

**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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<sup>1</sup> 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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**1. INCORRECT REDUCTION CLAIM TITLE**

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

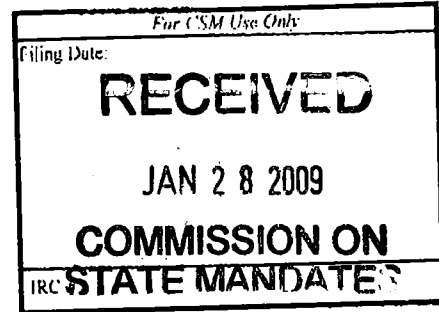
**2. CLAIMANT INFORMATION**

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



**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
<b>TOTAL: \$1,268,210.00</b>	

**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.

**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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 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 99-1 1, 99<sup>th</sup> 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.

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## 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 taken<sup>1</sup>

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

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<sup>1</sup> 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.<sup>2</sup> 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

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<sup>2</sup> 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 hours<sup>3</sup> 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.

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<sup>3</sup> 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.

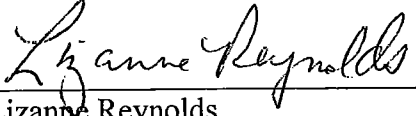
With respect to the SCO's other allegations, the County has provided sufficient documentation to support the claimed costs as explained above.

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, 2<sup>nd</sup> 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](http://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](mailto: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 <sup>1</sup>
<b><u>July 1, 1999, through June 30, 2000</u></b>				
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>		
<b><u>July 1, 2000, through June 30, 2001</u></b>				
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>		
<b><u>July 1, 2001, through June 30, 2002</u></b>				
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>		
<b><u>Summary: July 1, 1999, through June 30, 2002</u></b>				
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>		

<sup>1</sup> 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.

*Missing 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

*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			Total
	1999-2000	2000-01	2001-02	
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>Total</u>
	<u>1999-2000</u>	<u>2000-01</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**

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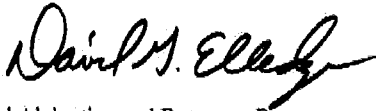
# County of Santa Clara

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:

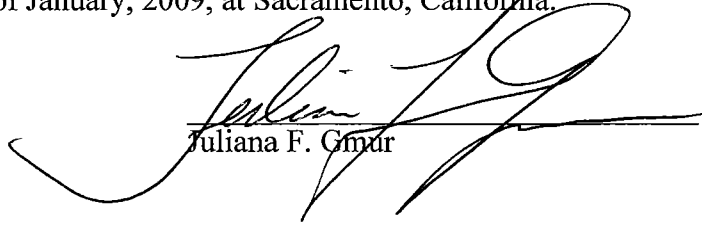
1. I am an attorney licensed by the State of California to practice law and have practiced for over 6 years before the Commission on State Mandates. I have personal knowledge of the facts stated herein and if called upon to testify, I could do so competently.

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. Gmir

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*

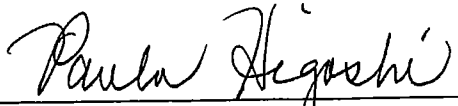
ADOPTION OF AMENDMENT TO  
PARAMETERS AND GUIDELINES  
PURSUANT TO GOVERNMENT CODE  
SECTION 17557 AND TITLE 2,  
CALIFORNIA CODE OF REGULATIONS,  
SECTIONS 1183.2 AND 1185.3.

(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\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 30<sup>th</sup> 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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

## 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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**

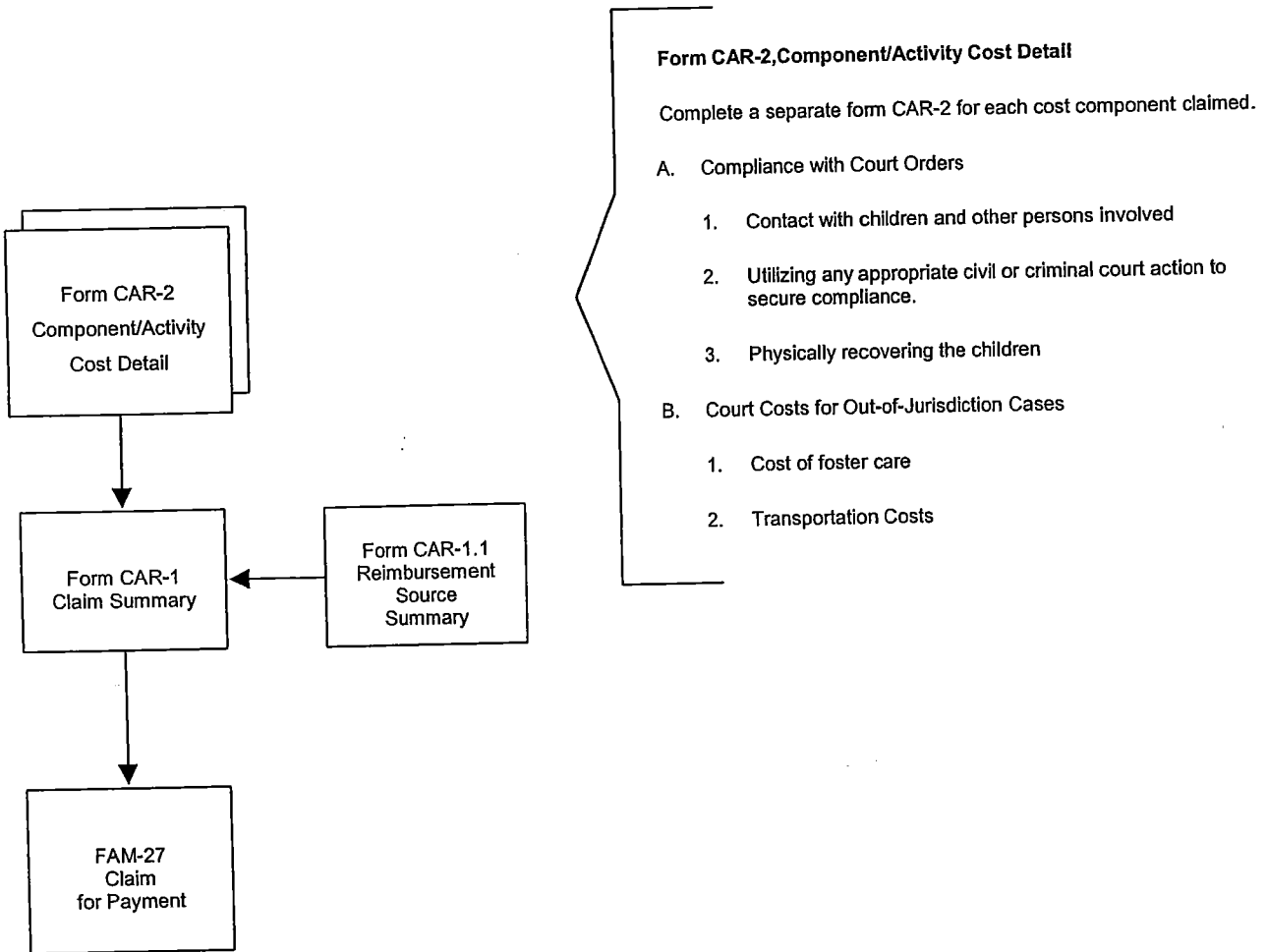
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from CAR-2 and carried forward to form FAM-27.

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**





<b>CLAIM FOR PAYMENT</b> Pursuant to Government Code Section 17561  <b>CHILD ABDUCTION AND RECOVERY</b>	For State Controller Use Only (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program  <b>013</b>
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LABEL HERE	(01) Claimant Identification Number	<b>Reimbursement Claim Data</b>	
	(02) Claimant Name	(22) CAR-1, (03)(a)	
	County of Location	(23) CAR-1, (03)(b)	
	Street Address or P.O. Box <span style="float: right;">Suite</span>	(24) CAR-1, (04)(1)(f)	
	City <span style="float: right;">State</span> <span style="float: right;">Zip Code</span>	(25) CAR-1, (04)(2)(f)	

Type of Claim	Estimated Claim	Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(26) CAR-1, (06)
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(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	

<b>Program</b> <b>013</b>	<b>CHILD ABDUCTION AND RECOVERY</b> <b>Certification Claim Form</b> <b>Instructions</b>	<b>FORM</b> <b>FAM-27</b>
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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.

**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

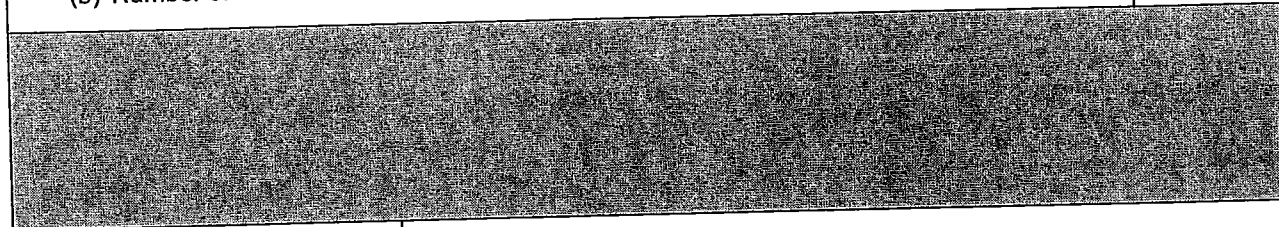
<b>MANDATED COSTS CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY</b>	<b>FORM CAR-1</b>
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(01) Claimant	(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 19__/20__
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**Claim 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))]

<b>CHILD ABDUCTION AND RECOVERY</b> <b>CLAIM SUMMARY</b> <b>Instructions</b>	<b>FORM</b> <b>CAR-1</b>
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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.

<b>MANDATED COSTS CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY</b>	<b>FORM CAR-1.1</b>
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(01) Claimant	(02) Fiscal Year
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(03) Enter the information for columns (a) through (d).

(a) Cost Component	(b) Case Number or Name	(c) Reimbursement Source	(d) Amount

(04) Total	
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<b>CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY Instructions</b>	<b>FORM CAR-1.1</b>
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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.

<b>MANDATED COSTS CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL</b>	<b>FORM CAR-2</b>
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(01) Claimant	(02) Fiscal Year
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(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	<b>Object Accounts</b>
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(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 ___							

<b>CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL</b> Instructions	<b>FORM CAR-2</b>
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- (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	
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

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only	
			(19) Program Number 00013	(20) Date Filed ___/___/___
(01) Claimant Identification Number <b>9943</b>			<b>Reimbursement Claim</b>	
(02) Mailing Address <b>Office of the District Attorney</b>			(22) CAR-1, (03)(a)	<b>221</b>
Claimant Name <b>County of Santa Clara</b>			(23) CAR-1, (03)(b)	<b>18</b>
County of Location <b>Santa Clara</b>			(24) CAR-1, (04)(1)(f)	<b>548,576</b>
Street Address or P.O. Box <b>70 West Hedding, 5th Floor, West Wing</b>			(25) CAR-1, (04)(2)(f)	<b>34,675</b>
City <b>San Jose</b>			(26) CAR-1, (06)	<b>26</b>
State <b>CA</b>				
Zip Code <b>95110</b>			(27)	
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
Fiscal Year of Cost of Cost	(06) <b>2000-2001</b>	(12) <b>1999-2000</b>	(31)	
Total Claimed Amount	(07) <b>\$725,000</b>	(13) <b>\$726,865</b>	(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)	
<b>(38) CERTIFICATION OF CLAIM</b>				
<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>				
<b>Signature of Authorized Representative</b>			<b>Date</b>	
<b>Nancy Fowler</b>				
Type or print name				
<b>Ferlyn B. Junio (DMG-MAXIMUS)</b>			<b>076</b>	
(39) Name of Contact Person for Claim			<b>Fiscal Officer</b>	
			Title	
			<b>(916) 485-8102</b>	
			Telephone Number	

**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
<b>(05) Total Direct Costs</b>	<b>\$467,036</b>	<b>\$91,774</b>			<b>\$24,441</b>	<b>\$583,251</b>

**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 Oliván, 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	Benefit Rate	(c) Hours Worked / Quantity	(g)					
				(d) Services & Supples	(e) Fixed Assets	(f) Travel & Training	Salaries	Benefits	Total Sal. & Bens
<b>TRAVEL FOR CHILD RECOVERIES</b>									
<b>Inspector Linda Evans</b>	\$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			
<b>Inspector Melanie Headrick</b>	\$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			
<b>Inspector Mike Marculescu</b>	\$17.61	9.16%	16.0				\$282	\$26	\$308
Travel to Texas, Case 99-0-3172						\$1,965			
<b>Inspector Rich Obuchi</b>	\$43.91	18.8%	24.0				\$1,054	\$198	\$1,251
Travel to S. Dakota, Case 97-0-3071						\$1,728			
<b>Inspector Michelle Sandri</b>	\$44.33	22.5%	8.0				\$355	\$80	\$435
Travel to Oregon, Case 99-0-3096						\$363			
<b>Inspector Jim Silvers</b>	\$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			
<b>Inspector George Payne</b>	\$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			
<b>Inspector Jose Uribe</b>	\$20.69	22.3%	22.0				\$455	\$102	\$557
Travel to San Diego, Case 99-0-3169									
<b>Inspector Jorge Perez</b>	\$20.69	22.3%	16.0				\$331	\$74	\$405
Travel to Colorado, Case 99-0-3149						\$1,843			
<b>(05) Total</b>						\$22,131	\$10,460	\$2,084	\$12,544

(05) Total Page: \_\_\_\_ of \_\_\_\_

Chapter 1399/76

INVESTIGATIONS EXPENSES FISCAL YEAR 1998/2000

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 2574
EUBANKS			V7510118		32.39					
	SAN LEANDRO	T	1/1/98-2/2/98		110.89					
	SALEM, OR	T	8/13-14/98		381.00					
					83.13					
				V7510328		27.14				
EVANS	COLORADO SPRINGS	T	7/16-18/99			709.00				
			V7510147			84.59				
			V7510064			34.37				
			V7510152			2057.00				
	✓ RAPID CITY, SD	T	8/16-20/99			104.25				
						23.76				
						185.85				
				V7510252		44.89				
				V7510253		30.00				
	VANCOUVER, WA/CANCEL	T	12/23/98			1789.11				
SAN DIEGO	T	1/14-16/00			128.32					
			V7510530		327.20					
			V7510535		99.50					
			V7510899		98.17					
DENVER, CO	T	1/20-21/00			2594.50					
			V7510560		75.42					
			V7510946		35.70					
			V7510890		224.00					
			V7510549		437.60					
SAN DIEGO	T	1/24-27/00		480.00	137.89					
			V5470165							
			V7510427							
			V7510780							
					5.00					
FRACOLLI	SACRAMENTO	T	2/17/00							
			V5470210			246.00				
GEER	ANNHEIM	T	1/25-28/00			290.01				
			V7510848			78.23				
			V7510785			328.00				
	SAN JOSE	T	8/12-18/00							
			V5470807							
GILLESPIE	LAME ARROWHEAD, CA	T	9/29-22/99		250.00					
			V5470026			203.00				
			V7510214			141.52				
	GLENDALE, AZ	T	11/17-20/98		285.00					
			V5470083			88.00				
			V7510334			242.00				
			V7510333			289.50				
			V7510396			59.85				
			V7510395			83.00				
			V7510544			0.00				
			XXXX							
	BODEGA BAY/CANCELLED	T	1/13-14/00							
			XXXX							

} ✓ \$838 - OUT  
 } X \$2426 - OUT  
 } - DID NOT INCLUDE  
 } X \$2,234 - OUT  
 } X \$2,775 - OUT  
 } = 1,259 - COURT

480.00  
 224.00  
 437.60  
 137.89

Attach A p. 2

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	LO R T	DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRADITION TRAVEL	MEMBERSHIP DUES
GILLESPIE (CONT)					2647	2761	2761	2761		2761	2674
	SHELL BEACH	T	1/25-28/00	V6470106 V7510651 V7510695	125.00 65.80 13.51						
	HUNTINGTON BEACH	T	2/13-18/00	V7510611 V6470149 V7610659 V7510789/R018516 V6740017	485.00 173.00 (61.00)						25.00
	CDANA DUES 2000/2001		2/28/00								
GUTIERREZ						280.94					
HA	ORANGE, CA	T	9/7-10/89	V7510140 V6470038 V7510141 V7510863 R013089	160.00 113.00 0.00 (62.70)			113.00 588.48 423.00			
	SAN FRANCISCO	T	4/24-28/00	V7510873 V7510872 V6470207							
	SAN DIEGO/CANCELLED	T	11/19/89	V7610459		15.00					
HAMILTON											
HATCHER, M	MILPITAS FARMERSVILLE	T	1/1/00 1/18-10/99	V6470134 V7510308 V7510308 V7510301 V7510486 V6470128 V7611051	225.00 151.00 60.00 0.00			80.00 283.00 48.15 392.70 121.18 90.00 208.00 155.09			
	ALAMEDA COUNTY	T	4/17-25/00	V7510827 V6470241							
	LOS ANGELES	T	4/30-5/3/00	V7510830 V7510884 V7511052							
HEADRICK	COLORADO SPRINGS, CO		7/18-19/99	V7510027 V7510117 V7510071 V7510350 V7510423 V7510341 V7510353 V7510381 V7510493							
	PHOENIX, AZ	I	10/19/99								
	RITZVILLE, WA	I	10/29-30/99								

1071.00 } \$1,177-OUT  
 74.91 }  
 31.00 }  
 441.75 } \$453-DUES  
 11.00 }  
 121.12 }  
 589.00 } \$848-OUT  
 79.81 }  
 51.00 }

Attach 2-3

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	LCRT DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRADITION TRAVEL	MEMBERSHIP DUES
				2847	2751	2751	2761		2751	2874
HEADRICK (CONT)	LOS ANGELES	T 1/13-4/98	V7510351 V7510352 V7510400			203.50 20.00 63.00	\$227			
	SACRAMENTO TUCSON, AZ	T 1/18/99 T 1/23-24/00	XXXX V7510554 V7510552 V7510552 V7510552 V7510554	0.00		764.00 92.76 15.00 63.75 36.08	\$968			
	TEXARKANA, TX	T 4/6-7/00	V7510638 V7510645 V7510645			2424.00 83.25 31.00	\$2,538			
JOHNSON	SAN FRANCISCO	T 6/21-25/99	V7510275		25.00			(40.00)		
	SACRAMENTO	T 8/1/00	V7510282		0.00					
	SAN LUIS OBISPO	T 10/10-11/99	V7510328		131.30					
JOSEPH	SAN JOSE/CANCELLED	T 10/18-21/00	XXXX	0.00			22.50			
KALEAS	GILROY	T 1/18-20/00	V5470126	125.00		254.16				
	SAN DIEGO	T 3/1-3/00	V5470150 V7510533 V7510534			87.00 (87.00)				
	CANCELLED TRANSFERRED TO MEDVED TRANSFERRED TO MEDVED		XXXX XXXX	(125.00)		(254.16)				
KING	LOS GATOS	T 11/18-12/99	V5470047 V5470103				256.00 71.00			
	MONTEREY	T 1/15-16/98	V5470055 V7510795	80.00		10.00				
	SACRAMENTO	T 8/22-25/00	V5470257	150.00						
KRACHT										
LANE	SHELL BEACH	T 4/4-7/00	V7510686 V6470189	180.00		75.00				
LANGLEY			XX V7510889			148.57 1.51				
LEWIS, G	SACRAMENTO	T 3/1/99	V7510241	(472.00)		27.00				
	SACRAMENTO/CANCEL	T 8/22-27/99	FO05648			6.69				
	KERN COUNTY	T 11/28/99	V7510580							

interagency MIS also MA Admin B





Attach A p.5

INVESTIGATIONS EXPENSES FISCAL YEAR 1899/2000

NAME	DESCRIPTION	ICRT DATE	VOUCHER #	EDUCATION	TRAVEL	CHILD REIMB TRAVEL	POST REIMB TRAVEL	POST REIMB REC'D	EXTRACTION TRAVEL	MEMBERSHIP DUES
				2547	2751	2751	2751	(1401.24)	2751	2574
MEDLIN	HUNTINGTON BEACH	8/1-14/99	V5470009 V7510004 V7510005				78.00 1086.89 388.00			
MEDVED	SACRAMENTO	7/18-23/99	V7510119				121.53	(425.50)		
	LOS BANOS	8/1/99	V7510244		8.00					
	SAN QUENTIN	8/7/99	V7510245		9.00					
	STOCKTON	9/2/99	V7510243		8.00					
	SAN QUENTIN	9/28/99	V7510324		2.00					
	VACAVILLE	10/20/99	V7510417		8.00					
	MULE CREEK STATE PRISON	11/2/99	V7511015		7.00					
	SUBANVILLE	2/27-28/00	V7510701		119.04					
	SAN DIEGO	3/1-3/00	V7510713		228.00					
			V7511009		81.88					
	FROM KALEAS		V6470150	126.00						
	FROM KALEAS	4/10-13/00	V7510653		254.16					
	CONVERSE, TX		V7510840		288.80					
			V7510836		684.00					
			V7510846		204.09					
			V7510851		124.55					
	ANAHEIM	6/30-31/00	V7510887		64.50					
			V7510953		205.00					
			V7511033		78.35					
			V7511039		23.83					
MEYER					(5.00)					
MILLER	SALINAS	3/6-12/99	R003460		15.00					36.00
MORRIS	LAKE ARROWHEAD/CANCEL WAPE DUES 2000	9/18-22/99 3/25/00	V7510462 V5740022							
MOURAS										
OBUCHI	RAPID CITY, SD	8/18-20/99	V7510162 V7510249 V7510284				1611.00 194.40 22.75			\$1,728
OLIVAN	SHELL BEACH MODESTO SHELL BEACH	3/2-5/99 7/14/99 4/4-7/00	V7510092 V7510111 V7510661 V7510657 V6470184 V7510900		16.75 10.31 146.58 75.00					
	SACRAMENTO	5/16-17/00	V7511032	150.00	4.67 99.88					

Attach A 9.6

INVESTIGATIONS EXPENSES FISCAL YEAR 1999/2000

NAME	DESCRIPTION	ICRT DATE	VOUCHER #	EDUCATION	TRAVEL	TRAVEL	TRAVEL	CHILD REIMB	POST REIMB	POST REIMB	EXTRADITION	MEMBERSHIP
				2547	2751	2751	2751	TRAVEL	TRAVEL	REC'D	TRAVEL	DUES
								2751	2751		2751	2574
PAYNE	SACRAMENTO	T	7/20-23/99	V7510079								
	PHOENIX, AZ	I	10/19/99	V7510048				288.60	1.75	(425.50)		
	TUCSON, AZ	I	1/23-24/00	V7510555				686.00	25.00			
					V7510652			87.51				
				V7510700			37.76					
				V7510389			16.00					
PEDERSEN	SACRAMENTO	T	7/15/99	V7510062	8.98							
	SACRAMENTO	T	7/28/99	V7510081	5.60							
PEREZ	DENVER, CO	I	12/5-21/00	V7510559				1764.00				
				V7610846				105.92				
				V7510703				33.47				
				V7510812	518.07							
PIFFERINI	QUANTICO, VA	T	7/10-8/25/99	V7510278	46.00							
RAMIREZ	HOUSTON, TX	I	5/6-7/98	V5470124							22.50	
	GILROY	T	1/18/00									
REINHARDT	SAN DIEGO	T	12/7-10/99	V7510193	90.00							
				V6470053				281.90				
				V7510186	120.00			223.60				
				V7510388				43.65				
				V7510662				85.00				
				V7510820				168.00				
				V7510892			23.00					
				V7511021			44.00					
				V7510853								
RICHLIN	SACRAMENTO	T	5/14-18/00									
	SANTA CLARA	T	5/8-11/00	V5470225	75.00							
	NEWPORT BEACH	T	5/23-25/00	V5470269	99.00			305.60				
				V7510809				0.00				
				V7510811/VOID			17.00					
				V7511043								
ROJEN	SAN DIEGO	T	12/7-10/99	V7510194	90.00							
				V547052				261.90				
				V7510186	120.00			223.50				
				V7510453				16.50				
				V7510810								
SANDRI	PORTLAND, OR	I	6/28/99	V7510304				348.00				
				V7510407				0.00				
				V7510818				15.00				
	HUNTINGTON BEACH	T	1/24-2/5/99	V7510876/R020454								

\$363 shown as \$361 on claim

(0.00)

