countywide annual average productive hours. Our final audit report (**Exhibit A**) explains why the deduction is inappropriate. In addition to our arguments presented in the final audit report, we noted that the program's parameters and guidelines (**Exhibits B and C**) identify the training that is reimbursable under the mandated program. The reimbursable training is limited to "The cost of training an employee to perform the mandated activities. . . ." This is the only training reimbursable under the mandated program. The county's own time study plan (**Exhibit L**) indicates that the county charges mandate-related training time as mandate-related hours worked on its mandated cost claims. However, by including a training hour adjustment to its productive hourly rate calculation, the county would be inappropriately reimbursed for non-mandate-related training.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO accepted claims that the county submitted using this

methodology in 2002 and 2003. This statement is inaccurate. We audited other county mandated programs and reported this issue in those audit reports. The additional programs audited are: Domestic Violence Treatment Services, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Open Meetings Act, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Sexually Violent Predators, July 1, 1998, through June 30, 2001, report issued July 30, 2004; and Absentee Ballots, July 1, 2000, through June 30, 2003, report issued June 30, 2005.

Furthermore, the county erroneously implies that the SCO accepted the county's methodology in an e-mail from the SCO dated February 6, 2004 (**Exhibit K**). While the SCO agreed with the concept of countywide average annual productive hours, the SCO did not concur with the specific methodology presented. The SCO's e-mail states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

III. THE COUNTY OVERSTATED AND UNDERSTATED ALLOWABLE SALARIES, BENEFITS, AND INDIRECT COSTS

Issue

The county's IRC contests Finding 2 in the SCO's final audit report issued December 4, 2009. The SCO concluded that the county overstated FY 2003-04 allowable costs by \$136,424 and understated FY 2004-05 allowable costs by \$249,127. The related indirect costs are understated by \$27,762. There was no reduction of claimed costs for FY 2004-05.

SCO Analysis:

For FY 2003-04, the county did not support costs claimed with source documents that show the evidence of and the validity of such costs. The county supported claimed costs by extrapolating an 18-day time study for the entire fiscal year. The time study results were not representative of the audit period (**Tab 6**). As a result, we extrapolated actual hours the county documented during the period of January through June 2005 and concluded that FY 2003-04 hours claimed were overstated.

For FY 2004-05, the county claimed only those hours documented by employee time records during January through June 2005. We extrapolated the actual hours that the county documented during that time period to allow additional mandate-related costs for the period of July through December 2004.

County's Response

The audit report alleges that the application of the time study conducted during the November 15, 2004, through December 10, 2004, period to the fiscal year 2003-04 claim was improper because the time study was not representative. *A true and correct copy of this time study plan and results are attached hereto as Exhibit L. . . . [emphasis added].*

The time study undertaken by the County provided a reliable measure of the time needed to perform the mandated activities. The time study relied on contemporaneous documentation of mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked back against payroll information; it was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year; and all employees performing mandated activities participated to eliminate any errors that could have occurred due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent on the same activities during the claiming period in question.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully applied its own standard. The time study was conducted closer to the claim period than the alternative method used by the SCO and thus is the more reliable of the two measures.

SCO's Comment

The county states that it attached a true and correct copy of its time study results as part of its Incorrect Reduction Claim. We disagree; the county omitted a significant portion of the time study results. The omitted pages (identified as pages 244 through 366) are included as part of the SCO's response (**Tab 6**).

The county's comments address only FY 2003-04. The primary issue is which source documentation is appropriate to support mandated-related costs claimed: (1) the county's time study conducted from November 15, 2004, through December 10, 2004; or (2) employee monthly time logs prepared during the period January 1, 2005, through June 30, 2005.

We concluded that the county's time study was invalid because (1) the time period studied was not representative of either FY 2003-04 or FY 2004-05; and (2) the extrapolated time study results were not representative of FY 2003-04.

The county's time study was not representative of a fiscal year because it covered a period of only 18 workdays. During the week of Thanksgiving, time-studied employees worked fewer hours and three of the nine employees did not work at all. Nevertheless, the county believes that the time study period is representative because "the activities related to the program are not seasonal and have not changed appreciably over time" and because "the time study was conducted closer to the claim period than the alternative method used by the SCO." We disagree. County employees maintained actual timesheets for the period of January 1, 2005, through June 30, 2005. During that time, employees documented monthly mandate-related time between 440.5 hours and 662.5 hours, a variance of 50%. The significant variance between months shows that a time study period of 18 workdays is not reasonably representative of a fiscal year. Regarding the timing of the time study, we noted that the 18-workday

time study was conducted only 22 days before the 6-month period of actual time records that the SCO used to calculate allowable costs for FY 2003-04. The difference in proximity to FY 2003-04 between the two methods is negligible and immaterial. The difference is also outweighed by the precision of a six-month analysis versus an 18-workday analysis.

The time study results are not representative of FY 2003-04 not only because of the insufficient time study period, but also because the county extrapolated the time study results in a manner that was inconsistent with the county's FY 2003-04 mandated cost claim. The county claimed 7,783 mandate-related hours attributable to seven employees for FY 2003-04 (**Exhibit E**). In its letter dated June 17, 2008 (**Tab 7**), the county extrapolated its time study results. The county calculated 8,274.5 mandate-related hours attributable to nine employees, which it believes supports the 7,783 hours claimed for FY 2003-04. However, the time study included Lieutenant Bob Fracolli and Legal Clerk Patty Weidner. These two employees and employee classifications were not included in the county's FY 2003-04 claim. The county's extrapolated time study results for the remaining seven employees, consistent with the number of employees claimed in FY 2003-04, totals only 6,646.25 hours.

IV. CONCLUSION

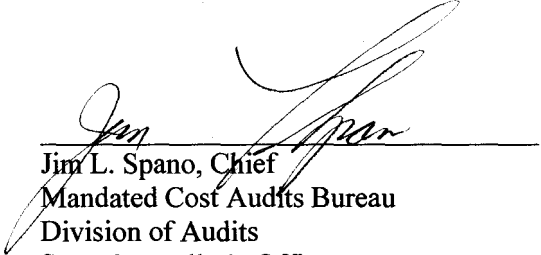
The State Controller's Office audited Santa Clara County's claims for costs of the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007. The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable because the county overstated productive hourly wage rates and claimed unsupported employee hours.

The Commission should find that: (1) the SCO correctly reduced the county's FY 2003-04 claim by \$184,255; (2) the SCO correctly reduced the county's FY 2005-06 claim by \$51,581; and (3) the SCO correctly reduced the county's FY 2006-07 claim by \$60,896.

V. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my own knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on December 22, 2014 at Sacramento, California, by:


Jim L. Spano, Chief
Mandated Cost Audits Bureau
Division of Audits
State Controller's Office

Tab 3

7. Direct Costs

A direct cost is a cost that can be identified specifically with a particular program or activity. Each claimed reimbursable cost must be supported by documentation as described in Section 12. Costs that are typically classified as direct costs are:

(1) Employee Wages, Salaries, and Fringe Benefits

For each of the mandated activities performed, the claimant must list the names of the employees who worked on the mandate, their job classification, hours worked on the mandate, and rate of pay. The claimant may, in-lieu of reporting actual compensation and fringe benefits, use a productive hourly rate:

(a) Productive Hourly Rate Options

A local agency may use one of the following methods to compute productive hourly rates:

- Actual annual productive hours for each employee
- The weighted-average annual productive hours for each job title, or
- 1,800* annual productive hours for all employees

If actual annual productive hours or weighted-average annual productive hours for each job title is chosen, the claim must include a computation of how these hours were computed.

* 1,800 annual productive hours excludes the following employee time:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken.

(b) Compute a Productive Hourly Rate

1. Compute a productive hourly rate for salaried employees to include actual fringe benefit costs. The methodology for converting a salary to a productive hourly rate is to compute the employee's annual salary and fringe benefits and divide by the annual productive hours.

Table 1: Productive Hourly Rate, Annual Salary + Benefits Method

Formula:	Description:
$[(EAS + \text{Benefits}) \div APH] = PHR$	EAS = Employee's Annual Salary
	APH = Annual Productive Hours
$[(\$26,000 + \$8,099) \div 1,800 \text{ hrs}] = 18.94$	PHR = Productive Hourly Rate

- As illustrated in Table 1, if you assume an employee's compensation was \$26,000 and \$8,099 for annual salary and fringe benefits, respectively, using the "Salary + Benefits Method," the productive hourly rate would be \$18.94. To convert a biweekly salary to EAS, multiply the biweekly salary by 26. To convert a monthly salary to EAS, multiply the monthly salary by 12. Use the same methodology to convert other salary periods.

Tab 4

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 289-8630



DATE: January 11, 2006

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge *David G. Elledge*
Controller-Treasurer

RE: SB90 Mandate - Child Abduction and Recovery Program -
Draft audit report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Child Abduction and Recovery Program. We agree to all the findings mentioned in the report except as annotated below. We request your reconsideration of the disputed audit findings in light of our reply and request the State Controller's Office to rework the numbers in the report, accordingly.

FINDING 1- Overstated salary, benefit, and related indirect cost

Response to calculation of Countywide Productive hour rates

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program states: -

Audit: *In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employee's bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended.*

Response: We would like to point out an anomaly in the above argument. The first part of the paragraph mentions that the training and authorized break time are both unallowable whereas the second part of the paragraph states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from

productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

The issue therefore boils down to the State audit acceptance of the Countywide productive hours as a valid policy so long as both the training hours and break time are based on actual. We proceed to answer these two specific points as below:

Training Time

The County first implemented the countywide calculation of productive hours in FY 2000-01. Claims filed for this fiscal year were based on calculations that included training time received by employees as reported by County departments, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. For all subsequent fiscal years, the County has modified the automated payroll system to capture actual hours of training by individual employee for all County departments. Subsequent actual training time hours recorded in the later years do clearly indicate and substantiate that there is not much of a variation between the data based on collective bargaining agreements and actual recorded by a new system. We brought this to the notice of the State auditors during discussion. We therefore suggest that the training hours excluded in the calculation of Countywide Productive hour policy be accepted by the audit and this audit point dropped.

Regarding the second issue on training time of the audit points above-

"the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments,

We would like to point out that the Countywide Productive hour policy as allowed by the claiming instructions is not *department specific* but *County specific* and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department. Therefore we reiterate that our countywide productive hour policy satisfies the State Controller claiming instructions and we request the audit to drop this point.

Break Time

Break time was similarly calculated, based on requirements of collective bargaining agreements and State law. The issue now raised by the audit is recording of actual break time and this issue was amply dealt by us in our earlier responses to State Audit reports on other SB90 programs. We briefly summarize our position as below:

While our automated payroll system can accommodate a change, we believe the additional time and cost of recording such information would exceed the value of the information obtained, since it can readily be determined by simple calculation. This conclusion is consistent with OMB A-87 cost allocation principles, which limit the effort

expected of state and local governments to calculate indirect costs when such costs are "... not readily assignable...without effort disproportionate to the results achieved." In the case of daily break-time required by both State law and collective bargaining agreements, the recording of actual break-time taken twice daily by more than 15,000 employees during 250 workdays per year would not result in the determination of a materially different amount of actual time taken than could be readily calculated pursuant to the 30 minute daily standard specified by the collective bargaining agreements. Further, because the County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims, the effect of not allowing the County to exclude one-half hour per day break-time from the productive hour calculation would be to increase the hours charged to SB 90 claims by the same one-half hour per day for all claims involving full-day charges. This may result in extra work without any commensurate advantages or savings in costs claimed.

According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, etc., all of which are paid and form part of the total available hours, should be excluded for the calculation of productive hours to get an accurate countywide productive hours as explained to the State Controller audit staff in several meetings. We produced the necessary documents in support of our calculation of the countywide productive hourly rate to the State audit staff. We believe that the State Controller's SB 90 claiming instructions explicitly approve the usage of the same by showing examples of excludable times one of which is informal time off.

Further, before the introduction of countywide productive hour policy in the County of Santa Clara in our letter of December 27, 2001, we informed the State Controller that the County was electing to change its SB 90 claiming procedures related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average countywide productive hours per position would improve SB 90 claiming accuracy, consistency, and documentation and facilitates the State audit function. Consequently, several claims have been submitted and accepted during the past years using the countywide methodology. We advised state audit staff and provided a copy of the County's letter dated December 27, 2001 and explained our understanding of the SB 90 instructions pertaining to the calculation of productive hours.

During the audit of this claim, State auditors were unable to provide any written State procedures, regulations or other legal authority to refute our interpretation of Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Lastly, all claiming departments stand advised of these procedures and the County Controller's Office is responsible for the annual calculation of County-wide productive hours and has done so for the past four fiscal years. These procedures are already a part of the County Controller's accounting policies and have been used on all SB 90 claims since FY 2000-01.

We reiterate that the State guidelines do permit the deduction of training and authorized breaks for calculation of productive hours. The State Manual states that 'Informal time off' as one item to be considered for calculation of local agency's average annual productive hours. We state that this item includes the authorized break time also.

Regarding actual training hours as against the "certification required training time", our payroll accounting system identifies all the actual training time spent by all staff members of the county in the biweekly payroll procedure by separate cost codes. We do not include any training time directly charged to programs again in calculating the productive hours to ensure avoiding double recovery of costs.

Further, we have filed an Incorrect Reduction Claim with the Commission on State Mandates on this issue and the claim is yet to be heard.

We therefore request you to reconsider your views on the usage of countywide productive hourly rate policy and rework the numbers in the report to reflect the correct costs allowed.

FINDING 2 - Unallowable salary, benefit, and related indirect cost

Response to the disallowance of certain employees

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program stated the following with the county response following each paragraph:

Audit: The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.

Response: Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed. The Legal Clerk referenced worked full-time on mandated programs and was correctly counted as direct, but inadvertently also included in the indirect pool. Her time should be included as direct and the indirect pool adjusted accordingly. We agree to this adjustment.

For some employees where time log material was not considered adequate to support the claimed hours, we assert that the claimed hours are substantially correct. But the documentation was incomplete and did not help corroboration. In order to substantiate the claimed costs and support our assertion we conducted and presented a current time-study. The results support the claimed hours. We have furnished the time study documents to the audit staff. We did not receive a response.

Audit: We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all

salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.

We concluded that the county's time study does not adequately support salary and benefit cost claims for the following reasons.

- *The county did not identify how the time period studies was representative of the fiscal year.*
- *The county did not summarize the time study results and show how the county could project the results to the approximate actual costs for the audit period.*
- *The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.*

Response:

We do not concur with any of the reasons for disallowance and we explain our response as below:

- The time-study plan and proposal submitted annotated that the time period studied was a representative subset of a full fiscal year and that no substantial staffing or workload changes occurred since the audited years.
- The results were summarized for the period of the time-study, and could be extrapolated for the audit years without difficulty.
- The Child Abduction and Recovery Program does not require a varying level of effort as was stated by the audit. Its workload and staffing have remained essentially constant throughout.

We therefore request you to reconsider your views on the usage of the time-study and accept the same and rework the numbers in the report to reflect the correct costs allowed.

Tab 5

2007 Child Abduction Summary Hours									
	Randy Brown	Mark Stevenson	Kirk Yates	Martha Gallardo	Elizabeth Sanchez	Patty Weidner	Julianne Sylva		Total
July	57.5	137.5	73	30/25 106		97.5	77		548.5
August	112.5	130	111	108.5		145.5	88.5		696
September	91.5	68.5	30/26 120	92		121	96.5		589.5
October	100	114	72	91		124.5	82.5		584
November	27	56.5	85	30 114		121.5	73		507
December	68	80.5	99	- 30/22 143		110	40		540.5
January	128	141	141	-	102.5	141.5	-		654
February	55.5	126	111	-	125.5	117.5	-		535.5
March	101	138.5	123	-	146.5	127	-		636
April	83	110.5	101	-	142.5	131	34.5		602.5
May	114.5	162.5	151.5	-	154	132.5	74		789
June	48	107.5	85	-	121.5	125.5	41		528.5
Total Hrs	986.5	1373	1272.5	427.5	1049.5	1495	607		7211
									7211

1. Traced hours to monthly time sheets.
See samples.

5/22/09
07-13-09

30/24
5/24/09

Monthly Time Log

Period:

July / 2006

Name: **Gallardo**

Martha:

Month

Year

Last

First

Confidential

[illegible]

n3D/24

502
b7-13-cf

30/25
53/4/03

Monthly Time Log

Period:

September / 2006

Name: Yates

Kirk

Month

Year

Last

First

Confidential

Reimbursable Hours Worked:		0	0	0	0	7	8	10	0	0	0	8	9	9	7	0	0	0	8	7	9	8	0	0	0	9	7	10	8	0	0	0	0	0	120
Non Reimbursable Hours Worked:		0	0	0	0	3	4	0	0	0	0	2	1	1	3	0	0	0	2	3	1	4	0	0	0	1	3	0	2	0	0	0	0	30	
Vacation Leave:																																	0		
Sick Leave:																																	0		
Case #	Case Name/ Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours		
CAU	Meetings	0	0	0	h				0	0	0					0	0	0		1			0	0	0				0	0	X	7			
CAU	Admin. Asst.				i							1	1		1				1	1		1				1						7			
B20031104848	F R				i																												0		
B20041207772	R W-DPCS				d																					2		1					3		
B20020200980	L W-DPCS				a																												0		
B20051106418	A W-DPCS				y																												0		
B20060100180	G W-M																																0		
B20060502908	E W-S					1																						1	1				3		
B20060503107	U W-M					1	1																										2		
B20060704203	S W-K											2							2							2	3						9		
B20060604501	U W-C																			1	2				1							4			
B20060704054	J W-S														2				1														3		
B20060804640	P W-N					2	3	10				4							2									2					23		
B2051005687	W-C					3	2														1	2											8		
Training	NICHD												8	8																			16		
B20060604700	G W-T											1		1	2				2		2												8		
B20060402403	W-S														2						1				1		1	4					9		
B20060905267	S W-P																				1	2	1										4		
B20060804894	A W-H																					4			1								5		
B20060605043	W-DPCS																		2														2		
B20060905448	A W-S																									4	1						5		
Training	First Aid/A.C.T.																											8					8		
Non Reimbursable Cases	Property					1	2						1							1							2						7		
	Office					2	2					2		1	3					2	2	1	4			1	1		2				23		
																																	0		
																																	0		
																																	0		
																																	0		
																																	0		
																																	0		
																																	0		
																																	0		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

132/24

07-13-01
 1/19-28-06
 5/2/4/05
 3/2/24

Period:

December / 2006

Name: Sanchez, Elizabeth

Find

Confidential

143

u = 0/24

30/27

6/3/4/09

SV2

07-13-06

[illegible]

Tab 6

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: SAT Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	B20040906173 -					
0700-0715	SEE ATTACHED					
0715-0730	OVERTIME					
0730-0745	SLIP					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

2				
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column:

0				
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Sub-Total from Column 1:

2				
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TOTAL:

2				
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Supervisor Signature: _____

**BUREAU OF INVESTIGATION
SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
REPORT OF OVERTIME**

Investigator CARDOTE PATRICE

Date 11-22-04

BOI # or Offense Type B2040906173

Est. Hours 3 1/2

CASE RELATES TO:

☐ PRE-COMPLAINT
☐ PRE-TRIAL

☐ TRIAL IN PROGRESS
☒ OTHER REASON

WHY IS THE OVERTIME WORK NECESSARY?

COURT ORDERED UN-SUPERVISED VISITS FOR FATHER. MONITORING OF
DV. CHILDREN IN COUNSELING. MONITORING BY PHONE AND
WITH ASSISTANT F. MORGAN WILL P.D. OF DUMP TR, ACTIVITIES AND
MOTIVATION.