085

Attach A p.7

INVESTIGATIONS EXPENSES FISCAL YEAR 1989/2000

NAME	DESCRIPTION	ICRT DATE	VOUCHER #	EDUCATION	TRAVEL	TRAVEL	CHILD REIMB	POST REIMB	EXTRADITION	MEMBERSHIP
				2847	2751	2751	TRAVEL	TRAVEL	TRAVEL	DUES
							2751	REC'D	2751	2574
SCHEMELI	PORTLAND, OR		V7510257		388.00					
			V7510208		123.16					
			V7510327		15.89					(6.00)
	HUNTINGTON BEACH		V7510737/RD18516		10.00					
	VACAVILLE		V7510884	150.00	297.15					
	SHELL BEACH		V64701B2		76.00					
			V7510662		10.94					
			V7510885							
			V7510866							
			V7510116		41.80					
SILVERS	SAN FRANCISCO		V7510504				634.00			
	PORTLAND, OR		V7510418				0.00			
			V7510819				16.00			
	RITZVILLE, WA		V7510352				282.00			
			V7510381				64.86			
			V7510402				46.00			
	SAN DIEGO		V7610428		120.00					
	CANCELLED		XXXX		(120.00)					
			V5470089							251.00
SMITH	SAN JOSE		V5470258	985.00	231.00					
	GRESHAM, OR		V7510988		84.00					
SOTO (CRIME LAB)			V7510869							
			V7510785		92.66					
STARBUCK	MODESTO		V7510785							
SWARTZENDRUBER			V5470213	75.00						889.00
SWINEFORD, M	SANTA CLARA		V5470280							
	SACRAMENTO		V7510091		18.38					
THOMAS	ONTARIO		V7510263		18.17					
			V7510405		51.47					
THOMPSON	SACRAMENTO		V7510725		113.80					
	CORCORAN STATE PRISON		V7510578		59.04					
	CORCORAN STATE PRISON		V7510192		90.00					
	CORCORAN STATE PRISON		V5470064	120.00						
TRASKOWSKI	SAN DIEGO		V7510187		281.90					
			V7510397		231.60					
			V7510593		8.35					

Handwritten notes: \$549, \$402

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 RECD	EXTRADITION TRAVEL 2751	MEMBERSHIP DUES 2874
DA TECHNICIAN		T	2/8-8/00	V7510522	285.00	60.00					
CRAWFORD	BURBANK			V6470139		143.00					
				V7510515		208.00					
				V7510716		(4.97)					
				V7510788							
DORRICK	SAN LEANDRO	T	3/28-3/100	V6470246	182.00	21.00					
				V7510835							
FULTON	SAN LEANDRO	T	3/28-3/100	V5470247	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											
SOSA, DEBBIE	SANTA CLARA	T	2/7-10/99	V5470157	218.00						
	SAN JOSE	T	7/5/00	V5470301	128.00						
<b>TOTAL</b>					9382.00	29919.33	22211.95	15318.19	(20668.22)		116.00

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	4,225	97.00	CFSC CHILD ABDUCTION TRAINING CONFERENCE
			V7510504		303.60	
			V5470137		185.00	
			V7510714		402.00	
V7511013	0.00					
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		
000	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	
93	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	
	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	

\$ 287

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 (F P)
V7510381			64.66		
V7510402			45.00		
				<u>23406.55</u>	
TOTAL					

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
<b>Personnel Services:</b>				
1 Salaries & Wages	\$33,014,305		\$3,675,603	\$29,338,702
2 Part-time Wages & Overtime	\$690,873			\$690,873
3 Benefits <span style="float: right;">22.3%</span>	\$7,362,208		\$819,661	\$6,542,546
<b>SUBTOTAL:</b>	<b>\$41,067,386</b>		<b>\$4,495,264</b>	<b>\$36,572,122</b>
<b>Line Item Costs (Services, Supplies &amp; Other):</b>				
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 Assessts	\$446,706	\$446,706		
32 Expenditure Reimbursement	(\$8,807,485)			(\$8,807,485)
33				
34				
35				
<b>SUBTOTAL:</b>	<b>\$559,792</b>	<b>\$450,269</b>	<b>\$3,760,968</b>	<b>(\$3,651,445)</b>
<b>TOTAL EXPENDITURES:</b>		<b>\$41,627,178</b>		
<b>Cost Adjustments and/or Cost Plan Costs:</b>				
36 Cost Allocation Plan	\$287,860		\$287,860	
37				
<b>SUBTOTAL:</b>	<b>\$287,860</b>		<b>\$287,860</b>	
<b>TOTAL COSTS:</b>	<b>\$41,915,038</b>	<b>\$450,269</b>	<b>\$8,544,092</b>	<b>\$32,920,676</b>

**CALCULATED INDIRECT COST RATE =** 23.4%  $\frac{\$8,544,092}{\$36,572,122}$  = Total allowable indirect costs  
 Rate is based on: Salaries & Benefits = 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					
<b>TOTALS</b>	<b>\$3,675,603</b>				<b>\$3,675,603</b>

092 TOTAL INDIRECT SALARIES \$3,675,603

1(FD1) S1(ALL) 0001  
 PM CLOSED PP CLOSED PT CLOSED FICHE: 202 0202 0001  
 DISTRICT ATTORNEY DEPARTMENT (202)  
 REVENUES AND EXPENDITURES BY FUND  
 REPORT PERIOD= FISCAL YEAR 00

\*\*\*\*\*PAGE 129\*\*\*\*\*

BUDGET UNIT	0202	OFFICE OF THE DISTRICT ATTORNEY	REVENUE/EXPENDITURES	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/UTILIZED	UNREALIZED REVENUE/AVAILABLE BALANCE
FUND	0001	GENERAL FUND	CURRENT PERIOD	YEAR TO DATE			
PERCENT OF YEAR ELAPSED 100.00X			ESTIMATED REVENUE/ALLOTMENT				
REV REV							
EXP EXP							
08J 508J							
022 9221	FINES AND FORFE	62,648.00	260.15	2,824.96	.00	4.51%	59,823.04
022 9222	JUDGMENTS AND D	100,000.00	.00	790.48	.00	.79%	99,209.52
*TOTAL 022	OTHER FINES, F	162,648.00	260.15	3,615.44	.00	2.22%	159,032.56
038 9330	STATE-AUTOMOBIL	484,970.00	243,554.81	458,096.81	.00	94.46%	26,873.19
*TOTAL 038	STATE-AUTOMOBIL	484,970.00	243,554.81	458,096.81	.00	94.46%	26,873.19
046 9466	STATE-REALIGNME	84,672.00	.00	84,672.00	.00	100.00%	.00
*TOTAL 046	STATE-PUBLIC A	84,672.00	.00	84,672.00	.00	100.00%	.00
062 9331	STATE-WORKER CO	826,921.00	375,228.57	656,375.57	.00	79.38%	170,545.43
062 9339	STATE REIMB-MIS	91,960.00	22,005.00	81,588.00	.00	88.72%	10,372.00
062 9403	STATE-MANDATED	1,488,601.00	96.89	1,151,899.52	.00	77.38%	336,701.48
062 9417	STATE-OCJP	2,608,626.00	517,127.00	1,586,351.00	.00	60.81%	1,022,275.00
062 9421	STATE-SANTA CLA	1,536,453.00	370,362.00	1,307,192.70	.00	85.08%	229,260.30
062 9430	STATE-STATUTORY	.00	.00	.00	.00	.00%	.00
062 9439	STATE-COPS	654,000.00	77,248.76	656,615.73	.00	100.40%	2,615.73-
062 9459	STATE-OTHER GRA	110,000.00	28,599.00	108,000.00	.00	98.18%	2,000.00
*TOTAL 062	STATE-OTHER GR	7,316,561.00	1,390,667.22	5,548,022.52	.00	75.83%	1,768,538.48
072 9407	FEDERAL-OTHER G	133,749.00	98,908.85	66,742.85	.00	49.90%	67,006.15
072 9681	FEDERAL-TITLE I	328,000.00	82,632.00	240,522.80	.00	73.33%	87,477.20
*TOTAL 072	FEDERAL-OTHER	461,749.00	181,540.85	307,265.65	.00	66.54%	154,483.35
091 9648	SB1137 SMALL CL	60,000.00	6,855.00	42,111.00	.00	70.19%	17,889.00
*TOTAL 091	COURT FEES AND	60,000.00	6,855.00	42,111.00	.00	70.19%	17,889.00

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

ACCOUNT UNIT	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
0202 OFFICE OF THE DISTRICT ATTORNEY					
0001 GENERAL FUND					
PERCENT OF YEAR ELAPSED 100.00%					
REV REV					
EXP EXP					
OBJ 508J					
094 9679 OTHER LAW ENFOR	945,000.00	.00	582,394.76	61.63%	362,605.24
TOTAL 094 LAW ENFORCEMEN	945,000.00	.00	582,394.76	61.63%	362,605.24
095 9681 DOCUMENT	774,769.00	192,174.16	724,584.67	93.52%	50,184.33
TOTAL 095 RECORDING FEES	774,769.00	192,174.16	724,584.67	93.52%	50,184.33
109 9777 DUPLICATING FEE	25,000.00	.00	34,477.60	137.91%	9,477.60-
109 9819 ADMINISTRATIVE	42,000.00	.00	42,000.00	100.00%	.00
109 9833 STALE WARRANTS	.00	.00	1,498.61	.00%	1,498.61-
109 9899 MISCELLANEOUS I	50,000.00	432.59	58,073.09	116.15%	8,073.09-
109 9901 OTHER CHARGES F	240,000.00	77,497.31	328,190.69	136.75%	88,190.69-
109 9927 PROGRAM REIMBUR	416,752.00	85,403.23	412,033.06	98.87%	4,718.94
TOTAL 109 OTHER CHARGES	773,752.00	158,333.13	876,273.05	113.25%	102,521.05-
TOTAL REVENUE	11,064,121.00	2,173,385.32	8,627,035.90	77.97%	2,437,085.10
1 1100 MISCELLANEOUS S	12,198.00	.00	.00	.00%	12,198.00
1 1182 RETIREE MEDICAL	529,304.00	.00	.00	.00%	529,304.00
1 1183 RETIREE MEDICAL	356,400.00	15,081.49	788,518.05	221.25%	432,118.05-
1 1184 SALARY SAVINGS	1,148,401.00-	.00	.00	.00%	1,148,401.00-
1 1185 PERMANENT EMPLO	33,676,744.00	627,814.09	32,908,381.12	97.72%	768,362.88
1 1186 SALARIES WITHOU	1,483,481.00	39,801.77	39,801.77	2.68%	1,443,679.23
1 1187 TEMPORARY EMPLO	157,934.00	9,930.15	538,745.83	341.12%	380,811.83-
1 1191 OVERTIME	142,913.00	68.40-	152,003.49	106.36%	9,090.49-
1 1192 JMEMPLOYMENT IN	29,952.00	455.17	23,521.97	78.53%	6,430.03

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

REV REV	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE	
1 1193	PREMIUM PAY	195,277.00	995.70	66,099.41	.00	33.85%	129,177.59
1 1194	BUDGET SALARY R	64,000.00-	.00	.00	.00	.00%	64,000.00-
1 1195	CALL DUTY	210.00	.00	22.56	.00	10.74%	187.44
1 1196	HEALTH INSURANC	2,266,640.00	49,704.70	2,377,758.09	.00	104.90%	111,118.89-
1 1197	FICA - EMPLOYER	1,411,621.00	38,627.74	1,753,541.52	.00	124.22%	341,920.52-
1 1198	PERS - RETIREME	1,935,169.00	37,717.83	1,930,416.80	.00	99.75%	4,752.20
1 1199	WORKERS' CORPEN	534,943.00	9,383.84	488,450.56	.00	91.31%	46,492.44
1 1391	HOLIDAY OVERTIM	.00	.00	123.56	.00	.00%	123.56-
1 1597	COUNTY CONTRI M	463,828.00	.00	.00	.00	.00%	463,828.00
1 2102	TOTAL 1 SALARIES AND B	41,984,213.00	828,444.05	41,067,385.53	.00	97.82%	916,827.47
2 2102	OVERTIME MEALS	368.00	4.50	256.50	.00	69.70%	111.50
2 2124	COMS TECHNICAL	5,800.00	1,688.60	4,186.30	.00	72.18%	1,613.70
2 2125	COMS TELEPHONE	185,130.00	60,650.92	215,067.27	.00	116.17%	29,937.27-
2 2126	COMM AND TELEPH	147,052.00	7,833.77	134,578.31	.00	91.52%	12,473.69
2 2171	INSURANCE	201,900.00	.00	201,900.00	.00	100.00%	.00
2 2203	WITNESS EXPENSE	90,671.00	8,797.95	124,661.73	.00	137.49%	33,990.73-
2 2211	MAINTENANCE - E	195,426.00	615.00	84,008.36	.00	42.99%	111,417.64
2 2244	TUITION REIMB -	21,000.00	400.00	23,406.43	.00	111.46%	2,406.43-
2 2285	MISCELLANEOUS E	690,245.78	1,660.28	98,026.73	24,975.25	17.82%	567,243.80
2 2501	OFFICE EXPENSE	268,631.49	44,180.24	456,430.71	40,351.92	184.79%	227,951.16-
2 2521	INTRA COUNTY PR	2,265,517.00	519,720.95	2,073,052.26	.00	91.50%	192,464.74

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

BUDGET UNIT	0202	OFFICE OF THE DISTRICT ATTORNEY	GENERAL FUND	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
PERCENT OF YEAR ELAPSED	100.00%								
REV REV	2322	PROF AND SPECIA		1,996,726.45	268,629.71	1,129,232.89	286,266.28	74.63%	481,227.28
EXP EXP	2326	ANNUAL AUDIT CH		7,295.00	.00	7,256.94	64.15	100.36%	26.09-
OBJ 500J	2329	CONTRACT SERVIC		2,225,958.73	137,442.18	1,983,297.92	206,369.56	98.37%	36,291.25
	2331	DATA PROCESSING		85,602.00	36,234.50	120,220.72	.15	140.44%	34,618.87-
	2426	OTHER PHYSICIAN		.00	.00	364.00	.00	.00%	364.00-
	2432	CONSULT & MANAG		5,000.00	.00	.00	.00	.00%	5,000.00
	2451	RENTS AND LEASE		118,334.00	13,327.25	153,414.53	.00	129.65%	35,080.53-
	2471	RENT & LEASE -		150,000.00	.00	.00	.00	.00%	150,000.00
	2472	OFFICE RENTS		455,529.00	.00	354,338.87	.00	77.79%	101,190.13
	2501	SMALL TOO-S AND		171,102.00	9,024.12	109,440.72	41,604.14	88.28%	20,057.14
	2545	SHERIFF/DA SPEC		57,313.00	6,694.08-	28,618.92	.00	49.93%	28,694.08
	2547	EDUCATION EXPEN		17,783.00	674.00	78,816.60	.00	443.21%	61,033.60-
	2573	BOOKS		52,238.00	9,315.79	125,102.47	.00	239.49%	72,864.47-
	2574	MEMBERSHIP DUES		1,711.00	.00	3,563.00	.00	208.24%	1,852.00-
	2575	REIMBURSEMENT O		96,222.00	.00	84,205.00	.00	87.51%	12,017.00
	2586	PRINTING AND RE		22,730.00	256.86	6,317.31	.00	27.78%	16,421.69
	2751	TRANSPORTATION		54,800.00	3,596.99	148,686.53	.00	271.33%	93,886.53-
				41,000.00	3,596.99	148,686.53	.00	91.15%	57,611.00
				781,795.00	67,665.04	1,129,232.89	.00	8.62%	1,061,567.85

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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 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%	1,313,986.37
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

1999-2000

PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/25/00

PP00113

DISTRICT ATTORNEY DEPARTMENT

DEPARTMENT: 202 ADMINISTRATIVE SERVICES

INDX: 3832

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

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198 PERS	1199 WORKERS COMP	TOTAL
AHERN, KATHLEEN M.	D40	937.28	0.00	0.00	0.00	0.00	71.70	0.00	0.00	14.16	1,023.14
ALCANTAR, JOAQUIN B.	D11	1,076.16	232.05	0.00	0.00	335.72	100.08	19.76	71.06	19.76	1,834.83
AMADOR, CHRISTINE	D36	1,336.78	0.00	0.00	0.00	335.72	102.26	89.30	89.30	20.19	1,884.25
ANTUZZI, SUZETTE C.	D56	1,261.12	0.00	0.00	0.00	208.82	96.47	84.01	84.01	19.04	1,669.46
ARBLASTER, COLIN J.	Q64	981.28	0.00	0.00	0.00	188.69	75.07	64.42	64.42	14.82	1,324.28
ARHOUR, JULIAN PATRICK	D66	1,812.48	0.00	0.00	0.00	335.72	148.36	122.60	122.60	29.29	2,448.45
BALANCE, CAROLINA	F14	1,543.68	0.00	0.00	0.00	126.92	118.09	103.79	103.79	23.31	1,915.79
BARKUS, KIN PATRICIA	V74	1,422.26	0.00	0.00	0.00	0.00	108.82	0.00	0.00	21.48	1,552.56
BODAGHI, JAKLIN	D70	1,573.12	0.00	0.00	0.00	358.73	120.35	105.85	105.85	23.75	2,181.80
BODAGHI, NOEL	Q64	937.28	0.00	0.00	0.00	316.73	76.67	61.34	61.34	15.13	1,407.15
BROCKMAN, WILLIAM JOSEPH	W13	2,414.72	0.00	0.00	0.00	191.92	35.96	205.25	205.25	37.45	2,885.30
BURKE, ANABELLE	D66	1,728.88	0.00	41.54	0.00	171.79	135.99	119.66	119.66	27.71	2,225.57
CABANUS, VIRGINIA PATINDOL	D66	1,848.72	0.00	0.00	0.00	208.82	141.43	125.14	125.14	27.91	2,352.02
CAMPBELL, CHRISTINE	B3F	2,582.40	0.00	0.00	0.00	335.72	182.83	176.50	176.50	39.00	3,316.45
CAMPBELL, JOELLE	D64	670.51	0.00	0.00	0.00	286.97	51.29	42.67	42.67	10.13	1,061.57
CAMPBELL, LAVRENCE WILLIAM	B2P	2,124.80	0.00	0.00	0.00	335.72	162.54	144.47	144.47	32.09	2,799.62
CARDOZA, CLAUDIA L.	D36	1,458.72	0.00	41.54	0.00	335.72	114.77	100.75	100.75	22.65	2,074.15
CARR, KATHLENE RAYE	D97	1,309.12	0.00	0.00	0.00	208.82	100.15	87.37	87.37	19.77	1,725.23
CASIA-MANALO, LETICIA	D66	1,812.48	0.00	0.00	0.00	335.72	138.66	122.60	122.60	27.37	2,436.83
CECIL, CHRISTOPHER K.	D11	1,179.60	0.00	0.00	0.00	249.31	90.24	78.30	78.30	17.82	1,615.27
CHRISOUKIS, ALEJANDRINA	D68	406.92	0.00	0.00	0.00	0.00	31.13	0.00	0.00	6.14	444.19
COHEN, MYRNA S	V22	1,617.60	0.00	0.00	0.00	335.72	123.74	108.96	108.96	24.42	2,210.44
COLLINS, ANTHONY D.	H17	1,179.60	0.00	0.00	0.00	335.72	90.24	78.30	78.30	17.82	1,701.68
CORDOVA JR, JOSE T	D36	1,321.60	0.00	0.00	0.00	335.72	101.11	88.24	88.24	19.96	1,866.63
COX, DEBRA	D70	1,648.80	139.12	0.00	0.00	335.72	136.77	111.15	111.15	27.00	2,398.56
COX, TANYA R.	D36	1,147.68	0.00	0.00	0.00	335.72	72.50	76.07	76.07	17.33	1,649.30
CRAWFORD, VERONICA SOUSA	D36	1,321.60	0.00	0.00	0.00	251.73	101.10	88.24	88.24	19.96	1,782.63
CRUZ, RITA D.	D36	1,147.68	0.00	0.00	0.00	335.72	87.80	76.07	76.07	17.33	1,664.60
DA SILVA, JOAN MARGARET	D36	1,321.60	74.34	0.00	0.00	188.69	106.79	88.24	88.24	21.08	1,800.74
DAVIES, DAVID NORCLIFFE	A60	5,371.92	0.00	0.00	0.00	427.64	410.96	371.76	371.76	81.12	6,663.40
DECOSTA, JANICE L	F14	1,714.66	0.00	0.00	0.00	335.72	131.17	115.76	115.76	25.89	2,323.20
DIMEO, MARY L	D7D	1,927.20	0.00	0.00	0.00	358.73	132.72	130.63	130.63	29.10	2,578.38
ESCALERA, MARISOL	D40	937.28	0.00	0.00	0.00	0.00	71.70	0.00	0.00	14.16	1,023.14
FAHREHOLZ, THOMAS P	A60	22,493.14	0.00	0.00	0.00	372.19	973.97	377.43	377.43	339.65	24,556.38
FARRALES, VIVIAN L	B78	1,938.88	0.00	0.00	0.00	335.72	148.32	131.45	131.45	29.28	2,583.65
FAUPEL, OLETTA I	F14	1,617.62	0.00	0.00	0.00	335.72	123.75	108.96	108.96	24.42	2,210.47
FERGUSON, OLIVIA	F14	1,791.72	0.00	0.00	0.00	358.73	137.07	116.88	116.88	27.05	2,431.45
FOWLER, NANCY MARY	B08	3,947.84	0.00	0.00	0.00	245.29	302.01	272.08	272.08	59.61	4,826.83
GAL, SUZANA	V23	1,178.63	0.00	0.00	0.00	143.27	95.15	78.25	78.25	18.78	1,514.28
GALLARDO, MARTHA	D7D	1,965.76	0.00	41.54	0.00	335.72	153.56	136.24	136.24	32.33	2,665.15
GANNINO, MICHAEL E	Y3C	2,353.01	220.59	0.00	0.00	251.73	196.87	160.44	160.44	38.86	3,221.50
GEORGOPIUL, NINA M	F14	1,560.52	0.00	0.00	0.00	208.82	119.39	104.97	104.97	23.56	2,017.26
GOMEZ, LURDES E	F14	1,617.60	0.00	0.00	0.00	188.69	123.75	108.96	108.96	24.42	2,063.42
GOMEZ, SANDRA	D36	1,321.60	0.00	41.54	0.00	335.72	104.27	91.15	91.15	20.58	1,914.86
GORDON, PATSY A.	D36	1,202.88	0.00	0.00	0.00	188.69	92.02	79.93	79.93	18.16	1,581.68



06/28/00 (21.05) CYCLE 02671 PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3832 COUNTY OF SANTA CLARA  
 PAYROLL INTERFACE REPORT  
 PAY PERIOD END DATE 06/25/00

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3832 ADMINISTRATIVE SERVICES

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

EMPLOYEE	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	COMP	WORKERS	TOTAL
GOULART, OLIVIA	F14 808.80	0.00	0.00	0.00	0.00	61.86	0.00	12.22	882.88	
GREEN, LANIER	D36 1,321.60	0.00	0.00	0.00	0.00	101.10	88.24	19.96	1,846.49	
HANSEN, ELAINE KAY	D40 1,126.88	0.00	0.00	0.00	0.00	86.21	74.61	17.02	1,556.45	
HARRIS, BILLIE JO	D36 907.96	0.00	0.00	0.00	0.00	69.46	0.00	13.71	991.13	
HARRIS, GLADYS	D70 1,573.12	0.00	41.54	0.00	358.73	123.53	108.76	24.38	2,230.06	
HENDRICKSON, CINDY SEELEY	U20 3,876.08	0.00	0.00	0.00	226.26	296.52	190.75	58.53	4,648.14	
HERRANDEZ, FRANK LOUIS	W13 2,726.72	434.57	0.00	0.00	358.73	0.00	231.77	47.73	3,799.52	
HERRANDEZ, JOEL	F14 1,560.48	0.00	0.00	0.00	335.72	119.38	104.96	23.56	2,144.10	
HERRANDEZ, SYLVIA	D68 1,465.20	0.00	0.00	0.00	335.72	112.08	98.29	22.13	2,033.42	
HINDERKS, HEIDI SUE	D36 27.42	0.00	0.00	0.00	0.00	2.10	0.00	0.41	29.93	
HOLGUIN, SUNSHINE G.	X97 985.92	0.00	0.00	0.00	0.00	75.41	0.00	14.89	1,076.22	
HUGGINS, KAREN KAY	F14 1,617.60	0.00	0.00	0.00	335.72	123.75	108.96	24.42	2,210.45	
ISAGUIRRE, REX P.	X97 197.18	0.00	0.00	0.00	0.00	15.07	0.00	2.98	215.23	
JACQUES, ELEANOR CHRISTINE	D39 1,184.88	0.00	0.00	0.00	208.82	90.64	78.67	17.89	1,580.90	
KENDRICK, ANDREA G.	D36 1,096.40	0.00	0.00	0.00	231.60	83.88	72.48	16.56	1,580.92	
KENNEDY, GEORGE WENDELL	A59 6,900.01	0.00	0.00	0.00	395.20	100.05	457.19	99.54	7,951.99	
KHANGALDI, AITORINA	D70 1,648.80	0.00	41.54	0.00	251.73	129.31	114.05	25.52	2,210.95	
KILLEEN, JULIE E	D36 1,321.60	61.95	0.00	0.00	358.73	105.84	88.24	20.89	1,957.25	
KING, BARBARA L	G73 1,364.74	0.00	0.00	0.00	335.72	104.40	91.26	20.61	1,916.73	
KUTY, PAULA	A61 6,364.56	0.00	0.00	0.00	395.20	92.29	441.25	96.11	7,389.41	
KHON, HO-YEON	Y36 973.06	0.00	0.00	0.00	0.00	74.44	0.00	14.69	1,062.19	
LAI, LIEN-CHUN	D36 1,202.88	56.39	0.00	0.00	188.69	96.33	79.93	19.01	1,643.23	
LALONDE, KYLE W.	X97 751.76	0.00	0.00	0.00	0.00	57.51	0.00	11.36	820.63	
LARSEN, WILLIAM H	A60 5,318.64	0.00	0.00	0.00	395.20	77.12	368.03	80.31	6,239.30	
LASERNA, HAILEY M.	D36 573.84	154.94	0.00	0.00	97.01	55.75	35.90	11.00	928.44	
LOPEZ, CLARA VALDEZ	D36 1,321.60	0.00	0.00	0.00	208.82	101.10	88.24	19.96	1,739.72	
LORENZO, SYDNEY R	D36 1,321.60	0.00	0.00	0.00	335.72	101.10	88.24	19.96	1,866.62	
LOWNEY, CHRISTOPHER	D40 560.02	0.00	0.00	0.00	0.00	42.84	0.00	8.45	611.31	
LUCERO, JENNIFER L.	Q43 1,339.12	0.00	0.00	0.00	335.72	102.43	89.47	20.22	1,886.96	
LUU, KRISTINA N	D36 614.80	0.00	20.26	0.00	298.70	48.58	40.18	9.58	1,032.10	
MALDONADO, VIRGINIA	F14 1,617.62	0.00	0.00	0.00	335.72	123.75	108.96	24.42	2,210.47	
MARTINEZ, DEBORAH	V73 1,938.88	0.00	0.00	0.00	251.73	148.32	131.45	29.28	2,499.66	
MARTINEZ, JOANN MARY	W51 2,165.84	0.00	0.00	0.00	358.73	165.68	147.34	32.71	2,870.30	
MASSEY, FAYE A.	D70 1,106.68	0.00	0.00	0.00	316.76	84.65	73.20	16.71	1,598.00	
MCCADAMS, MARY CATHERINE	D11 1,296.72	865.56	0.00	0.00	208.82	165.41	86.50	32.65	2,655.66	
MCCASLAND, DORA	D70 1,648.80	63.24	80.09	0.00	335.72	137.10	116.68	27.06	2,408.69	
MCGINNNESS, BYRON	F14 1,617.60	0.00	0.00	0.00	208.82	123.74	108.96	24.42	2,083.54	
MCQUILLAN, JENNIFER	F14 1,636.30	0.00	0.00	0.00	335.72	125.17	110.27	24.71	2,232.17	
MCRAE, PATRICIA K	V23 866.34	0.00	0.00	0.00	163.30	66.27	56.37	13.09	1,165.37	
MESSIER, MICHELE E.	D17 538.08	0.00	0.00	0.00	0.00	41.16	0.00	8.13	587.37	
MIJARES, CONNIE R.	D39 1,081.12	0.00	0.00	0.00	251.73	82.71	71.41	16.33	1,503.30	
HITCHELL, JANE L	F14 1,617.62	0.00	0.00	0.00	335.72	123.75	108.96	24.42	2,210.47	
MOLINA, MICHELLE S	D36 1,321.60	0.00	0.00	0.00	335.72	101.10	88.24	19.96	1,866.62	
MONTANO, AUGUSTINA	D36 1,321.60	0.00	41.54	0.00	188.69	104.27	91.15	20.58	1,767.83	
MOORE, CHRISTINE	F14 1,543.68	0.00	0.00	0.00	358.73	118.09	103.79	23.31	2,147.60	



DAFR970 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 3832 COUNTY OF SANTA CLARA VERSION 3.0

PAYROLL INTERFACE REPORT  
 PAY PERIOD END DATE 06/25/00  
 DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	1183	1186	1196	1197	1198	1199	WORKERS COMP	TOTAL
MOORE, ROBI S	F14	1,488.74	0.00	0.00	0.00	0.00	335.72	113.88	99.94	22.48	2,060.76			
MORALES, CHRISTINE A.	D40	363.20	0.00	0.00	0.00	0.00	27.78	0.00	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	12.74	3,551.09			
NADIA, LOUIS	D40	843.56	0.00	0.00	0.00	0.00	64.53	0.00	0.00	0.00	920.83			
OLIVAN, RAMONA IRENE	V76	2,864.14	0.00	0.00	0.00	335.72	0.00	243.45	43.24	12.74	3,486.55			
OLIVERA, MICHAEL	E28	1,236.72	0.00	0.00	0.00	208.82	94.61	82.30	18.68	1,641.13				
ONG, SIOK-YEN L.	D36	1,202.88	0.00	41.54	0.00	335.72	95.21	82.84	18.79	1,776.98				
OUIMET, AMELIA	D05	1,816.48	0.00	0.00	0.00	335.72	138.95	122.88	27.43	2,441.46				
OUTHET, JENNA N.	V74	1,603.28	0.00	0.00	0.00	208.82	122.65	107.96	24.21	2,066.92				
PARK, MARIE H.	D36	1,096.40	0.00	0.00	0.00	208.82	83.88	72.48	16.56	1,478.14				
PARK, YOUNG M	D70	1,573.12	0.00	41.54	0.00	335.72	123.52	108.76	24.38	2,207.04				
PARTIDA, GABRIEL	D70	1,648.80	467.62	49.33	0.00	203.82	165.68	114.05	32.71	2,687.01				
PHARES, KELLY	F14	1,617.62	0.00	0.00	0.00	335.72	123.75	108.96	24.42	2,210.47				
PINHEIRO, CARLA M.	X98	937.28	0.00	0.00	0.00	0.00	71.70	0.00	0.00	14.16	1,083.14			
PIZANO, REBECCA H.	D36	120.28	0.00	0.00	0.00	0.00	9.20	0.00	0.00	1.81	131.29			
QURA, ANNE J.	D36	1,096.40	0.00	0.00	0.00	191.92	88.85	72.48	17.53	1,467.18				
RAMIREZ, LINDA M	D70	1,573.12	0.00	41.54	0.00	335.72	123.52	108.76	24.38	2,207.04				
REES, DIANA RAY	D66	1,812.48	0.00	0.00	0.00	315.59	138.65	122.60	27.37	2,416.69				
REYES, MARIA G	F14	1,714.66	64.82	42.58	0.00	208.82	139.38	118.66	27.52	2,316.44				
REYNOLDS, DEBORAH ANN	D28	1,431.12	0.00	0.00	0.00	251.73	109.48	95.91	21.61	1,909.85				
RODRIGUEZ, CORRINE L.	D70	1,431.12	0.00	0.00	0.00	335.72	109.48	95.91	21.61	1,993.84				
RODRIGUEZ, MELISSA H.	D36	890.82	0.00	0.00	0.00	0.00	68.15	0.00	0.00	13.45	972.42			
RODRIGUEZ, PAULINE	D40	1,126.88	0.00	0.00	0.00	335.72	86.21	74.61	17.02	1,640.44				
ROJO, CAROLINA M	D70	1,648.80	0.00	41.54	0.00	335.72	129.31	114.05	28.54	2,297.96				
ROLLISON, ROBERT	G81	1,267.14	0.00	0.00	0.00	208.82	96.93	84.43	19.14	1,676.46				
ROOTSAERT, COLLEEN M	D66	1,812.48	424.80	0.00	0.00	335.72	171.15	122.60	33.79	2,900.54				
SALINGER, JOANNE	D36	27.42	0.00	0.00	0.00	0.00	2.10	0.00	0.00	0.41	29.93			
SANCHEZ, DAHIAN RUSSELL	X98	410.06	0.00	0.00	0.00	0.00	31.36	0.00	6.19	447.61				
SAVALZA, GLORIA	D17	1,126.88	0.00	41.54	0.00	358.73	89.38	77.52	17.65	1,711.70				
SEARS, MICHAEL	D36	660.80	0.00	0.00	0.00	107.08	50.55	41.99	9.98	870.40				
SIMONI, ELIZABETH	D70	1,648.80	0.00	41.54	0.00	191.92	134.28	114.05	26.51	2,187.10				
SINURU, KARYN	A60	5,731.76	0.00	0.00	0.00	288.20	83.11	396.95	86.55	6,586.57				
SMITH, SAIDRA LEA	D70	1,431.12	0.00	0.00	0.00	144.96	113.31	95.91	22.59	1,807.89				
SOSA, DEBORAH	D1A	1,584.96	0.00	0.00	0.00	335.72	121.25	106.68	23.93	2,172.54				
SPALDING, BERYL JOAN	D97	1,387.68	0.00	0.00	0.00	335.72	106.16	92.87	20.95	1,943.38				
SPALDING, MARGARET JANE	D05	2,003.44	0.00	0.00	0.00	335.72	153.26	135.97	30.25	2,658.64				
STAYTON, JANIS L	D70	1,681.78	0.00	0.00	0.00	251.73	128.66	113.45	25.40	2,201.02				
SUNIGA, KRISTINE L	D36	1,321.60	0.00	0.00	0.00	335.72	101.10	88.24	19.96	1,866.62				
SWARTZENDRUBER, STEVE RAY	V76	2,997.36	1,489.31	0.00	0.00	335.72	65.06	254.78	67.75	5,209.98				3720.67
TAPOLSKI, DIANA BELLE	D70	1,110.56	0.00	0.00	0.00	102.40	84.96	73.47	16.77	1,308.18				
THIGPEN, TIFFANY T	D70	1,500.56	0.00	0.00	0.00	335.72	114.79	100.77	22.66	2,074.50				
THURBER, STACY MITCHELLE	F14	1,339.12	0.00	0.00	0.00	335.72	102.44	89.47	20.22	1,886.97				
TRADER, CORLENNE FRANCES	F14	1,617.62	0.00	0.00	0.00	335.72	123.74	108.96	24.42	2,210.46				
TRAN, PAUL	D97	1,249.44	0.00	0.00	0.00	208.82	95.58	83.19	18.86	1,655.89				
TRINH, CHAU HUYEN	B2K	3,360.64	0.00	0.00	0.00	372.19	257.08	230.97	50.74	4,271.62				





PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/25/00

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT

INDEX: 3834 LEGAL SUPPORT SERVICES

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

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198 PERS	1197 COMP	1192/1199 TOTAL
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	205.50	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
FRACOLLI, 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
LEWIS, 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





DAFR6970 1 000 0000 02 DIST SPL2 CP (\*\*\*S) (\*\*\*S) (\*\*\*S) S11 ( ) S2( ) RUN DATE= 06/29/00 TIME= 15.59.10 STARS  
 06/28/00 (21.05) 3834 CYCLE 02671 PM CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3834 COUNTY OF SANTA CLARA  
 PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/25/00  
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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3834 LEGAL SUPPORT SERVICES

EMPLOYEE	ECLS	REGULAR PAY	1185/1187	1191	1193/1195/1491	1183	1397/1398	1198	1192/1199	WORKERS	TOTAL
					OTHER	INSURANCE	FICA	PERS	COMP		
					BENEFITS						
					OTHER EARNINGS						
					OVERTIME						
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	
RAMIREZ, 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	355.72	38.74	243.45	43.24	3,525.29	
ROGAN, BARBARA E.	W55	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	
SCHMBRI, MICHAEL J.	W13	2,726.72	0.00	0.00	0.00	355.72	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	
TORGRIMSON, 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	
TRUHITE, 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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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDIC: 3835 WELFARE FRAUD INVESTIGATIONS

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	WORKERS	TOTAL
								1197	PERS	COMP	
BENTLEZ, BERNARDO C	V61	2,821.36	0.00	41.54	0.00	358.73	0.00	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	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	0.00	237.79	42.24	3,433.73
CAMPOS, ANGELO L	V61	2,821.36	0.00	41.54	0.00	335.72	41.52	0.00	243.35	43.23	3,526.72
DANG, NHAN TAN	V61	2,664.32	0.00	41.54	0.00	335.72	0.00	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	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	0.00	239.09	42.30	3,457.79
FERGUSON, JAMES	V61	2,821.36	0.00	0.00	0.00	251.73	40.91	0.00	239.82	42.60	3,396.42
FOREMAN, RONALD GLENN	V61	2,954.58	0.00	0.00	0.00	335.72	0.00	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	0.00	202.97	36.06	2,788.45
HUGHANICK, TRACEY A		0.00	0.00	0.00	0.00	17.29	0.00	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	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	0.00	239.82	50.19	3,997.83
KENNEDY, RICHARD RONALD	V61	2,954.58	0.00	0.00	0.00	335.72	0.00	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	0.00	239.82	42.60	3,503.42
MOLLO, JOHN THOMAS	V83	2,615.20	0.00	0.00	0.00	251.73	37.92	0.00	222.29	39.49	3,166.63
MORALES, SANDY	V61	2,954.58	0.00	41.54	0.00	335.72	0.00	0.00	254.67	45.24	3,631.75
NEWMAN, NATHANIEL	V75	3,538.62	0.00	0.00	0.00	208.62	0.00	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	0.00	207.71	36.90	3,082.38
PASCALI, LESA M	V61	2,679.52	427.05	0.00	0.00	251.73	45.05	0.00	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	0.00	300.78	53.44	4,302.88
RHODES, MELANIE	V61	2,693.52	0.00	0.00	0.00	251.73	206.05	0.00	228.95	40.68	3,420.93
SEGARINI, ROBIN ANN	V61	2,821.36	0.00	0.00	0.00	251.73	0.00	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	0.00	239.82	42.60	3,439.50
STEVENSON, MARK DAHION	V61	2,641.54	0.00	0.00	0.00	191.92	39.24	0.00	224.53	40.86	3,138.09
SWINEFORD, KATHLEEN	V61	2,679.52	0.00	0.00	0.00	335.72	38.65	0.00	227.76	40.47	3,322.32
TATSUKAWA, LORRAINE H	V61	2,626.30	0.00	0.00	0.00	335.72	35.30	0.00	223.24	39.66	3,260.22
TORREGROZA, PATRICIA	V83	2,129.12	0.00	0.00	0.00	358.73	162.87	0.00	144.77	32.15	2,827.64
ULMER, WILLIAM R	V61	2,821.36	0.00	0.00	0.00	251.73	40.91	0.00	239.82	42.60	3,396.42
VALENZUELA, JOHN C.	V61	2,557.76	0.00	41.54	0.00	335.72	37.69	0.00	220.94	39.25	3,232.90
VIDAURRI, RICHARD CARL	V61	2,821.36	0.00	41.54	0.00	335.72	41.51	0.00	243.35	43.23	3,526.71
WARD, STEVEN L	V61	2,664.32	0.00	0.00	0.00	335.72	38.63	0.00	226.47	40.24	3,305.38
WIGGINS, WILLIAM	V61	2,821.36	0.00	41.54	0.00	208.82	41.51	0.00	243.35	43.23	3,399.81
WRIGHT, EDDIE DEAN	V61	2,954.58	0.00	0.00	0.00	335.72	42.84	0.00	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	0.00	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 1,454.84 117,186.68





DAFR8970 I 000 0000 02 DIST SPL2 CP (\*\*\*\*) (\*\*\*\*) (\*\*\*\*) S1( ) S2( ) RUN DATE= 06/29/00 TIME= 15.59.10 STARS  
 06/28/00 (21.05) CYCLE 02671 PH CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3836  
 COUNTY OF SANTA CLARA  
 PAYROLL INTERFACE REPORT

PAY PERIOD END DATE 06/25/00  
 DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3836 ATTORNEYS

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	WORKERS	TOTAL
								1397/1398	1198	COMP	
								1196			1192/1199
CHASE, JOHN FRANKLIN	U20	4,273.60	0.00	0.00	0.00	354.95	326.92	210.63	210.63	64.53	5,230.63
CHATHAM, SHARON ANN	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	69.38	5,514.59
CHEN, VICTOR W.	U21	3,347.68	0.00	0.00	0.00	373.79	256.10	164.33	164.33	50.55	4,192.45
COLIN, PAUL	U20	4,273.60	0.00	0.00	0.00	354.95	322.51	210.63	210.63	65.40	5,227.09
CONNORS, KIMBERLY ANNE	U20	3,876.08	0.00	0.00	0.00	269.17	296.52	190.75	190.75	58.53	4,691.05
CONSTANTINIDES, CATHERINE A	U20	4,594.64	0.00	0.00	0.00	147.59	336.78	226.68	226.68	72.28	5,377.97
CONSTANTINIDES, CHARLES LAWRE	U20	4,594.64	0.00	0.00	0.00	411.84	351.49	226.68	226.68	69.38	5,654.03
DANG, YEN BACH	U21	3,347.68	0.00	0.00	0.00	373.79	256.10	164.33	164.33	50.55	4,192.45
DARLING, LORI	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	69.38	5,514.59
DAUGHERTY, LANCE D	U21	3,188.32	0.00	0.00	0.00	350.06	243.91	156.37	156.37	48.14	3,986.80
DEAHICIS, DAVID D.	W35	2,167.04	0.00	0.00	0.00	218.57	165.78	105.30	105.30	32.73	2,689.42
DEL POZZO, RON	U20	4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	226.68	69.38	5,598.58
DENG, JENNIFER	U24	1,829.78	0.00	0.00	0.00	242.95	139.98	88.44	88.44	27.63	2,328.78
DIPPERT, STEVE A	V73	1,762.32	0.00	0.00	0.00	335.72	134.82	119.09	119.09	26.61	2,378.56
DIXON, RALPH H	U20	4,594.64	0.00	0.00	0.00	455.28	351.49	226.68	226.68	72.16	5,700.25
DIXON, ROLANDA PIERRE	U20	4,594.64	0.00	0.00	0.00	356.39	339.38	203.71	203.71	65.35	5,083.20
DONHOE, MARTHA J	U20	4,135.18	0.00	0.00	0.00	377.34	301.62	226.68	226.68	69.38	5,621.59
DREES, PETER	U20	4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	226.68	69.38	5,621.59
DUFFY, MARK PATRICK	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	69.38	5,514.59
DURAN, LISA	V73	969.44	0.00	0.00	0.00	75.14	76.65	63.59	63.59	15.13	1,199.95
DURHAM, JUDY	U25	2,275.76	0.00	0.00	0.00	261.97	174.09	110.74	110.74	34.36	2,856.92
ECONOMIDIS, ROBERTA	U21	3,188.32	0.00	0.00	0.00	266.07	243.91	156.37	156.37	48.14	3,902.81
EZGAR, DAVID H	U20	4,594.64	0.00	0.00	0.00	372.40	351.49	226.68	226.68	69.38	5,514.59
FARRIS, THOMAS OGDEN	U20	4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	226.68	69.38	5,621.59
FEDERAU, DANIEL	U21	3,347.68	0.00	0.00	0.00	350.78	256.10	164.33	164.33	50.55	4,169.44
FEIN, STEVEN MARK	U20	3,876.08	0.00	0.00	0.00	269.17	296.51	190.75	190.75	58.53	4,691.04
FELIX, SILVIA ANN	U20	4,594.64	0.00	0.00	0.00	356.39	336.78	226.68	226.68	72.28	5,586.77
FERNANDEZ, EDWARD G	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	69.38	5,514.59
FERRIS-METCALF, JOYCE	U20	4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	226.68	69.38	5,621.59
FIELD, BENJAMIN T	U20	3,876.08	0.00	0.00	0.00	353.16	296.52	190.75	190.75	58.53	4,775.04
FINKELSTEIN, JULIUS L	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	69.38	5,514.59
FIORETTA, JOHN GERALD	U20	4,594.63	0.00	0.00	0.00	229.49	351.49	226.68	226.68	69.38	5,471.67
FITZSIMMONS, MICHAEL D	U20	4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	226.68	69.38	5,598.58
FLATTERY, THOMAS L.	U24	2,655.20	0.00	0.00	0.00	327.54	203.12	129.71	129.71	40.09	3,355.66
FLETCHER, MICHAEL ELLIOT	U20	4,594.64	0.00	0.00	0.00	272.40	351.49	226.68	226.68	70.61	5,515.82
FUKUCHI, STEPHENIE	V73	1,938.88	0.00	0.00	0.00	251.73	143.90	131.45	131.45	29.28	2,495.24
GAFFEY, MICHAEL JOSEPH	U20	4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	226.68	69.38	5,598.58
GALLI, MIKE R	U20	4,594.64	0.00	0.00	0.00	272.40	347.07	226.68	226.68	69.38	5,510.17
GARCIA-SEN, CHRISTINE MARIE	U20	4,594.64	0.00	0.00	0.00	229.49	351.49	226.68	226.68	69.38	5,471.68
GARDNER, RICHARD C	U20	4,594.64	0.00	0.00	0.00	356.39	351.49	226.68	226.68	69.38	5,598.58
GIAMMONA, SAHUEL JOSEPH	U20	4,594.64	0.00	0.00	0.00	379.40	351.49	226.68	226.68	69.38	5,621.59
GIBBONS-SHAPIRO, JAMES	U21	3,188.32	0.00	0.00	0.00	350.06	243.91	156.37	156.37	48.14	3,986.80
GILLIAN, TRACY L	U20	4,594.64	0.00	0.00	0.00	379.40	336.78	226.68	226.68	72.28	5,609.78
GILLINGHAM, CHARLES GEORGE	U20	3,876.08	0.00	0.00	0.00	376.17	296.52	190.75	190.75	58.53	4,798.05
GOGO, JOHNNY C.	U25	2,275.76	0.00	0.00	0.00	219.06	174.09	110.74	110.74	34.36	2,814.01







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 1183 1397/1398 1192/1199 WORKERS COMP TOTAL  
 DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT 1183 1397/1398 1192/1199 WORKERS COMP TOTAL  
 INDEX: 3836 ATTORNEYS 1183 1397/1398 1192/1199 WORKERS COMP TOTAL

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER BENEFITS	INSURANCE	FICA	PERS	COMP	TOTAL
NEWMAN, VICKI L.	U24	2,541.36	0.00	0.00	243.04	194.42	124.02	38.36	3,141.22
NISHIGAYA, DANIEL	U21	3,188.32	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	243.55	203.13	129.71	40.09	3,271.63
OCHOA, MARGARET	D36	1,147.68	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	269.17	296.53	190.75	58.53	4,691.06
OVERSTREET, DANA B	U20	4,594.64	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	370.68	203.13	129.71	40.09	3,398.81
PERSKY, MICHAEL AARON	U21	3,188.32	0.00	0.00	266.07	241.99	156.37	48.14	3,900.89
PEFFER, SUMERLE	U24	2,655.20	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	379.40	351.49	226.68	69.38	5,621.59
PITSKER, TIMOTHY J	U20	4,594.64	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	263.17	194.41	124.02	38.36	3,161.34
RAABE, DENISE J	U21	3,188.32	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	275.27	266.48	180.74	65.28	4,563.49
RAMOS, LUIS M.	U24	2,655.20	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	356.39	351.49	226.68	69.38	5,598.58
READER, JOSEPH	U20	4,594.64	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	251.73	148.33	131.45	29.28	2,499.67
RICHLIN, KEVIN R.	W13	2,414.72	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	272.40	351.49	226.68	69.38	5,514.59
RICO, RONALD R	U20	4,594.63	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	377.04	311.40	200.47	61.46	5,020.85
ROSEN, JEFFREY FRANCIS	U20	3,876.08	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	379.40	351.49	226.68	69.38	5,621.59
SANCHEZ-CLARK, ELIZABETH	V73	1,938.88	0.00	0.00	335.72	148.32	131.45	29.28	2,583.65
SANDERSON, DALE R	U20	4,594.64	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	116.46	0.00	0.00	0.00	116.46
SCHON, JOHN C	U20	4,594.64	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	356.39	351.49	226.68	69.38	5,598.58
SCOTT, STUART	U20	4,070.48	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	356.39	336.78	226.68	72.28	5,586.77
SEIDEL, SYLVIA BELEN	U20	4,594.64	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	411.84	351.49	226.68	69.38	5,654.03
SHEARER, DONALD M	U20	5,054.10	0.00	0.00	274.47	386.54	249.66	77.67	6,042.54
SHINE, MARY ELIZABETH	W34	2,541.36	0.00	0.00	347.16	194.42	124.02	38.36	3,245.34
SHORE, JAMES ALAN	U20	4,594.64	0.00	0.00	379.40	351.49	226.68	69.38	5,621.59
SIBLEY, JAMES B	U20	4,594.64	0.00	0.00	379.40	351.49	226.68	69.38	5,621.58
SKLAR, JUDITH B	U20	4,594.64	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	243.04	194.41	124.02	38.36	3,141.21
SLONE, CHARLES J	U20	4,594.64	0.00	0.00	229.49	351.49	226.68	69.38	5,471.68
SMITH, MARGO D	U20	4,824.37	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	379.40	351.49	226.68	69.38	5,621.59
SPROTT, MALCOLM G	U20	4,594.64	0.00	0.00	356.39	351.49	226.68	69.38	5,598.58
STANCIL, SHANNON D.	U24	2,541.36	0.00	0.00	263.17	194.41	124.02	38.36	3,161.34
STAR, KEVEN P.	U24	2,760.24	0.00	0.00	371.15	211.16	134.96	41.68	3,519.19