SIGNATURE OF ATTORNEY REQUESTING OVERTIME WORK

SIGNATURE OF SUPERVISING INVESTIGATOR APPROVING OVERTIME WORK

NARRATIVE DETAILS OF WORK PERFORMED:

(DATE WORK PERFORMED: 11-20-04 TIME STARTED: 0945)

LIST ACTIVITIES & TIMES:

TIME - 1:30	CONTACTED FATHER VIA MORGAN WILL P.D. - MONITORING
SCHEDULE TIMES	TELEPHONE CONTACT WITH FATHER - MORGAN WILL P.D. - MOTIVATION
TIME - 1:30	MONITORING VIA TELEPHONE - FATHER RETURNING CHILDREN TO MORGAN WILL P.D. AND THE MOTHER.

TOTAL HOURS WORKED: 2

REQUESTED PAYMENT TYPE:

☐ CASH
☒ COMPENSATING TIME

SIGNATURE OF ASSIGNED EMPLOYEE
PERFORMING THE OVERTIME WORK

BUDGET UNIT: _____

Chief Investigator

WHITE - Administrative Assistant

CANARY - Chief Investigator

PINK - Assigned Investigator

6554 REV 000

245

Child Abduction Time Study Weekly Individual Totals

Employee: L. Evans

Week of: 11/22/04 through 11/28/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday		Comp Time off		Holiday	
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday				✓	✓
TOTAL	0	0	0	0	40

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Comp Time 80

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

				10
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Camp Time

Supervisor Signature: _____

218

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6.5

Day: THURSDAY

Date: 11/25/01

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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10 - Holiday

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6-5

Day: Fri

Date: 11/26/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Supervisor Signature: _____

250

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLI

Week of: 11/22/04 through 11/29/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					10.5
Tuesday					10.5
Wednesday					10.5
Thursday					10.5
Friday					
Saturday					
Sunday					
TOTAL					42.0

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700 Day: MAU

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total

				22
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

				20
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Sub-Total from Column 1

				22
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TOTAL

				42
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Supervisor Signature: _____

252

Child Abduction Time Study Worksheet

Employee: BEB FRAGOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				22
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

				20
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Sub-Total from Column 1

				22
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TOTAL

				42
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Supervisor Signature: [Signature]

253

10.5

Child Abduction Time Study Worksheet

Employee: BOB FRAXOLI Work Hours: 0630-1700 Day: WED Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	LEAVE					X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Sub-Total

				22
--	--	--	--	----

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

				20
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Sub-Total from Column 1

				22
--	--	--	--	----

TOTAL

				42
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10.5

Supervisor Signature: [Signature]

254

Child Abduction Time Study Worksheet

Employee: BAB FRACOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11 12 5104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>HOLIDAY</u>					<u>X</u>
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

					<u>21</u>
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>X</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

				<u>20</u>
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Sub-Total from Column 1

				<u>22</u>
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TOTAL

				<u>42</u>
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Supervisor Signature: [Signature]

255

10.5

Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLARDO

Week of: 11/23/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					8.5
Tuesday					8.5
Wednesday					8.5
Thursday		HOLIDAY			8.5
Friday		HOLIDAY			8.5
Saturday					
Sunday					

TOTAL

					256
--	--	--	--	--	-----

42.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: MON

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>Vac</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

257

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>SB Vac.</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						<u>✓</u>
-						<u>5</u>
-						
-						
-						

Sub-Total

					<u>3.5</u>
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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>✓</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						<u>✓</u>
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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 Sub-Total this Column

				<u>5</u>
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 Sub-Total from Column 1

				<u>3.5</u>
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 TOTAL

				<u>8.5</u>
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed. Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	<u>Free</u>					<u>SB</u>
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						<u>✓</u>
-						
-						
-						
-						

Sub-Total

				<u>3.5</u>
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related
- See reverse for Category details

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>SB</u>
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						<u>✓</u>
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

				<u>5</u>
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Sub-Total from Column 1

				<u>3.5</u>
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TOTAL

				<u>8.5</u>
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Employee Signature: Martha Gallardo Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: Thurs

Holiday
Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Supervisor Signature: _____

260

Child Abduction Time Study Worksheet

Employee: MARIA GALLARDO

Work Hours: 8.30-5

Day: FRI

Date: 11.25.04

HOLIDAY

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

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TOTAL

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category Details

Employee Signature: [Signature]

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/22/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	1	6.75	0	0	2.5	9.75
Tuesday	0	5.5	0	0	4.75	10.25
Wednesday	3.75	3	0	0	3	9.75
Thursday	Holiday				10.	10.
Friday						
Saturday						
Sunday						
TOTAL	4.75	14.75	0	0	20.25	39.75

Child Abduction Time Study Worksheet

Employee: Nybra

Work Hours: 10

Day: Mon

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						✓
0700-0715	P Voicemail	✓				
0715-0730	D 4	✓				
0730-0745	D email	✓				
0745-0800	D messages	✓				
0800-0815						✓
0815-0830						
0830-0845						✓
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	B20041106963		✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			✓
1145-1200			✓			✓
-						
-						
-						
-						

Sub-Total 47006

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Jdp

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215			✓			
1215-1230	Called		✓			
1230-1245	Oregon (PS)		✓			
1245-1300	Called		✓			
1300-1315	SCCO		✓			
1315-1330	(S)		✓			
1330-1345			✓			
1345-1400	Met w. 4		✓			
1400-1415	Interviewed		✓			
1415-1430	LBP		✓			
1430-1445			✓			
1445-1500	Confirmed		✓			
1500-1515	Donat		✓			
1515-1530	order		✓			
1530-1545	Tel w		✓			
1545-1600	Abductor's		✓			
1600-1615	Atty		✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 18000

Sub-Total from Column 1 47006

TOTAL 425006

625

Supervisor Signature: _____

203

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Tues

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	B 20041107170		✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900	B 20041107169		✓			
0900-0915	B 20041107170		✓			
0915-0930			✓			
0930-0945			✓			
0945-1000			✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			
1145-1200			✓			
-						
-						
-						
-						

Sub-Total 0 22 0 0 0

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: _____

234

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 0 22 0 0 19

Sub-Total from Column 1 0 22 0 0 0

TOTAL 0 22 0 0 19

Child Abduction Time Study Worksheet

Employee: Hydra

Work Hours: 16

Day: Wed

Date: 11/24/03

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	Review	✓				
0715-0730	Force mail	✓				
0730-0745	email	✓				
0745-0800	contact re.	✓				
0800-0815	case	✓				
0815-0830	Discuss in	✓				
0830-0845	Patty Weidner	✓				
0845-0900	Team	✓				
0900-0915	3	✓				
0915-0930	3	✓				
0930-0945	→ Talk to inv.	✓				
0945-1000	→ Review	✓				
1000-1015	my report	✓				
1015-1030	cont. data	✓				
1030-1045	contact inv.	✓				
1045-1100	mother (LBP)	✓				
1100-0015	& dad's abt.	✓				
1115-1130	as abduction	✓				
1130-1145	& court doc	✓				
1145-1200						
-						
-						
-						
-						

Sub-Total 7 6 0 0 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

265

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300	Reviewed					✓
1300-1315	time	✓				
1315-1330	sheet for	✓				
1330-1345	CA 70	✓				
1345-1400		✓				
1400-1415		✓				
1415-1430		✓				
1430-1445		✓				
1445-1500		✓				
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	9	0	0	0	10
Sub-Total from Column 1	7	12	0	0	2
TOTAL	15	12	0	0	12

Child Abduction Time Study Worksheet

Employee: Sybil

Work Hours: 10

Day: Thurs

Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

266

Child Abduction Time Study Weekly Individual Totals

Employee: Wesdner

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	3				3	6
Thursday	Thanks giving 8					
Friday	Thanks giving 8					
Saturday						
Sunday						
TOTAL	17				23.0	40

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Mon

Date: 11/1/2004

Time	Class # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						1
0800-0815	U					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						5
0945-1000						5
1000-1015						
1015-1030						
1030-1045	Good Cause					1
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
1800-1815						
1815-1830						
1830-1845						
1845-1900						
1900-1915						
1915-1930						
1930-1945						
1945-2000						
2000-2015						
2015-2030						
2030-2045						
2045-2100						
2100-2115						
2115-2130						
2130-2145						
2145-2200						
2200-2215						
2215-2230						
2230-2245						
2245-2300						
2300-2315						
2315-2330						
2330-2345						
2345-2400						
2400-2415						
2415-2430						
2430-2445						
2445-2500						
2500-2515						
2515-2530						
2530-2545						
2545-2600						
2600-2615						
2615-2630						
2630-2645						
2645-2700						
2700-2715						
2715-2730						
2730-2745						
2745-2800						
2800-2815						
2815-2830						
2830-2845						
2845-2900						
2900-2915						
2915-2930						
2930-2945						
2945-3000						
3000-3015						
3015-3030						
3030-3045						
3045-3100						
3100-3115						
3115-3130						
3130-3145						
3145-3200						
3200-3215						
3215-3230						
3230-3245						
3245-3300						
3300-3315						
3315-3330						
3330-3345						
3345-3400						
3400-3415						
3415-3430						
3430-3445						
3445-3500						
3500-3515						
3515-3530						
3530-3545						
3545-3600						
3600-3615						
3615-3630						
3630-3645						
3645-3700						
3700-3715						
3715-3730						
3730-3745						
3745-3800						
3800-3815						
3815-3830						
3830-3845						
3845-3900						
3900-3915						
3915-3930						
3930-3945						
3945-4000						
4000-4015						
4015-4030						
4030-4045						
4045-4100						
4100-4115						
4115-4130						
4130-4145						
4145-4200						
4200-4215						
4215-4230						
4230-4245						
4245-4300						
4300-4315						
4315-4330						
4330-4345						
4345-4400						
4400-4415						
4415-4430						
4430-4445						
4445-4500						
4500-4515						
4515-4530						
4530-4545						
4545-4600						
4600-4615						
4615-4630						
4630-4645						
4645-4700						
4700-4715						
4715-4730						
4730-4745						
4745-4800						
4800-4815						
4815-4830						
4830-4845						
4845-4900						
4900-4915						
4915-4930						
4930-4945						
4945-5000						
5000-5015						
5015-5030						
5030-5045						
5045-5100						
5100-5115						
5115-5130						
5130-5145						
5145-5200						
5200-5215						
5215-5230						
5230-5245						
5245-5300						
5300-5315						
5315-5330						
5330-5345						
5345-5400						
5400-5415						
5415-5430						
5430-5445						
5445-5500						
5500-5515						
5515-5530						
5530-5545						
5545-5600						
5600-5615						
5615-5630						
5630-5645						
5645-5700						
5700-5715						
5715-5730						
5730-5745						
5745-5800						
5800-5815						
5815-5830						
5830-5845						
5845-5900						
5900-5915						
5915-5930						
5930-5945						
5945-6000						
6000-6015						
6015-6030						
6030-6045						
6045-6100						
6100-6115						
6115-6130						
6130-6145						
6145-6200						
6200-6215						
6215-6230						
6230-6245						
6245-6300						
6300-6315						
6315-6330						
6330-6345						
6345-6400						
6400-6415						
6415-6430						
6430-6445						
6445-6500						
6500-6515						
6515-6530						
6530-6545						
6545-6600						
6600-6615						
6615-6630						
6630-6645						
6645-6700						
6700-6715						
6715-6730						
6730-6745						
6745-6800						
6800-6815						
6815-6830						
6830-6845						
6845-6900						
6900-6915						
6915-6930						
6930-6945						
6945-7000						
7000-7015						
7015-7030						
7030-7045						
7045-7100						
7100-7115						
7115-7130						
7130-7145						
7145-7200						
7200-7215						
7215-7230						
7230-7245						
7245-7300						
7300-7315						
7315-7330						
7330-7345						
7345-7400						
7400-7415						
7415-7430						

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Tue

Date: 11-23-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
1800-1815						
1815-1830						
1830-1845						
1845-1900						
1900-1915						
1915-1930						
1930-1945						
1945-2000						
2000-2015						
2015-2030						
2030-2045						
2045-2100						
2100-2115						
2115-2130						
2130-2145						
2145-2200						
2200-2215						
2215-2230						
2230-2245						
2245-2300						
2300-2315						
2315-2330						
2330-2345						
2345-2400						
2400-2415						
2415-2430						
2430-2445						
2445-2500						
2500-2515						
2515-2530						
2530-2545						
2545-2600						
2600-2615						
2615-2630						
2630-2645						
2645-2700						
2700-2715						
2715-2730						
2730-2745						
2745-2800						
2800-2815						
2815-2830						
2830-2845						
2845-2900						
2900-2915						
2915-2930						
2930-2945						
2945-3000						
3000-3015						
3015-3030						
3030-3045						
3045-3100						
3100-3115						
3115-3130						
3130-3145						
3145-3200						
3200-3215						
3215-3230						
3230-3245						
3245-3300						
3300-3315						
3315-3330						
3330-3345						
3345-3400						
3400-3415						
3415-3430						
3430-3445						
3445-3500						
3500-3515						
3515-3530						
3530-3545						
3545-3600						
3600-3615						
3615-3630						
3630-3645						
3645-3700						
3700-3715						
3715-3730						
3730-3745						
3745-3800						
3800-3815						
3815-3830						
3830-3845						
3845-3900						
3900-3915						
3915-3930						
3930-3945						
3945-4000						
4000-4015						
4015-4030						
4030-4045						
4045-4100						
4100-4115						
4115-4130						
4130-4145						
4145-4200						
4200-4215						
4215-4230						
4230-4245						
4245-4300						
4300-4315						
4315-4330						
4330-4345						
4345-4400						
4400-4415						
4415-4430						
4430-4445						
4445-4500						
4500-4515						
4515-4530						
4530-4545						
4545-4600						
4600-4615						
4615-4630						
4630-4645						
4645-4700						
4700-4715						
4715-4730						
4730-4745						
4745-4800						
4800-4815						
4815-4830						
4830-4845						
4845-4900						
4900-4915						
4915-4930						
4930-4945						
4945-5000						
5000-5015						
5015-5030						
5030-5045						
5045-5100						
5100-5115						
5115-5130						
5130-5145						
5145-5200						
5200-5215						
5215-5230						
5230-5245						
5245-5300						
5300-5315						
5315-5330						
5330-5345						
5345-5400						
5400-5415						
5415-5430						
5430-5445						
5445-5500						
5500-5515						
5515-5530						
5530-5545						
5545-5600						
5600-5615						
5615-5630						
5630-5645						
5645-5700						
5700-5715						
5715-5730						
5730-5745						
5745-5800						
5800-5815						
5815-5830						
5830-5845						
5845-5900						
5900-5915						
5915-5930						
5930-5945						
5945-6000						
6000-6015						
6015-6030						
6030-6045						
6045-6100						
6100-6115						
6115-6130						
6130-6145						
6145-6200						
6200-6215						
6215-6230						
6230-6245						
6245-6300						
6300-6315						
6315-6330						
6330-6345						
6345-6400						
6400-6415						
6415-6430						
6430-6445						
6445-6500						
6500-6515						
6515-6530						
6530-6545						
6545-6600						
6600-6615						
6615-6630						
6630-6645						
6645-6700						
6700-6715						
6715-6730						
6730-6745						
6745-6800						
6800-6815						
6815-6830						
6830-6845						
6845-6900						
6900-6915						
6915-6930						
6930-6945						
6945-7000						
7000-7015						
7015-7030						
7030-7045						
7045-7100						
7100-7115						
7115-7130						
7130-7145						
7145-7200						
7200-7215						
7215-7230						
7230-7245						
7245-7300						
7300-7315						
7315-7330						
7330-7345						
7345-7400						
7400-7415						
7415-7430</						

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 18.5

Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						B
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						B
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related
- (see reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						5
1215-1230						5
1230-1245						5
1245-1300						5
1300-1315						5
1315-1330						5
1330-1345	1-3:30 Helping Jan					5
1345-1400						5
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

2				3
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Sub-Total from Column 1

1				
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TOTAL

3				3
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= 6

Supervisor Signature: _____

270

Child Abduction Time Study Weekly Individual Totals

Employee: Schenker

Week of: 11/22/ through 11/25/

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	5				9.5	10
Tuesday	2				8	10
Wednesday	2				8	10
Thursday					10	10
Friday						
Saturday						
Sunday						
TOTAL	4.5				35.5	40

Child Abduction Time Study Worksheet

Employee: Shelani

Work Hours: 10

Day: Mon

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	<u>B20020905247</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>90-0-0778</u>	X				
0915-0930						
0930-0945	<u>B20020905247</u>					X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 2 18

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

15

4.5

Child Abduction Time Study Worksheet

Employee: Schenker

Work Hours: 10

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>90-0-0778</u>	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>B20020905247</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 8 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

2

8

Supervisor Signature: _____

273

Child Abduction Time Study Worksheet

Employee: Sherman

Work Hours: 10

Day: WED

Date: 1/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>920050805810</u>	X				
0715-0730	<u>920050805825</u>					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>920050805847</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 8 12

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: MS

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>920020805807</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 8 12

TOTAL 8 32

2 8

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Schenker

Work Hours: 10

Day: Thurs

Date: 11/28/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (see reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

				20
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Sub-Total from Column 1

				20
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TOTAL

				40
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Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Campagnolo

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday					.5
Wednesday					.5
Thursday					
Friday					
Saturday					
Sunday					

TOTAL

				1.0
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↑
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1d

Child Abduction Time Study Worksheet

Employee: CAMPBELL
DAVIS

Work Hours: 0700
1600

Day: Tue

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

				2
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TOTAL

				2
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Supervisor Signature: _____

277

Child Abduction Time Study Worksheet

Employee: CAMPAGNON
DAVID

Work Hours: 0700
1800

Day: 4/10/02

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						✓
0745-0800						✓
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
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Sub-Total this Column

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Sub-Total from Column 1

				2
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TOTAL

				2
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Supervisor Signature: _____

278

Child Abduction Time Study Weekly Team Totals

Week of: Nov 29 through Dec 3, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	18.5	0	0	0	23.75	18.5	0	44	42%
Cardot, Felice	Investigator	21.5	15.25	0	0.5	6.5	37.25	0	44	85%
Evans, Linda	Senior Investigator	7	0	0	0	37	7	37	7	100%
Fracoli, Bob	Lieutenant	8	0	0	0	34	8	0	42	19%
Gallardo, Martha	Paralegal	26.5	0	0	0	17	25.5	0	42.5	60%
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5	28.75	0	44	65%
Weidner, Patty	Legal Clerk	30.5	0	0	0	14.5	30.5	0	45	68%
Schembri, Mike	Investigator	5.5	0	0	0		5.5			
Campagnolo, Dave	Senior Investigator	0.5	0	0	0		0.5			

TOTAL	121.75	39.25	0	0.5	146.25	161.5	37	288.5
Percentage of Worked Hours on Child Abduction:	45%	15%	0%	0%				

*Includes scheduled lunch break which is reflected in category 5 time.

Include lunch time in any scheduled time off, as appropriate.