PAY PERIOD END DATE 06/25/00  
 DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3836 ATTORNEYS  
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EMPLOYEE	1183	1397/1398	1196	1197	1198	1199	WORKERS	TOTAL
	1183	1397/1398	1196	1197	1198	1199	COMP	
	OTHER	INSURANCE	FICA	PERS				
	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	COMP		
STEBBINS,JOHNENE L.	U24 2,760.23	0.00	0.00	0.00	134.96	44.59	3,471.94	
STORTON,KATHRYN	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,598.58	
STRINGFIELD,JAIME V.	U21 3,036.56	0.00	0.00	0.00	148.78	45.86	3,708.78	
SYLVA SAVAGE,JULIANNE	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,621.59	
THIBODEAUX,JOSEPH VANDER	U20 4,824.37	0.00	0.00	0.00	238.17	74.77	5,873.51	
TIGHE,TERENCE JOSEPH	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,598.58	
TITUS,RICHARD J	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,471.68	
TOMKINS,DAVID N	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,598.58	
TSUI,SCOTT C	U20 4,070.48	0.00	0.00	0.00	200.47	61.46	4,997.84	
VOYLES,STANLEY R	U20 4,594.64	0.00	0.00	0.00	226.68	71.70	5,392.10	
WAGGONER,KATHY L	U20 3,675.71	0.00	0.00	0.00	180.74	55.50	4,461.41	
WAITE,PETER S	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,514.59	
WAKSHULL,ROBIN BETH	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,621.59	
WALTRIP,VERA DELENE	V73 1,938.88	0.00	0.00	0.00	131.45	29.28	2,499.66	
WARCHOLSKI,KRISTINA M	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,621.59	
WELLS,KATHARINA	U20 3,691.52	0.00	0.00	0.00	181.53	58.65	4,551.72	
WEST,SUSAN LYNNE	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,621.59	
WILLIAMS,NAUREEN HCEVOY	U20 4,594.64	0.00	0.00	0.00	226.68	72.28	5,609.78	
WONG,Alice W.	U21 2,933.25	0.00	0.00	0.00	143.61	44.29	3,689.82	
WOOD,SHARON LEE	U20 4,594.64	0.00	0.00	0.00	226.68	69.38	5,514.59	
ZARZANA,MAXMILIAN	U24 2,655.20	0.00	0.00	0.00	129.71	40.09	3,291.81	
* INDEX TOTAL	752,323.53	0.00	0.00	0.00	37,607.07	11,442.44	920,056.98	

\* DEPARTMENT TOTAL 1,987,996.02 6,110.68 238,513.94 121,811.83 2,573,767.33  
 52,507.51 72.00 132,961.73 33,793.62

# 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**

*ORIGINAL*

(01) Claimant Identification Number <b>9943</b>		<b>Reimbursement Claim Data</b>	
(02) Claimant Name <b>County of Santa Clara</b>		(22) <b>CAR-1, (03)(a)</b>	<b>271</b>
County of Location <b>San Mateo</b>		(23) <b>CAR-1, (03)(b)</b>	<b>11</b>
Street Address or P.O. Box <b>70 West Hedding Street</b>		(24) <b>CAR-1, (04)(1)(f)</b>	<b>776,807</b>
City <b>San Jose</b>	State <b>CA</b>	Zip Code <b>95110</b>	(25) <b>CAR-1, (04)(2)(f)</b> align="right"> <b>18,443</b>
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	(26) <b>CAR-1, (06)</b> align="right"> <b>33</b>
	(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) <b>2001-2002</b>	(12) <b>2000-2001</b>	(30)
Total Claimed Amount	(07) <b>\$1,000,000</b>	(13) <b>\$1,053,034</b>	(31)
LESS: 10% Late Penalty, not to exceed \$1,000		(14)	(32)
LESS: Prior Claim Payment Received		(15)	(33)
Net Claimed Amount		(16) <b>\$1,053,034</b>	(34)
Due from State	(08) <b>\$1,000,000</b>	(17) <b>\$1,053,034</b>	(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** 1/7/02

*Ram Venkatesan*

**Ram Venkatesan**

**SB 90 Coordinator**

Type or print name

Title

(38) Name of Contact Person for Claim

Telephone Number

**(916) 485-8102**

**Ferlyn B. Junio (MAXIMUS, Inc.)**

E-Mail Address

**111**

Program <b>013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY CLAIM SUMMARY</b>	<b>FORM CAR-1</b>
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2000-2001
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**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
<b>(05) Total Direct Costs</b>	<b>\$632,171</b>	<b>\$139,636</b>	<b>\$21,081</b>		<b>\$2,362</b>	<b>\$795,250</b>

**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

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

**FORM  
CAR-2**

**Program  
013**

(01) Claimant: **County of Santa Clara**

(02) Fiscal year costs were incurred: **2000-2001**

(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	(g)					
				(d) Services & Supplies	(e) Fixed Assets	(f) 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

Page: \_\_\_\_\_ of \_\_\_\_\_

**117**

**113**

\$2,637

\$2,362

\$632,171

\$139,636

\$771,808

Program <b>013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY COMPONENT / ACTIVITY COST DETAIL</b>	<b>FORM CAR-2</b>
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(01) Claimant: <b>County of Santa Clara</b>	(02) Fiscal year costs were incurred: <b>2000-2001</b>
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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
<b>Travel for Child Recoveries</b>									
J. Lucarotti, Criminal Investigator II Case 99-0-3159/D [REDACTED]				\$3,315					
M. Headrick, Attorney Case 99-0-3159/D [REDACTED]				\$2,210					
T. Johnson, Attorney Case 00-0-2023/V [REDACTED] Case A [REDACTED] A [REDACTED]				\$424 \$2,939					
M. Marculescu, Criminal Investigator II Case 99-0-3038/K [REDACTED] Case J [REDACTED] M [REDACTED]				\$958 \$2,822					
S. Mouras, Criminal Investigator II Case J [REDACTED] M [REDACTED]				\$1,900					
R. Ramirez, Criminal Investigator II Case A [REDACTED] A [REDACTED] Case 99-0-3038/K [REDACTED] Case 00-0-2023/V [REDACTED]				\$1,741 \$1,855 \$280					
				<b>114</b>					

(05) Total	Page: _____ of _____	<b>118</b>	\$18,443	
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# MEMORANDUM

DATE: December 19, 2001  
TO: Business Services  
RE: Child Abduction Statistics For SB90 Reimbursement (FY 7-1-00 through 6-30-01)

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**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:**  
 (includes Personnel Assistance & Translation hours)

14,176

**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
		<b>TOTAL</b>	<b>18</b>

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

**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]	<u>1</u>
			<b>4</b>

**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)		
<b>DEPUTY DISTRICT ATTORNEY TOTAL:</b>			<b>77</b>

<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)		
<b>DEPUTY DISTRICT ATTORNEY TOTAL:</b>			<b>93</b>

<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)		

<b>INVESTIGATOR TOTAL:</b>			<b>53</b>
<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)		<b>53</b>

<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 in-office training	9-00	5
<b>INVESTIGATOR TOTAL:</b>			<b>13</b>
<b>TOTAL TRAINING HOURS:</b>			<b>279</b>

**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

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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	
			V7510881	223.32	
BLACKWOOD, TIM	SAN DIEGO	1/27-12/1/00	V7510284	120.00	A INVESTIGATION AND
			V7510263	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	585.60	
			V7510581	97.00	
			V7510735	217.50	
			V7510980	35.68	

TOTAL 23564.06

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] ✓
JOHNSON, TOM	SAN DIEGO	12/19/00	V7510561 V7510883	415.50 8.00	CHILD - A [redacted] M [redacted] ✓
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] ✓
LUCAROTTI, JAMES	HOUGHTON LAKE(SAGINAW), MI	12/8-7/00	V7510583 V7510740	3300.00 15.00	CHILD - L [redacted] P [redacted] ✓
MARCULESCU, MIKE	DENVER, CO	8/1/01	V7511076	2821.75	CHILD - J [redacted] M [redacted] ✓
MARCULESCU, MIKE	GRAND JUNCTION, CO	10/2/00	V7510320 V7510375 V7510684	905.00 30.00 23.00	CHILDREN - J [redacted] AND [redacted] ✓
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 48.78	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	V7510562 V7510701	272.00 8.00	CHILD - L [redacted] P [redacted]

no charges per email by J. Millar

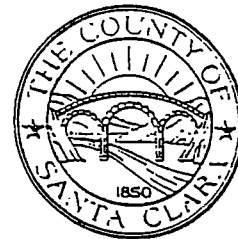
costs? (see above)

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

# 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.

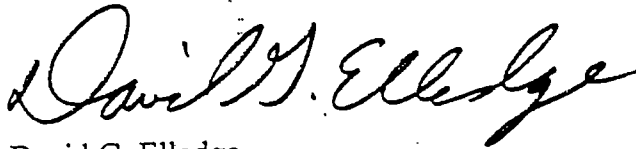


We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during 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](mailto:ramaiah.venkatesan@fin.co.scl.ca.us)

Sincerely,



David G. Elledge  
Controller-Treasurer

Encl:

# 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
	<b>Total Actual Paid/Earned Hours</b>	<b>13,997,762</b>	<b>28,293,610</b>	<b>14,295,847</b>	<b>15,581,023</b>	<b>29,647,195</b>	<b>2,080</b>
	<b>Full-time Equivalent Positions</b>					<b>13,726</b>	
	<b>Weekdays in Period</b>		<b>130</b>			<b>270</b>	
	<b>Paid Hours in Period</b>					<b>2,160</b>	

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
<b>Net Average Productive Hours Per Employee</b>	<b>1,571.65</b>

- 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 comp time hours used since one hour is worked for every 1.5 hours taken.

# 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
<b>Personnel Services:</b>				
1 Salaries & Wages	34,050,268		\$4,923,236	\$29,127,032
2 Part-time Wages & Overtime	903,887			\$903,887
3 Benefits <span style="float: right;">22.9%</span>	7,812,619		\$1,129,606	\$6,683,014
<b>SUBTOTAL:</b>	<b>\$42,766,774</b>		<b>\$6,052,842</b>	<b>\$36,713,932</b>
<b>Line Item Costs (Services, Supplies &amp; Other):</b>				
4 Overtime Meals	119		\$119	
5 ComsTechinca/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				
<b>SUBTOTAL:</b>	<b>\$911,504</b>	<b>\$3,542</b>	<b>\$4,416,963</b>	<b>(\$3,509,001)</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$43,678,278</b>			
<b>Cost Adjustments and/or Cost Plan Costs:</b>				
36 Cost Allocation Plan	\$1,774,983		\$1,774,983	
37				
<b>SUBTOTAL:</b>	<b>\$1,774,983</b>		<b>\$1,774,983</b>	
<b>TOTAL COSTS:</b>	<b>\$45,453,261</b>	<b>\$3,542</b>	<b>\$12,244,788</b>	<b>\$33,204,931</b>
<p> <b>CALCULATED INDIRECT COST RATE =</b> <span style="border: 1px solid black; padding: 2px;">33.4%</span> </p> <p> <b>Rate is based on:</b> Salaries &amp; Benefits                 </p>				
			\$12,244,788	= Total allowable indirect costs
			\$36,713,932	= Total direct salaries and 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 Support 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					

<b>TOTALS</b>	\$4,923,236	\$1,475,402	\$3,447,834
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I (FD1) S1 (ALL) S1  
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

OFFICE OF THE DISTRICT ATTORNEY

BUDGET UNIT= 0202  
FUND= 0001  
GENERAL FUND

PERCENT OF YEAR ELAPSED 100.00%

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



1 (FD1) S1 (ALL )  
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 132

REV REV	EXP EXP	OBJ SOBJ	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
02	2161	HOUSEHOLD EXPEN	.00	.00	24.45	.00	.00%	24.45-
02	2162	GRANTS-SPECIAL	.00	.00	156.13	.00	.00%	156.13-
02	2171	INSURANCE	185,593.00	.00	185,593.00	.00	100.00%	.00
02	2198	TRANSCRIPTS - A	90,671.00	.00	364.10	.00	.00%	364.10-
02	2203	WITNESS EXPENSE	141,426.00	21,866.62	186,967.67	.00	206.20%	96,296.67-
02	2211	MAINTENANCE - E	.00	107.00	43,627.27	.00	30.85%	97,798.73
02	2232	INTERNAL COLLEC	.00	4,200.00	4,200.00	.00	.00%	4,200.00-
02	2244	TUITION REIMB -	21,000.00	1,164.93	15,328.16	.00	72.99%	5,671.84
02	2285	MISCELLANEOUS E	489,177.21	19,000.00	95,198.03	27,432.00	25.07%	366,547.18
02	2301	OFFICE EXPENSE	221,795.44	41,406.09	444,313.74	56,118.65	225.63%	278,636.95-
02	2321	INTRA COUNTY PR	2,602,315.00	.00	1,506,363.96	.00	57.89%	1,095,951.04
02	2322	PROF AND SPECIA	3,944,987.43	25,313.56	2,269,222.95	397,585.16	67.60%	1,278,179.32
02	2326	ANNUAL AUDIT CH	.00	.00	.00	.00	.00%	975.00
02	2329	CONTRACT SERVIC	2,273,032.00	139,237.59	1,785,428.04	159,513.50	85.57%	328,090.49
02	2331	DATA PROCESSING	91,803.00	8,687.31	102,092.51	.00	111.21%	10,289.51-
02	2426	OTHER PHYSICIAN	.00	.00	400.00	.00	.00%	400.00-
02	2432	CONSULT & MANAG	5,000.00	.00	.00	.00	.00%	5,000.00
02	2451	RENTS AND LEASE	124,034.00	7,422.61	156,511.09	.00	126.18%	32,477.09-
02	2471	RENT & LEASE -	626,395.00	.00	572,611.00	.00	91.41%	53,784.00
02	2472	OFFICE RENTS	423,185.00	2,661.75	115,355.52	.00	27.26%	307,829.48
02	2501	SMALL TOOLS AND	221,870.07	6,365.86	70,313.13	33,079.56	46.60%	118,477.38

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

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

REV REV	EXP EXP	OBJ SOBJ	ESTIMATED REVENUE/ ALLOTMENT	CURRENT PERIOD	REVENUE/EXPENDITURES YEAR TO DATE	ENCUMBRANCES UTILIZED	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-



1 (FDL) S1 (ALL ) 0001  
1DAFR8330 1 000 0000 01 HI HI PP  
06/30/01 (06.44) CYCLE 02886 PM-OPEN PP CLOSED BY 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 134

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

REV REV	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
EXP EXP	48,012,301.27	742,903.04	36,419,705.44	1,252,849.61	93.58%	3,081,173.69
OBJ SOBJ						
0**TOTAL EXPENDITURES	34,264,223.27-	46,516.91	36,419,705.44-	1,252,849.61-	109.95%	3,408,331.78
0**TOTAL 0001 FUND REVENUES OVER EXPENDITURES						
OBUDGET UNIT RECAP:						
*TOTAL 0202 OFFICE OF THE REVENUES	13,748,078.00	789,419.95	7,258,572.53	1,252,849.61	52.80%	6,489,505.47
0 EXPENDITURES	48,012,301.27	742,903.04	36,419,705.44-	1,252,849.61-	93.58%	3,081,173.69
0 REVENUES OVER EXPENDITURES	34,264,223.27-	46,516.91	36,419,705.44-	1,252,849.61-	109.95%	3,408,331.78

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 SyeWide	230 Sheriff
al Svc		\$199,428	\$24,039	\$153,494			\$764,132	\$15,001		\$297,661
rtments		31,084	104,828	19,117			174,714	5,942		136,785
ding Use		45,092	20,296				54		61,565	17,226
ipment Use		23,403	12,297				40,989	2,688		35,038
ic Ctr Park		91,245	35,886				13,717	31,183		104,938
ze Rental		100,478	71,668				318,090	11,607		188,517
County Exec		34,042				54,809	3,089			
Bdgt & Anlys		211,512	109,524				377,715	21,741		319,501
Controller		11,705	5,204	164			24,074	2,218		27,452
Intrnl Audit		6,870	8,625	80,863			169,586	5,654		2,894
SSA		55,785	9,773	2,859			188,170	2,860		73,402
Purchasing		727,888	110,970				4,124,388	75,764		22,730
Revenue		7,971	306				57,978			1,730,366
Co. Counsel		110,239	18,718				298,499	45,763		2,286,094
GSA-Services		13,806	6,371				16,704	1,776		69,262
Facilities										23,178
Divatching										
CJIC										
er Services										
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	39.5A
		OR B1R	ASSOC MGMT ANALYST B	35.7A
		OR B1T	ASSOC MGMT ANALYST A	32.6A
	1	B2P	ADMIN SUPPORT OFFICER II	37.7A
		OR B2R	ADMIN SUPPORT OFFICER I	36.4A
	1	B3N	PROGRAM MGR II	44.0A
	1	B3P	PROGRAM MGR I	41.7A
	1	B78	ACCOUNTANT II	46.9B
		OR B80	ACCOUNTANT AUDITOR APPRAISER	44.4B
	3	D05	SUPV LEGAL CLERK	36.5A
	4	D11	TRANSCRIPTIONIST	38.4B
	3	D17	RECEPTIONIST	38.4B

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
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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

PP 01/13

PAY PERIOD END DATE 06/24/01

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3832 ADMINISTRATIVE SERVICES

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

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1196	1198	1199	WORKERS COMP	TOTAL
ALCARAZ, BRENDA LEE	D17	1,119.20	0.00	41.54	0.00	379.32	88.80	76.98	18.22	1,724.06		
ALLEN, ERICA L.	X98	578.74	0.00	0.00	0.00	0.00	44.27	0.00	9.09	632.10		
ALLMAND, JENNIFER HILL	V73	2,095.04	0.00	0.00	0.00	805.03	165.24	142.38	33.91	3,241.60		
ALVARADO, BERTHA D	D70	1,739.68	230.15	45.17	0.00	399.25	154.15	120.42	31.64	2,720.46		
AMADOR, CHRISTINE	F38	1,419.28	0.00	0.00	0.00	399.25	108.57	95.08	22.28	2,044.46		
AMATO, DONNA D.	D36	1,329.44	0.00	0.00	0.00	222.55	101.71	88.79	20.87	1,763.36		
ANTUZZI, SUZETTE C.	F14	1,605.36	105.35	0.00	0.00	222.55	130.87	108.11	26.86	2,199.10		
ARBLASTER, COLIN J.	Q62	1,124.32	0.00	0.00	0.00	202.62	86.01	74.43	17.65	1,505.03		
ARMOUR, JULIAN PATRICK	D66	1,913.12	0.00	0.00	0.00	324.85	154.18	129.65	31.64	2,553.44		
BALANCE, CAROLINA	F14	1,682.24	0.00	0.00	0.00	129.55	128.69	113.49	26.41	2,080.38		
BALES, JALAN R	F14	1,531.04	0.00	0.00	0.00	324.85	117.13	102.90	24.04	2,099.96		
BEAUDOIN, TINA	D70	1,739.68	0.00	0.00	0.00	403.25	133.08	117.51	27.38	2,420.90		
BODAGHI, JAKLIN	D70	1,739.68	0.00	0.00	0.00	396.97	133.08	117.51	27.32	2,414.56		
BODAGHI, NOEL	D40	1,020.50	0.00	0.00	0.00	271.33	78.07	67.17	16.02	1,453.09		
BUENO, NICOLE ELENA	Y38	2,011.12	0.00	64.62	0.00	202.62	158.79	141.03	32.59	2,610.77		
BUI, QUANG T.	J46	1,502.96	0.00	0.00	0.00	399.25	114.99	100.94	23.59	2,141.73		
BUUCK, LISA	D36	1,268.56	0.00	0.00	0.00	296.95	90.24	84.53	19.92	1,760.20		
CABAHUG, VIRGINIA PATINDOL	D66	1,951.38	804.94	0.00	0.00	222.55	210.86	132.33	43.27	3,365.33		
CAMPBELL, CHRISTINE	B3N	3,004.80	0.00	0.00	0.00	399.25	215.16	206.07	47.17	3,872.45		
CARDOZA, CLAUDIA L.	D36	1,563.86	0.00	41.54	0.00	399.25	122.82	108.11	25.20	2,260.78		
CARR, KATHLENE RAYE	D97	1,361.44	0.00	0.00	0.00	222.55	104.15	91.03	21.37	1,800.54		
CARRON, JR., ALFRED	D40	816.38	0.00	0.00	0.00	114.19	62.46	52.88	12.82	1,058.73		
CASIA-MANALO, LETICIA	D66	1,913.12	538.07	0.00	0.00	399.25	187.51	129.65	38.49	3,206.09		
CECIL, CHRISTOPHER K.	D11	1,286.16	0.00	0.00	0.00	268.91	98.39	85.76	20.19	1,759.41		
CHIANG, BIN	B80	1,706.40	0.00	0.00	0.00	396.97	130.54	115.18	26.79	2,375.88		
CLAUS, PETER LUKE	B3N	3,004.80	0.00	0.00	0.00	396.97	229.87	206.07	47.17	3,884.80		
COHEN, MYRNA S	V22	1,682.22	0.00	0.00	0.00	371.85	128.68	113.49	27.15	2,523.39		
COLLINS, ANTHONY D.	H17	1,286.16	0.00	0.00	0.00	324.85	98.39	85.76	20.19	1,815.35		
CORDONA, CHRISTINA	D36	1,329.44	0.00	0.00	0.00	296.95	101.70	88.79	20.87	1,837.75		
CORDOVA, JR., JOSE T	F38	1,419.28	0.00	0.00	0.00	366.85	108.58	95.08	22.94	2,012.73		
COX, DEBRA	D7D	1,830.32	0.00	0.00	0.00	391.57	140.02	123.85	28.75	2,514.49		
CRAWFORD, VERONICA SOUSA	D36	678.92	0.00	0.00	0.00	231.98	51.93	43.25	10.66	1,016.74		
CRITTENDEN, DENISE	F14	1,548.28	827.36	0.00	0.00	277.02	181.74	104.11	37.29	2,975.80		
CRUZ, RITA D.	D36	1,268.56	0.00	0.00	0.00	399.25	97.04	84.53	19.92	1,869.30		
DA SILVA, JOAN MARGARET	F14	1,605.36	0.00	0.00	0.00	202.62	122.80	108.11	25.20	2,064.09		
DAVIES, DAVID NORCLIFFE	A60	5,674.88	0.00	0.00	0.00	466.46	434.12	392.97	89.09	7,057.52		
DECOSTA, JANICE L	F14	1,783.18	0.00	0.00	0.00	399.25	136.41	120.55	28.00	2,467.39		
DIAZ, VICTORIA	B2F	2,208.56	0.00	0.00	0.00	399.25	168.95	150.33	34.68	2,961.77		
DIMEO, MARY L	D7D	1,830.32	0.00	0.00	0.00	396.97	125.30	123.85	28.75	2,505.17		
DISETH, GLENDA	Y3C	2,119.53	0.00	0.00	0.00	396.97	162.14	144.10	33.27	2,750.37		
DOMINICK, TRINA	DIA	1,729.76	0.00	0.00	0.00	399.25	132.33	116.81	27.16	2,405.31		
FAHRENHOLZ, THOMAS P	A60	5,674.88	0.00	0.00	0.00	435.97	434.12	392.97	89.09	7,027.03		
FAUPEL, OLETTA I	F14	1,682.24	0.00	0.00	0.00	296.95	128.69	113.49	26.41	2,247.78		
FERGUSON, OLIVIA	F14	1,531.04	0.00	0.00	0.00	396.97	117.12	102.90	24.04	2,172.07		
FERNANDEZ, MICHAEL	H17	1,348.56	0.00	0.00	0.00	220.15	103.17	90.13	21.17	1,783.16		