Bytheway 1 hour X 4 days
 Cardot 1 hour X 4 days
 Evans 1 hour X 4 days
 Fracoli .5 hour X 4 days
 Gallardo .5 hour X 5 days
 Sylva 1 hour X 4 days
 Weidner 1 hour X 5 days
 Schembri .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of 11/29/04 through 12/3/04

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	18.5				23.75	
Cardott, Patrice	Investigator	37.25	15.25		1.5	6.5	
* Evans, Linda	Senior Investigator					40	42
Fracoli, Bob	Lieutenant	8				34	42.5
F Gelfardo, Martha	Paralegal	25.5				17	42.25
Sylva, Julianne	Deputy District Attorney	4.75	24	0	0	13.5	
Weidner, Patty	Legal Clerk	30.5				14.5	
Schumbri	Inv.	6.5				34.5	
Campagnolo	(Inv. II - substitute)					1.5	
TOTAL		129.5	39.25			184.25	

Child Abduction Time Study Weekly Individual Totals

Employee: Bytheway

Week of 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7.25	7.25			3.75
Wednesday	8.25				2.0
Thursday	3.0				8.0
Friday					10.0
Saturday					
Sunday					
TOTAL	18.5				23.75

Child Abduction Time Study Worksheet

Employee: BUTTERWAY

Work Hours: 6:30-17:30 Day: Tue

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	20040906184					
0715-0730						
0730-0745	20041006461					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	MEETING					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 21 3

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	20040905605					
1315-1330						
1330-1345	20041006240					
1345-1400						
1400-1415						
1415-1430	Admin					
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	COMP					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-		8				12
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 8 12
 Sub-Total from Column 1 21 3
 TOTAL 21 15

Supervisor Signature: _____

232

Child Abduction Time Study Worksheet

Employee: B. J. HEWITT

Work Hours: 630-1730

Day: WED

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	20041006240					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 17 2

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	20041006240					
1330-1345	639					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630	1006240					
1630-1645						
1645-1700	ADMIN					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 16 6
 Sub-Total from Column 1 17 2
 TOTAL 33 8

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. Phewer

Work Hours: _____

Day: Thurs

Date: 12 12 104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645		✓				
0645-0700		✓				
0700-0715		✓				
0715-0730		✓				
0730-0745		✓				
0745-0800		✓				
0800-0815		✓				
0815-0830		✓				
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145		✓				✓
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 10 12

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		✓				
1215-1230		✓				
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						✓
1715-1730						✓
1730-1745						✓
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 2 20
 Sub-Total from Column 1 10 12
 TOTAL 12 32

Supervisor Signature: _____

234

Child Abduction Time Study Worksheet

Employee: B. Shewey

Work Hours: _____

Day: Fri

Date: 2.13.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

--	--	--	--	--

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

Sub-Total from Column 1

TOTAL

				10

Supervisor Signature: _____

235

Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3	5			2.75
Tuesday	6	3.25			1.75
Wednesday	4	5.5		.5	1
Thursday	8.5	1.5			1
Friday					
Saturday					
Sunday					

TOTAL	37	15.25		1.5	6.5
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21.5

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B20041107170					
0845-0900	F [REDACTED]					
0900-0915	EMERGENCY					
0915-0930	SCREENING					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B20041106790					
1100-0015	T [REDACTED]					
1115-1130	EXPLAIN TO					
1130-1145	PARTIES - OPTIONS					
1145-1200	"					

Sub-Total 3 10 6

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 (See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	B20041107170					
1330-1345	F [REDACTED]					
1345-1400	EMERGENCY					
1400-1415	SCREENING					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700	ADDRESS E-MAILS					
1700-1715	& PHONE MESSAGES					
1715-1730						
1730-1745	B20041106998					
1745-1800	E [REDACTED]					

Category 1 2 3 4 5
 Sub-Total this Column 9 10 5
 Sub-Total from Column 1 3 10 6
 TOTAL 12 20 11

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 11, 30, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106998	↓				
0715-0730	G [redacted] / S [redacted]	↓				
0730-0745		↓				
0745-0800	B20040906173	↓				
0800-0815	K [redacted] / A [redacted]	↓				
0815-0830		↓				
0830-0845		↓				
0845-0900		↓				
0900-0915	UNIT	↓				
0915-0930	MEETING	↓				
0930-0945		↓				
0945-1000		↓				
1000-1015	B20041106998		↓			
1015-1030	G [redacted] / S [redacted]		↓			
1030-1045	ADDRESS E-MAILS	↓				
1045-1100	4 MSGS.	↓				
1100-0015	B20040805242	↓				
1115-1130	L [redacted] / G [redacted]	↓				
1130-1145		↓				
1145-1200		↓				

Sub-Total 18 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↓
1215-1230	Lunch					↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400	B20040805139		↓			
1400-1415	M [redacted] / N [redacted]		↓			
1415-1430			↓			
1430-1445	B20041106998		↓			
1445-1500	G [redacted] / S [redacted]		↓			
1500-1515			↓			
1515-1530			↓			
1530-1545			↓			
1545-1600			↓			
1600-1615			↓			
1615-1630			↓			
1630-1645	B2003 1104848		↓			
1645-1700	F [redacted] / G [redacted]		↓			
1700-1715			↓			
1715-1730			↓			
1730-1745			↓			
1745-1800			↓			

Category 1 2 3 4 5

Sub-Total this Column: 6 11 7

Sub-Total from Column 1: 18 2 8

TOTAL: 24 13 7

Supervisor Signature: _____

238

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800 Day: WED

Date: 12/01/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041106998	↑				
0715-0730	G [REDACTED] / S [REDACTED]	↑				
0730-0745		↑				
0745-0800		↑				
0800-0815		↑				
0815-0830		↑				
0830-0845		↓				
0845-0900	B20040906173	↑				
0900-0915	K [REDACTED] / A [REDACTED]	↑				
0915-0930		↑				
0930-0945		↑				
0945-1000		↑				
1000-1015		↑				
1015-1030		↑				
1030-1045		↑				
1045-1100		↑				
1100-0015		↑				
1115-1130		↓				
1130-1145	ADDRESS E-MAILS	↑				
1145-1200	A PHONE MSGS	↓				
-						
-						
-						
-						

Sub-Total 9 11

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						↑
1230-1245						↑
1245-1300						↑
1300-1315	TEPHI MEETING				↑	
1315-1330					↓	
1330-1345	B20041106790	↑				
1345-1400	T [REDACTED]	↑				
1400-1415	V [REDACTED] / S [REDACTED]	↑				
1415-1430		↑				
1430-1445		↑				
1445-1500		↑				
1500-1515		↑				
1515-1530		↑				
1530-1545	B20040805139	↑				
1545-1600	N [REDACTED] / N [REDACTED]	↑				
1600-1615		↑				
1615-1630	B20041107124	↑				
1630-1645	S [REDACTED] / S [REDACTED]	↑				
1645-1700		↑				
1700-1715		↑				
1715-1730		↑				
1730-1745		↑				
1745-1800		↑				
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 7 11 2 4

Sub-Total from Column 1 9 11 2 2

TOTAL 16 22 2 4

Supervisor Signature: _____

239

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12, 2, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040906173	↑				
0715-0730	K / A	↓				
0730-0745						
0745-0800						
0800-0815	B20041106998	↑				
0815-0830	G / S	↓				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015		↓				
1015-1030	B20041106790	↑				
1030-1045	T / V	↓				
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						
1230-1245						
1245-1300						↓
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS.	↓				
1330-1345	B20041107124	↑				
1345-1400	S / S	↓				
1400-1415						
1415-1430		↓				
1430-1445	B20041107124		↑			
1445-1500	S / S		↓			
1500-1515						
1515-1530						
1530-1545						
1545-1600			↓			
1600-1615	B20040906173	↑				
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800		↓				
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 14 6 4

Sub-Total from Column 1 20 6 8

TOTAL 34 6 4

Supervisor Signature: _____

290

Child Abduction Time Study Weekly Individual Totals

Employee: L. Davis

Week of: 11/30/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday						2:00-5 sick
Wednesday						Out rest of week
Thursday						
Friday						
Saturday						
Sunday						↓
TOTAL						

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/29/04 through 12/05/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	1				9.5
Tuesday	2.75				7.75
Wednesday	1.5				9
Thursday	2.75				7.75
Friday	0				0
Saturday	0				0
Sunday	0				0
TOTAL	8				34

Child Abduction Time Study Worksheet

10.5

Employee: BOB FRACOLU

Work Hours: 0630-1700

Day: MON

Date: 11 129 107

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	Admin/321EF	X				
0815-0830						
0830-0845						X
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 2 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	Admin/321EF	X				
1615-1630						
1630-1645						X
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 2 18
 Sub-Total from Column 1 2 20
 TOTAL 4 38

1

9.5

Supervisor Signature: _____

293

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: TUE

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN BZIER	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800	TRAINING -	X				
0800-0815	ARREST CONTROL	↓				
0815-0830	TACTICS (MANDATORY)					
0830-0845						
0845-0900						
0900-0915		↓				
0915-0930						X
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130		↓				
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 8 14

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						↓
1300-1315	TRAINING -	X				
1315-1330	FIRST AID (MANDATORY)	↓				
1330-1345						X
1345-1400						↓
1400-1415						
1415-1430						↓
1430-1445						X
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 3 17
 Sub-Total from Column 1 8 14
 TOTAL 11 31

2.75

7.75

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI Work Hours: 0630-1700 Day: WED Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN/MISC	X				
0645-0700		V				
0700-0715						X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						V
0900-0915	COMMAND STAFF	X				
0915-0930	MEETING	V				
0930-0945						X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total 4 18

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Bob Fracoli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						V
1515-1530	BRIEF ADMIN	X				
1530-1545						X
1545-1600						
1600-1615						
1615-1630						
1630-1645						V
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 2 18
 Sub-Total from Column 1 4 18
 TOTAL 6 36

1.5 9

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: THUR

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700	ADMIN	X				
0700-0715						X
0715-0730						↓
0730-0745	MEET W/ [REDACTED]	X				
0745-0800		↓				
0800-0815						X
0815-0830						↓
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						↓
0945-1000	MGMT MEET	X				
1000-1015		↓				
1015-1030						
1030-1045		↓				
1045-1100						X
1100-1115						↓
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 7 15

Category 1 Contact with children and other persons involved.

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: [Signature]

296

687

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						↓
1500-1515	MGMT MEET	X				
1515-1530		↓				
1530-1545						X
1545-1600						↓
1600-1615						
1615-1630						
1630-1645	ADMIN	X				
1645-1700		↓				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 4 16

Sub-Total from Column 1 7 15

TOTAL 11 31

2.75

7.75

Child Abduction Time Study Weekly Individual Totals

Employee MARTHA GALLARDO

Week of: 11/29/04 through 12/4/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					8.5
Tuesday					8.5
Wednesday	8.5				
Thursday	8.5				
Friday	8.5				
Saturday					
Sunday					
TOTAL	25.5				17

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: MON

Date: 11,29,04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

298

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						V
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES. Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						X
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						V
-						
-						
-						
-						

Sub-Total

				35
--	--	--	--	----

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						V
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column

				5
--	--	--	--	---

 Sub-Total from Column 1

				3.5
--	--	--	--	-----

 TOTAL

				8.5
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Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Martha GALLARDO Work Hours: 8:30-5

Day: Wed

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 3.5

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

300

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 3.5

TOTAL 8.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: THURS. Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details

Employee Signature: Martha Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Fri. Date: 12/3/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830		X				
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Martha Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215		X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total this Column: 5

Sub-Total from Column 1: 3.5

TOTAL: 8.5

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylvia

Week of: 11/29/04 through 12/2/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	3.75	5.0	0	0	2	10.75
Tuesday	0	5.5	0	0	5	10.5
Wednesday	0	8.25	0	0	1.75	10
Thursday	1.0	5.25	0	0	4.75	11
Friday						
Saturday						
Sunday						
TOTAL	4.75	24.	0	0	13.5	42.25

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Mon

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Reviewed	✓				
0645-0700	emails	✓				
0700-0715	voicemail	✓				
0715-0730	caught up	✓				
0730-0745	on message	✓				
0745-0800	to meet	✓				
0800-0815	w. Path Weidner	✓				
0815-0830	L. Patricia Cardon	✓				
0830-0845	to Sam	✓				
0845-0900	to [redacted]	✓				
0900-0915	to [redacted]	✓				
0915-0930	to [redacted]	✓				
0930-0945	trying to serve	✓				
0945-1000	chart in Court	✓				
1000-1015	to put to rest in	✓				
1015-1030	Quadrant area	✓				
1030-1045	Received		✓			
1045-1100	email phone		✓			
1100-0015	call Sam		✓			
1115-1130	AG/LMCA		✓			
1130-1145	re: incoming		✓			
1145-1200	Hague:		✓			
	BLOOMINGTON					

Sub-Total 15 6
3.75 1.5

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215			✓			✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315			✓			
1315-1330			✓			
1330-1345			✓			
1345-1400			✓			
1400-1415			✓			
1415-1430			✓			
1430-1445			✓			
1445-1500			✓			
1500-1515			✓			
1515-1530			✓			
1530-1545			✓			
1545-1600			✓			
1600-1615			✓			
1615-1630			✓			
1630-1645			✓			
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total this Column 14 4
3.75 1.5 0 0 1
Sub-Total from Column 1
TOTAL 3.75 5.0 0 0 1 9

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: Sylvia

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Silva

Work Hours: 10

Day: Jul 1

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745						
0745-0800	<u>Itaque</u>					
0800-0815	<u>[Redacted]</u>					
0815-0830						
0830-0845	<u>Review</u>					
0845-0900	<u>docs,</u>					
0900-0915	<u>translate</u>					
0915-0930	<u>Spanish;</u>					
0930-0945	<u>prepared</u>					
0945-1000	<u>for filing</u>					
1000-1015	<u>communicated</u>					
1015-1030	<u>re- LADA</u>					
1030-1045	<u>re- filing,</u>					
1045-1100	<u>Chas,</u>					
1100-0015	<u>Warrant on</u>					
1115-1130	<u>Lien filing</u>					
1130-1145	<u>filed</u>					
1145-1200						
-						
-						
-						
-						

Sub-Total 5.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Wed

Date: 12/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Voice mail		✓			
0645-0700	email		✓			
0700-0715	Discus		✓			
0715-0730	phone calls		✓			
0730-0745	W- Patty		✓			
0745-0800	→ update		✓			
0800-0815	Linda Evans		✓			
0815-0830	+ Martha		✓			
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030	TC with		✓			
1030-1045	A [redacted] D [redacted]		✓			
1045-1100	CFBL - [redacted]		✓			
1100-1115	[redacted]		✓			
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.75 1.75

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Sylvia

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	TC w.		✓			
1215-1230	[redacted]		✓			
1230-1245	W. Alameda		✓			
1245-1300	County - [redacted]		✓			
1300-1315	No phone access		✓			
1315-1330	TC from		✓			
1330-1345	[redacted]		✓			
1345-1400	Re: 2424		✓			
1400-1415	Child being		✓			
1415-1430	interviewed		✓			
1430-1445			✓			
1445-1500	TC from		✓			
1500-1515	[redacted]		✓			
1515-1530	[redacted]		✓			
1530-1545	delivered -		✓			
1545-1600	on psychotropic		✓			
1600-1615	meds. →		✓			
1615-1630	W. withholding		✓			
1630-1645	Not from S.C.E.		✓			
1645-1700			✓			
1700-1715			✓			
1715-1730			✓			
1730-1745			✓			
1745-1800			✓			
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

0	4.5	0	0	0
0	3.75	0	0	1.75
0	8.25	0	0	1.75

Supervisor Signature: _____

306

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Thurs.

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645			✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total

22.5			3.25
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345	meeting @		✓			
1345-1400	various		✓			
1400-1415	children's		✓			
1415-1430	alliance re:		✓			
1430-1445	case:		✓			
1445-1500	inv.		✓			
1500-1515	strategies, etc		✓			
1515-1530	TL from		✓			
1530-1545			✓			
1545-1600	she sent letter	✓	✓			
1600-1615	+ her 14 y.o.	✓	✓			
1615-1630	da. is under	✓	✓			
1630-1645	father's care -	✓	✓			
1645-1700	first for		✓			
1700-1715	guardianship		✓			
1715-1730	papers sent		✓			
1730-1745	letters mailed		✓			
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

1	3.0	0.0	0.0	1.5
---	-----	-----	-----	-----

Sub-Total from Column 1

0.25	0.0	0.0	3.25
------	-----	-----	------

TOTAL

5.25				
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Supervisor Signature: _____

✓ **Child Abduction Time Study Weekly Individual Totals**

Employee: Weidner

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	5				4	9 - 1.5
Tuesday	7				2	9
Wednesday	4.5				4.5	9
Thursday	7				2	9
Friday	7				2	9 - 1
Saturday						
Sunday						
TOTAL	30.5				14.5	

Child Abduction Time Study Worksheet

Employee: Patty Weidner

Work Hours: 8-5

Day: Mon

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: ...
 Category 2: ...
 Category 3: ...
 Category 4: ...
 Category 5: ...
 (see reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Tue

Date: 11/30/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: Contact with child and/or family member
 Category 2: Securing compliance with court orders
 Category 3: Physically recovering child(ren)
 Category 4: Training
 Category 5: Non-Abduction Related
 (see reverse for Category details)

Category	1	2	3	4	5
Category 1					
Category 2					
Category 3					
Category 4					
Category 5					
TOTAL					

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Wed

Date: 12.1.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: [unclear]
 Category 2: [unclear]
 Category 3: [unclear]
 Category 4: [unclear]
 Category 5: [unclear]
 (see reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Thurs

Date: 12.12.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B2004120 1292					
0815-0830						
0830-0845						
0845-0900	Break					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B2004110 1124					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	B2004120 1314					
1400-1415	Good Cause					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004120 1314					
1515-1530	Good Cause					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	B2004120 1314					
1400-1415	Good Cause					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004120 1314					
1515-1530	Good Cause					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: Physical Recovery (Child)

Category 2: Physical Recovery (Child)

Category 3: Non-Abduction Related

(reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

312

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12-13-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: Personal Recovery Checklist

Category 2: Travel

Category 3: Non-Abduction Related

(see reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

313

Child Abduction Time Study Weekly Individual Totals

Employee: Hebri

Week of 11/29/04 through 12/12/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	1.5				9.5	10
Tuesday	1.25				8.75	10
Wednesday	2				8	10
Thursday	1.75				8.25	10
Friday						
Saturday						
Sunday						
TOTAL	5.5				34.5	

Child Abduction Time Study Worksheet

Employee: Scheni

Work Hours: 10

Day: Mon

Date: 11/29/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>D-2002090-5247</u>					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>Meeting w. [redacted]</u>	X				
0915-0930	<u>10-0-0278</u>					
0930-0945	<u>B-2002090-5247</u>					X
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 2 18

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>Duty Officer</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 20
 Sub-Total from Column 1 2 18
 TOTAL

15 9.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Shenon

Work Hours: 10

Day: Tue

Date: 1/20/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>B20020905247</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	<u>Meeting</u>	X				
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	<u>B20020905247</u>					X
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 5 15

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B20020905247</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5

Sub-Total this Column 20

Sub-Total from Column 1 5 15

TOTAL 5 35

1.25 8.75

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Shunbri

Work Hours: 10 hrs Day: Wed

Date: 2/1/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>02002 D90 E247</u>					<u>K</u>
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	<u>Tea Making</u>	<u>K</u>				
1130-1145		<u>1</u>				
1145-1200						
-						
-						
-						
-						

Sub-Total 3 17

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	<u>02002 D90 E247</u>					<u>K</u>
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-		<u>5</u>				<u>5</u>
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5 5

Sub-Total from Column 1 3 17

TOTAL 8 32

2

8

Supervisor Signature: _____

317

Child Abduction Time Study Worksheet

Employee: Schenker

Work Hours: Ohio

Day: Thur

Date: 12/2/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>820020905247</u>					K
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				20
--	--	--	--	----

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Employee Signature: WFS

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>820020905247</u>					K
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	<u>820020905247</u>	K				
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	<u>820020905247</u>					K
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column

7				13
---	--	--	--	----

 Sub-Total from Column 1

				20
--	--	--	--	----

 TOTAL

7				13
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Supervisor Signature: _____

318

Child Abduction Time Study Weekly Individual Totals

Employee: Campagnolo

Week of: 11/29/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					.5
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL					.5