PAY PERIOD END DATE 06/24/01 \*\*\*\*\*PAGE 105\*\*\*\*\*

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 5032 ADMINISTRATIVE SERVICES

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198 PERS	1192/1199 WORKERS COMP	TOTAL
MCCASLAND, DORA	D70	1,739.68	0.00	41.54	0.00	399.25	136.27	120.42	27.97	2,465.13
MCGINNESS, BYRON	F14	1,783.18	468.09	0.00	0.00	271.33	172.22	120.55	35.35	2,850.72
MCQUILLAN, JENNIFER	F14	1,783.18	133.74	0.00	0.00	296.95	146.65	120.55	30.09	2,511.16
MCRAE, PATRICIA K	U23	901.02	0.00	0.00	0.00	193.33	68.94	58.80	14.15	1,236.24
MEDVED, DEBORAH LYNN	V25	2,255.84	0.00	0.00	0.00	307.29	172.57	109.74	35.42	2,880.86
MESSIER, MICHELLE	D36	1,155.20	0.00	0.00	0.00	296.95	88.38	76.59	18.14	1,635.26
MILLAR, JESSICA	V74	1,543.28	0.00	0.00	0.00	316.50	118.06	103.76	24.23	2,105.83
MITCHELL, JANET L	F14	1,682.24	0.00	0.00	0.00	438.25	128.68	113.49	27.02	2,389.68
MOLINA, NAOMI R.	D17	1,171.92	0.00	41.54	0.00	271.33	92.83	80.67	19.05	1,677.34
MONTANO, AUGUSTINA	F38	1,419.28	0.00	41.54	0.00	202.62	111.76	97.99	22.93	1,896.12
MOORE, ROBI S	F14	1,531.04	0.00	0.00	0.00	296.95	117.13	102.90	24.04	2,072.06
MOQUETTE, TERRY	D11	1,113.32	0.00	0.00	0.00	136.78	87.65	73.66	17.99	1,429.40
MORALES, CHRISTINE A.	Y36	967.48	0.00	0.00	0.00	0.00	74.00	0.00	15.19	1,056.67
MORENO, GUADALUPE M	D36	1,478.20	0.00	0.00	0.00	324.85	112.94	99.06	23.17	2,036.22
MOURAS, SHARRON LYNN	V76	3,008.45	0.00	0.00	0.00	397.16	43.62	255.72	47.24	3,752.19
OLIVAN, RAMONA IRENE	V76	3,008.45	0.00	0.00	0.00	325.04	0.00	255.72	47.24	3,636.45
OLIVERA, MICHAEL	E28	1,286.16	0.00	0.00	0.00	222.55	98.40	85.76	20.19	1,713.06
ONG, SIOK-YEN L.	D74	1,348.56	191.59	45.43	0.00	403.25	121.30	93.04	24.95	2,228.12
OUJMET, AMELIA	D05	1,984.00	0.00	41.54	0.00	399.25	154.95	137.52	31.80	2,749.06
OUJMET, JENNA N.	V73	1,997.12	0.00	0.00	0.00	222.55	152.78	135.53	31.56	2,539.34
PARK, MARIE H.	F14	1,392.64	0.00	0.00	0.00	222.55	106.53	93.21	21.86	1,836.79
PARK, YOUNG H.	D66	1,913.12	0.00	41.54	0.00	399.25	134.82	132.56	30.69	2,651.98
PARTIDA, GABRIEL	D70	1,739.68	0.00	41.54	0.00	222.55	136.26	120.42	27.97	2,288.42
PHARES, KELLY	F14	1,682.24	0.00	0.00	0.00	399.25	128.69	113.49	26.41	2,350.08
PHILIP, WILLIAM J.	G81	1,145.12	0.00	0.00	0.00	174.62	77.87	75.89	19.00	1,492.50
QURA, ANNE J.	D36	982.80	0.00	0.00	0.00	382.57	75.19	64.53	15.43	1,520.52
REES, DIANA RAY	D66	306.10	0.00	0.00	0.00	235.53	23.42	17.16	4.80	587.01
REYNOLDS, DEBORAH ANN	D28	1,560.56	0.00	0.00	0.00	271.33	119.39	104.97	24.50	2,080.75
RODRIGUEZ, CORRIE L.	D70	1,583.12	0.00	0.00	0.00	399.25	121.10	106.55	24.86	2,234.88
RODRIGUEZ, PAULINE		0.00	0.00	0.00	0.00	145.78	0.00	0.00	0.00	145.78
ROJO, CAROLINA M	D70	869.84	0.00	20.76	0.00	360.86	68.14	58.07	13.98	1,391.65
RYAN, MAUREN ANNE	D17	1,119.20	0.00	0.00	0.00	271.33	85.63	74.07	17.57	1,567.80
SALINGER, JOANNE	D36	28.88	0.00	0.00	0.00	0.00	2.20	0.00	0.45	31.53
SANCHEZ, DENISE Y	D05	1,798.80	0.00	0.00	0.00	296.95	137.60	121.65	28.24	2,383.24
SAVALZA, GLORIA	D3E	1,335.20	0.00	0.00	0.00	396.97	102.15	89.19	20.96	1,944.47
SAVALZA, NATHAN	G82	1,025.28	0.00	0.00	0.00	0.00	78.44	0.00	16.10	1,119.82
SEARS, MICHAEL	D36	835.58	0.00	0.00	0.00	134.63	63.93	54.22	13.11	1,101.47
SIMONI, ELIZABETH	F14	1,783.18	84.23	42.84	0.00	194.55	151.10	123.46	31.01	2,410.37
SINUJU, KARYN	A60	6,146.24	0.00	0.00	0.00	308.05	120.05	425.97	96.49	7,096.80
SMITH, SANDRA LEA	D70	1,424.80	440.80	0.00	0.00	146.94	146.92	95.47	30.31	2,285.24
SPALDING, MARGARET JANE	D05	2,083.28	0.00	0.00	0.00	399.25	159.37	141.56	32.71	2,816.17
SPETH, REBECCA H.	D36	1,209.60	0.00	0.00	0.00	396.97	92.54	80.40	18.99	1,798.50
STAYTON, JANIS L	D70	1,774.48	0.00	0.00	0.00	271.33	135.75	119.94	27.86	2,329.36
SUNAGUE, CYNTHIA ESTOLANO	D97	1,238.90	0.00	0.00	0.00	396.97	94.77	82.45	19.45	1,832.54
SUNIGA, KRISTINE L	D56	1,392.64	0.00	0.00	0.00	399.25	106.54	93.21	21.86	2,013.50

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

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3832 ADMINISTRATIVE SERVICES

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1198 PERS	1197 FICA	1183 1397/1398	1196 1197	1198 PERS	1192/1199 WORKERS COMP	TOTAL
SWARTZENDRUBER, STEVE RAY	V76	3,008.45	0.00	0.00	0.00	399.44	43.62	255.72	0.00	399.44	43.62	255.72	47.24	3,754.47
TAPOLSKI, DIANA BELLE		0.00	0.00	0.00	0.00	52.78	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	324.85	114.88	97.97	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	222.55	114.97	100.94	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	533.67	272.59	245.16	0.00	533.67	272.59	245.16	55.94	4,470.64
TROINT, GRACIE JOYCE	F14	1,767.90	0.00	0.00	0.00	41.13	135.24	51.92	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	399.25	97.05	84.53	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	202.62	116.17	99.17	0.00	202.62	116.17	99.17	23.84	1,960.27
VALENZUELA, EMMA	D66	1,951.38	0.00	0.00	0.00	324.85	149.27	132.33	0.00	324.85	149.27	132.33	30.64	2,588.47
VALLEJOS, ROYANN	F38	727.38	0.00	21.28	0.00	361.82	57.27	48.14	0.00	361.82	57.27	48.14	11.75	1,227.64
VALLESTEROS, SANDRA RAMIREZ	D36	1,209.60	136.08	0.00	0.00	296.95	102.94	80.40	0.00	296.95	102.94	80.40	21.13	1,847.10
VANDERPYL, KAREL ANN	D64	2,145.68	0.00	0.00	0.00	399.25	164.14	145.93	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	267.55	145.66	129.01	0.00	267.55	145.66	129.01	30.60	2,476.82
WARNER, SETHIA M.	V73	2,095.04	0.00	0.00	0.00	396.97	160.27	142.38	0.00	396.97	160.27	142.38	32.90	2,827.56
HEGER, ALVIN GLENN	D36	1,155.20	129.96	0.00	0.00	277.02	98.31	76.59	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	435.97	84.65	407.08	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	324.85	128.69	113.49	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	321.01	78.40	67.47	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	271.33	151.46	118.28	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	429.74	184.41	164.48	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	109.62	90.46	78.51	0.00	109.62	90.46	78.51	18.57	1,479.72
WRIGHT, MICHELE CHRISTINA	D36	1,329.44	0.00	41.54	0.00	222.55	104.88	91.70	0.00	222.55	104.88	91.70	21.52	1,811.63
WRIGHT, PAULA KAY	D40	1,171.94	0.00	0.00	0.00	222.55	89.66	77.77	0.00	222.55	89.66	77.77	18.40	1,580.32
WYMAN, ROGER	D36	606.48	0.00	0.00	0.00	0.00	46.39	0.00	0.00	0.00	46.39	0.00	9.52	662.39
YAMAKI, DARLEEN L	G19	2,684.56	0.00	0.00	0.00	399.25	205.36	183.65	0.00	399.25	205.36	183.65	42.15	3,514.97
	E28	1,286.16	0.00	0.00	0.00	324.85	98.39	85.76	0.00	324.85	98.39	85.76	20.19	1,815.35
	D7D	0.00	406.74	0.00	0.00	57.10	31.10	0.00	0.00	57.10	31.10	0.00	6.38	387.12
* INDEX TOTAL		274,750.31	6,436.93	1,002.30	0.00	46,982.65	19,400.04	18,192.91	0.00	46,982.65	19,400.04	18,192.91	4,440.24	371,205.38



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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 COMP TOTAL  
 OVERTIME OTHER BENEFITS INSURANCE FICA PERS  
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MEDVED, RAYMOND A	V76	1,204.75	0.00	0.00	0.00	0.00	0.00	0.00	92.16	0.00	18.91	1,315.82
NAJARRO JR, JOSE ANTONIO	G73	1,419.28	0.00	41.54	0.00	296.95	111.75	22.93	111.75	97.99	14.84	1,990.44
NOTO, THERESE J	V88	945.44	0.00	0.00	0.00	66.15	72.33	61.91	72.33	84.89	20.00	1,855.43
ORTIZ, GONZALO	G73	1,232.24	0.00	41.54	0.00	379.32	97.44	301.89	0.00	55.76	4,132.02	
PEDERSEN, JOHN LAWRENCE	V75	3,551.63	0.00	0.00	0.00	222.74	0.00	255.72	0.00	56.09	4,283.78	
QUILTY JR, THOMAS J	V76	3,008.45	564.08	0.00	0.00	399.44	0.00	261.60	0.00	48.32	3,659.12	
RAMIREZ, ROSALIE	V76	3,008.45	0.00	69.23	0.00	271.52	0.00	40.83	255.72	47.24	3,751.68	
REINHARDT, STEPHANIE LYNN	V76	3,008.45	0.00	0.00	0.00	397.16	41.52	243.45	0.00	44.96	3,591.15	
RICHLIN, KEVIN R.	V76	2,864.06	0.00	0.00	0.00	194.74	37.72	215.59	0.00	40.84	3,025.21	
RIMER, DAVID R.	V76	2,536.32	0.00	0.00	0.00	277.02	94.27	81.99	94.27	19.34	1,704.86	
ROBELLO, MELISSA A.	F38	1,232.24	0.00	0.00	0.00	194.74	44.56	255.72	44.56	48.25	3,551.72	
ROLEN, DALTON C	V76	3,008.45	0.00	0.00	0.00	397.16	34.39	217.94	0.00	40.25	3,253.75	
SALGUERO, DESIREE	V76	2,536.32	0.00	27.69	0.00	397.16	0.00	255.72	0.00	47.24	3,708.57	
SANDRI, MICHELLE C H	V76	3,008.45	0.00	0.00	0.00	194.74	44.56	255.72	44.56	48.25	3,551.72	
SCHENBRI, MICHAEL J.	V76	3,008.45	0.00	0.00	0.00	290.71	54.53	319.65	54.53	59.05	4,484.50	
STARBUCK, WILLIAM	V76	3,760.56	0.00	0.00	0.00	251.40	144.66	128.09	144.66	29.68	2,444.71	
STRUM, THERESE	W21	1,890.88	0.00	0.00	0.00	129.74	43.61	237.78	43.61	47.22	3,465.61	
SWINEFORD, MARK R.	V76	2,797.45	209.81	0.00	0.00	98.75	22.28	127.86	22.28	24.13	1,777.24	
THOMAS, JODI M	V76	1,504.22	0.00	0.00	0.00	271.33	144.66	128.09	144.66	29.68	2,464.64	
TORGIMSON, SANDRA D	V88	1,890.88	0.00	0.00	0.00	325.04	40.57	257.88	40.57	43.94	3,445.99	
TRASKOWSKI, JOSEPH	V76	2,798.56	0.00	0.00	0.00	429.93	0.00	267.61	0.00	49.43	3,895.35	
TRAVERSO, ROGER JOSEPH	V76	3,148.38	0.00	0.00	0.00	2.75	91.84	76.71	91.84	18.85	1,390.70	
TRIGOS-SALINAS, ELIZABETH	F38	1,200.55	0.00	0.00	0.00	397.16	45.66	267.61	45.66	49.43	3,908.25	
TRUHITE, RON L	V76	3,148.39	0.00	0.00	0.00	296.95	102.06	89.12	102.06	20.94	1,843.19	
TURNER, HELEN WILLIAMS	F38	1,419.28	0.00	85.16	0.00	194.74	37.72	215.59	37.72	40.84	3,025.21	
VIDMAR, WILLIAM MICHAEL	V76	2,536.32	0.00	0.00	0.00	399.25	108.58	95.08	108.58	22.28	2,044.45	
WICKLANDER, ELIZABETH ANNE	G73	1,419.26	0.00	0.00	0.00	379.51	54.59	249.77	54.59	59.11	4,507.93	
WILLIAMS, KEVIN	V76	2,938.49	826.46	0.00	0.00	222.74	49.35	255.72	49.35	53.43	3,984.55	
WILSON, THOMAS MICHAEL	V76	3,008.45	394.86	0.00	0.00	194.74	46.59	267.61	46.59	50.45	3,707.78	
WOODALL, JACK O	V76	3,148.39	0.00	0.00	0.00	222.74	35.02	205.29	35.02	37.92	2,916.09	
WOODALL, SANDRA R.	V76	2,415.12	0.00	0.00	0.00	271.52	40.57	237.88	40.57	43.94	3,392.47	
YIP, WAYNE GENE	V76	2,798.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\* INDEX TOTAL 190,072.95 280.47 20,506.65 15,373.79 237,858.32  
 4,835.02 5,713.68 3,075.76

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DISTRICT ATTORNEY DEPARTMENT  
 WELFARE FRAUD INVESTIGATIONS

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1196	1197	1198	1192/1199	TOTAL
		1185/1187	1191	1193/1195/1491	1001/1234/2XXX			1196	1197	1198	WORKERS COMP	
BENITEZ, BERNARDO C	V61	2,961.84	0.00	41.54	0.00	397.16	0.00	255.29	0.00	47.15	3,702.98	
BERRYHILL, JAMES CECIL	V61	2,965.54	0.00	0.00	0.00	397.16	0.00	251.90	0.00	46.52	3,659.12	
BROWN, KEITH	V61	2,053.44	0.00	35.00	0.00	359.07	30.28	177.52	0.00	32.79	2,688.10	
CAMPOS, ANGELO L	V61	2,965.52	0.00	41.54	0.00	297.14	43.58	255.43	0.00	47.18	3,648.39	
DANG, NHAN TAN	V61	2,798.56	0.00	41.54	0.00	399.44	0.00	241.41	0.00	44.59	3,525.54	
DESTEFANO, DENNIS PETE	V61	2,963.52	0.00	0.00	0.00	297.14	0.00	251.90	0.00	46.52	3,559.08	
DOAN, TUYEN N	V61	2,948.80	0.00	41.54	0.00	325.04	43.36	254.18	0.00	46.95	3,659.87	
DONALDSON, SHARRON M.	V83	2,355.36	0.00	0.00	0.00	399.44	34.16	200.21	0.00	36.98	3,026.15	
FERGUSON, JAMES	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	0.00	46.52	3,576.43	
FOREMAN, RONALD GLENN	V61	3,103.44	0.00	0.00	0.00	399.44	0.00	263.79	0.00	48.72	3,815.39	
HATCHER, LINDA J		0.00	0.00	0.00	0.00	52.97	0.00	0.00	0.00	0.00	52.97	
HUGHMANCK, TRACEY A	V61	1,333.58	0.00	0.00	0.00	229.30	19.34	113.35	0.00	20.93	1,716.50	
JANIS, MAGDALENA A	V61	2,963.52	0.00	41.54	0.00	222.74	0.00	255.45	0.00	47.18	3,530.41	
KEHP, LARRY	V61	2,963.52	0.00	0.00	0.00	430.44	42.97	251.90	0.00	47.02	3,735.85	
KING, THOMAS JAMES	V83	2,355.36	0.00	0.00	0.00	397.16	34.16	200.21	0.00	36.98	3,023.87	
LEWIS, BARTON EUGENE	V61	2,963.52	0.00	0.00	0.00	397.16	42.97	251.90	0.00	46.52	3,702.07	
LOPEZ, CLARA VALDEZ	F38	1,419.28	0.00	0.00	0.00	145.78	108.57	95.08	0.00	22.28	1,790.99	
MOLLO, JOHN THOMAS	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	0.00	46.52	3,576.43	
MORALES, SANDY	V61	3,103.44	0.00	41.54	0.00	325.04	0.00	267.32	0.00	49.37	3,786.71	
NGUYEN, MICHAEL	V83	2,646.64	0.00	41.54	0.00	397.16	38.98	228.50	0.00	42.20	3,395.02	
PASCALI, LESA M	V61	2,963.52	0.00	0.00	0.00	271.52	42.97	251.90	0.00	46.52	3,576.43	
PIFFERINI, ROBERT M JR	V75	3,716.82	0.00	0.00	0.00	397.16	53.89	315.93	0.00	58.35	4,542.15	
RHODES, MELANIE	V61	2,963.52	0.00	0.00	0.00	271.52	226.71	251.90	0.00	46.52	3,760.17	
SEGARINI, ROBIN ANN	V61	2,963.52	0.00	0.00	0.00	271.52	0.00	251.90	0.00	46.52	3,533.46	
SMITH, KEVIN C	V75	3,582.55	0.00	0.00	0.00	129.74	49.04	287.52	0.00	53.11	3,901.96	
SPEARS, ALVIN LOUIS	V61	2,963.52	0.00	0.00	0.00	325.04	0.00	251.90	0.00	46.52	3,586.98	
SPOULOS, REBECCA R.	V83	2,136.52	0.00	0.00	0.00	271.52	30.97	181.59	0.00	33.54	2,653.94	
STEVENS, MARK DAMION	V61	2,908.88	0.00	0.00	0.00	194.74	43.12	247.25	0.00	46.69	3,440.68	
SWINEFORD, KATHLEEN	V61	2,948.80	0.00	0.00	0.00	399.44	42.75	250.65	0.00	46.29	3,687.93	
TATSUKAWA, LORRAINE H	V61	2,948.78	0.00	0.00	0.00	297.14	39.97	250.65	0.00	46.29	3,582.83	
TORREGROZA, PATRICIA	V83	2,231.02	0.00	0.00	0.00	397.16	32.35	189.64	0.00	35.03	2,885.20	
ULMER, WILLIAM R	V61	1,704.04	0.00	0.00	0.00	238.89	24.71	144.84	0.00	26.75	2,139.23	
VALENZUELA, JOHN C.	V61	2,814.48	0.00	41.54	0.00	325.04	41.41	242.76	0.00	44.84	3,510.07	
VIDAURRI, RICHARD CARL	V61	2,963.52	0.00	41.54	0.00	325.04	43.58	255.43	0.00	47.18	3,676.29	
WARD, STEVEN L	V61	2,798.56	0.00	0.00	0.00	399.44	40.57	237.88	0.00	43.94	3,520.39	
WIGGINS, WILLIAM	V61	3,103.44	0.00	41.54	0.00	222.74	45.61	267.32	0.00	49.37	3,730.02	
WRIGHT, EDDIE DEAN	V61	3,103.44	0.00	0.00	0.00	399.44	45.00	263.79	0.00	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	0.00	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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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3836 ATTORNEYS

EMPLOYEE ECLS REGULAR PAY OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA 1197 1198 1199 WORKERS COMP TOTAL  
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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	1199	WORKERS COMP	TOTAL
ADAMS, MICHAEL T	U20	4,782.96	0.00	0.00	0.00	418.68	365.89	236.10	236.10	75.09	5,878.72	
AIZPURU-SUTTON, LAURA	U25	2,369.04	0.00	0.00	0.00	202.98	186.20	115.40	115.40	38.21	2,911.83	
ALCALA, JAVIER	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	236.10	75.09	5,753.09	
ALEM, AMIR R.	U24	2,764.00	0.00	0.00	0.00	159.38	216.42	135.15	135.15	44.42	3,319.37	
ALLEN, FRANCISCA	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	236.10	75.09	5,878.73	
ALLOGGIAMENTO, JULIA	U21	3,161.04	0.00	0.00	0.00	411.38	227.10	155.00	155.00	49.63	4,004.15	
ALVARADO, ANGELA L.	U24	2,764.00	0.00	0.00	0.00	285.96	211.44	135.15	135.15	43.39	3,437.94	
ANDERSON, MELVIN PAUL	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	236.10	75.09	5,753.09	
ANGEL, DAVID A	U20	3,389.89	0.00	0.00	0.00	412.41	254.91	166.44	166.44	53.22	4,276.87	
ARRIOLA, CHRISTOPHER J.	U20	3,842.80	0.00	0.00	0.00	240.03	293.98	189.09	189.09	60.33	4,626.23	
ARROYO, JACQUELINE	U20	4,782.96	0.00	0.00	0.00	418.49	375.51	236.10	236.10	77.07	5,890.13	
BAER, LOIS L	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	236.10	75.09	5,864.02	
BAKER, ROBERT H.	U21	3,484.88	0.00	0.00	0.00	287.20	266.59	171.19	171.19	54.71	4,264.57	
BALDOCCHI, DEBORAH LYNN	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	236.10	75.09	5,753.09	
BALDWIN, FRANCIS E	U20	4,782.96	0.00	0.00	0.00	244.26	365.89	236.10	236.10	75.09	5,704.30	
BEARD, RICHARD ALLEN	U20	5,022.11	0.00	0.00	0.00	319.74	379.83	248.06	248.06	78.85	6,048.59	
BEHRENS, GEORG F.	U24	2,764.00	0.00	0.00	0.00	283.96	211.43	135.15	135.15	43.39	3,437.93	
BEITZER, LANCE KURT	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	236.10	75.09	5,753.09	
BENDER, ALBERT CHARLES	U20	5,022.11	0.00	0.00	0.00	419.76	384.19	248.06	248.06	78.85	6,152.97	
BENSON, TROY	U21	3,484.88	0.00	0.00	0.00	267.27	266.60	171.19	171.19	54.71	4,244.65	
BERNHARD, ANGELA L.	U21	3,484.88	0.00	0.00	0.00	320.79	266.59	171.19	171.19	54.71	4,298.16	
BERRY, FRANK D	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	236.10	75.09	5,878.73	
BERRY, JANET L.	W35	2,369.04	0.00	0.00	0.00	282.18	181.23	115.40	115.40	37.20	2,985.05	
BLACKWOOD, TIMOTHY JOHN	U20	4,782.96	0.00	0.00	0.00	366.56	365.90	236.10	236.10	75.40	5,826.92	
BLAKE, FENEOLE MARY	U20	5,022.11	0.00	0.00	0.00	347.64	379.77	248.06	248.06	78.85	6,076.43	
BLOOMFIELD, SUSAN JILL	U20	4,782.96	0.00	0.00	0.00	346.56	365.90	236.10	236.10	75.09	5,806.61	
BOURLARD, CHERYL ANNE	U20	4,782.96	0.00	0.00	0.00	244.26	365.90	236.10	236.10	75.09	5,704.31	
BOWMAN, CAMERON KENNARD	U20	5,022.11	0.00	0.00	0.00	419.76	384.19	248.06	248.06	78.85	6,152.97	
BOWMAN, TERRY LYNN	U21	3,484.88	0.00	0.00	0.00	218.49	266.60	171.19	171.19	54.71	4,195.87	
BOYARSKY, JAY S	U20	4,448.80	0.00	0.00	0.00	345.06	340.33	219.39	219.39	69.84	5,423.42	
BOYD, DAVID R.	U21	3,319.04	0.00	0.00	0.00	237.68	253.91	162.90	162.90	52.11	4,025.64	
BRAUGHTON, RODNEY	U20	478.30	0.00	339.04	0.00	0.00	36.59	0.00	0.00	12.83	866.76	
BREWER, THOMAS E.	V76	2,536.32	0.00	0.00	0.00	194.74	37.72	215.59	215.59	40.84	3,025.21	
BROWN, VICTORIA C	U20	5,022.11	0.00	0.00	0.00	422.04	384.19	248.06	248.06	78.85	6,155.25	
BULLER, MARC T	A60	5,674.88	0.00	0.00	0.00	433.69	434.14	392.97	392.97	89.09	7,024.77	
CAHAN, JAMES SAMUEL	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	236.10	75.09	5,753.09	
CAMPBELL, MARILYN JOAN	V73	2,095.04	0.00	0.00	0.00	324.85	160.27	142.38	142.38	32.90	2,755.44	
CAPPS, STACEY L.	U24	2,873.36	0.00	0.00	0.00	284.45	219.82	149.62	149.62	45.11	3,563.36	
CARR, BRYAN R.	U24	2,645.52	0.00	0.00	0.00	336.94	202.38	129.23	129.23	41.53	3,355.60	
CARRUBBA, FRANK	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	236.10	75.09	5,878.73	
CHADWICK, GEORGE WHITEFIELD	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	236.10	75.09	5,878.73	
CHAN, EMANN	U25	2,255.84	0.00	0.00	0.00	281.67	172.57	109.74	109.74	35.42	2,855.24	
CHANG, CHARLOTTE D	U21	3,319.04	0.00	0.00	0.00	286.46	253.91	162.90	162.90	52.11	4,074.42	
CHASE, JOHN FRANKLIN	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	236.10	75.09	5,861.01	
CHEN, VICTOR H.	U21	3,484.88	0.00	0.00	0.00	412.84	266.59	171.19	171.19	54.71	4,390.21	

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EMPLOYEE ECLS REGULAR PAY OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA 1197 1198 1199 WORKERS COMP TOTAL  
 1185/1187 1191 1193/1195/1491 1183 1397/1398 1192/1199  
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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	1199	WORKERS COMP	TOTAL
COLE, CINDY L.	U25	2,369.04	0.00	0.00	0.00	262.25	181.23	115.40	37.20	2,965.12		
COLIN, PAUL	U20	4,782.96	0.00	0.00	0.00	346.56	361.49	236.10	75.09	5,802.20		
CONNORS, KIMBERLY ANNE	U20	4,237.36	0.00	0.00	0.00	290.59	324.15	208.82	66.53	5,127.45		
CONSTANTINIDES, CATHERINE A	U20	4,782.96	0.00	0.00	0.00	151.26	351.19	236.10	75.09	5,596.60		
CONSTANTINIDES, CHARLES LAWRE	U20	4,782.96	0.00	0.00	0.00	451.45	365.89	236.10	75.09	5,911.49		
DANG, YEN BACH	U20	2,017.47	0.00	0.00	0.00	377.98	154.35	97.82	51.67	2,679.29		
DARLING, LORI	U20	0.00	0.00	0.00	0.00	216.27	0.00	0.00	0.00	216.27		
DAUGHERTY, LANCE D	U20	3,842.80	0.00	0.00	0.00	342.33	293.97	189.09	60.33	4,728.52		
DEL POZZO, RON	U20	4,782.96	0.00	0.00	0.00	420.96	365.89	236.10	75.09	5,881.00		
DEMERTZIS, JIMMY J.	U24	2,764.00	0.00	0.00	0.00	235.18	211.45	135.15	43.39	3,589.17		
DENG, JENNIFER	U24	2,764.00	0.00	0.00	0.00	283.96	211.43	135.15	43.39	3,437.93		
DICK, STEVEN I.	U24	2,873.36	0.00	0.00	0.00	410.09	219.82	140.62	45.11	3,689.00		
DIPPERT, STEVE A	V73	1,997.12	0.00	0.00	0.00	399.25	152.78	135.53	31.36	2,716.04		
DIXON, RALPH H	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
DIXON, ROLANDA PIERRE	U20	4,782.96	0.00	0.00	0.00	420.96	353.04	236.10	75.09	5,868.15		
DONOHUE, MARTHA J	U20	4,782.96	0.00	0.00	0.00	418.68	351.19	236.10	75.09	5,864.02		
DREES, PETER	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
DUFFY, MARK PATRICK	U20	4,782.96	0.00	0.00	0.00	293.04	365.09	236.10	75.09	5,753.08		
DURAN, LISA	V73	1,047.52	0.00	0.00	0.00	74.84	82.62	69.06	16.96	1,291.00		
FARRIS, THOMAS OGDEN	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73		
FERRERAU, DANIEL	U20	4,034.96	0.00	0.00	0.00	417.60	308.67	198.70	63.34	5,023.27		
FEIN, STEVEN MARK	U20	4,237.36	0.00	0.00	0.00	416.23	324.15	208.82	66.53	5,253.09		
FELIX, SILVIA ANN	U20	4,782.96	0.00	0.00	0.00	342.66	351.19	236.10	75.46	5,788.37		
FERNANDEZ, EDWARD G	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
FERRIS-METCALF, JOYCE	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73		
FIELD, BENJAMIN T	U20	4,237.36	0.00	0.00	0.00	418.51	324.15	208.82	66.53	5,255.37		
FINKELSTEIN, JULIUS L	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
FIORETTA, JOHN GERALD	U20	4,782.96	0.00	0.00	0.00	244.26	365.90	236.10	75.09	5,704.31		
FITZSIMMONS, MICHAEL D	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01		
FLATTERY, THOMAS L.	U24	2,673.36	0.00	0.00	0.00	318.04	204.51	130.62	41.97	3,368.50		
FLETCHER, MICHAEL ELLIOT	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.09		
FRAZIER, LEIGH A.	U25	2,255.84	0.00	0.00	0.00	232.89	172.57	109.74	35.42	2,806.46		
FUKUCHI, STEPHENIE	V73	2,095.04	0.00	0.00	0.00	271.33	155.86	142.38	32.90	2,697.51		
GAFFEY, MICHAEL JOSEPH	U20	5,022.11	0.00	0.00	0.00	450.04	384.19	248.06	79.29	6,183.69		
GALLI, MIKE R	U20	4,782.97	0.00	0.00	0.00	293.04	361.48	236.10	75.09	5,748.68		
GARCIA-SEN, CHRISTINE MARIE	U20	4,782.96	0.00	0.00	0.00	244.26	365.90	236.10	75.09	5,704.31		
GARDNER, RICHARD C	U20	4,782.96	0.00	0.00	0.00	420.96	365.90	236.10	75.09	5,881.01		
GIAMMONA, SAMUEL JOSEPH	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73		
GIBBONS-SHAPIRO, JAMES	U21	3,464.88	0.00	0.00	0.00	415.12	266.59	171.19	54.71	4,392.49		
GILLIAN, TRACY L	U20	4,782.96	0.00	0.00	0.00	418.68	351.21	236.10	75.09	5,864.04		
GILLINGHAM, CHARLES GEORGE	U20	4,237.36	0.00	0.00	0.00	416.23	324.16	208.82	66.53	5,253.10		
GILLINGHAM, CHARLES GEORGE	U20	4,237.36	0.00	0.00	0.00	294.12	384.19	248.06	78.85	6,027.33		
HAMES, MARK BURNETT	U20	5,022.11	0.00	0.00	0.00	220.52	241.82	155.00	49.63	5,827.81		
HAMILTON, CLARISSA	U21	3,161.04	0.00	0.00	0.00	418.68	346.78	236.10	75.09	5,859.60		
HARRIS, MATTHEW SHAH	U20	4,782.95	0.00	0.00	0.00	418.68	346.78	236.10	75.09	5,859.60		
HAYWORTH, REBECCA R	U20	5,022.11	0.00	0.00	0.00	294.12	384.19	248.06	78.85	6,027.33		

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PAY PERIOD END DATE 06/24/01

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

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	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		
PITTSKER, 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	238.42	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	78.65	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, JOHINENE L.	U24	0.00	0.00	0.00	0.00	361.67	0.00	0.00	0.93	362.60		
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 (###) (###) (###) SI( ) S2( ) RUN DATE= 06/28/01 TIME= 12.56.57 STARS  
 06/27/01 (20.34) CYCLE 02881 PH CLOSED PP CLOSED PY CLOSED FICHE: 202 202 3836 VERSION 3.0

COUNTY OF SANTA CLARA  
 PAYROLL INTERFACE REPORT  
 PAY PERIOD END DATE 06/24/01

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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198	WORKERS COMP	TOTAL
SYLVA SAVAGE, JULIANNE	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73	
THIAGARAJAH, NIRANJAN	U25	2,369.04	0.00	0.00	0.00	262.25	181.23	115.40	37.20	2,965.12	
THIBODEAUX, JOSEPH VANDER	U20	5,022.11	0.00	0.00	0.00	347.45	392.02	248.06	80.46	6,090.10	
TIGHE, TERENCE JOSEPH	U20	4,782.96	0.00	0.00	0.00	318.66	365.90	236.10	75.09	5,778.71	
TITUS, RICHARD J	U20	4,782.96	0.00	0.00	0.00	275.26	365.90	236.10	75.58	5,735.80	
TOMKINS, DAVID N	U20	5,022.11	0.00	0.00	0.00	422.04	384.19	248.06	78.85	6,155.25	
TSUI, SCOTT C	U20	4,448.80	0.00	0.00	0.00	345.06	340.33	219.39	59.84	5,423.42	
VOYLES, STANLEY R	U20	4,782.96	0.00	0.00	0.00	151.26	365.90	236.10	75.09	5,611.31	
WAGGONER, KATHY L	U20	3,826.37	0.00	0.00	0.00	271.52	292.71	188.27	60.08	4,638.95	
WATTE, PETER S	U20	4,782.96	0.00	0.00	0.00	293.04	365.90	236.10	75.09	5,753.08	
WAKSHULL, ROBIN BETH	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73	
WALTRIP, VERA DELENE	V73	1,885.52	0.00	0.00	0.00	271.33	144.24	127.72	29.60	2,458.41	
WARCHOLSKI, KRISTINA M	U20	3,826.37	0.00	0.00	0.00	414.38	292.71	188.27	60.08	4,781.81	
WELLS, KATHARINA	U20	4,034.96	0.00	0.00	0.00	417.60	308.68	198.70	63.34	5,023.28	
WEST, LAURA	U24	2,764.00	0.00	0.00	0.00	283.96	211.43	135.15	43.39	3,437.93	
WEST, SUSAN LYNNE	U20	4,782.96	0.00	0.00	0.00	418.68	365.90	236.10	75.09	5,878.73	
WILLIAMS, MAUREEN MCEVOY	U20	4,782.96	0.00	0.00	0.00	418.68	351.19	236.10	75.09	5,864.02	
WOODHARD, TERRY ANNE	W34	2,645.52	0.00	0.00	0.00	409.06	202.38	129.23	41.53	3,427.72	
ZARZANA, MAXMILIAN	U24	2,873.36	0.00	0.00	0.00	284.45	219.82	140.62	45.11	3,563.36	
ZUNSTEIN, MATTHEW	U24	2,764.00	0.00	0.00	0.00	215.25	211.45	135.15	43.39	3,369.24	
* INDEX TOTAL		777,039.30	0.00	1,772.27	0.00	66,682.72	58,950.82	38,876.84	12,239.38	955,561.33	
* DEPARTMENT TOTAL		2,151,230.77	46,916.40	7,879.93	18.00	275,683.71	146,267.81	134,336.81	36,567.91	2,798,901.34	

# Exhibit G

Program <b>013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY CLAIM SUMMARY</b>	<b>FORM CAR-1</b>
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(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						
<b>(05) Total Direct Costs</b>	<b>\$703,600</b>	<b>\$173,106</b>			<b>\$1,856</b>	<b>\$878,562</b>

**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	
<b>(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}</b>	<b>\$1,208,203</b>

Program  
**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: **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	(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				\$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							\$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
<b>Personnel Services:</b>				
1 Salaries & Wages	\$38,291,929		\$5,092,464	\$33,199,465
2 Part-time Wages & Overtime	\$673,658			\$673,658
3 Benefits <span style="float: right;">25.2%</span>	\$9,638,247		\$1,281,796	\$8,356,451
<b>SUBTOTAL:</b>	<b>\$48,603,834</b>		<b>\$6,374,260</b>	<b>\$42,229,574</b>
<b>Line Item Costs (Services, Supplies &amp; Other):</b>				
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)
<b>SUBTOTAL:</b>	<b>\$1,049,590</b>	<b>\$2,607</b>	<b>\$4,973,499</b>	<b>(\$3,926,516)</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$49,653,424</b>			
<b>Cost Adjustments and/or Cost Plan Costs:</b>				
36 Cost Allocation Plan	\$4,511,410		\$4,511,410	
37				
<b>SUBTOTAL:</b>	<b>\$4,511,410</b>		<b>\$4,511,410</b>	
<b>TOTAL COSTS:</b>	<b>\$54,164,834</b>	<b>\$2,607</b>	<b>\$15,859,169</b>	<b>\$38,303,058</b>
<b>CALCULATED INDIRECT COST RATE =</b> <span style="border: 1px solid black; padding: 2px;">37.6%</span>				
Rate is based on: Salaries & Benefits			\$15,859,169 = Total allowable indirect costs	\$42,229,574 = Total direct salaries and 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					
<b>TOTALS</b>			<b>\$5,140,408</b>	<b>\$1,575,080</b>	<b>\$3,517,384</b>

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

\*\*\*\*\*  
 BUDGET UNIT= 0202 OFFICE OF THE DISTRICT ATTORNEY  
 FUND= 0001 GENERAL FUND  
 PERCENT OF YEAR ELAPSED 100.00%  
 \*\*\*\*\*  
 REV EXP DISTRICT ATTORNEY DEPARTMENT (202)  
 OBJ EXP REVENUES AND EXPENDITURES BY FUND  
 SOB J REPORT PERIOD= FISCAL YEAR 02  
 \*\*\*\*\*

*****	ESTIMATED REVENUE/ ALLOTMENT	CURRENT PERIOD	REVENUE/EXPENDITURES YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
022 9221 FINES AND FORFE	10,000.00	191.98	30,641.86	.00	306.42%	20,641.86-
022 9222 JUDGMENTS AND D	10,000.00	22,562.00	206,911.66	.00	2069.12%	196,911.66-
*TOTAL 022 OTHER FINES, F	20,000.00	22,753.98	237,553.52	.00	1187.77%	217,553.52-
038 9330 STATE-AUTOMOBIL	1,135,985.00	456,115.67	1,113,099.74	.00	97.99%	22,885.26
*TOTAL 038 STATE-AUTOMOB	1,135,985.00	456,115.67	1,113,099.74	.00	97.99%	22,885.26
046 9466 STATE-REALIGNME	84,672.00	16,801.00	83,338.18	.00	98.42%	1,333.82
*TOTAL 046 STATE-PUBLIC A	84,672.00	16,801.00	83,338.18	.00	98.42%	1,333.82
062 9331 STATE-WORKER CO	673,249.00	.00	500,169.89	.00	74.29%	173,079.11
062 9339 STATE REIMB-MIS	125,064.00	36,664.00	124,363.66	.00	99.44%	700.34
062 9403 STATE-MANDATED	1,225,501.00	40,806.00-	1,548,378.83	.00	126.35%	322,877.83-
062 9417 STATE-OCJP	3,517,275.61	2,075,207.53	3,235,545.39	.00	91.99%	281,730.22
062 9421 STATE-SANTA CLA	1,700,965.00	412,528.00	1,599,600.00	.00	94.04%	101,365.00
062 9430 STATE-STATUTORY	339,000.00	.00	198,311.00	.00	58.50%	140,689.00
062 9439 STATE-COPS	654,000.00	.00	696,493.59	.00	106.50%	42,493.59-
062 9459 STATE-OTHER GRA	120,000.00	27,086.00	124,615.29	.00	103.85%	4,615.29-
*TOTAL 062 STATE-OTHER GR	8,355,054.61	2,510,679.53	8,027,477.65	.00	96.08%	327,576.96
072 9407 FEDERAL-OTHER G	158,635.00	98,987.24	138,047.49	.00	87.02%	20,587.51
*TOTAL 072 FEDERAL-OTHER	158,635.00	98,987.24	138,047.49	.00	87.02%	20,587.51
079 9922 MISC INCOME-GRA	68,184.00	28,049.63	80,134.76	.00	117.53%	11,950.76-
*TOTAL 079 OTHER GOVERNME	68,184.00	28,049.63	80,134.76	.00	117.53%	11,950.76-
091 9648 SB1137 SMALL CL	30,000.00	6,905.00	40,547.00	.00	135.16%	10,547.00-



BUDGET UNIT	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
0202 0001 OFFICE OF THE DISTRICT ATTORNEY GENERAL FUND						
*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-

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 0308 PM

OFFICE OF THE DISTRICT ATTORNEY

BUDGET UNIT	ESTIMATED	REVENUE/	REVENUE/	REVENUE/	ENCUMBRANCES	PERCENT	UNREALIZED
	ALLOTMENT	CURRENT PERIOD	YEAR TO DATE	YEAR TO DATE		REALIZED/	REVENUE/
						UTILIZED	AVAILABLE
							BALANCE
1 1191 OVERTIME	549.00	1,661.50	293,271.07	293,271.07	.00	.00%	293,271.07-
1 1192 UNEMPLOYMENT IN	2,486.00	293.01	15,293.21	15,293.21	.00	105.12%	744.21-
1 1193 PREMIUM PAY	210.00	1,186.32	119,990.57	119,990.57	.00	36.09%	212,495.43
1 1195 CALL DUTY	7,862.00	.00	107.62	107.62	.00	51.25%	102.38
1 1196 HEALTH INSURANC	2,375.00	64,372.36	2,997,600.82	2,997,600.82	.00	110.29%	279,738.82-
1 1197 FICA - EMPLOYER	9,980.00	47,419.80	2,057,760.63	2,057,760.63	.00	119.47%	335,385.63-
1 1198 PERS - RETIREME	2,321.00	55,996.75	2,662,100.41	2,662,100.41	.00	103.95%	101,120.41-
1 1199 WORKERS' COMPEN	476.00	11,058.20	572,450.48	572,450.48	.00	100.02%	129.48-
1 1234 UNIFORM ALLOWAN	.00	.00	392.30	392.30	.00	82.42%	83.70
1 1391 HOLIDAY OVERTIM	.00	.00	1,609.52	1,609.52	.00	.00%	1,609.52-
1 1397 COUNTY CONTRI M	632.00	.00	.00	.00	.00	.00%	551,632.00
*TOTAL 1 SALARIES AND B	49,530.00	962,584.07	48,603,833.79*	48,603,833.79*	.00	98.13%	926,199.21
2 2102 OVERTIME MEALS	800.00	.00	684.00	684.00	.00	185.87%	316.00-
2 2124 COMS TECHNICAL	888.00	2,041.76	5,326.48	5,326.48	.00	91.84%	473.52
2 2125 COMS TELEPHONE	962.00	18,016.49	246,665.83	246,665.83	.00	84.22%	46,222.17
2 2126 COMM AND TELEPH	682.00	3,358.16	208,472.14	208,472.14	.00	77.22%	61,489.66
2 2171 INSURANCE	671.00	.00	294,682.00	294,682.00	.00	100.00%	.00
2 2203 WITNESS EXPENSE	426.00	11,425.96	163,019.83	163,019.83	.00	179.79%	72,348.83-
2 2211 MAINTENANCE - E	4,000.00	828.00	13,894.00	13,894.00	.00	9.42%	133,532.00
2 2244 TUITION REIMB -	183.00	.00	9,375.92	9,375.92	.00	62.51%	5,624.08
2 2285 MISCELLANEOUS E	183.00	.00	29,912.13	29,912.13	1,600.00	11.21%	249,670.87

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

BUDGET UNIT=	ESTIMATED REVENUE/ ALLOTMENT	REVENUE/EXPENDITURES CURRENT PERIOD	YEAR TO DATE	ENCUMBRANCES	PERCENT REALIZED/ UTILIZED	UNREALIZED REVENUE/ AVAILABLE BALANCE
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	3,906.67	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-

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

BUDGET UNIT=	0202	OFFICE OF THE DISTRICT ATTORNEY	REVENUE/EXPENDITURES	YEAR TO DATE	ENCUMBRANCES	PERCENT	UNREALIZED REVENUE/
FUND=	0604	GENERAL FUND	CURRENT PERIOD	YEAR TO DATE	ACCUMULATED	REALIZED/	AVAILABLE
PERCENT OF YEAR ELAPSED	100.00%					UTILIZED	BALANCE
REV REV	EXP	ESTIMATED REVENUE/	REVENUE/EXPENDITURES	YEAR TO DATE	ENCUMBRANCES	PERCENT	UNREALIZED REVENUE/
OBJ	SOBJ	ALLOTMENT	CURRENT PERIOD	YEAR TO DATE	ACCUMULATED	REALIZED/	AVAILABLE
*****	*****	*****	*****	*****	*****	UTILIZED	BALANCE
2	2751	TRANSPORTATION	155,824.00	7,185.66	185,136.19	.00	29,312.19-
2	2752	AUTOMOBILE MILE	42,416.00	819.52	25,317.12	.00	17,098.88
2	2756	GARAGE AUTOMOB	1,008,113.00	110,379.01-	840,924.18	.00	167,188.82
2	2775	UTILITIES	.00	.00	.00	.00	.00
2	2962	PC HARDWARE	576,160.92	18,136.14	664,904.85	.00	88,743.93-
2	2963	PC SOFTWARE	114,172.00	.00	50,955.93	.00	29,190.02
2	2992	POSTAGE	23,920.00	1,857.45	23,448.78	.00	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	.00	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	1,066,355.34-
7	7500	REIMB - DEPARTM	243,163.00-	.00	190,120.99-	.00	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		41,223,538.79-	2,955,326.62	37,507,344.76-	600,667.14-	92.44%	3,115,526.89-
OVER EXPENDITURES							
BUDGET UNIT RECAP:							
*TOTAL 0202 OFFICE OF THE							
REVENUES							
EXPENDITURES							
REVENUES OVER							
EXPENDITURES							

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT  
 INDEX: 3832 ADMINISTRATIVE SERVICES  
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 EMPLOYEE ECLS REGULAR PAY OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA 1197 1198 PERS 1192/1199 WORKERS COMP TOTAL  
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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	1197	1198 PERS	1192/1199 WORKERS COMP	TOTAL
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	46.16	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, MARIYN 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	F14	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	3,149.33	
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	