Child Abduction Time Study Worksheet

Employee: CAMPAGNOL Work Hours: 0700-1800 Day: M Date: 11/25/04
DAVID

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						✓
0745-0800						✓
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

				2
--	--	--	--	---

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

attended Meeting
for Linda
so Non-Abduction

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					2
TOTAL					2

Supervisor Signature: _____

Child Abduction Time Study Weekly Team Totals

Week of 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	3 ^⑤			9.5
Evans, Linda	Senior Investigator	25.5	4.75			^{⑩3.75} 17.
Fracoli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				5.0
Sylva, Julianne	Deputy District Attorney	9.75	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
<u>Schaembri</u>	<u>Juv.</u>	5.00				35.0

TOTAL 176.5 31. 135.75

33

135.50

Child Abduction Time Study Weekly Team Totals

Week of 12/6/04 through 12/10/04

Total Hours for the Week by Category

		1	2	3	4	5
Bytheway, Glenn	Investigator	27.25	4.25			12.50
Cardott, Patrice	Investigator	29.5	5			9.5
Evaris, Linda	Senior Investigator	25.5	4.75			14
Fracoli, Bob	Lieutenant	9.5				32.5
Gallardo, Martha	Paralegal	39.5				3.0
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
Schnepp, Larry	Inv.	5.00				35.0
TOTAL		176.5	31			135.75

Child Abduction Time Study Weekly Team T hrs

Week of: 12/6/07 through 12/10/07

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	27.75	4.25			12.50	44
Cardott, Patrice	Investigator	29.5	3 ^⑤			9.5	44
Evans, Linda	Senior Investigator	25.5	4.75			13.75 14	44
Fracoli, Bob	Lieutenant	9.5				32.5	42
Gallardo, Martha	Paralegal	39.5				3.0	42.5
Sylva, Julianne	Deputy District Attorney	9.25	19.00			15.5	43.75
Weidner, Patty	Legal Clerk	31.0				13.75	44.75
Schervakian	Inv.	5.00				35.0	40
TOTAL		176.5	31			135.75	

Child Abduction Time Study Weekly Individual Totals

Employee: Pytheman

Week of: 12/7/04 through 12/10/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7 ³ / ₄				3 ¹ / ₄
Wednesday	6 ¹ / ₄	1			3 ³ / ₄
Thursday	4 ¹ / ₂	3 ¹ / ₄			3 ¹ / ₄
Friday	8 ³ / ₄				2 ¹ / ₄
Saturday					
Sunday					
TOTAL	27 ¹ / ₄	4 ¹ / ₄			12 ¹ / ₂

Child Abduction Time Study Worksheet

Employee: Rytwewy

Work Hours: 1630-1730

Day: TUE

Date: 12,7,04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						1
0645-0700						
0700-0715	<u>20041006461</u>	1				
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>20041006240</u>	1				
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930	<u>20040906139</u>	1				
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						1
1045-1100						
1100-0015						
1115-1130						1
1130-1145	<u>9703075</u>	1				
1145-1200	<u>13</u>					
-						
-						
-						
-						

Sub-Total 16 6

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Rytwewy

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						
1230-1245		1				
1245-1300						
1300-1315						
1315-1330						1
1330-1345						
1345-1400						1
1400-1415	<u>9703075</u>	1				
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530	<u>20040704789</u>	1				
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700		1				
1700-1715						1
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 15 7

Sub-Total from Column 1 16 6

TOTAL 31 13

7/4 3/4

Supervisor Signature: _____

325

Child Abduction Time Study Worksheet

Employee: BRYAN E. WY

Work Hours: 0630-1730

Day: WED

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						1
0645-0700						1
0700-0715		1				
0715-0730	9803177	1				
0730-0745						
0745-0800	9703075	1				
0800-0815						
0815-0830		1				
0830-0845						
0845-0900		1				
0900-0915						1
0915-0930						1
0930-0945						
0945-1000						1
1000-1015		1				
1015-1030		1				
1030-1045						
1045-1100		1				
1100-0015						
1115-1130						1
1130-1145						1
1145-1200						
-						
-						
-						
-						

Sub-Total 13 9

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						
1245-1300						1
1300-1315	20041006240		1			
1315-1330	P [Redacted]		1			
1330-1345	20040905609		1			
1345-1400						
1400-1415		1				
1415-1430	20041207431	1				
1430-1445						
1445-1500	9703075					
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700		1				
1700-1715						1
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 12 4 6
 Sub-Total from Column 1 13 9
 TOTAL 26 4 16

6 1/4 1 3 3/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: By TARELONY

Work Hours: 0630-1730

Day: TL+UR

Date: 12, 9, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	<u>From PT</u>					
1315-1330	<u>20041006240</u>					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	<u>20041207732</u>					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5 13 4

Sub-Total from Column 1 13 4

TOTAL 18 13 13

4 1/2 3 1/4 3 1/4

Supervisor Signature: _____

327

Child Abduction Time Study Worksheet

Employee: R. THEW

Work Hours: 0630-1730 Day: FRI

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						1
0630-0645						
0645-0700	<u>2004/1207432</u>	1				
0700-0715	<u>INTERVIEW</u>	1				
0715-0730		1				
0730-0745		1				
0745-0800		1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915		1				
0915-0930	<u>2004/1207431</u>	1				
0930-0945		1				
0945-1000		1				
1000-1015		1				
1015-1030		1				
1030-1045		1				
1045-1100		1				
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						
-						
-						
-						
-						

Sub-Total 18 5

- Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						1
1230-1245						
1245-1300						
1300-1315						
1315-1330	<u>2004/1207432</u>	1				
1330-1345		1				
1345-1400		1				
1400-1415		1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530		1				
1530-1545		1				
1545-1600		1				
1600-1615		1				
1615-1630		1				
1630-1645	<u>CALL Admin</u>	1				
1645-1700		1				
1700-1715		1				
1715-1730		1				
1730-1745		1				
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 17 4
 Sub-Total from Column 1 18 5
 TOTAL 35 9

8 3/4 2 1/4

Supervisor Signature: _____

328

Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 12/06/04 through 12/09/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.75	1.25	—	—	6
Tuesday	9.75	—	—	—	1.25
Wednesday	8.25	1.75	—	—	1
Thursday	7.75	2	—	—	1.25
Friday					
Saturday					
Sunday					

TOTAL	29.5	3			9.5
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(5)

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total

				20
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230						
1230-1245						
1245-1300						↓
1300-1315	B20041107124		↑			
1315-1330	S [redacted] / S [redacted]		↑			
1330-1345			↓			
1345-1400						
1400-1415			↓			
1415-1430	B20041107124		↑			
1430-1445	JUDGE CARR'S		↓			
1445-1500	DEPT.		↓			
1500-1515	B20041106790		↑			
1515-1530	T [redacted] / D [redacted]		↑			
1530-1545			↓			
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700			↓			
1700-1715						
1715-1730	RETURN CALLS		↑			
1730-1745	E-MAILS		↓			
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column

15	5			4
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 Sub-Total from Column 1

0	0			20
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 TOTAL

15	5			24
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11 Hrs

Supervisor Signature: L. Swan

330

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 12/07/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041207330	↑				
0715-0730	L [REDACTED]	↓				
0730-0745						
0745-0800						
0800-0815	TEAM MTG.	↑				
0815-0830		↓				
0830-0845						
0845-0900						
0900-0915	B20041207330	↑				
0915-0930	L [REDACTED]	↓				
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200		↓				
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	LUNCH					
1230-1245						
1245-1300						
1300-1315	ANSWER E-MAIL	↑				
1315-1330	4 TELE. MSGS.	↓				
1330-1345	B20041006489	↑				
1345-1400	V [REDACTED] E [REDACTED]					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		↓				
1630-1645						X
1645-1700	B20041106255	↑				
1700-1715	S [REDACTED] B [REDACTED]	↓				
1715-1730						
1730-1745						
1745-1800		↓				
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 19 5

Sub-Total from Column 1 20 5

TOTAL 39 5

11/hrs

Supervisor Signature: L. Evans

331

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: WED Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715	B20041106255	↑				
0715-0730	[REDACTED]	↓				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900		↓				
0900-0915	"		↑			
0915-0930			↓			
0930-0945						
0945-1000	B20041207413	↑				
1000-1015	M [REDACTED]	↓				
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130		↓				
1130-1145	Lunch					↑
1145-1200						↓
-						
-						
-						
-						

Sub-Total 15 3 2

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					↑
1215-1230						↓
1230-1245	B20041207413	↑				
1245-1300	M [REDACTED]	↓				
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430		↓				
1430-1445	"		↑			
1445-1500			↓			
1500-1515						
1515-1530			↓			
1530-1545	B20041207330	↑				
1545-1600	L [REDACTED]	↓				
1600-1615						
1615-1630		↓				
1630-1645	RETURN E-MAILS	↑				
1645-1700	& PHONE CALLS	↓				
1700-1715	B20041107161	↑				
1715-1730	M [REDACTED]	↓				
1730-1745	D [REDACTED]	↓				
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 18 4 2
 Sub-Total from Column 1 15 3 2
 TOTAL 33 7 4

11 Hrs

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS

Date: 12/09/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006255	T				
0715-0730	S [REDACTED] / [REDACTED]	T				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	EMAILS &	T				
0915-0930	PHONE CALLS	T				
0930-0945	B20041107161	T				
0945-1000	M [REDACTED]					
1000-1015	D [REDACTED]					
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	B20041107161		T			
1130-1145	M [REDACTED] / [REDACTED]					
1145-1200	[REDACTED]					
-						
-						
-						
-						

Sub-Total 17 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	LUNCH					
1230-1245						
1245-1300						
1300-1315	B20041207413	T				
1315-1330	M [REDACTED] / [REDACTED]					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						X
1530-1545	B20041207413	T				
1545-1600	M [REDACTED] / [REDACTED]					
1600-1615						
1615-1630						
1630-1645						
1645-1700	B20040906173	T				
1700-1715	K [REDACTED] / A [REDACTED]					
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 14 5 5

Sub-Total from Column 1 17 3 5

TOTAL 31 8 5

11 HRS

Supervisor Signature: L. Evans

Child Abduction Time Study Weekly Individual Totals

Employee R. Evans

Week of: 12/6/09 through 12/10/09

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	8.25				8.75	17
Wednesday	4.75	4.5			1.75	11
Thursday	9.25				1.75	11
Friday	9.25	.25			1.5	11
Saturday						
Sunday						
TOTAL	25.5	4.75			14/13.75	49

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Tues

Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Obs	1				
0615-0630	Met. Log	1				
0630-0645	B20041207330	1				
0645-0700	1106926	1				
0700-0715	1107006	1				
0715-0730	0905673	1				
0730-0745		1				
0745-0800	UNIT MTG	1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915	B20041106962	1				
0915-0930		1				
0930-0945		1				
0945-1000		1				
1000-1015		1				
1015-1030		1				
1030-1045		1				
1045-1100		1				
1100-0015		1				
1115-1130		1				
1130-1145		1				
1145-1200		1				
-		24				
-						
-						
-						

Sub-Total 24 - - - -

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						1
1245-1300						1
1300-1315	B20041107258	1				
1315-1330		1				
1330-1345		1				
1345-1400						1
1400-1415						1
1415-1430						1
1430-1445	CAU Admin	1				
1445-1500	B20041106960	1				
1500-1515	0100062	1				
1515-1530	1207316	1				
1530-1545	1207315	1				
1545-1600	1207416	1				
1600-1615	0704789	1				
1615-1630	1006489	1				
1630-1645	1006255	1				
1645-1700	1107161	1				
1700-1715	1107124	1				
1715-1730	1107170	1				
1730-1745	1207330	1				
1745-1800	1106961	1				
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 13 - - - - 7

Sub-Total from Column 1 24 - - - -

TOTAL 37 - - - - 7

TOTAL 11 HRS

Supervisor Signature: _____

335

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm Day: Wed

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	<u>Case Mtg</u>	1				
0615-0630	<u>B20041207431</u>	1				
0630-0645	<u>B20041207432</u>	1				
0645-0700	<u>B20041107151</u>	1				
0700-0715	<u>1107119</u>	1				
0715-0730	<u>1107150</u>	1				
0730-0745	<u>1107169</u>	1				
0745-0800	<u>1107218</u>	1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915	<u>UNIT MTG</u>	1				
0915-0930		1				
0930-0945		1				
0945-1000		1				
1000-1015	<u>CR ORDERS PAID</u>	1				
1015-1030	<u>on 11/18/04</u>	1				
1030-1045	<u>B20041006436</u>	1				
1045-1100		1				
1100-0015		1				
1115-1130		1				
1130-1145		1				
1145-1200		1				

Sub-Total 16 8 - - -

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						1
1215-1230						1
1230-1245						1
1245-1300						1
1300-1315	<u>B20041006436</u>	1				
1315-1330	<u>BC Doc'd</u>	1				
1330-1345	<u>Prep.</u>	1				
1345-1400		1				
1400-1415		1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530		1				
1530-1545	<u>CPS re Hague</u>	1				
1545-1600	<u>compliance</u>	1				
1600-1615		1				
1615-1630	<u>11/18/04</u>	1				
1630-1645		1				
1645-1700		1				
1700-1715		1				
1715-1730		1				
1730-1745		1				
1745-1800		1				

Category 1 2 3 4 5
 Sub-Total this Column 3 10 - - 7
 Sub-Total from Column 1 16 8 - - -
 TOTAL 19 18 - - 7

11/18/04

Supervisor Signature: _____

336

Child Abduction Time Study Worksheet

Employee: J. Evans

Work Hours: 6am - 5pm Day: Thurs

Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20040905881					
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B20040902638					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	B2004106963					
1000-1015						
1015-1030	Audit					
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 7 17

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: J. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	CPS Report					
1345-1400	After CT					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	B20041207898					
1600-1615						
1615-1630	Duty Officer					
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 2 18
 Sub-Total from Column 1 7 17
 TOTAL 9 35

11/12

Supervisor Signature: _____

337

Child Abduction Time Study Worksheet

Employee: J. Evans

Work Hours: 6am-5pm Day: FRI

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin					
0615-0630	B20040906137					
0630-0645	1006564					
0645-0700	0906169					
0700-0715	1006212					
0715-0730	1006380					
0730-0745	0906167					
0745-0800	0906004					
0800-0815	0906002					
0815-0830	1006381					
0830-0845	0906170					
0845-0900	0805218					
0900-0915	0905673					
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 21

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: J. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	CAU Admin					
1315-1330	B20040905810					
1330-1345	B2004050316					
1345-1400	B200403525					
1400-1415	B20041207523					
1415-1430	1207521					
1430-1445	0503389					
1445-1500	0805242					
1500-1515	0805204					
1515-1530	0905847					
1530-1545	1006542					
1545-1600						
1600-1615						
1615-1630						
1630-1645	B2004106963					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 13 1 6

Sub-Total from Column 1 24

TOTAL 37 1 6

11 Hrs.

Supervisor Signature: _____

333

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLI

Week of: 12/6/04 through 12/10/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	2				6.5
Tuesday	3.5				7
Wednesday	2				8.5
Thursday	2				8.5
Friday					
Saturday					
Sunday					

TOTAL 9.5 32.5

42 -

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630 - 1700 Day: MON

Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	Admin / misc	X				
0645-0700		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915						↓
0915-0930						↓
0930-0945						↓
0945-1000						↓
1000-1015						↓
1015-1030						↓
1030-1045						↓
1045-1100						↓
1100-0015						↓
1115-1130						↓
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total 2 20

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						↓
1245-1300						↓
1300-1315						↓
1315-1330						↓
1330-1345						↓
1345-1400						↓
1400-1415						↓
1415-1430						↓
1430-1445						↓
1445-1500						↓
1500-1515	ADMIN / STAFF	X				
1515-1530		↓				
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						X
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5
 Sub-Total this Column 6 14
 Sub-Total from Column 1 2 20
 TOTAL 8 34

2 81

Supervisor Signature: [Signature]

340

Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: TUE

Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN / STAFF	X				
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	STAFF MEET	X				
0915-0930						X
0930-0945						
0945-1000						
1000-1015	CA TIME ALIBET	X				
1015-1030						X
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 12 10

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracoli

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	MGMT MPT	X				
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BRIEF	X				
1445-1500						
1500-1515	VACATION GET					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 2 18

Sub-Total from Column 1 12 10

TOTAL 14 28

3.5 7

Supervisor Signature: _____

341

Child Abduction Time Study Worksheet

Employee: BOB FRACOLU

Work Hours: 0630-1700 Day: WED

Date: 12/8/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						X
0645-0700						↓
0700-0715						
0715-0730	MEET W/TL5	X				
0730-0745		↓				
0745-0800						X
0800-0815						↓
0815-0830						
0830-0845						↓
0845-0900						
0900-0915	TEAM MEETING	X				
0915-0930		↓				
0930-0945						
0945-1000						X
1000-1015						↓
1015-1030						
1030-1045						
1045-1100						↓
1100-0015						
1115-1130						
1130-1145						↓
1145-1200						
-						
-						
-						
-						

Sub-Total 5 17

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Bob Fracolu

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						↓
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415	CASE FILE REVIEW	X				
1415-1430		↓				
1430-1445						X
1445-1500						↓
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 3 17

Sub-Total from Column 1 5 17

TOTAL 8 34

2

8.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700 Day: THUR

Date: 12-19-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						X
0700-0715	REVIEW - ADMIN	X				
0715-0730		↓				
0730-0745						
0745-0800						X
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 3 19

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415	RELIEF / MEETING	X				
1415-1430	INT - INFORMAL	↓				
1430-1445						
1445-1500						
1500-1515						X
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	ADMIN	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5 15

Sub-Total from Column 1 3 19

TOTAL 8 34

2 8.5

Supervisor Signature: [Signature]

Child Abduction Time Study Weekly Individual Totals

Employee: MARITHA GALLARDO

Week of: 12,6,04 through 12,10,04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	8.5				
Tuesday	8.5				
Wednesday	8.5				
Thursday	5.5				3
Friday	8.5				
Saturday					
Sunday					
TOTAL	39.5				3

Child Abduction Time Study Worksheet

Employee: MARTHA GOLLARDO Work Hours: 8:30-5 Day: MON Date: 12/6/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total B.S

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martina Gollardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 B.S

TOTAL B.S

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES. Date: 12.17.14

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5
 Sub-Total from Column 1 3.5
 TOTAL 8.5

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Wed Date: 12, 8, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 35

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 35

TOTAL 85

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Thurs. Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0800-0815						
0815-0830						
0830-0845						
0845-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total 5 3

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Martha Gallardo

Supervisor Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1 2 3 4 5
 Sub-Total this Column 5
 Sub-Total from Column 1 15 3
 TOTAL 5.5 3

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Martina Gallardo

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 5

Sub-Total from Column 1 3.5

TOTAL 8.5

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Seyla

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	3.25	4.25	0	0	2.50
Tuesday	2.25	2.30	0	0	5.25
Wednesday	3.00	3.50	0	0	3.50
Thursday		4.50	0	0	5.75
Friday	.75	4.25			.50
Saturday					
Sunday					

TOTAL 9.25 19.80 0 0 18.50 43.75

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Mon.