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DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	WORKERS	TOTAL		
INDEX: 3832 ADMINISTRATIVE SERVICES	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	COMP	
DISETH, GLENDA	Y3C	2,333.61	0.00	0.00	0.00	304.09	178.51	170.22	34.49	3,020.92
DOMINICK, TRINA	D1A	1,816.48	0.00	0.00	0.00	445.61	138.96	131.49	26.85	2,559.39
DOUGHERTY, JENNA N.	V73	2,350.80	0.00	0.00	0.00	367.41	179.83	171.51	34.90	3,104.45
DURAN, LISA	V73	1,175.40	0.00	0.00	0.00	72.99	92.40	83.47	17.85	1,442.11
EZGAR, DAVID H	U20	2,551.68	0.00	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	0.00	15.66	0.00	3.03	223.37
FAHRENHOLZ, THOMAS P	A60	6,085.28	0.00	0.00	0.00	467.45	465.53	451.22	89.94	7,559.42
FAUPEL, CLETTA I	F14	1,766.32	49.68	0.00	0.00	236.03	138.92	127.73	26.84	2,345.52
FERNANDEZ, MICHAEL	H17	1,415.92	0.00	0.00	0.00	304.09	108.31	101.48	20.93	1,950.73
FUKUCHI, STEPHENIE	V73	2,350.80	0.00	0.00	0.00	468.25	175.42	171.51	34.74	3,200.72
FULTON, RACHELLE J	G73	286.89	0.00	0.00	0.00	17.35	21.94	16.92	4.24	347.34
GAL, SUZANA	V23	1,418.93	0.00	0.00	0.00	109.08	111.04	101.71	21.45	1,762.21
GALLARDO, MARTHA	V73	2,350.80	0.00	46.16	0.00	357.41	183.37	174.96	35.43	3,148.13
GALLEGO, ELMA	F14	1,766.32	231.83	0.00	0.00	445.61	152.86	127.73	29.53	2,753.88
GAMMINO, MICHAEL E	Y3C	2,569.39	0.00	0.00	0.00	304.09	196.56	187.88	37.98	3,295.90
GARCIA, DINA D.	D36	1,270.08	0.00	0.00	0.00	357.41	97.16	90.56	18.77	1,833.98
GEORGOPUL, NINA M	F14	1,872.30	0.00	0.00	0.00	236.03	143.23	135.67	27.67	2,414.90
GOLDMAN, TREVOR L	D40	204.68	0.00	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	232.10	136.39	127.73	26.58	2,305.68
GOMEZ, SANDRA	F38	1,490.24	121.39	48.64	0.00	324.23	127.00	110.51	24.54	2,246.55
GONZALEZ, NORENE	0.00	0.00	0.00	0.00	0.00	160.80	0.00	0.00	0.00	160.80
GORDON, PATSY A.	D36	1,462.24	363.98	61.60	0.00	216.10	144.43	109.57	27.90	2,385.82
GOULART, OLIVIA	F14	839.00	0.00	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	133.89	80.29	69.18	15.51	1,283.49
GUZICKI, ANDREA M.	D11	753.66	0.00	0.00	0.00	145.68	57.65	51.88	11.14	1,020.01
GUZICKI, TONI L.	D70	1,662.24	0.00	0.00	0.00	357.41	127.16	119.93	24.57	2,291.31
GUZMAN, RINA	D70	1,826.66	0.00	0.00	0.00	236.03	139.74	132.25	26.99	2,361.67
HANSEN, ELAINE KAY	D40	1,230.48	0.00	0.00	0.00	304.09	94.13	87.59	18.19	1,734.48
HARRIS, BILLIE JO	D36	1,270.08	0.00	0.00	0.00	304.09	97.17	90.56	18.77	1,780.67
HARRIS, GLADYS	D70	1,643.98	0.00	46.16	0.00	468.25	129.29	122.02	24.98	2,434.68
HARTLEY, CRAIG DANIEL	D36	1,331.92	0.00	46.16	0.00	445.61	105.42	98.65	20.36	2,048.12
HERNANDEZ-BIBAEFF, DEBORAH	V74	1,942.08	0.00	0.00	0.00	445.61	143.23	135.67	27.67	2,705.86
HERNANDEZ, JOEL	F14	1,872.30	0.00	0.00	0.00	190.71	131.01	118.84	25.31	2,113.55
HERNANDEZ, SYLVIA	D68	1,647.68	0.00	0.00	0.00	357.41	94.26	79.52	18.21	1,781.50
HERRERA, CONSUELO	D39	1,076.48	106.46	0.00	0.00	160.80	114.01	107.05	22.03	1,894.13
HEYERMANN, ELIZABETH	F38	1,490.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,490.24
HOLGUIN, SUNSHINE C.	G73	1,293.84	0.00	0.00	0.00	116.10	98.97	92.34	19.12	1,720.37
HOWELL, CLEO T	D64	1,946.08	0.00	0.00	0.00	445.61	148.88	141.19	28.76	2,710.52
HUGGINS, KAREN KAY	F14	1,766.32	165.59	0.00	0.00	357.41	147.79	127.73	28.55	2,593.39
JIMENEZ, CAROLINE	D74	1,558.36	36.72	57.05	0.00	304.30	126.39	116.37	24.42	2,223.61
KENNEDY, GEORGE WENDELL	A59	8,216.45	0.00	0.00	0.00	490.09	119.14	547.47	108.93	9,482.08
KHANGALDI, AITORINA	D7D	2,135.20	1,153.25	62.66	0.00	304.09	256.35	158.82	49.53	4,119.90
KRACHT, ELENA A.	X97	1,069.76	0.00	0.00	0.00	0.00	61.83	0.00	15.81	1,167.40
KUTY, PAULA	A61	7,032.24	0.00	0.00	0.00	490.09	133.78	522.15	103.93	8,282.19
KWON, HO-YEON	D74	1,350.40	0.00	0.00	0.00	445.61	103.30	96.58	19.96	2,015.85

DEPARTMENT:	202	DISTRICT ATTORNEY DEPARTMENT	1185/1187	1191	1193/1195/1491	1183	1397/1398	1198	1192/1199	WORKERS	TOTAL
INDEX:	3832	ADMINISTRATIVE SERVICES	REGULAR PAY	OVERTIME	OTHER EARNINGS	INSURANCE	FICA	PERS	COMP		
EMPLOYEE	ECLS										
LABUGUEN, RAVEN JOHNSON	D36	1,270.08	0.00	0.00	0.00	454.61	97.17	90.56	18.91	1,931.33	
LAI, LIEN-CHUN	D36	1,462.24	0.00	0.00	0.00	236.03	111.86	104.95	21.62	1,936.70	
LANE, ADAMS, KELLY M.	D36	1,270.08	0.00	0.00	0.00	357.41	97.17	90.56	18.77	1,833.99	
LARSEN, WILLIAM W	A60	6,055.04	0.00	0.00	0.00	490.09	463.21	448.95	89.49	7,546.78	
LASERNA, HAILEY M.	D36	1,116.68	0.00	0.00	0.00	201.06	85.42	79.07	16.50	1,498.73	
LAWLOR, ANGELA	D70	1,512.42	0.00	0.00	0.00	304.00	115.70	108.71	22.35	2,063.27	
LEE, JEN-FANG	D36	1,270.08	0.00	0.00	0.00	357.41	97.16	90.56	18.77	1,833.98	
LONG, MARTHA A		0.00	0.00	0.00	0.00	160.80	0.00	0.00	0.00	160.80	
LOPEZ, RICHARD	G73	1,422.56	0.00	0.00	0.00	236.03	108.83	101.98	21.02	1,890.42	
LORENZO, SYDNEY R	D36	1,462.24	0.00	0.00	0.00	357.41	111.86	104.95	21.62	2,058.08	
LUEVANO, MAURILIA R.	D36	1,462.26	105.28	48.35	0.00	304.30	123.62	108.41	23.88	2,176.10	
LUSTER, KAREN S.	D36	1,270.08	0.00	0.00	0.00	468.25	97.16	90.56	18.77	1,944.82	
MALDONADO, VIRGINIA	D70	1,826.62	0.00	0.00	0.00	324.23	139.74	132.24	26.99	2,449.82	
MARTINEZ, DEBORAH	V73	2,350.82	0.00	0.00	0.00	304.09	179.84	171.51	34.74	3,041.00	
MARTINEZ, JOANN MARY	W51	2,823.28	0.00	0.00	0.00	468.25	215.98	206.89	41.73	3,756.13	
MASSEY, FAYE A.		0.00	0.00	0.00	0.00	160.80	0.00	0.00	0.00	160.80	
MCADAMS, MARY CATHERINE	D11	1,415.94	472.56	0.00	0.00	236.03	144.47	101.49	27.91	2,398.40	
MCCASLAND, DORA	D66	2,008.72	0.00	46.16	0.00	445.61	157.20	149.34	30.37	2,837.40	
MCCRARY, LISA LAUREN	V73	2,350.80	0.00	0.00	0.00	468.25	179.84	171.51	34.74	3,205.14	
MCINNIS, BYRON	F14	1,872.30	631.90	0.00	0.00	304.09	191.58	135.67	37.01	3,172.55	
MCQUILLAN, JENNIFER	F14	1,872.30	0.00	0.00	0.00	324.23	143.23	135.67	27.67	2,503.10	
MCRAE, PATRICIA K	V23	945.96	0.00	0.00	0.00	89.27	74.84	66.28	14.46	1,190.81	
MERAZ, ABBY A	D40	1,023.44	0.00	0.00	0.00	357.41	78.30	72.09	15.13	1,546.37	
MESSIER, MICHELLE	D36	1,270.08	0.00	0.00	0.00	324.23	97.17	90.56	18.77	1,800.81	
MILLAR, JESSICA	V73	2,129.52	0.00	0.00	0.00	353.65	162.91	154.93	31.48	2,832.49	
MITCHELL, JANET L	F14	1,766.32	0.00	0.00	0.00	445.61	135.13	127.73	26.11	2,500.90	
MOLINA, NAOMI R.	D17	1,288.00	0.00	46.16	0.00	468.25	102.06	95.36	19.72	2,019.55	
MONTANO, AUGUSTINA	F38	1,490.24	0.00	46.16	0.00	216.10	117.54	110.51	22.70	2,003.25	
MONTES DE OCA, YOLANDA	D40	1,071.44	0.00	46.16	0.00	445.61	85.50	79.14	16.51	1,744.36	
MOORE, ROBI S	F14	1,685.60	0.00	0.00	0.00	324.23	128.95	121.68	24.91	2,285.37	
MOORMAN, CHERYL ANN	V73	2,350.80	0.00	0.00	0.00	304.09	179.84	171.51	34.74	3,040.98	
MOQUETTE, TERRY E	D11	1,288.00	265.65	0.00	0.00	425.68	118.86	91.90	22.96	2,213.05	
MORENO, GUADALUPE M	F14	1,872.30	245.74	0.00	0.00	357.41	162.03	135.67	31.30	2,804.45	
MORILLO, MELINDA A	D40	1,071.44	0.00	0.00	0.00	445.61	81.96	75.68	15.84	1,690.53	
OCAMPO, DAVID	V74	1,851.84	0.00	0.00	0.00	190.71	146.63	134.13	28.33	2,351.64	
OLIVERA, MICHAEL	E28	1,350.40	37.98	0.00	0.00	236.03	106.21	96.58	20.52	1,847.72	
ONG, SIOK-YEN L.	D70	1,662.24	0.00	46.16	0.00	455.61	130.69	123.39	25.39	2,443.48	
ORTIZ, GONZALO	G73	1,357.12	64.34	47.60	0.00	425.68	112.38	100.54	21.71	2,129.37	
ORTIZ, YOLANDA	D40	1,175.12	0.00	0.00	0.00	357.41	89.90	83.45	17.37	1,723.25	
QUIMET, AMELIA	D05	2,187.04	0.00	46.15	0.00	445.61	170.84	162.70	33.01	3,045.35	
PARAMO-TIVERINA, GLORIA	D36	1,331.92	0.00	0.00	0.00	216.10	101.90	95.19	19.69	1,764.80	
PARK, MARIE H.	F14	1,462.24	0.00	0.00	0.00	82.78	111.86	104.95	21.62	1,783.45	
PARK, YOUNG M	D66	2,008.72	0.00	46.16	0.00	445.61	157.20	149.34	30.37	2,837.40	
PECKHAM, JAMES F.	V74	2,137.12	0.00	0.00	0.00	236.03	163.49	155.50	31.58	2,723.72	
PHARES, KELLY	F14	1,766.32	0.00	0.00	0.00	445.61	135.13	127.73	26.11	2,500.90	





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EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	WORKERS COMP	TOTAL
WICKLANDER, ELIZABETH ANNE	G73	1,490.24	0.00	0.00	0.00	505.61	114.00	107.05	22.91	2,239.81
WILSON, OLIVIA	F14	1,685.60	0.00	0.00	0.00	425.90	128.95	121.68	24.91	2,387.04
WOLDEN, JUDITH CHARLENE	D66	2,008.72	180.78	0.00	0.00	304.09	167.50	145.88	32.36	2,839.33
WOLFRAM, SHAN MARIE	B1P	2,531.52	0.00	0.00	0.00	425.90	193.66	185.04	37.41	3,373.53
WONG, LOUISA	D97	1,300.80	24.39	0.00	0.00	105.78	101.37	92.86	19.58	1,644.78
WONG, MABEL MY	F14	1,685.60	175.41	49.33	0.00	236.03	146.13	125.14	28.24	2,445.88
WRIGHT, KELLY L	D40	1,230.48	0.00	0.00	0.00	236.03	94.14	87.59	18.19	1,666.43
WRIGHT, MICHELLE C.	F14	1,549.98	0.00	0.00	0.00	236.03	118.56	111.52	22.91	2,039.00
WRIGHT, PAULA KAY	G19	2,819.12	0.00	0.00	0.00	445.61	215.67	206.58	41.67	3,728.65
WYMAN, ROGER	E28	1,350.40	0.00	0.00	0.00	357.41	103.30	96.58	19.96	1,927.65
ZELAYA, IVONNE J	V74	971.04	80.11	0.00	0.00	40.49	74.68	68.16	15.54	1,250.02

\* 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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 INDEX: 3834 LEGAL SUPPORT SERVICES

EMPLOYEE	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	FICA	PERS	WORKERS COMP	TOTAL
ALMASON, TODD LEE	V76	3,188.88	0.00	0.00	0.00	448.32	46.24	447.64	47.13	4,178.21
AVILA, MICHELLE M	V76	3,337.20	0.00	0.00	0.00	468.25	48.39	468.46	49.33	4,371.63
BEAMS, ROBERT B.	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51
BOATES, NATHAN	V88	1,731.52	0.00	0.00	0.00	216.10	132.46	125.12	25.59	2,230.79
BREWER, THOMAS E.	V71	4,293.20	0.00	0.00	0.00	212.55	63.20	628.84	64.42	5,262.21
BROCKMAN, WILLIAM JOSEPH	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51
BROWN, RANDY S	V76	3,337.20	0.00	41.54	0.00	468.25	48.99	474.29	49.93	4,420.20
BYE, MAURY ROLAND	V76	2,688.50	0.00	0.00	0.00	143.10	210.64	377.41	40.70	3,460.35
BYERS, DAVID WALTER	V76	2,966.40	0.00	0.00	0.00	445.61	43.02	416.42	43.85	3,915.30
BYTHEWAY, GLENN EDWARD	V76	2,688.48	0.00	0.00	0.00	190.71	39.92	377.41	40.70	3,337.22
CAMPAGNOLO, DAVID R	V76	3,337.20	312.87	0.00	0.00	468.25	0.00	468.46	53.95	4,640.73
CAMPBELL, PATRICIA	V75	3,764.65	0.00	0.00	0.00	304.09	54.15	528.48	55.64	4,707.01
CARDOTT, PATRICE K.	V76	3,188.88	0.00	0.00	0.00	304.09	0.00	447.64	47.13	3,987.74
COLE, JODI	V76	3,188.88	0.00	0.00	0.00	468.25	0.00	447.64	47.13	4,151.90
COOK, JOHN E	V76	2,688.48	0.00	0.00	0.00	190.71	39.92	377.41	40.70	3,337.22
CRAWFORD, LUKE T.	V73	646.92	0.00	0.00	0.00	0.00	49.49	0.00	9.57	705.98
CUNNINGHAM, DIANA D	V88	1,002.16	0.00	0.00	0.00	0.00	76.66	0.00	14.81	1,093.63
CUNNINGHAM, GRANT PAUL	V75	3,388.19	0.00	0.00	0.00	418.38	49.13	475.63	50.08	4,381.41
DELAMORA, CRISTINA	W21	1,818.00	0.00	46.16	0.00	337.48	142.62	135.06	27.55	2,506.87
DENNEHY, LAUREN	V88	2,004.32	0.00	0.00	0.00	125.71	0.00	145.55	29.62	2,305.20
DESTRO, ANTHONY F.	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51
DI BARI SR., DAVID J.	V76	2,688.48	0.00	0.00	0.00	190.71	39.92	377.41	40.70	3,337.22
DONALDSON, SHARRON M.	V77	2,719.21	586.32	0.00	0.00	445.61	47.93	381.72	48.86	4,229.65
EVANS, LINDA K	V76	3,337.20	0.00	0.00	0.00	240.03	0.00	468.46	49.38	4,095.07
FINLEY, JENNIFER J.	V88	1,908.80	0.00	0.00	0.00	468.25	146.02	138.40	28.22	2,689.69
FRACOLLI, ROBERT A	V75	3,764.65	0.00	0.00	0.00	468.25	54.59	528.48	55.64	4,871.61
GEER, BRIAN	V76	3,188.88	59.79	0.00	0.00	365.41	47.10	447.64	48.14	4,156.96
GENILE, ELIZABETH H	V88	1,002.16	0.00	0.00	0.00	96.80	64.45	70.49	15.29	1,249.19
HA, DOMINICK VAN	V76	3,114.72	0.00	41.54	0.00	304.09	45.77	443.07	46.65	3,995.84
HAMILTON, ROBERT GIOVANNI	V5A	3,764.66	0.00	0.00	0.00	445.61	0.00	528.48	55.64	4,794.39
HATCHER, MARK DOUGLAS	V76	3,337.20	0.00	0.00	0.00	425.90	45.60	468.46	49.33	4,326.49
HERNANDEZ, FRANK LOUIS	V76	3,188.88	1,016.46	0.00	0.00	468.25	0.00	447.64	62.16	5,183.39
HERNANDEZ, RAYMOND PETER	V76	2,688.48	0.00	0.00	0.00	448.32	38.99	377.41	39.73	3,592.93
HERPERA, ROCHELLE	F38	1,293.84	0.00	0.00	0.00	236.03	98.97	92.34	19.12	1,740.30
HEWITT, DAVID MICHAEL	V76	2,688.48	0.00	0.00	0.00	190.71	39.92	377.41	40.70	3,337.22
HORTON, REBECCA M	V88	1,908.80	0.00	0.00	0.00	190.71	151.00	138.40	29.17	2,418.08
JOHNSON, THOMAS WESLEY	V76	1,277.03	0.00	0.00	0.00	0.00	18.52	0.00	18.88	1,314.43
KALEAS, DOUGLAS ERNEST	V76	3,337.20	0.00	0.00	0.00	468.25	48.39	468.46	49.33	4,371.63
KING, ARTHUR D	V76	3,188.88	119.58	0.00	0.00	445.61	0.00	447.64	48.90	4,250.61
KRACHT, JOHN A	V76	3,188.88	0.00	0.00	0.00	468.25	45.40	447.64	47.13	4,197.30
LANE, MAURICE C	V76	3,337.20	0.00	0.00	0.00	445.61	0.00	468.46	49.33	4,300.60
LANGLEY, HORTENCIA S.	V76	2,551.10	0.00	46.15	0.00	445.61	0.00	364.59	38.39	3,445.84
LEVY, NORMAN JOSEPH	V76	3,035.89	0.00	0.00	0.00	468.25	44.02	426.17	44.87	4,019.20
LEWIS, GAIL SHARION	V76	3,188.88	0.00	0.00	0.00	236.03	0.00	447.64	47.13	3,919.68
LEWIS, ROBERT CARL	V76	3,188.88	0.00	0.00	0.00	190.71	47.18	447.64	48.10	3,922.51

DEPARTMENT: 202 DISTRICT ATTORNEY DEPARTMENT

INDEX: 3834 LEGAL SUPPORT SERVICES

EMPLOYEE 1185/1187 1191 1193/1195/1491 1183 1397/1398 1192/1199 WORKERS TOTAL  
 REGULAR PAY 1391 1001/1234/2XXX OTHER 1196 1197 PERS COMP  
 OVERTIME OTHER EARNINGS BENEFITS INSURANCE FICA

EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	WORKERS	TOTAL	
	REGULAR PAY	1391	1001/1234/2XXX	OTHER	1196	1197	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
MCCUJLOCH, 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	78.10	324.23	112.30	447.64	114.47	8,497.50
NAJARRO JR, JOSE ANTONIO	G73 1,490.24	437.57	55.10	0.00	151.69	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	1,674.16	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	1,225.73	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
TRUHITTE, 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 236,786.61 474.92 24,500.46 30,558.43 307,149.08  
 6,867.15 4,336.13 3,625.38

COUNTY OF SANTA CLARA  
 PAYROLL INTERFACE REPORT  
 PAY PERIOD END DATE 06/23/02

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EMPLOYEE	1185/1187	1191	1193/1195/1491	1183	1397/1398	1192/1199	1198	1199	1197	FICA	PERS	COMP	TOTAL
	ECLS	REGULAR PAY	OVERTIME	OTHER EARNINGS	BENEFITS	INSURANCE	OTHER	2XXX	OTHER				
ADAMS, MICHAEL T	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
AIZPURU-SUTTON, LAURA	U25	2,527.76	0.00	0.00	0.00	247.41	0.00	0.00	193.37	129.51	37.36	3,135.41	
ALCALA, JAVIER	U20	5,103.36	0.00	0.00	0.00	327.06	0.00	0.00	390.41	264.72	75.43	6,160.98	
ALEM, AMIR R.	U24	3,065.84	0.00	0.00	0.00	156.90	0.00	0.00	239.51	157.75	46.27	3,666.27	
ALLEN, FRANCISCA	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
ALLOGGIAMENTO, JULIA	U21	3,541.36	0.00	0.00	0.00	484.18	0.00	0.00	256.20	182.72	52.35	4,516.81	
ALVARADO, ANGELA L.	U21	3,372.80	0.00	0.00	0.00	319.27	0.00	0.00	258.01	173.87	49.85	4,173.80	
ANDERSON, MELVIN PAUL	U20	5,103.36	0.00	0.00	0.00	327.06	0.00	0.00	390.41	264.72	75.43	6,160.98	
ANGEL, DAVID A	U20	3,797.44	0.00	0.00	0.00	485.34	0.00	0.00	286.97	196.16	56.12	4,822.03	
ARRIOLA, CHRISTOPHER J.	U20	4,305.28	0.00	0.00	0.00	255.41	0.00	0.00	329.36	222.82	63.64	5,176.51	
ARROYO, JACQUELINE	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	402.96	264.72	77.85	6,340.11	
BAER, LOIS L	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	375.70	264.72	75.43	6,310.43	
BAKER, ROBERT H.	U20	4,305.28	0.00	0.00	0.00	323.47	0.00	0.00	329.36	222.82	63.64	5,244.57	
BALDWIN, FRANCIS E	U20	5,103.36	0.00	0.00	0.00	259.00	0.00	0.00	390.41	264.72	75.43	6,092.92	
BEARD, RICHARD ALLEN	U20	5,358.53	0.00	0.00	0.00	352.34	0.00	0.00	409.93	278.12	79.26	6,478.18	
BEHRENS, GEORG F.	U21	3,372.80	0.00	0.00	0.00	319.27	0.00	0.00	258.02	173.87	49.85	4,173.81	
BENDER, ALBERT CHARLES	U20	5,358.53	0.00	0.00	0.00	492.36	0.00	0.00	409.93	278.12	79.20	6,618.14	
BENSON, TROY	U20	4,305.28	0.00	0.00	0.00	303.54	0.00	0.00	329.34	222.82	63.64	5,224.62	
BERNHARD, ANGELA L.	U20	4,305.28	0.00	0.00	0.00	356.86	0.00	0.00	329.36	222.82	63.64	5,277.96	
BERRY, FRANK D	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
BERRY, JANET L.	U25	2,527.76	0.00	0.00	0.00	315.47	0.00	0.00	193.37	129.51	37.36	3,203.47	
BLACKWOOD, TIMOTHY JOHN	U20	5,103.36	0.00	0.00	0.00	380.38	0.00	0.00	390.41	264.72	75.43	6,214.30	
BLAKE, FENELOPE MARY	U20	5,358.53	0.00	0.00	0.00	381.52	0.00	0.00	408.02	278.12	79.20	6,505.39	
BLOOMFIELD, SUSAN JILL	U20	5,103.36	0.00	0.00	0.00	380.38	0.00	0.00	390.41	264.72	75.43	6,214.30	
BONINI, GRIFFIN M J	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
BOURLARD, CHERYL ANNE	U20	5,103.36	0.00	0.00	0.00	468.58	0.00	0.00	390.41	264.72	75.43	6,302.50	
BOWMAN, CAMERON KENNARD	U20	5,358.53	0.00	0.00	0.00	492.36	0.00	0.00	409.92	278.12	79.20	6,618.13	
BOWMAN, TERRY LYNN	U20	4,305.28	0.00	0.00	0.00	235.48	0.00	0.00	329.36	222.82	63.64	5,156.58	
BOYARSKY, JAY S	U20	5,358.53	0.00	0.00	0.00	381.52	0.00	0.00	409.93	278.12	79.20	6,507.30	
BOYD, DAVID R.	U21	3,718.32	0.00	0.00	0.00	252.76	0.00	0.00	284.45	192.01	54.95	4,502.49	
BRAKER, MATTHEW DONALD	U20	4,521.20	0.00	0.00	0.00	488.59	0.00	0.00	345.88	234.16	66.83	5,656.66	
BRAUGHTON, RODNEY	U20	2,551.68	0.00	0.00	0.00	0.00	0.00	0.00	195.21	0.00	48.59	3,531.68	
BROWN, VICTORIA C	U20	5,358.53	0.00	0.00	0.00	469.72	0.00	0.00	409.93	278.12	79.20	6,595.50	
CAHAN, JAMES SAMUEL	U20	5,103.36	0.00	0.00	0.00	327.06	0.00	0.00	390.41	264.72	75.43	6,160.98	
CAPPS, STACEY L.	U21	3,541.36	0.00	0.00	0.00	320.02	0.00	0.00	270.92	182.72	52.35	4,367.37	
CARR, BRYAN R.	U24	2,949.12	0.00	0.00	0.00	370.68	0.00	0.00	225.60	151.63	43.59	3,740.62	
CARRUBBA, FRANK	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
CHADWICK, GEORGE WHITEFIELD	U20	5,103.36	0.00	0.00	0.00	491.22	0.00	0.00	390.41	264.72	75.43	6,325.14	
CHAKRAVORTY, PINAKI	U25	2,527.76	0.00	0.00	0.00	247.41	0.00	0.00	193.38	129.51	37.36	3,135.42	
CHAN, EMANN	U24	2,822.72	0.00	0.00	0.00	316.79	0.00	0.00	215.94	144.99	41.72	3,542.16	
CHANG, CHARLOTTE D	U20	4,100.24	0.00	0.00	0.00	322.54	0.00	0.00	313.66	212.06	60.60	5,009.10	
CHASE, JOHN FRANKLIN	U20	5,103.36	0.00	0.00	0.00	468.58	0.00	0.00	390.40	264.72	75.43	6,302.49	
CHEN, VICTOR W.	U21	3,718.32	0.00	0.00	0.00	484.98	0.00	0.00	284.45	192.01	54.95	4,734.71	
COLE, CINDY L.	U24	2,949.12	0.00	0.00	0.00	297.43	0.00	0.00	225.62	151.63	43.59	3,667.39	
COLIN, PAUL	U20	5,103.36	0.00	0.00	0.00	380.38	0.00	0.00	385.99	264.72	75.43	6,209.88	