Date: 12/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	[redacted]					
0645-0700	[redacted]					
0700-0715	[redacted]					
0715-0730	[redacted]					
0730-0745	(info only)					
0745-0800	email and					
0800-0815	telephone					
0815-0830	calls w.					
0830-0845	Patty Wendner					
0845-0900	Time Sheets					
0900-0915	calculations					
0915-0930	[redacted]					
0930-0945	info only					
0945-1000	Time sheets					
1000-1015	W-P.W.					
1015-1030	Harris					
1030-1045	-Response					
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3 11

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: Sylvia

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245	[redacted]					
1245-1300	[redacted]					
1300-1315						
1315-1330	[redacted]					
1330-1345	Telephone					
1345-1400	call)					
1400-1415	Falsifying					
1415-1430	Time					
1430-1445	sheets					
1445-1500	for					
1500-1515	3 weeks					
1515-1530	period					
1530-1545	collecting					
1545-1600	time					
1600-1615	sheets					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	10	6			2
Sub-Total from Column 1	3	11			
TOTAL	13	17	0	0	2

2.25 4.25 .5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Tues

Date: 12/7/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	<u>[Redacted]</u>		✓			
0645-0700	<u>[Redacted]</u>		✓			
0700-0715	<u>(Hagme)</u>		✓			
0715-0730			✓			
0730-0745			✓			
0745-0800	<u>SNL-</u>		✓			
0800-0815	<u>[Redacted]</u>		✓			
0815-0830	<u>(review w.</u>		✓			
0830-0845	<u>Linda</u>		✓			
0845-0900	<u>trans)</u>		✓			
0900-0915	<u>Unit report</u>	✓				
0915-0930	<u>to trans</u>	✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	<u>Meet w.</u>	✓				
1015-1030	<u>Auditor</u>	✓				
1030-1045	<u>+ review</u>	✓				
1045-1100	<u>timesheets</u>	✓				
1100-0015		✓				
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total 9 10 3

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315						✓
1315-1330						✓
1330-1345						✓
1345-1400						✓
1400-1415						✓
1415-1430						✓
1430-1445						✓
1445-1500						✓
1500-1515						✓
1515-1530						✓
1530-1545						✓
1545-1600						✓
1600-1615						✓
1615-1630						✓
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 18

Sub-Total from Column 1 9 10 3

TOTAL 9 10 21

225 2.5 5.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylvia

Work Hours: 10

Day: Wed

Date: 12-18-04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						✓
0645-0700						✓
0700-0715	Review		✓			
0715-0730	Telephone		✓			
0730-0745	Messages +		✓			
0745-0800	emails +		✓			
0800-0815	mail		✓			
0815-0830			✓			
0830-0845			✓			
0845-0900			✓			
0900-0915	Team mtg.	✓				
0915-0930	re. case	✓				
0930-0945	Talked	✓				
0945-1000	to LBP	✓				
1000-1015	K [redacted]	✓				
1015-1030		✓				
1030-1045		✓				
1045-1100	Discussed	✓				
1100-1115	Audit w.	✓				
1115-1130	[redacted] G [redacted]	✓				
1130-1145		✓				
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 12 8 2

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300						✓
1300-1315	TCF Sally @					✓
1315-1330	CPS re: [redacted]					✓
1330-1345	[redacted]					✓
1345-1400	child in trouble					✓
1400-1415	Reviewed		✓			
1415-1430	doc. w.		✓			
1430-1445	M.G. re:		✓			
1445-1500	[redacted]		✓			
1500-1515	in Colo.		✓			
1515-1530			✓			
1530-1545						✓
1545-1600						✓
1600-1615	TCF [redacted]					✓
1615-1630	[redacted] on					✓
1630-1645	Major Player					✓
1645-1700	msg. to [redacted] re: recoding.					✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 6 12

Sub-Total from Column 1 12 8 2

TOTAL 12 14 14

3 3.5 3.5

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Syha

Work Hours: 10

Day: Thurs

Date: 12 19 104

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						✓
0630-0645						✓
0645-0700						✓
0700-0715						✓
0715-0730						✓
0730-0745						✓
0745-0800						✓
0800-0815						✓
0815-0830						✓
0830-0845						✓
0845-0900						✓
0900-0915						✓
0915-0930						✓
0930-0945						✓
0945-1000						✓
1000-1015						✓
1015-1030						✓
1030-1045						✓
1045-1100						✓
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						

Sub-Total

				23
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Syha

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	TCF		✓			
1215-1230	[REDACTED]		✓			
1230-1245	[REDACTED]		✓			
1245-1300	[REDACTED]		✓			
1300-1315	B2 0041 006436		✓			
1315-1330	preparing		✓			
1330-1345	mdms		✓			
1345-1400	re: W		✓			
1400-1415	case -		✓			
1415-1430	psych comm		✓			
1430-1445	atly for child		✓			
1445-1500	Reverent		✓			
1500-1515	W		✓			
1515-1530	update		✓			
1530-1545	from		✓			
1545-1600	Agenda		✓			
1600-1615			✓			
1615-1630			✓			
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

18				
----	--	--	--	--

Sub-Total from Column 1

				23
--	--	--	--	----

TOTAL

18				23
----	--	--	--	----

45 5.75

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Syha

Work Hours: _____

Day: Fri

Date: 12/10/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>N</u>		✓			
0915-0930	<u>B2004/1006-434</u>		✓			
0930-0945	<u>prepare</u>		✓			
0945-1000	<u>adms</u>		✓			
1000-1015			✓			
1015-1030	<u>Get rpt. to</u>		✓			
1030-1045	<u>auditor</u>		✓			
1045-1100			✓			
1100-0015	<u>meeting re:</u>	✓				
1115-1130	<u>audit</u>	✓				
1130-1145			✓			
1145-1200		✓				
-						
-						
-						
-						

Sub-Total 3 9

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Syha

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245	<u>B2004 120297</u>		✓			
1245-1300	<u>Review</u>		✓			
1300-1315	<u>Papers filed</u>		✓			
1315-1330	<u>by LAPA</u>		✓			
1330-1345			✓			
1345-1400	<u>prepare</u>		✓			
1400-1415	<u>Papers</u>		✓			
1415-1430			✓			
1430-1445	<u>LWTC from</u>		✓			
1445-1500	<u>Marks atty</u>		✓			
1500-1515	<u>in LA</u>		✓			
1515-1530			✓			
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column 12

Sub-Total from Column 1 3 9

TOTAL 3 21

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 12/6/04 through 12/11/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	.3				5.75
Tuesday	7.0				2.00
Wednesday	7.0				2.00
Thursday	7.0				2.00
Friday	7.0				2.00
Saturday					
Sunday					
TOTAL	31				13.75

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-12

Day: Mon

Date: 12, 16, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	<u>U</u>					
0815-0830						
0830-0845						
0845-0900	<u>B200412074112</u>					
0900-0915						
0915-0930	<u>Break</u>					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 11

Category 1 2 3 4 5

Category 1 Contact with children and other persons involved

Sub-Total this Column 0

Category 2 Securing compliance utilizing court action

Sub-Total from Column 1 38

Category 3 Physically recovering child(ren)

TOTAL

Category 4 Training

Category 5 Non-Abduction Related

(see reverse for Category details)

Employee Signature: Patty Weicher

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: Tue

Date: 12.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B2004107258					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000	Break 1/2 hr					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

Category 1: Contact with children and other persons involved

Category 2: Securing compliance utilizing court action

Category 3: Physically recovering child(ren)

Category 4: Training

Category 5: Non-Abduction Related

See course for Category details

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315	B20041207431					
1315-1330	open C/A					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	B20041207432					
1515-1530	open C/A					
1530-1545	Break					
1545-1600						
1600-1615	B20041207413					
1615-1630	B20041207432					
1630-1645	B20041207431					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

Sub-Total this Column

Sub-Total from Column 1

TOTAL

7.0

Supervisor Signature: _____

3D-2/176

Child Abduction Time Study Worksheet

Employee: _____

Work Hours: 8.5

Day: Wed

Date: 12.18.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845	B20041207432					
0845-0900	Phone					
0900-0915						
0915-0930	break					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430	B20041107101					
1430-1445	B20040704789					
1445-1500	B20041106205					
1500-1515	B20041006487					
1515-1530	B20041107124					
1530-1545	B20041107170					
1545-1600	B20041207330					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: Patty Weidner

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: PattyWork Hours: 8.5Day: ThursDate: 12.19.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	B20041207431					
0815-0830	B20041207432					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	B20041207438					
1015-1030	GOOD CAUSE					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: Patty Weidner

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	m [redacted] G [redacted]					
1330-1345	(phone)					
1345-1400						
1400-1415	B20041207413					
1415-1430	NCIC ENTRIES					
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	S [redacted] A [redacted]					
1545-1600	phone					
1600-1615						
1615-1630	L [redacted] T [redacted]					
1630-1645	phone					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12, 10, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	B20041207432 phone					
0830-0845						
0845-0900	B20041207413 sio					
0900-0915						
0915-0930	Break					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330	B21041207431					
1330-1345	B20041207432 computer					
1345-1400						
1400-1415						
1415-1430	B20041207523					
1430-1445	B20041207521					
1445-1500	Good Campers					
1500-1515	Break					
1515-1530						
1530-1545	Closed out files					
1545-1600						
1600-1615						
1615-1630	B20041207407					
1630-1645	B20041207409					
1645-1700	B20041207432					
1700-1715	MCIC ENTRY					
1715-1730						
1730-1745						
1745-1800						

Sub-Total

Category

Category 1 Contact with children and other persons involved

Sub-Total this Column

Category 2 Securing compliance utilizing court action

Sub-Total from Column 1

Category 3 Physically recovering child(ren)

TOTAL

Category 4 Training

Category 5 Non-Abduction Related

See for Category details)

Employee Signature: Patty Weischer

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of 12, 6, through 12, 9,

Total Hours for the Week by Category

	1	2	3	4	5
Monday					10
Tuesday					10
Wednesday	5				5
Thursday					10
Friday					
Saturday					
Sunday					
TOTAL	5				35

Child Abduction Time Study Worksheet

Employee: Scheer, Bui

Work Hours: 10

Day: Mon

Date: 12 16 10

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>90-D-0778</u>	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 20

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>02002090 5287</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 1 2 3 4 5

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Shenoi

Work Hours: 10 hrs

Day: 12-7-04 Date: Tues

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>187 Case</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						X
-						
-						
-						
-						

Sub-Total

					20
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: W. S.

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>187 Case</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						X
-						
-						
-						
-						

Category

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Sub-Total this Column

					20
--	--	--	--	--	----

 Sub-Total from Column 1

					20
--	--	--	--	--	----

 TOTAL

					40
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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Scherbi

Work Hours: 10 hrs

Day: WED

Date: 12, 8, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	<u>IST Cons</u>					X
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>IST Cons</u>					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615	<u>Comp Train</u>					X
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					10
TOTAL					40

Supervisor Signature: L. Evans

365

Child Abduction Time Study Worksheet

Employee: Schubert

Work Hours: 10 hr

Day: Thurs

Date: 12/9/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	157					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total

--	--	--	--	--

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: M. Schubert

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	187					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

Sub-Total this Column

Sub-Total from Column 1

TOTAL

Supervisor Signature: L. Evans

Tab 7

3D/11.2

6/9/08

County of Santa Clara

Office of the District Attorney

County Government Center, West Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-7400
www.santacounty-da.org



Dolores A. Carr
District Attorney

June 17, 2008

Jim L. Spano, Chief
Compliance Audits Bureau
Division of Audits
California State Controller's Office
P.O. Box 942850
Sacramento, CA 94258-5874

RE: Child Abduction and Recovery Program
FY 2003-04 Use of Time Study as Support for Reasonableness

Dear Mr. Spano:

Your audit of the Santa Clara County Child Abduction and Recovery Program administered by the Office of the District Attorney began on Monday, 6/16/2008. This audit covers the period of FY 2003-04 through FY 2006-07. This memorandum refers specifically to the computation of hours worked for FY 2003-04 only. This period utilized a negative time reporting system. Based upon the findings of the previous audit of the program completed in March 2006, this office converted to a contemporaneous time capture system beginning with FY 2004-05. Therefore the only period being currently audited that still utilized a negative time reporting system was FY 2003-04.

In order to provide additional support to the reasonableness of the FY 2003-04 claim a time study was conducted over the period of November 15, 2004 through December 9, 2004. The results of that time study are attached and include annualized projections and comparisons to the hours claimed. The entire study, including the signed plan and proposal, was submitted to your office in conjunction with your previous audit of this program covering FY 1999-00 through FY 2001-02. Copies of the time logs have been re-submitted to your auditor in conjunction with this current ongoing audit. This memorandum serves to summarize the finding and describe why they constitute a support for the reasonableness of the claim for FY 2003-04.

Please note that this time study is not intended to replace the figures in the FY 2003-04 claim, but rather to simply support the reasonableness of the hours claimed. The claim for FY 2003-04 reflected charges for 7,783 hours worked on the program. The time study showed an annualized number of hours attributable to the program of 8,274.50. This comparison shows that the claim

To provide a copy of the letter
attached to time study.

1 of 2

30/11.3
4/17/11

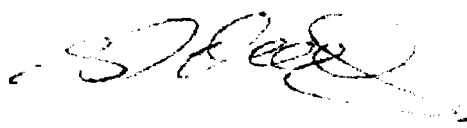
was potentially too low by 491.50 hours. However, since this time study was submitted as support for the reasonableness of the claim, not as replacement data, the claim should stand as originally submitted.

I would also like to respond to your findings regarding this time study from your March 2006 Audit Report because we disagree with the rationale used in rejecting it's usage previously. Finding 2 cited three reasons for rejecting the time study. Our responses to those reasons are as follows:

- Finding stated that the time study plan and proposal submitted for the 2006 audit did not explain how the period studied was a representative subset of the entire fiscal year. The period studied is indeed representative of a full fiscal-year because there were no substantial changes in staffing levels or workload within the program. With constant staffing levels over the audit period as compared to the time study period it is logical to extrapolate the results for any four-week period to the entire fiscal year. Since the time study extrapolation actually results in more hours spent on the program than claimed, it is reasonable to accept the claimed hours as justifiable.
- The previous audit finding stated that the time study was not summarized. While I believe the results were indeed summarized originally, the attached summary, extrapolation, and comparison to claimed hours is attached for your review and consideration. *see 3D/11.1*
- It was also stated that a time study is not appropriate due to varying levels of effort. As stated above, we disagree with this finding because the workload and staffing levels are constant with very limited variability.
- You may also notice that the time study covers all the activities attended to during the study disclosing the time spent on child abduction activities and other activities and for the purpose of the claim only the hours worked on child abduction are taken to justify the claimed costs.

It should be noted that beginning in FY 2004-05, this office began using a formal contemporaneous time sheet system to avoid these audit disagreements going forward and this contemporaneous time keeping methods are the same as those used in the time study in 2004 and the documents used then. I believe this should serve as clear supporting documentation for admitting the costs claimed.

Sincerely



George P. Doorley
Administrative Services Manager III
Santa Clara County District Attorney's Office

Child Abduction Time Study

November 15, 2004 - December 9, 2004

Staff	Job Title/Classification	1 Contact w/ children or persons	2 Process-civil or criminal court action	3 Physically recovering child(ren)	4 Training- CA related, Other mandatory investigator	5 Non-CA time, incl V,SL, breaks, lunch	Total Hrs Working CA (Col 1-4)	Annualized Time Study Hrs (Total CA Working Hrs / 4 x 52)	2003-04 Claimed Hrs	Diference Claimed vs Time Studied Hrs
Bytheway, Glen	Investigator	70.75	7.75	3.00	11.50	93.25	93.00	1,209.00		
Cardott, Patrice	Investigator	71.75	29.25	2.50	10.75	57.75	114.25	1,485.25		
Evans, Linda	Senior Investigator	45.50	8.75	2.50	12.50	111.25	69.25	900.25		
*Fracolli, Bob	Lieutenant	28.25	0.00	0.00	0.00	139.75	28.25	367.25		
Schembri, Mike	Investigator	19.75	0.00	0.00	0.00	0.00	19.75	256.75		
*Campagnolo, Dave	Senior Investigator	1.50	0.00	0.00	0.00	0.00	1.50	19.50		
Subtotal Investigators		237.50	45.75	8.00	34.75	402.00	326.00	4,238.00	4,788.00	(550.00)
Gallardo, Martha	Paralegal	89.00	0.00	0.00	16.00	23.50	105.00	1,365.00		
*Weidner, Patty	Legal Clerk	97.00	0.00	0.00	0.00	71.75	97.00	1,261.00		
Subtotal Clerical Support		186.00	0.00	0.00	16.00	95.25	202.00	2,626.00	1,624.50	1,001.50
Sylva, Julianne	Deputy District Attorney	20.75	66.25	0.00	21.50	60.00	108.50	1,410.50		
Subtotal Attorney		20.75	66.25	0.00	21.50	60.00	108.50	1,410.50	1,370.50	40.00
Total		444.25	112.00	8.00	72.25	557.25	636.50	8,274.50	7,783.00	491.50

* These employees were not included
on the FY 2003-04 claim. 3D/2

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On December 31, 2014, I served the:

SCO Revised Comments on IRC

Child Abduction and Recovery Program, 12-4237-I-03

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5;

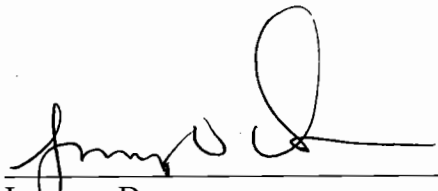
Welfare and Institutions Code Section 11478.5

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

Santa Clara County, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on December 31, 2014 at Sacramento, California.



Lorenzo Duran
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 11/19/14

Claim Number: 12-4237-I-03

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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DSpeciale@sco.ca.gov

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

Exhibit E

In Re:

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S CHILD ABDUCTION AND
RECOVERY PROGRAM

INCORRECT REDUCTION CLAIM
No.08-4237-I-02

**REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE
CONTROLLER**

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ELIZABETH G. PIANCA, Deputy County Counsel (S.B. #241244)
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Attorneys for
COUNTY OF SANTA CLARA

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Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:

No. 08-4237-I-02

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S CHILD ABDUCTION AND
RECOVERY PROGRAM

INCORRECT REDUCTION CLAIM

**REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE
CONTROLLER**

BACKGROUND

On March 17, 2006, the State Controller's Office (hereinafter "SCO") issued its final audit report on the County of Santa Clara's (hereinafter "County") claims for costs incurred based on the legislatively-created Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for July 1, 1999, through June 30, 2002. The SCO incorrectly reduced the County's claim of \$2,946,189 by \$1,268,210, thus allowing only \$1,667,721.

The County submitted the instant Incorrect Reduction Claim ("IRC") on January 7, 2009, which was received by the Commission on State Mandates ("Commission") on

January 28, 2009. Almost six years later, on December 22, 2014, the SCO filed its formal response. Despite the delay in the SCO's response, the County will address the specifics in the SCO's response.

DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$184,446. This finding was based upon the County's computation of its productive hourly rates for employees, which was proper and complied with the SCO's Claiming Instructions allowing for a methodology of calculating the average annual productive hours with a deduction based on authorized (or required) employee break time and required training; rather than actual break time and required training. The County's IRC exhaustively explains the County's basis for using the developed countywide average annual productive hours and why this is an approved method based on the Mandated Cost Manual for Local Agencies ("Manual").

The SCO's response acknowledges that the Manual "allows the county to calculate productive hourly rates using countywide average annual productive hours."¹ The point of difference between the SCO and the County is the accepted methodology for calculating break time and training time.

With respect to break time, the County claimed authorized break time to calculate the productive hourly rate. The SCO is taking the position that only actual break time can be used to calculate the productive hourly rate. Since the IRC was submitted, the County has re-evaluated how it calculates break time for the countywide average annual

¹ SCO Response at p. 6.

productive hours and break time is not included in the calculation because it is not cost effective to track actual break time. Therefore, the County no longer challenges the SCO's audit findings with respect to how break time was calculated for purposes of the countywide productive hourly rate for FY 1999-2000, FY 2000-2001, and FY 2001-2002.

Concerning training hours deducted, the SCO's response acknowledges that training time specifically related to a mandated program is eligible for reimbursement and, presumably, can be deducted when calculating the countywide productive hourly rate. The issue for the SCO is that the County deducted training time based on time required for non-mandated programs, such as training time benefiting specific departments when calculating the countywide productive hours for FY 1999-2000, FY 2000-2001, and FY 2001-2002. The County no longer challenges the SCO's audit findings with respect to how training was calculated for purposes of the countywide productive hourly rate for FY 1999-2000, FY 2000-2001, and FY 2001-2002.

B. AUDIT FINDING NUMBER TWO REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT.

Audit Finding 2 alleges (1) that the time claimed for certain employees was unsubstantiated due to a lack of time logs and (2) that the time claimed for employees who were not dedicated to the program full-time was unsubstantiated due to a lack of time logs.

With respect to allegation (1), the employees in question were employed full-time in the County's Child Abduction and Recovery Program performing mandated activities. The SCO is seeking time logs for each of these employees as proof of the costs incurred for the program. However, as the County previously explained to the SCO the proof of

the costs incurred for the program is more accurately reflected by payroll accounts for these employees. The County further submitted a time study to support the mandate-related hours claimed by these employees. The SCO's response devalues the time study because it does not show that the County employees worked on mandate-related activities on a full-time basis. Nevertheless, it does show that a percentage of these employees time was spent on mandated-related activities and the County should be reimbursed for this time.

With respect to allegation (2), the County did perform a time study to substantiate in FY 2004-2005 to support costs claimed for FY 1999-2000, FY 2000-2001, and FY 2001-2002 because the source document requirement was not in the Commission's parameters and guidelines at the time the mandate claim was filed. The SCO's response is that because the time study was conducted during FY 2004-2005 it cannot be used as evidence to support the time logs provided to support claims in FY 1999-2000, FY 2000-2001, and FY 2001-2002. The time study should not be dismissed simply because it was conducted in a fiscal year not related to the fiscal years at issue.

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CONCLUSION

The County continues to request that the Commission reverse the SCO's audit finding for Audit Finding 2. The County is available to meet with Commission and SCO staff to address the audit findings.

Dated: 4/2/2015

Respectfully submitted,

ORRY P. KORB
County Counsel



Elizabeth G. Pianca
Deputy County Counsel
Attorneys for County of Santa Clara

1090690

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On April 3, 2015, I served the:

Claimant Rebuttal Comments

Incorrect Reduction Claim, 08-4237-I-02

Child Abduction and Recovery Program

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Fiscal Years: 1999-2000, 2000-2001, 2001-2002

Santa Clara County, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on April 3, 2015 at Sacramento, California.



Lorenzo Duran

Commission on State Mandates

980 Ninth Street, Suite 300

Sacramento, CA 95814

(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 2/19/15

Claim Number: 08-4237-I-02

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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RECEIVED
April 02, 2015
*Commission on
State Mandates*

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

Exhibit F

In Re:

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S CHILD ABDUCTION AND
RECOVERY PROGRAM

INCORRECT REDUCTION CLAIM
No.12-4237-I-03

**REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE
CONTROLLER**

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Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:

No. 12-4237-I-03

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S CHILD ABDUCTION AND
RECOVERY PROGRAM

INCORRECT REDUCTION CLAIM

**REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE
CONTROLLER**

BACKGROUND

On December 4, 2009, the State Controller's Office (hereinafter "SCO") issued its final audit report on the County of Santa Clara's (hereinafter "County") claims for costs incurred based on the legislatively-created Child Abduction and Recovery Program (Test Claim No. CSM 4237; Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for July 1, 2003, through June 30, 2007. The SCO incorrectly reduced the County's claim of \$2,480,334 by \$296,732, thus allowing only \$2,183,602.

The County submitted the instant Incorrect Reduction Claim (“IRC”) on November 27, 2012, which was received by the Commission on State Mandates (“Commission”) on November 29, 2012. On December 22, 2014, the SCO filed its formal response. The County will address the specifics in the SCO’s response.

DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY’S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$196,391. This finding was based upon the County’s computation of its productive hourly rates for employees, which was proper and complied with the SCO’s Claiming Instructions allowing for a methodology of calculating the average annual productive hours with a deduction based on authorized (or required) employee break time and required training; rather than actual break time and required training. The County’s IRC exhaustively explains the County’s basis for using the developed countywide average annual productive hours and why this is an approved method based on the Mandated Cost Manual for Local Agencies (“Manual”).

The SCO’s response acknowledges that the Manual “allows the county to calculate productive hourly rates using countywide average annual productive hours.”¹ The point of difference between the SCO and the County is the accepted methodology for calculating break time and training time.

With respect to break time, the County claimed authorized break time to calculate the productive hourly rate. The SCO is taking the position that only actual break time can be used to calculate the productive hourly rate. Since the IRC was submitted, the

¹ SCO Response at p. 7.

County has re-evaluated how it calculates break time for the countywide average annual productive hours and break time is not included in the calculation because it is not cost effective to track actual break time. Therefore, the County no longer challenges the SCO's audit findings with respect to how break time was calculated for purposes of the countywide productive hourly rate for FY 2003-2004, FY 2004-2005, FY 2005-2006, and FY 2006-2007.

Concerning training hours deducted, the SCO's response acknowledges that training time specifically related to a mandated program is eligible for reimbursement and, presumably, can be deducted when calculating the countywide productive hourly rate. The issue for the SCO is that the County deducted training time based on time required for non-mandated programs, such as training time benefiting specific departments when calculating the countywide productive hours for FY 2003-2004, FY 2004-2005, FY 2005-2006, and FY 2006-2007. The County no longer challenges the SCO's audit findings with respect to how training was calculated for purposes of the countywide productive hourly rate for FY 2003-2004, FY 2004-2005, FY 2005-2006, and FY 2006-2007.

B. AUDIT FINDING NUMBER TWO REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT.

Audit Finding 2 alleges that the application of the time study conducted during the November 15, 2004, through December 10, 2004, period to the fiscal year 2003-2004 claim was improper because the time study was not representative. As the County previously explained, the time study undertaken by the County provided a reliable measure of the time needed to perform the mandated activities. In addition, the

requirement document was not in the Commission's parameters and guidelines at the time the mandate claim was filed. Despite the substantial documentation submitted by the County to support the time study, the SCO concluded that the County's "time study was invalid because (1) the time period studied was not representative of either FY 2003-04 or FY 2004-04; and (2) the extrapolated time study results were not representative of FY 2003-04 because the time study covered only 18 workdays.

The County's time study was representative of a fiscal year because it captured 18 workdays, almost four weeks of work, of County employees. A time study need not be conducted each fiscal year to substantiate time spent on the program during that fiscal year. Further, time studies need not be exhaustive to capture how long tasks take. As the County previously stated, the activities related to the program are not seasonal in nature; rather, the volume of the program is constant.


CONCLUSION

The County continues to request that the Commission reverse the SCO's audit finding with respect to Audit Finding 2. However, the County is available to meet with Commission and SCO staff to discuss.

Dated: 4/2/2015

Respectfully submitted,

ORRY P. KORB
County Counsel



Elizabeth G. Pianca
Deputy County Counsel
Attorneys for County of Santa Clara

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On April 3, 2015, I served the:

Claimant Rebuttal Comments

Incorrect Reduction Claim, 12-4237-I-03

Child Abduction and Recovery Program

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

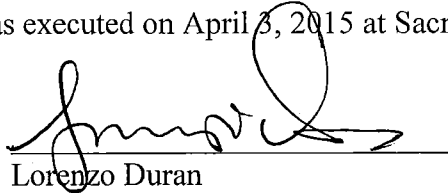
Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

Santa Clara County, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on April 3, 2015 at Sacramento, California.



Lorenzo Duran

Commission on State Mandates

980 Ninth Street, Suite 300

Sacramento, CA 95814

(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 2/19/15

Claim Number: 12-4237-I-03

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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**Exhibit G**

January 13, 2016

Ms. Elizabeth Pianca
County of Santa Clara
70 West Hedding Street, 9th Floor, East Wing
San Jose, CA 95110-1770

Ms. Jill Kanemasu
State Controller's Office
Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

And Parties, Interested Parties, and Interested Persons (See Mailing List)

**Re: Draft Proposed Decision, Schedule for Comments, Notice of Hearing,
and Notice of Proposed Consolidation of Incorrect Reduction Claims**

Child Abduction and Recovery Program, 08-4237-I-02

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 1999-2000, 2000-2001, and 2001-2002

County of Santa Clara, Claimant

And

Child Abduction and Recovery Program, 12-4237-I-03

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

County of Santa Clara, Claimant

Dear Ms. Pianca and Ms. Kanemasu:

The draft proposed decision for the above-named matter is enclosed for your review and comment.

Written Comments

Written comments may be filed on the draft proposed decision by **February 3, 2016**. You are advised that comments filed with the Commission on State Mandates (Commission) are required to be simultaneously served on the other interested parties on the mailing list, and to be accompanied by a proof of service. However, this requirement may also be satisfied by electronically filing your documents. Please see <http://www.csm.ca.gov/dropbox.shtml> on the Commission's website for instructions on electronic filing. (Cal. Code Regs., tit. 2, § 1181.3.)

If you would like to request an extension of time to file comments, please refer to section 1187.9(a) of the Commission's regulations.

Hearing

This matter is set for hearing on **Friday, March 25, 2016**, at 10:00 a.m., State Capitol, Room 447, Sacramento, California. The proposed decision will be issued on or about March 11, 2016. Please let us know in advance if you or a representative of your agency

Ms. Pianca and Ms. Kanemasu
January 13, 2016
Page 2

will testify at the hearing, and if other witnesses will appear. If you would like to request postponement of the hearing, please refer to section 1187.9(b) of the Commission's regulations.

Notice of Proposed Consolidation

Pursuant to the executive director's duty under Government Code section 17530 to "expedite all matters within the jurisdiction of the Commission" and the procedure for the consolidation of incorrect reduction claims specified section 1185.6 of the Commission's regulations, I am proposing to consolidate the above-named incorrect reduction claims (IRCs). These IRCs raise common questions of law and fact, were filed by the same claimant, and were reduced by the State Controller's Office for the same reason. Accordingly, a consolidation of these claims would most efficiently expedite the hearing of these matters by the Commission.

Pursuant to section 1185.6(a) of the Commission's regulations, this notice of proposed consolidation will be posted to the Commission website at www.csm.ca.gov. If no objection is filed, the consolidation will become effective 30 days from the date of this notice, or on **February 12, 2016**. This consolidated matter will be named *Child Abduction and Recovery*, 08-4237-I-02 and 12-4237-I-03. Please use this new matter name in all future correspondence.

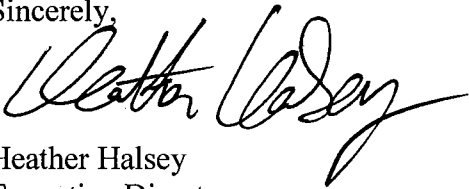
Requests to Sever Individual Incorrect Reduction Claim

On or before **February 12, 2016**, a claimant may serve and file a written request that the IRCs be severed from proposed consolidation. Timely requests to sever shall be approved. Requests for severing received after **February 12, 2016** shall be denied. (Cal. Code Regs., tit. 2, § 1185.6(b).)

Appeal to the Commission

Any party may appeal to the Commission for review of the actions and decisions of the executive director to consolidate these incorrect reduction claims pursuant to section 1181.1 of the Commission's regulations.

Sincerely,



Heather Halsey
Executive Director

ITEM __
INCORRECT REDUCTION CLAIM
DRAFT PROPOSED DECISION

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;
Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Child Abduction and Recovery

Fiscal Years 1999-2000, 2000-2001, 2001-2002,
2003-2004, 2004-2005, 2005-2006, and 2006-2007

08-4237-I-02 and 12-4237-I-03

County of Santa Clara, Claimant

EXECUTIVE SUMMARY

Overview

08-4237-I-02 (fiscal years 1999-2000, 2000-2001, and 2001-2002) and 12-4237-I-03 (fiscal years 2003-2004, 2004-2005, 2005-2006, and 2006-2007)¹ have been consolidated for hearing. These consolidated incorrect reduction claims (IRC's) challenge reductions made by the State Controller's Office (Controller) to reimbursement claims of the County of Santa Clara (claimant) for the *Child Abduction and Recovery* program.

The only issue remaining in contention for this matter is whether the Controller's reductions totaling \$1,183,619 for salaries, benefits, and related indirect costs claimed for fiscal years 1999-2000 through 2001-2002, and 2003-2004 are correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support. The reductions are based on the Controller's findings that the costs claimed were not supported by documentation or a documented time study that adequately represented the costs claimed for these years as required by the parameters and guidelines.

As explained herein, staff recommends that the Commission on State Mandates (Commission) deny this IRC.

The *Child Abduction and Recovery* Program

On September 19, 1979, the Board of Control, predecessor to the Commission, approved the test claim, finding that the test claim statutes imposed a reimbursable state-mandated program on counties by requiring district attorney offices to actively assist in the resolution of child custody problems, including visitation disputes and the enforcement of custody and other orders of the court in a child custody proceeding. These activities include actions necessary to locate and

¹ Note that there was no audit for 2002-2003 and that year is not in issue in this IRC.

return a child; the enforcement of child custody orders, orders to appear; or any other court order defraying expenses related to the return of an illegally detained, abducted, or concealed child; proceeding with civil court actions; and guaranteeing the appearance of offenders and minor in court actions. Reimbursement was found not to be required for the costs associated with criminal prosecutions under the Penal Code.²

On January 21, 1981, the Board of Control adopted the parameters and guidelines for this program for costs incurred beginning January 1, 1977. The parameters and guidelines have been amended several times. The parameters and guidelines that govern the reimbursement claims at issue in this case were amended by the Commission on August 26, 1999, and require that claimed costs “shall be supported” by cost element information, as specified. With respect to claims for salaries and benefits, claimants are required by Section VII. of the parameters and guidelines to:

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

Section VIII. further requires that “all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs,” and that these “documents must be kept on file by the agency submitting the claim for [the audit] period specified in Government Code section 17558.5.”

Procedural History

On March 17, 2006, the Controller issued the final audit report for IRC 08-4237-I-02. On January 28, 2009, claimant filed IRC 08-4237-I-02. On December 4, 2009, the Controller issued the final audit report for IRC 12-4237-I-03. On November 29, 2012, claimant filed IRC 12-4237-I-03. On December 22, 2014, the Controller filed late comments on IRC 08-4237-I-02. On December 22, 2014, the Controller filed late comments on IRC 12-4237-I-03. On December 31, 2014, the Controller revised their late comments on IRC 12-4237-I-03. On January 6, 2015, claimant requested an extension of time to April 3, 2015 to rebut the Controller’s comments on these IRCs which was granted for good cause shown. On April 2, 2015, the claimant filed rebuttals to the Controller’s late comments on IRC 08-4237-I-02 and IRC 12-4237-I-03.

On January 13, 2016, Commission staff issued the draft proposed decision.

Commission Responsibilities

Government Code section 17561(b) authorizes the Controller to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state-mandated costs that the Controller determines is excessive or unreasonable.

² Exhibit A, Incorrect Reduction Claim, 08-4237-I-02, pages 43-50 (parameters and guidelines, as amended July 22, 1993), 53-60 (parameters and guidelines, as amended August 26, 1999).

Government Code Section 17551(d) requires the Commission to hear and decide a claim that the Controller has incorrectly reduced payments to the local agency or school district. If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.9 of the Commission's regulations requires the Commission to send the decision to the Controller and request that the costs in the claim be reinstated.

The Commission must review questions of law, including interpretation of parameters and guidelines, de novo, without consideration of legal conclusions made by the Controller in the context of an audit. The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.³ The Commission must also interpret the Government Code and implementing regulations in accordance with the broader constitutional and statutory scheme. In making its decisions, the Commission must strictly construe article XIII B, section 6 and not apply it as an "equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."⁴

With regard to the Controller's audit decisions, the Commission must determine whether they were arbitrary, capricious, or entirely lacking in evidentiary support. This standard is similar to the standard used by the courts when reviewing an alleged abuse of discretion of a state agency.⁵

The Commission must also review the Controller's audit in light of the fact that the initial burden of providing evidence for a claim of reimbursement lies with claimant.⁶ In addition, sections 1185.1(f)(3) and 1185.2(c) of the Commission's regulations require that any assertions of fact by the parties to an IRC must be supported by documentary evidence. The Commission's ultimate findings of fact must be supported by substantial evidence in the record.⁷

Claims

The following chart provides a brief summary of the claims and issues raised and staff's recommendation.

Issue	Description	Staff Recommendation
Reduction Costs for Employee Salaries,	The Controller found that \$1,183,619 claimed during the fiscal years audited was not supported by documentation or time	<i>Correct</i> - Staff finds that the claimant did not comply with the documentation

³ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

⁴ *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1264, 1280, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

⁵ *Johnston v. Sonoma County Agricultural Preservation and Open Space District* (2002) 100 Cal.App.4th 973, 983-984. See also *American Bd. of Cosmetic Surgery, Inc. v. Medical Bd. of California* (2008) 162 Cal.App.4th 534, 547.

⁶ *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

⁷ Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil Procedure to set aside a decision of the Commission on the ground that the Commission's decision is not supported by substantial evidence in the record.

Benefits, and Related Indirect Costs for fiscal years 1999-2000, 2000-2001, 2001-2002 and 2003-2004	<p>study conducted that adequately represented the costs claimed as required by the parameters and guidelines. The Controller rejected the four week time study conducted by the claimant in November and December 2004 that was subsequently provided to support the costs claimed.</p> <p>Thus, for fiscal years 1999-2000 through 2001-2002, the Controller allowed the costs claimed that were supported by time logs provided by the claimant. Since the claimant did not provide time logs or other documentation supporting the time spent on the mandate in fiscal year 2003-2004, however, the Controller extrapolated employee hours identified on timesheets for January 2005 through June 2005 to approximate the actual hours spent on the program for the 2003-2004 fiscal year.</p>	<p>requirements in the parameters and guidelines to support the costs claimed for fiscal years 1999-2000, through 2001-2002 and 2003-2004 and, thus, the Controller's reductions are correct as a matter of law. Staff further finds that there is no evidence in the record that the Controller's rejection of the claimant's time study provided to support all costs claimed during the audit period, or that the Controller's extrapolation of allowable costs for fiscal year 2003-2004, is arbitrary, capricious, or entirely lacking in evidentiary support.</p>
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Staff Analysis

The Controller's Reduction of Costs for Employee Salaries, Benefits, and Related Indirect Costs Is Correct as a Matter of Law and Not Arbitrary, Capricious, or Entirely Lacking in Evidentiary Support.

To claim costs for employee salaries and benefits, the parameters and guidelines applicable to the fiscal years at issue in these IRC's require that the claimant either specify the actual number of hours devoted to each mandated function and provide source documents or worksheets that show evidence of the validity of the costs, or claim costs based on the average number of hours devoted to each mandated function if supported by a documented time study. Average time accountings to support employee time claimed "can be deemed akin to worksheets."⁸ However, the time study is still required to "show evidence of and the validity of [the] costs [claimed]" for the mandated program.⁹

Staff finds that the Controller's reduction of costs claimed for fiscal year 1999-2000 through 2001-2002 is correct as a matter of law, and not arbitrary, capricious, or entirely lacking in evidentiary support. The payroll documentation originally provided by the claimant to the Controller, which does not verify the time spent on the mandated program, does not comply with the documentation requirements of the parameters and guidelines. Moreover, based on the evidence in the record, the Controller's decision to reject the time study that claimant later prepared based on data from later fiscal years as inadequate documentation to support the costs claimed for all the employees is not arbitrary, capricious, or entirely lacking in evidentiary

⁸ *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

⁹ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 53-60.

support. The record shows that the Controller considered the claimant's arguments and all relevant factors, and has demonstrated a rational connection between those factors and the decision made to reject the time study. The Commission cannot substitute its judgment for that of the Controller on audit decisions.¹⁰

Staff also finds that the Controller's reduction of salary and benefit costs for fiscal year 2003-2004 is not arbitrary, capricious, or entirely lacking in evidentiary support. For this reimbursement claim, the claimant resubmitted the same four week time study conducted from November 15, 2004, through December 10, 2004 to support fiscal year 2003-2004 claimed costs, with a summary of the time study results and a projection of the results to a full fiscal year. The Controller determined, however, that the claimant's time study did not adequately support the time claimed for fiscal year 2003-2004 because the time study included three employee classifications that the county did not include in their claim for reimbursement; the time study period included a holiday week when employees worked fewer hours; and actual timesheets kept for January 2005 through June 2005 showed varying changes in staffing levels and workload. Since the claimant did not provide time logs or other documentation supporting the time spent on the mandate in fiscal year 2003-2004, the Controller extrapolated employee hours identified on timesheets for January 2005 through June 2005 to approximate the actual hours spent on the program for the 2003-2004 fiscal year, instead of reducing costs to \$0. Staff finds that there is no evidence in the record that the Controller's rejection of the claimant's time study or the Controller's calculation of employee costs for fiscal year 2003-2004, is arbitrary, capricious, or entirely lacking in evidentiary support.

Conclusion

Pursuant to Government Code section 17551(d), staff finds that the Controller's reductions are correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

Staff Recommendation

Staff recommends that the Commission adopt the proposed decision to deny the IRCs, and authorize staff to make any technical, non-substantive changes following the hearing.

¹⁰ *American Bd. of Cosmetic Surgery, Inc. v. Medical Bd. of California* (2008) 162 Cal.App.4th 534, 547-548.

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

**IN RE INCORRECT REDUCTION CLAIM
ON:**

Family Code Sections 3060-3064,
3130-3134.5, 3408, 3411, and 3421;
Penal Code Sections 277, 278, and 278.5;
Welfare And Institutions Code Section
11478.5

Statutes 1976, Chapter 1399; Statutes 1992,
Chapter 162; Statutes 1996, Chapter 988

Fiscal Years 1999-2000, 2000-2001,
2001-2002, 2003-2004, 2004-2005,
2005-2006, and 2006-2007

County of Santa Clara, Claimant

Case Nos.: 08-4237-I-02 and 12-4237-I-03

Child Abduction and Recovery Program

STATEMENT OF DECISION
PURSUANT TO GOVERNMENT CODE
SECTION 17500 ET SEQ.; CALIFORNIA
CODE OF REGULATIONS, TITLE 2,
DIVISION 2, CHAPTER 2.5. ARTICLE 7

(Adopted March 25, 2016)

DECISION

The Commission on State Mandates (Commission) heard and decided this consolidated incorrect reduction claim (IRC) during a regularly scheduled hearing on March 25, 2016. [Witness list will be included in the adopted decision.]

The law applicable to the Commission's determination of a reimbursable state-mandated program is article XIII B, section 6 of the California Constitution, Government Code section 17500 et seq., and related case law.

The Commission [adopted/modified] the proposed decision to [approve/partially approve/deny] this IRC at the hearing by a vote of [vote count will be included in the adopted decision] as follows:

Member	Vote
Ken Alex, Director of the Office of Planning and Research	
Richard Chivaro, Representative of the State Controller, Vice Chairperson	
Mark Hariri, Representative of the State Treasurer	
Sarah Olsen, Public Member	
Eraina Ortega, Representative of the Director of the Department of Finance, Chairperson	
Carmen Ramirez, City Council Member	
Don Saylor, County Supervisor	

Summary of the Findings

08-4237-I-02 (fiscal years 1999-2000, 2000-2001, and 2001-2002) and 12-4237-I-03 (fiscal years 2003-2004, 2004-2005, 2005-2006, and 2006-2007)¹¹ have been consolidated for hearing. These consolidated IRC's challenge the State Controller's Office (Controller's) reductions to reimbursement claims of the County of Santa Clara (claimant) for the *Child Abduction and Recovery* program.

The only issue remaining in contention for this matter is whether the Controller's reductions totaling \$1,183,619 for unsupported salaries, benefits, and related indirect costs claimed for fiscal years 1999-2000 through 2001-2002 and 2003-2004 are correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

To claim costs for employee salaries and benefits, the parameters and guidelines require that the claimant either specify the actual number of hours devoted to each mandated function and provide source documents or worksheets that show evidence of the validity of the costs, or claim costs based on the average number of hours devoted to each mandated function if supported by a documented time study. Average time accountings to support employee time claimed "can be deemed akin to worksheets."¹² However, the time study is still required to "show evidence of and the validity of [the] costs [claimed]" for the mandated program.¹³

The Commission finds that the Controller's reduction of costs claimed for fiscal year 1999-2000 through 2001-2002 is correct as a matter of law, and not arbitrary, capricious, or entirely lacking in evidentiary support. The payroll documentation originally provided by the claimant to the Controller, which does not verify the time spent on the program, does not comply with the documentation requirements of the parameters and guidelines. Moreover, based on the evidence in the record, the Controller's decision to reject the time study that claimant later prepared using data from later fiscal years as inadequate documentation to support the costs claimed for all the employees is not arbitrary, capricious, or entirely lacking in evidentiary support. The record shows that the Controller considered the claimant's arguments and all relevant factors, and has demonstrated a rational connection between those factors and the decision made to reject the time study. The Commission cannot substitute its judgment for that of the Controller on audit decisions.

The Commission also finds that the Controller's reduction of salary and benefit costs for fiscal year 2003-2004 is not arbitrary, capricious, or entirely lacking in evidentiary support. For this reimbursement claim, the claimant resubmitted the same four week time study conducted from November 15, 2004, through December 10, 2004 to support fiscal year 2003-2004 claimed costs, with a summary of the time study results and a projection of the results to a full fiscal year. The Controller determined, however, that the claimant's time study did not adequately support the time claimed for fiscal year 2003-2004 because the time study included three employee classifications that the county did not include in their claim for reimbursement; the time study period included a holiday week when employees worked fewer hours; and actual timesheets kept for January 2005 through June 2005 showed varying changes in staffing levels and workload.

¹¹ Note that there was no audit for 2002-2003 and that year is not in issue in this IRC.

¹² *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

¹³ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 53-60.

Since the claimant did not provide time logs or other adequate documentation supporting the time spent on the mandate in fiscal year 2003-2004, the Controller extrapolated employee hours identified on timesheets for January 2005 through June 2005 to approximate the actual hours spent on the program for the 2003-2004 fiscal year, instead of reducing costs to \$0. The Commission finds that there is no evidence in the record that the Controller's rejection of the claimant's time study or the Controller's calculation of employee costs for fiscal year 2003-2004, is arbitrary, capricious, or entirely lacking in evidentiary support.

Therefore, the Commission denies these IRCs.

I. Chronology

- 03/17/2006 Controller issued the final audit report for fiscal years 1999-2000 through 2001-2002.¹⁴
- 01/28/2009 Claimant filed IRC 08-4237-I-02.¹⁵
- 12/04/2009 Controller issued the final audit report for fiscal years 2003-2004 through 2006-2007.¹⁶
- 11/29/2012 Claimant filed IRC 12-4237-I-03.¹⁷
- 12/22/2014 Controller filed Late Comments on IRC 08-4237-I-02.¹⁸
- 12/22/2014 Controller filed Late Comments on IRC 12-4237-I-03.
- 12/31/2014 Controller filed Revised Late Comments on IRC 12-4237-I-03.¹⁹
- 04/02/2015 Claimant filed Rebuttal to Controller's Late Comments on IRC 08-4237-I-02.²⁰
- 04/02/2015 Claimant filed Rebuttal to Controller's Late Comments on IRC 12-4237-I-03.²¹
- 1/13/2016 Commission staff issued the draft proposed decision.²²

II. Background

A. Child Abduction and Recovery Program

¹⁴ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 19.

¹⁵ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 1.

¹⁶ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 16.

¹⁷ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 1.

¹⁸ Exhibit C, Controller's Late Filed Comments on IRC 08-4237-I-02, page 1.

¹⁹ Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 1. Note that these revised comments simply replaced illegible pages with legible ones and these revised comments filed December 31, 2014 replace the late comments filed December 22, 2014.

²⁰ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 1.

²¹ Exhibit F, Claimant's Rebuttal to Controller's Late Comments on IRC 12-4237-I-03, page 1.

²² Exhibit G, Draft Proposed Decision.

On September 19, 1979, the Board of Control approved a test claim filed by the County of San Bernardino, finding that the test claim statutes imposed a reimbursable state-mandated program on counties by requiring district attorney offices to actively assist in the resolution of child custody problems, including visitation disputes and the enforcement of custody and other orders of the court in a child custody proceeding. These activities include actions necessary to locate and return a child; the enforcement of child custody orders, orders to appear; or any other court order defraying expenses related to the return of an illegally detained, abducted, or concealed child; proceeding with civil court actions; and guaranteeing the appearance of offenders and minor in court actions. Reimbursement was found not to be required for the costs associated with criminal prosecutions under the Penal Code.²³

On January 21, 1981 the Board of Control adopted the parameters and guidelines for this program for costs incurred beginning January 1, 1977. Since the adoption of the original parameters and guidelines, the test claim statutes have been renumbered and some have been amended.²⁴ In addition, the parameters and guidelines have been amended several times. The parameters and guidelines that govern the reimbursement claims at issue in this case were amended on August 26, 1999, and provide that counties may claim reimbursement for the following activities:

1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals. Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.

²³ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 43-50 (parameters and guidelines, as amended July 22, 1993), 53-60 (parameters and guidelines, as amended August 26, 1999).

²⁴ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 53-54 (parameters and guidelines, as amended August 26, 1999), which explain under the Summary of Mandate section of the parameters and guidelines, the statutory changes as follows:

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

- (1) Preparation and investigation of reports and requests for assistance.
- (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
- (3) Process services and attendant court fees and costs.
- (4) Depositions.
- c. Physically recovering the child(ren).
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child. All such items purchased must be itemized.
2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.
 - b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
 - (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.

- (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
- (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.²⁵

Section VI. of these parameters and guidelines describe the non-reimbursable costs as follows: “Costs associated with criminal prosecution, commencing with the defendant’s first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.”

Section VII. of these parameters and guidelines further require that claimed costs “shall be supported” by cost element information, as specified. With respect to claims for salaries and benefits, claimants are required to:

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

Section VIII. further requires that “all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs,” and that these “documents must be kept on file by the agency submitting the claim for [the audit] period specified in Government Code section 17558.5.” However, contemporaneous source documentation was not required by these parameters and guidelines.

B. The Audit Findings of the Controller

The audit report for fiscal years 1999-2000 through 2001-2002 reduced costs by \$1,278,468 because claimant overstated productive hourly rates when calculating employee salaries and benefits (Finding 1) and claimed unsupported salaries, benefits, and related indirect costs (Finding 2).²⁶ The audit report for fiscal years 2003-2004 through 2006-2007 reduced costs by \$296,732 on similar grounds: the claimant overstated productive hourly wage rates in all audit years (Finding 1) and claimed unsupported salaries, benefits, and related indirect costs in fiscal year 2003-2004 (Finding 2).²⁷

²⁵ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 53-60 (parameters and guidelines, as amended August 26, 1999).

²⁶ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 18-38. The audit report also reduced costs in Finding 3 for overstated indirect costs, which are not challenged by the claimant.

²⁷ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, pages 15-43. Finding 3 of this audit report also finds understated salaries, benefits, and related indirect costs for one employee, which

The claimant originally challenged both findings made by the Controller. After the IRCs were filed, however, the claimant withdrew the challenge to audit Finding 1 in both audit reports relating to the reduction of costs based on overstated productive hourly rates.²⁸ Thus, the claimant now only challenges the reductions in Finding 2 of the audit reports for unsupported salaries and benefits and related indirect costs claimed for fiscal years 1999-2000 through 2001-2002 and 2003-2004, totaling \$1,183,619, described as follows:²⁹

- The Controller reduced costs for salaries and benefits claimed for fiscal years 1999-2000 through 2001-2002 for two full-time employees in the claimant's Child Abduction and Recovery Unit because the county did not provide any documentation to support mandate-related hours claimed. In addition, one of the full-time employees stated that she spent part of her time assisting with criminal trial preparation after the defendant's first court appearance, which is not eligible for reimbursement. Moreover, the time study later submitted by the claimant shows that the two full-time employees worked between 42.50 and 69.27 percent and 60 and 92.94 percent, respectively, on the mandated program during the four week time study,³⁰ which contradicts the claimant's assertion that the full-time employees performed only mandate-related activities during the audit period.

The Controller also partially reduced costs claimed for the remaining employees working part-time on the program in these fiscal years because the county provided time logs that did not support all of the mandate-related hours claimed. The time logs identified mandate-related time, non-mandate related time, and non-productive time, but did not reconcile and support the hours claimed. Subsequently, the claimant submitted a four-week time study conducted in fiscal year 2004-2005 in lieu of the employee time logs, which the Controller rejected because the time study is not competent evidence to replace time logs provided to support the costs claimed for earlier fiscal years. In addition, the Controller found that the county did not identify how the time period studied (four weeks in fiscal year 2004-2005) was representative of the costs incurred in fiscal years 1999-2000 through 2001-2002, and did not show how the results could be projected to approximate actual costs for the audit period. The Controller concluded that a time study is not appropriate since the entire program requires varying levels of effort and includes activities that are not mandated by the state.

The Controller, therefore, allowed reimbursement for salaries and benefits for fiscal years 1999-2000 through 2001-2002 based on mandate-related hours supported by employee time logs.

occurred as result of an input error in the claimant's payroll system. The adjustment in Finding 3 is not disputed.

²⁸ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 4; Exhibit F, Claimants Rebuttal to Controller's Late Comments on IRC 12-4237-I-03, page 4.

²⁹ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 28; Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

³⁰ Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, pages 16 and 43 (Tab 8, Controller's Analysis of Paralegal and Legal Clerk Time Study Hours).

- The Controller reduced costs for salaries and benefits claimed for fiscal year 2003-2004 because the claimant did not provide documentation to support the mandate-related hours claimed. Instead, the claimant resubmitted the four week time study from fiscal year 2004-2005 with a summary of the results and a projection of the results to estimate costs for 2003-2004. However, the Controller found that the time study was still not representative of the 2003-2004 costs because the time study included three employee classifications that the county did not include in their claim for reimbursement; the time study period included a holiday week when employees worked fewer hours; and actual timesheets kept from January 2005 through June 2005 showed varying changes in staffing levels and workload.

The Controller, therefore, rejected the claimant's time study and, instead, extrapolated the employee hours identified on the timesheets for January 2005 through June 2005 to approximate the actual hours spent on the program for the 2003-2004 fiscal year.

III. Positions of the Parties

A. County of Santa Clara

The claimant contends that the Controller's reductions for salary, benefits, and related indirect costs are incorrect and should be reinstated. For fiscal years 1999-2000 through 2001-2002, the claimant asserts that the employees working full-time on the mandated program should not be required to provide time logs, and that payroll documentation for these employees is sufficient, alone, to substantiate the hours claimed for full-time employees. The claimant argues in its rebuttal to the Controller's comments that while the "SCO response devalues the time study because it does not show that the County employees worked on mandate-related activities on a full-time basis...it does show that a percentage of these employees time was spent on mandate-related activities and the County should be reimbursed for this time."³¹

The claimant also asserts that it provided time logs to substantiate the hours spent in mandate activities for those employees who did not perform mandate-activities full time.³² The claimant asserts that "to the extent that the SCO believed that the time logs were insufficient, a time study was performed from November 15, 2004 through December 10, 2004."³³ The claimant argues that "[t]he county did perform a time study in FY 2004-2005 to support costs claimed for FY 1999-2000, FY 2000-2001, and FY 2001-2002 because the source document requirement was not in the Commission's parameters and guidelines at the time the mandate claim was filed."³⁴ The claimant further argues that to the extent the Controller felt the time logs provided were insufficient, the time study performed provides a reliable measure of the time needed to perform mandated activities and that the Controller should rely on a current time study to support the hours claimed.³⁵ The claimant argues that the time study relied on contemporaneous documentation of mandated and non-mandated activities to fully account for the time; that it

³¹ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 5.

³² Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 15.

³³ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 15.

³⁴ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 5.

³⁵ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 15.

covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked against payroll information; and that all employees performing mandated activities participated in order to eliminate errors due to small sample size or extrapolation. Further, the claimant argues that the time study is representative of a full fiscal year because the activities related to the program are not seasonal and have not changed appreciably over time.³⁶

For fiscal year 2003-2004, the claimant makes similar arguments regarding the appropriateness of the fiscal year 2004-2005 time study to support the costs claimed. The claimant also argues that the time study was done “in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year.” The claimant asserts that the Controller failed to recognize that the time study substantiated the County’s claims and wrongfully applied its own standard.³⁷

B. State Controller’s Office

It is the Controller’s position that the audit adjustments are correct and that these IRC’s should be denied. The Controller states that unallowable salary, benefits and indirect costs were claimed because the claimant did not provide any documentation to support the hours claimed for two full-time employees, and that for other employees the county provided time logs that did not support the hours claimed and included time for non-mandate-related activities. The Controller argues that claimant has not complied with the documentation requirements of the parameters and guidelines by merely providing payroll documentation in support of the costs claimed for full-time employees for fiscal years 1999-2000 through 2001-2002. The Controller further found that for fiscal years 1999-2000, 2000-2001, and 2001-2002, a time study conducted during fiscal year 2004-2005 and provided in lieu of time logs was not competent evidence to replace time logs in support of the costs claimed. For fiscal year 2003-2004, the Controller found that the county did not support costs claimed with source documents showing the evidence of and the validity of such costs and that the 18-day time study in fiscal year 2004-2005, was not representative of the audit period.

IV. Discussion

Government Code section 17561(b) authorizes the Controller to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state mandated costs that the Controller determines is excessive or unreasonable.

Government Code Section 17551(d) requires the Commission to hear and decide a claim that the Controller has incorrectly reduced payments to a local agency or school district. If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.9 of the Commission’s regulations requires the Commission to send the decision to the Controller and request that the costs in the claim be reinstated.

The Commission must review questions of law, including interpretation of the parameters and guidelines, de novo, without consideration of legal conclusions made by the Controller in the context of an audit. The Commission is vested with exclusive authority to adjudicate disputes

³⁶ *Id.*

³⁷ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 12.

over the existence of state-mandated programs within the meaning of article XIII B, section 6.³⁸ The Commission must also interpret the Government Code and implementing regulations in accordance with the broader constitutional and statutory scheme. In making its decisions, the Commission must strictly construe article XIII B, section 6 and not apply it as an “equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities.”³⁹

With regard to the Controller’s audit decisions, the Commission must determine whether they were arbitrary, capricious, or entirely lacking in evidentiary support. This standard is similar to the standard used by the courts when reviewing an alleged abuse of discretion of a state agency.⁴⁰ Under this standard, the courts have found that:

When reviewing the exercise of discretion, “[t]he scope of review is limited, out of deference to the agency’s authority and presumed expertise: ‘The court may not reweigh the evidence or substitute its judgment for that of the agency. [Citation.]’”...“In general...the inquiry is limited to whether the decision was arbitrary, capricious, or entirely lacking in evidentiary support...” [Citations.] When making that inquiry, the “ ‘court must ensure that an agency has adequately considered all relevant factors, and has demonstrated a rational connection between those factors, the choice made, and the purposes of the enabling statute.’” [Citation.]’ ”⁴¹

The Commission must review the Controller’s audit in light of the fact that the initial burden of providing evidence for a claim of reimbursement lies with claimant.⁴² In addition, section 1185.1(f)(3) and 1185.2(c) of the Commission’s regulations requires that any assertions of fact by the parties to an IRC must be supported by documentary evidence. The Commission’s ultimate findings of fact must be supported by substantial evidence in the record.⁴³

The Controller’s Reduction of Costs for Employee Salaries, Benefits, and Related Indirect Costs Is Correct as a Matter of Law and Not Arbitrary, Capricious, or Entirely Lacking in Evidentiary Support.

³⁸ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

³⁹ *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1264, 1280, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

⁴⁰ *Johnston v. Sonoma County Agricultural Preservation and Open Space District* (2002) 100 Cal.App.4th 973, 983-984. See also *American Bd. of Cosmetic Surgery, Inc. v. Medical Bd. of California* (2008) 162 Cal.App.4th 534, 547.

⁴¹ *American Bd. of Cosmetic Surgery, Inc., supra*, 162 Cal.App.4th 534, 547-548.

⁴² *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

⁴³ Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil Procedure to set aside a decision of the Commission on the ground that the Commission’s decision is not supported by substantial evidence in the record.

08-4237-I-02 (fiscal years 1999-2000, 2000-2001, and 2001-2002) and 12-4237-I-03 (fiscal years 2003-2004, 2004-2005, 2005-2006, and 2006-2007)⁴⁴ have been consolidated for hearing. These consolidated IRC's challenge the Controller's reductions to reimbursement claims filed by claimant for the *Child Abduction and Recovery* program.

The only issue remaining in contention for this matter is whether the Controller's reductions totaling \$1,183,619 for unsupported salaries, benefits, and related indirect costs claimed for fiscal years 1999-2000 through 2001-2002 and 2003-2004 are correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

Reimbursement claims filed with the Controller are required as a matter of law to be filed in accordance with the parameters and guidelines adopted by the Commission.⁴⁵ Parameters and guidelines provide instructions for eligible claimants to prepare reimbursement claims for the direct and indirect costs of a state-mandated program, and also identify the supporting documentation required to be retained.⁴⁶

As indicated in the Background, the parameters and guidelines amended by the Commission on August 26, 1999, apply to these reimbursement claims.⁴⁷ Section VII.A.1. of the parameters and guidelines provide instructions on how to claim costs for employee salaries and benefits as follows:

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefits rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed costs.

Section VIII. of the parameters and guidelines also requires that costs claimed "be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."⁴⁸

⁴⁴ Note that there was no audit for 2002-2003 and it is unclear whether or not a reimbursement claim was filed in that year but that year is not in issue in this IRC.

⁴⁵ Government Code sections 17561(d)(1); 17564(b); and 17571; *Clovis Unified School District v. Chiang* (2010) 188 Cal.App.4th 794, 801, where the court ruled that parameters and guidelines adopted by the Commission are regulatory in nature and are "APA valid"; *California School Boards Association v. State of California* (2009) 171 Cal.App.4th 1183, 1201, where the court found that the Commission's quasi-judicial decisions are final and binding, just as judicial decisions.

⁴⁶ Government Code section 17557; California Code of Regulations, title 2, section 1183.7.

⁴⁷ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 7; Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 4, Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, page 8; Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 9.

⁴⁸ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 58, 60; Exhibit B, Incorrect Reduction Claim 12-4237-I-03, pages 50, 52.

Therefore the parameters and guidelines require that the claimant either specify the actual number of hours devoted to each mandated function and provide source documents or worksheets that show evidence of the validity of the costs, or claim costs based on the average number of hours devoted to each mandated function if supported by a documented time study. Average time accountings to support employee time claimed “can be deemed akin to worksheets.”⁴⁹ However, the time study is still required to “show evidence of and the validity of [the] costs [claimed]” for the mandated program.⁵⁰

For the reasons discussed below, the Commission finds that the reduction costs claimed for employee salaries, benefits, and related indirect costs is correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

A. The Controller’s Reduction of Costs for Fiscal Years 1999-2000 Through 2001-2002 Is Correct as a Matter of Law and Not Arbitrary, Capricious, or Entirely Lacking in Evidentiary Support.

1. Reduction of costs for full-time employees

The Controller reduced salary and benefit costs claimed for fiscal years 1999-2000 through 2001-2002 for two full-time employees because the county did not provide adequate documentation to support mandate-related *hours* claimed. The claimant originally provided payroll documents to support the costs claimed for these employees, and asserts that the provision of payroll documentation for full-time employees should be sufficient to substantiate the hours claimed.⁵¹ However, payroll documentation does not show the actual number of hours the employees worked on mandated activities, as required by the parameters and guidelines. In addition, the reimbursement claims for fiscal years 1999-2000, 2000-2001, and 2001-2002, list the employee names, job classifications, and a brief description of the activities performed, but do not identify the actual number of hours devoted to each reimbursable function.⁵² Further, the Controller noted that one of the full-time employees stated during the audit that she did not work full-time on mandate-related activities, and that she assisted in trial preparation after the defendant’s first court appearance, which is not eligible for reimbursement.⁵³ There is no evidence in the record contradicting this statement.

Therefore, for full-time employees, the payroll documentation provided by the claimant does not comply with the requirements of the parameters and guidelines to support the actual number of hours devoted to each reimbursable function.

The claimant then tried to support the salary and benefit costs claimed for fiscal years 1999-2000, 2000-2001, and 2001-2002 by providing to the Controller a four-week time study of the program, conducted from November 15, 2004, through December 10, 2004. The claimant

⁴⁹ *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

⁵⁰ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 60 (parameters and guidelines, amended August 26, 1999).

⁵¹ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 37.

⁵² Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 82, 117-118, 155.

⁵³ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 30; Exhibit C, Controller’s Late Comments on IRC 08-4237-I-02, page 16.

states that the time study relied on contemporaneous documentation of mandated and non-mandated activities to fully account for the time; that it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked against payroll information; and that all employees performing mandated activities participated in order to eliminate errors due to small sample size or extrapolation. Further, the claimant argues that the time study is representative of a full fiscal year because the activities related to the program are not seasonal and the time spent on the program has not changed appreciably over time.⁵⁴

The Controller, however, rejected the time study because it does not adequately support the costs claimed for these employees. The Controller found that the time study specifically contradicted the claimant's assertion that the full-time employees worked on mandate activities full-time. The two full-time employees, a paralegal and legal clerk, reported the following percentages of time spent on mandate activities for the time study period:

	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>
Paralegal	91.50%	0.00%	60.00%	92.94%
Legal Clerk	47.44%	42.50%	67.78%	69.27% ⁵⁵

The claimant admits that the time study shows less than full-time hours for these employees, but argues that it should be reimbursed for the time identified in the study.⁵⁶ The claimant states that while the "SCO response devalues the time study because it does not show that the County employees worked on mandate-related activities on a full-time basis...it does show that *a percentage of these employees time* was spent on mandate-related activities and the County should be reimbursed for this time."⁵⁷

However, the Controller found that the time study itself, was not representative of the costs claimed for fiscal years 1999-2000, 2000-2001, and 2001-2002. The mandate-related hours reported during the time study, 606.5 hours,⁵⁸ extrapolates to approximately 7,885 mandate-related hours annually.⁵⁹ However, for the fiscal year in which the time study was done (2004-2005), the county only claimed 3,335 mandate-related hours.⁶⁰ In addition, and as more fully explained in the next section below, the Controller found that the time spent on this state-

⁵⁴ *Id.*

⁵⁵ Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, pages 16, 43 (Tab 8, Controller's Analysis of Paralegal and Legal Clerk's Time Study Hours).

⁵⁶ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 5.

⁵⁷ Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 5 (emphasis added).

⁵⁸ Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, page 45 (Tab 9, Analysis of Time Study).

⁵⁹ The time study occurred over a 4 week period, including Thanksgiving Break: 606.5 hour/4 weeks equals: 151.625 mandated-hours per week. Multiplied by 52 weeks is 7884.5 hours. See also, Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, page 16.

⁶⁰ Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, pages 16, 56 (Tab 10, Santa Clara County's Total Mandate-Related Hours Claimed).

mandated program varied from year to year and was not constant and, thus, the time study does not adequately support the time spent on the program during these earlier fiscal years.⁶¹

The Commission finds that the Controller's full reduction of costs for these employees is correct as a matter of law, and not arbitrary, capricious, or entirely lacking in evidentiary support. As indicated above, the payroll documentation originally provided by the claimant, which does not verify the time spent on the program, does not comply with the documentation requirements of the parameters and guidelines. Moreover, based on the evidence in the record, the Controller's decision to reject the time study as inadequate documentation to support the costs claimed is not arbitrary, capricious, or entirely lacking in evidentiary support. The Commission cannot substitute its judgment for that of the Controller on audit decisions to reject the time study. With respect to audit decisions of the Controller, the Commission need only determine if the Controller "has adequately considered all relevant factors, and has demonstrated a rational connection between those factors, the choice made, and the purposes of the enabling statute."⁶² The Commission finds that the Controller has met this burden. Based on the evidence in the record, the Controller's finding that the time study does not support or "show evidence of and the validity of [the] costs [claimed]" for the full-time employees is not arbitrary, capricious, or entirely lacking in evidentiary support.

Accordingly, the Commission finds that the claimant did not comply with the documentation requirements of the parameters and guidelines and, thus, the Controller's reduction of all costs claimed for the full-time employees is correct as a matter of law, and not arbitrary, capricious, or entirely lacking in evidentiary support.

2. Reduction of costs for the remaining employees

The Controller also partially reduced the costs claimed for the remaining employees that worked on this program part-time in these fiscal years because the county provided time logs, but the time logs did not support all of the mandate-related hours claimed. The time logs identified mandate-related time, non-mandate related time, and non-productive time, but did not reconcile and support the hours claimed. The Controller allowed the time supported by documentation as required by the parameters and guidelines, and reduced the unsupported costs claimed.⁶³

Subsequently, the claimant submitted the four-week time study conducted in November and December 2004 *in lieu* of the employee time logs to support the costs claimed for these employees, which the Controller rejected. The Controller found that the time-study (conducted in 2004) was not competent evidence to replace actual time records provided for costs claimed for fiscal years 1999-2000 through 2001-2002, and that the time study results did not represent the time spent on the program in the fiscal years claimed.⁶⁴ Further, in the time study plan overview, the claimant also asserts that "the activities in this mandate do not vary by the time of

⁶¹ Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, pages 16, 51-56 (Tab 10, Santa Clara County's Total Mandate-Related Hours Claimed).

⁶² *American Bd. of Cosmetic Surgery, Inc.*, *supra*, 162 Cal.App.4th 534, 547-548.

⁶³ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 28, 58, 60.

⁶⁴ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 30-31.

year.”⁶⁵ However, the Controller found that neither the time study, nor the claimant’s annual reimbursement claims, support the claimant’s assertion that the workload is constant as follows:

[T]he Child Recovery Unit Lieutenant Investigator testified that the unit routinely loaned investigators to other units because of shortages or not enough work in the Child Recovery Unit. Furthermore, the county’s claims show significant workload variance from year to year based on total mandate-related hours that the county reported...

<u>Fiscal Year</u>	<u>Total Mandated-Related Hours Reported</u>
1999-2000	10,694
2000-01	14,150
2001-02	13,531
2002-03	12,814
2003-04	7,783
2004-05	3,334 ⁶⁶

The Commission finds that the Controller’s audit decision to reject the time study as inadequate documentation to support the costs claimed is not arbitrary, capricious, or entirely lacking in evidentiary support. The record shows that the Controller considered the claimant’s arguments and all relevant factors, and has demonstrated a rational connection between those factors and the decision made.⁶⁷ The claimant has not filed any evidence rebutting the Controller’s findings on the variability of time spent on mandated activities in the fiscal years reported. Therefore, the Commission is required to defer to the Controller’s audit decision.⁶⁸

Accordingly, based on the evidence in this record, the Commission finds that the claimant did not comply with the documentation requirements of the parameters and guidelines and, thus, the Controller’s partial reduction of costs claimed for employees working on the program on a part-time basis in fiscal years 1999-2000, 2000-2001, and 2001-2002 is correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

B. The Controller’s Reduction of Costs for Fiscal Year 2003-2004 Is Not Arbitrary, Capricious, or Entirely Lacking in Evidentiary Support.

For fiscal year 2003-2004, the claimant did not provide time logs or payroll documentation to support the costs claimed, but resubmitted the four week time study conducted from November 15, 2004, through December 10, 2004 to support fiscal year 2003-2004 claimed costs, with a summary of the time study results and a projection of the results to a full fiscal year.⁶⁹ However, the Controller found that the time study was still not representative of the 2003-2004 costs because the time study included three employee classifications that the county did not include in their claim for reimbursement; the time study period included a holiday week when

⁶⁵ Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 190.

⁶⁶ *Id.*, page 31.

⁶⁷ *American Bd. of Cosmetic Surgery, Inc.*, *supra*, 162 Cal.App.4th 534, 547-548.

⁶⁸ *Ibid.*

⁶⁹ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

employees worked fewer hours; and actual timesheets kept from January 2005 through June 2005 showed varying changes in staffing levels and workload.⁷⁰ The Controller, therefore, rejected the claimant's time study and, instead, extrapolated the employee hours identified on the timesheets for January 2005 through June 2005 to approximate the actual hours spent on the program for the 2003-2004 fiscal year.⁷¹ The Controller's audit resulted in a partial reduction of salary, benefit, and related indirect costs totaling \$169,848.⁷²

The claimant argues that the Controller wrongfully applied its own standard and failed to recognize the time study the claimant provided, which substantiates the claim.⁷³ The claimant argues that the time study provided is a reliable measure of the time needed to perform the mandated activities as follows:

The time study relied on contemporaneous documentation of the mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked back against payroll information; it was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year; and all employees performing mandated activities participated to eliminate any errors that could have occurred due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent on the same activities during the claiming period in question.⁷⁴

In their response to the draft audit report, the claimant also argues that the time study was conducted close in proximity to the claim period and for a reasonable length of time to be representative of the claim period.⁷⁵

The Controller found the time study does not adequately represent the costs claimed for fiscal year 2003-2004.⁷⁶ The evidence in the record supports the Controller's decision. For example, the four week time study period included the Thanksgiving holiday, in which three employees did not work at all, and the remaining time-studied employees worked fewer hours.⁷⁷ The subsequent timesheets submitted for January 2005 through June 2005 also contradict the claimant's assertion that there were no substantial staffing level or workload changes within the program. County employees maintained actual timesheets for the period of January 2005 through June 2005. During that time, employees documented monthly mandate-related time

⁷⁰ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 13, 31.

⁷¹ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 32.

⁷² Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

⁷³ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 12.

⁷⁴ *Id.*

⁷⁵ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 40.

⁷⁶ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

⁷⁷ Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 17.

between 440.5 hours and 662.5 hours, a variance of 50%.⁷⁸ The Controller concluded that this variance of 50% shows that the time study of 18 work days is not representative of the fiscal year 2003-2004 costs.⁷⁹ Further, the time study results for the seven employees the county claimed do not support the mandate-related hours claimed for fiscal year 2003-2004. For fiscal year 2003-2004 the county claimed 7,783 mandate-related hours attributable to seven employees.⁸⁰ However an extrapolation of the time study hours for these same seven employees total only 6,646.25 mandate-related hours.⁸¹

The Commission finds that the Controller considered the claimant's arguments and all relevant factors, and has demonstrated a rational connection between those factors and the decision made.⁸² And the claimant has not filed any evidence rebutting the Controller's findings. Therefore the Controller's conclusion that the time study does not adequately support the actual hours claimed is not arbitrary, capricious, or lacking in evidentiary support.

The Commission further finds that the Controller's decision to estimate fiscal year 2003-2004 salary and benefit costs based on an extrapolation of hours actually spent on the mandate and documented on timesheets from January 2005 through June 2005 is not arbitrary, capricious, or entirely lacking in evidentiary support. As indicated above, the claimant did not provide time logs or other adequate documentation supporting the time spent on the mandate in fiscal year 2003-2004 as required by the parameters and guidelines and, instead of reducing the costs to \$0, the Controller used actual time spent on the program the following year. There is no evidence in the record that the time spent on the mandate in 2005 is not representative of the fiscal year 2003-2004 costs.

The Commission therefore finds that the Controller's reduction of costs for employees' salaries, benefits, and related indirect costs for fiscal year 2003-2004 is not arbitrary, capricious, or entirely lacking in evidentiary support.

V. Conclusion

The Commission finds that the Controller's reductions are correct as a matter of law and not arbitrary, capricious, or entirely lacking in evidentiary support.

Based on the foregoing, the Commission denies this IRC.

⁷⁸ Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 34.

⁷⁹ Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 17.

⁸⁰ Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 18; Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 81; Exhibit C, Controller's Late Comments on IRC 08-4237-I-02, page 55 (Tab 10, Santa Clara County's Total Mandate-Related Hours Claimed).

⁸¹ Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 18.

⁸² *American Bd. of Cosmetic Surgery, Inc.*, *supra*, 162 Cal.App.4th 534, 547-548.

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On January 15, 2016, I served the:

SCO Comments on Draft Proposed Decision

Child Abduction and Recovery Program, 08-4237-I-02

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 1999-2000, 2000-2001, and 2001-2002

County of Santa Clara, Claimant

And

Child Abduction and Recovery Program, 12-4237-I-03

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

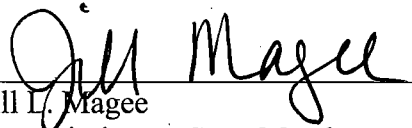
Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

County of Santa Clara, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on January 15, 2016 at Sacramento, California.



Jill L. Magee

Commission on State Mandates

980 Ninth Street, Suite 300

Sacramento, CA 95814

(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 1/14/16

Claim Number: 08-4237-I-02 Consolidated with 12-4237-I-03

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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RECEIVED
January 15, 2016
**Commission on
State Mandates**

BETTY T. YEE
California State Controller

Exhibit H

January 15, 2016

Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Draft Proposed Decision

Incorrect Reduction Claim

Child Abduction and Recovery Program, 08-44237-I-02 and 12-4237-I-03

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421

Penal Code Sections 277, 278, and 278.5

Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years 1999-2000, 2000-2001, 2001-2002, 2003-04, 2004-05, 2005-06, and 2006-07

Santa Clara County, Claimant

Dear Ms. Halsey:

The State Controller's Office (SCO) has reviewed the Commission on State Mandates' (Commission) draft staff analysis dated January 13, 2015, for the above incorrect reduction claim filed by Santa Clara County. We support the Commission's conclusion and recommendation.

The Commission supported the SCO adjustments totaling \$1,183,619 for reductions not supported by documentation or time study conducted that adequately represented the costs claimed as required by the parameters and guidelines.

If you have any questions, please contact me by telephone at (916) 323-5849.

Sincerely,

JIM L. SPANO, Chief
Mandated Cost Audits Bureau
Division of Audits

JLS/lis

16779

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On January 15, 2016, I served the:

SCO Comments on Draft Proposed Decision

Child Abduction and Recovery Program, 08-4237-I-02

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 1999-2000, 2000-2001, and 2001-2002

County of Santa Clara, Claimant

And

Child Abduction and Recovery Program, 12-4237-I-03

Family Code Sections 3060-3064, 3130-3134.5, 3408, 3411, and 3421;

Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

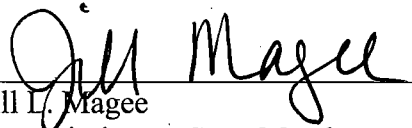
Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

Fiscal Years: 2003-2004, 2004-2005, 2005-2006, and 2006-2007

County of Santa Clara, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on January 15, 2016 at Sacramento, California.



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COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 1/14/16

Claim Number: 08-4237-I-02 Consolidated with 12-4237-I-03

Matter: Child Abduction and Recovery Program

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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