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			\$209,574	\$21,563	\$205,626		\$15,990	\$813,191	\$290,912	\$2,881,977
partments			28,411	108,895	18,711		2,093	147,607	130,901	150,302
ilding Use										
uipment Use										
vic Ctr Parkin	11		14,954		43,567			139,915	11,300	10,400
ace Rental	99,346		42,555	4,451	21,327	72,160	3,589	64,363	64,363	91,734
7 County Exec	33,234		36,638	2,169	24,405	9,573	9,386	73,192	73,192	70,516
7 Bdgt & Anlys	33,104		149,881	16,165	67,481	365,335	11,679	48,727	260,789	281,949
0 Controller	117,163		815		32,479	180			108,019	91,455
0 Intrnl Audit			319,361	34,588	159,514	209,826	27,714		469,393	667,253
0 ESA & RISK M	257,215		23,516	3,442	6,883	29,314	1,842	286	38,054	241,025
8 Purchasing	7,662			79,508	51,884			98,640	27,183	
8 Revenue			22,606	3,013	10,367	85,371	2,775	96	198,410	313,213
0 Co. Counsel	2,771		90,464	8,580	26,007	25,276	2,638	1,893	13,033	2,657
5 GSA-Services	128,327		855,174	166,815	102,578	1,303,208	89,225	3,232,057	570,851	10,010,799
3 Facilities	34,814		10,850		163			76,067	2,675,873	34,378
0 W/Match Opt			351,250		63,054	736,218	147,216		220,250	1,044,061
5 CJIC & CUA	11,331		15,668	1,761	7,119	19,085	2,247		20,852	33,976
her Services	(696)		507,841	(90)	43,061	454,141	143,222	256,326	(881,060)	562,426
for Yr Adj.										
total 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
all Forward		(762,346)	1,705,941	(24,594)	215,839	(3,351,706)	164,981	4,706,516	(1,455,061)	3,908,049
ost 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
Adjustments		93,773	45,911	77,884	1,280	(2,320,260)	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

*6/6/02 9:52*

# Exhibit H

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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 209-3541 FAX 209-8620



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

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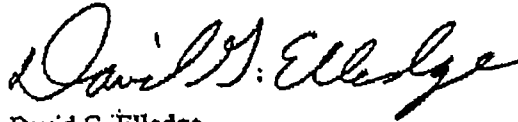
SB90-Productive Hours  
December 27, 2001  
Page 2 of 2

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](mailto: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

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(3)

# 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 Accrued and Earned *1	1,096,825	2,277,954	1,161,129	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	1,809.24
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	99,792	49,310	54,673	103,983	7.30
625	Sarny Act and Disability Lv	32,532	76,077	43,445	53,603	97,048	6.81
630	Military Leave	328	1,284	956	506	1,462	0.10
635	FLSA Com. Time Used*5	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp Time Used*5	42,447	35,764	43,307	52,363	33,890	2.32
653	Annual Leave	14,552	31,108	16,545	19,225	35,770	2.51
655	Sick Leave	452,512	38,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,473	34,635	18,232	10,674	29,106	2.04
665	Jury Duty	629	1,401	772	1,301	2,073	0.15
675	Removal from Service	354	1,604	741	2,211	2,952	0.21
676	Reassignment - Ave-PTD/STO	24	70	46	113	159	0.01
677	Reassignment - Ave-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	15,561,023	29,847,195	2,080
Full-time Equivalent Positions						13,726	
Weekdays				130		140	270
Paid Hours						2,160	

ANALYSIS		1,809.94
Average Productive Hours per Employee		1,207,849
Less Holidays		-86.00
Less Daily Break Time		1,552,648
Less Training Time *3		510,113
<b>Net Average Productive Hours Per Employee</b>		<b>1,571.65</b>

- Notes:
- \*1 Excludes 1,480 CEWA employees, since holiday hours are included for all employees below.
  - \*2 Two 15-min 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.sccgov.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 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 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 <sup>(9.5)</sup>	16.5	31 <sup>(37)</sup>	0	44	70%
Fracolli, Bob	Lieutenant	10.5 <sup>(10.25)</sup>	0	0	0	31.25 <sup>(31.25)</sup>	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 <sup>(7)</sup>	8.5	0	21.5 <sup>(19.5)</sup>	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			

<b>TOTAL</b>	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  
court action
Physical  
Recovery
Training
Non-Child  
Abduction

		1-4	1	2	3	4	5	1-5
			Total Hours for the Week by Category					
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, Jm.	Jm.	4.75	4.75	0	0	0	37.	41.75
TOTAL			78	15.5	8.	54.75	170.	364.25
			100	100	100	70.75		

# Child Abduction Time Study Weekly Individual Totals

Employee: RYTHEWAY

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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58

# 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						
-						
-						
-						
-						

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 -						
-						
-						
-						
-						

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)

ALL HOURS  
CIP PAYBACK

Other Use Only					
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	Category	1	2	3	4	5
Sub-Total this Column					12	18
Sub-Total from Column 1					13	11
<b>TOTAL</b>					<b>25</b>	<b>29</b>

TOTAL 13 1/2      6 1/4 7 1/4

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Pythrews

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						↓
-						
-						
-						
-						
-						

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 

			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]

Supervisor Signature: \_\_\_\_\_

1 1/2 HR  
CIP PAPERBACK

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

# 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						7
0715-0730	20041006240					45
0730-0745						
0745-0800						
0800-0815	20040906139					
0815-0830						
0830-0845						
0845-0900	20041106964					
0900-0915						
0915-0930						
0930-0945					X	BRK
0945-1000						7
1000-1015						
1015-1030						60
1030-1045						
1045-1100	CWPP					75
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300	1106240					1.00
1300-1315	0906139					
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 

9				13
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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)

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

Office Use Only 

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

Employee Signature: [Signature]

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>[REDACTED]</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>20040905605</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)

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>20040905605</u>	X				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	<u>20041006240</u>					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630					X	
1630-1645						X
1645-1700						
1700-1715						
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
<b>TOTAL</b>	<b>29</b>				<b>15</b>

Office Use Only 7/4      3/4

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: R. 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						1
0700-0715	82004/1006290	I				
0715-0730						
0730-0745	82004/106998	I				
0745-0800						
0800-0815						
0815-0830	2004 09 05605					
0830-0845						
0845-0900						
0900-0915						
0915-0930						X
0930-0945						
0945-1000						
1000-1015						
1015-1030	2004 101646	I				
1030-1045						
1045-1100						I
1100-0015						
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	2004 1106998	I				
1315-1330						
1330-1345	2004 09 05605					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	CWPP					
1515-1530						
1530-1545						
1545-1600	2004 1106998	I				
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 11 11

Category	1	2	3	4	5
Sub-Total this Column	11				11
Sub-Total from Column 1	11				11
TOTAL	22				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)

0.00 - 1.00 Only  
5 1/2      5 1/2

Employee Signature: \_\_\_\_\_

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						
1000-1015						
1015-1030						
1030-1045						
1045-1100	BREAK					X
1100-0015						
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						
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						

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	1	2	3	4	5
Sub-Total this Column				6	14
Sub-Total from Column 1				14	1
TOTAL				20	15

Date: 11/15/04

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						

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						
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						

*Prone for By Union Reimb.*  
*+ Paid Development*  
*Reg. work day*

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 -----  
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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

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

(See reverse for Category details)  
 Employee Signature: P. Cardott

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	COMP TIME OFF					
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	LUNCH					↑
1215-1230						↓
1230-1245						↑
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415						↑
1415-1430	DUTY OFFICER					↑
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
<b>TOTAL</b>	<b>4</b>		<b>9</b>		<b>32</b>

5.25

(This area is only to be used for reporting purposes)

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	T				
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 <sup>13</sup>

5	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	B20040906173	T				
1215-1230	(CONT)	T				
1230-1245	LUNCH					T
1245-1300						
1300-1315						
1315-1330						T
1330-1345	B20041106998					
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	E-MAILS & PHONE	T				
-						
-						
-						
-						

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

Only 1st 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	

# 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 Abuse Training					
0845-0900						
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						

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						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						

Working through Tech Development & Tutor Reimbursement  
Doing flex time  
as Monday is the regular DAY off.

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: L. Evans

Supervisor Signature: \_\_\_\_\_

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



# Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-5

Day: Two

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						X
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
TERMINING By Proj. Development					13	7
+ ADD on Perm 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						
-----				8	8	12
-----						
-----						
-----						

Category	1	2	3	4	5
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				5.25	4.75

Office Use Only

Supervisor Signature: \_\_\_\_\_

= 10/hrs

# 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	B20041106963	↓				
0645-0700						
0700-0715	B20040402277	↓				
0715-0730						
0730-0745		↓				
0745-0800	B20041106963		↓			
0800-0815	SIW Prep					
0815-0830						
0830-0845						
0845-0900						
0900-0915			↓			
0915-0930						X
0930-0945	CAU mtg w/					
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 cr) D					↓
1245-1300	Social 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 Ichio					
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  
 Ichio Recovered

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

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] CA	↓				
1130-1145		↓				
1145-1200	Lunch					X
-						
-						
-						
-						

Sub-Total 

13	4			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	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
<b>TOTAL</b>	<b>16</b>	<b>10</b>			<b>18</b>

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	[REDACTED]	↓				
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	flexed home Monday for					
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

Only US only

TOTAL 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	5.25
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 + (47 1/2 HOURS))

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

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/E [REDACTED]	X				
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

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 9 - - - 13

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
<b>TOTAL</b>	<b>9</b>				<b>33</b>

- Category 1 Contact with children and 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 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					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						
1100-0015						
1115-1130						
1130-1145						X
1145-1200						
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

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]

Supervisor Signature: \_\_\_\_\_

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
<b>TOTAL</b>	<b>17</b>				<b>25</b>

Time 15+ Only

4.25      6.25



# 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
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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	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
<b>TOTAL</b>	<b>15</b>				<b>27</b>

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	<del>                    </del>				
Sunday	<del>                    </del>				

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	4A					
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: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	4A					
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
Sub-Total from Column 1				4		
<b>TOTAL</b>				<b>8</b>	<b>1</b>	

Office Use Only

# Child Abduction Time Study Worksheet

Employee: MARITZA GALLARDO Work Hours: 8:30-5 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	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					
-						
-						
-						
-						
-						

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	
--	--	--	---	--

Category	1	2	3	4	5
Sub-Total this Column				4	1
Sub-Total from Column 1			4		
<b>TOTAL</b>				8	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

off-use only

See reverse for Category details)

Employee Signature: Martita Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 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	I D					
0845-0900	S A					
0900-0915	↓					
0915-0930						
0930-0945	I D					
0945-1000	↓					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	↓					
-						
-						
-						
-						
-						

2.75 11 3 = .75  
**Sub-Total** 3 15

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	S B					
1215-1230						
1230-1245						
1245-1300	↓					
1300-1315	I D					
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						
-						
-						
-						
-						
-						

16 = 4 4 = 1  
**Category** 1 2 3 4 5  
 Sub-Total this Column 4 1  
 Sub-Total from Column 1 3 2.75 15 .75  
**TOTAL** 7 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)

Office Use Only

6.75 1.75

Employee Signature: Martha Gallardo 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	LD					
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						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LD					
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 3.5

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

- 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)

OFF-USE ONLY

Employee Signature: Martha Gallardo

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

Supervisor Signature: \_\_\_\_\_

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				

# 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	.75	10.25
Thursday	0.5	1	0	1	.5	
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: WPM

Date: 11/15/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	DDAA				5	
0615-0630	DDAA				5	
0630-0645	DDAA				5	
0645-0700	DDAA				5	
0700-0715	DDAA				5	
0715-0730	DDAA				5	
0730-0745	DDAA				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	
-						
-						
-						
-						
-						

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	
-						
-						
-						
-						
-						

Sub-Total 

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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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- Category 1 Contact with children and 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 Worksheet

16

Employee: Sylvia

Work Hours: \_\_\_\_\_

Day: Tues.

Date: 11/21/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	DDAA					
0615-0630	Training					
0630-0645						
0645-0700	Salaries					
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						
-						
-						
-						
-						

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 

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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)

Category	1	2	3	4	5
Sub-Total this Column				9.5	
Sub-Total from Column 1					
<b>TOTAL</b>				9.5	

OFFICE USE ONLY

9.5

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sybil

Work Hours: \_\_\_\_\_

Day: Wed.

Date: 6/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	520041106963	✓				
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. Mexican Consular officials	✓				
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130		✓				
1130-1145						
1145-1200						
-						
-						
-						
-						

8 12

**Sub-Total**

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)**

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	B 20041006436		✓			
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						
-						
-						
-						
-						

35 .75

30

**Category**

1	2	3	4	5
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**Sub-Total this Column**

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	1.75
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Off-Use Only

10.25

Employee Signature: Sybil

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						
-						
-						
-						
-						

out sick & medical appointments

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 

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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)

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

Internal Use Only

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				.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: 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	<del>R [redacted]</del>					
0830-0845	<del>(enroll)</del>					
0845-0900						
0900-0915						
0915-0930						
0930-0945	<del>Break</del>					
0945-1000						5
1000-1015						5
1015-1030						
1030-1045						1
1045-1100	<del>Cl [redacted] S [redacted]</del>					
1100-1115						
1115-1130						1
1130-1145						
1145-1200						1
Sub-Total						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	<del>Lunch</del>					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	<del>[redacted] [redacted]</del>					
1345-1400	<del>phone</del>					
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	<del>Break</del>					
1515-1530						
1530-1545						
1545-1600	<del>[redacted] [redacted]</del>					
1600-1615	<del>[redacted]</del>					
1615-1630						
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)

Category	1	2	3	4	5
Sub-Total this Column	25				15
Sub-Total from Column 1	30				5
TOTAL	70				20

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] phone					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	S [redacted] G [redacted]					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015	Break 1/2 hr					
1015-1030						
1030-1045						
1045-1100						
1100-0015						
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

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	Category	1	2	3	4	5
Sub-Total this Column		1.5				1.5
Sub-Total from Column 1						
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)

5 hrs

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_







# Child Abduction Time Study Weekly Individual Totals

Employee: Schembra

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: 10hrs

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
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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					20
Sub-Total from Column 1	5				16
<b>TOTAL</b>	<b>5</b>				<b>36</b>

Time JS Only 

2.5				9
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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>B20020905247</u>					X
1245-1300						2
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
<b>TOTAL</b>		<b>2</b>				<b>38</b>
		15				9.5

Other: Sec Only

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: Schemani

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
<b>TOTAL</b>					<b>40</b>

Other Use Only

10

Supervisor Signature: S. 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: 

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	3				18
Sub-Total from Column 1	4				16
TOTAL	7				34

Time Used Only: 1.75 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			
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
Schembin	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	<u>20040905605</u>					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	<u>CWPP</u>					
0900-0915						
0915-0930						
0930-0945						
0945-1000	<u>20041106964</u>					
1000-1015						
1015-1030						
1030-1045	<u>20040906139</u>					
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	<u>CWPP</u>					
1230-1245						
1245-1300						
1300-1315	<u>20041106964</u>					
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	<u>20040905605</u>					
1600-1615	<u>20041006240</u>					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Sub-Total 

7	3			12
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Category	1	2	3	4	5
Sub-Total this Column	5	11			6
Sub-Total from Column 1	7	3			12
<b>TOTAL</b>	12	14			18

Office Use Only 

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 3 3/2                      4 1/2

- 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]

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Brynn Ewing

Work Hours: 6:30-7:30 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	<u>20040905605</u>	I				
0745-0800		I				
0800-0815		I				
0815-0830	<u>20020704017</u>	I				
0830-0845		I				
0845-0900		I				
0900-0915	<u>CEWP</u>					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						I
1230-1245						I
1245-1300						I
1300-1315		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						I
1600-1615						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	<u>9</u>				<u>13</u>
Sub-Total from Column 1	<u>14</u>				<u>8</u>
<b>TOTAL</b>	<u>23</u>				<u>21</u>

Office 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	<i>see overtime slip</i>			2
Sunday						
<b>TOTAL</b>	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] / 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	↑				
1100-0015	[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	[REDACTED]					↑
1215-1230	[REDACTED]					↑
1230-1245	[REDACTED]					↑
1245-1300	[REDACTED]					↓
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS	↓				
1330-1345	B20041006542	↑				
1345-1400	C [REDACTED] / A [REDACTED]	↑				
1400-1415	& W [REDACTED]	↑				
1415-1430		↑				
1430-1445		↑				
1445-1500		↑				
1500-1515		↑				
1515-1530		↓				
1530-1545	B20041107170	↑				
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	0			0
<b>TOTAL</b>	<b>30</b>	<b>10</b>			<b>4</b>

(Time Used Only)

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	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
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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	LUNCH					↓
1215-1230						
1230-1245						
1245-1300	DEPT OFFICER					↑
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430	B20041107170	↑				
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	OFF					
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						
-						
-						
-						
-						

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 

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

Only for use by supervisor

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	HOLIDAY DAY					
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						
---						
---						
---						
---						
---						

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						
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---						
---						
---						
---						

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

Supervisor Signature: \_\_\_\_\_

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

Once Use Only

# 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				
<b>TOTAL</b>		2				

EMPLOYEE SIGNATURE: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

BUREAU OF INVESTIGATION  
SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE  
REPORT OF OVERTIME

Investigator CARLETT PATRICE

Date 11-22-04

BOI # or Offense Type B200401016173

Est. Hours 2 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-100, ACTIVITIES AND  
TRIP TO MOUNTAIN VIEW.

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:  
11:00 - 1:30 CONTACTED FATHER VIA MOUNTAIN VIEW PD. -  
MONITORING  
VARIOUS TIMES TELEPHONE CONTACT WITH FATHER -  
11:00 - 11:00 VISIT PHOTOS  
10:30 - 11:30 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 11/26/04

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						✓
-						
-						
-						
-						

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 

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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

Supervisor Signature: \_\_\_\_\_

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

OFFICE ONLY

*Comp Time 80*

# 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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Offer Use Only

*Comp Time*

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: J. 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						
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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						
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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: J. Evans

Supervisor Signature: \_\_\_\_\_

Office Use Only	Category	1	2	3	4	5
Sub-Total this Column						
Sub-Total from Column 1						
TOTAL						

*10 - Holiday*

# 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						
-						
-						
-						
-						

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 

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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

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

Once Use Only

Supervisor Signature: \_\_\_\_\_

*HOLIDAY*



# 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: MON

Date: 11 122 104

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
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: BOB FERRACOLI

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
Sub-Total this Column					20
Sub-Total from Column 1					22
TOTAL					42

Employee Use Only

105

Supervisor Signature: \_\_\_\_\_

# 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						✓
-						
-						
-						
-						

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 

				22
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Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					22
<b>TOTAL</b>					42

Office Use Only

- Category 1 Contact with children and 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: \_\_\_\_\_

10.5

# Child Abduction Time Study Worksheet

Employee: BUS FRACOLLI

Work Hours: 0630-1700

Day: THUR

Date: 11 12 5 10 4

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	HOLIDAY					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 

					2.5
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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						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

Office Use Only

10.5

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: MARITA 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						
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

Sub-Total 

				<u>3.5</u>
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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>

- Category 1 Contact with children and 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: Marita Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30 - 5

Day: Tue Date: 11 23 104

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	<u>SB Vac.</u>					<u>5.5</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						
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>5.5</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						
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
<b>TOTAL</b>					<u>8.5</u>

Off-Use Only

Employee Signature: Martha 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>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						
-						
-						
-						
-						

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						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
<b>TOTAL</b>					<u>8.5</u>

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 

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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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					
Office Use Only					

Employee Signature: *Martha Gallardo*

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARITA 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						
-						
-						
-						
-						

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 

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Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					
Off-Use Only					

- Category 1** Contact with children and 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: *Marita Gallardo*

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	<i>holiday</i>				10.	10.
Friday						
Saturday						
Sunday						
<b>TOTAL</b>	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	D Voicemail	✓				
0715-0730	D +	✓				
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
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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: *Jsp*

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. X		✓			
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	4	7	0	0	6
Sub-Total from Column 1	4	7	0	0	6
<b>TOTAL</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>

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
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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: 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						
-						
-						
-						
-						
-						

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	e-mails					
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	court docs					
1030-1045	Contact Inv.					
1045-1100	mother (LBPI)					
1100-0015	& dad's ably					
1115-1130	re: abduction					
1130-1145	& court docs					
1145-1200						
-						
-						
-						
-						

Sub-Total 

7	12	0	0	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: \_\_\_\_\_

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	CB 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	9	0	0	0	10
Sub-Total from Column 1	7	12	0	0	2
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

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						
-						
-						
-						
-						
-						

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 

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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)**

Off-Use Only

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	<i>Thanksgiving 8</i>					
Friday	<i>Thanksgiving 8</i>					
Saturday						
Sunday						
<b>TOTAL</b>	17				23.0	40





# 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						✓
-						
-						
-						
-						
-						

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	Break					
1545-1600						
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)

Category	1	2	3	4	5
Sub-Total this Column	2				3
Sub-Total from Column 1	1				
<b>TOTAL</b>	<b>3</b>				<b>3</b>

Off-Use Only 16

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Schenki

Week of: 11/22/11 through 11/25/11

**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: Sheehan

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
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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	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
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 Sub-Total this Column 

				20
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 Sub-Total from Column 1 

2				18
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 TOTAL 

2				38
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Official Use Only

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker

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>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

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]

Supervisor Signature: \_\_\_\_\_

277273

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1	8				12
TOTAL	8				32
Inc. 1st Only	2				8

# 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>B2004/0905810</u>	X				
0715-0730	<u>B2004/0603525</u>					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>B2004/0905247</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>B2002/0905810</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						
-						
-						
-						
-						
-						

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: NS

Supervisor Signature: \_\_\_\_\_

	Category 1	2	3	4	5
Sub-Total this Column					<u>20</u>
Sub-Total from Column 1	<u>8</u>				<u>12</u>
<b>TOTAL</b>	<u>8</u>				<u>32</u>

Once Use Only



# Child Abduction Time Study Worksheet

Employee: Ehemki

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						X
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						20
Sub-Total from Column 1						20
<b>TOTAL</b>						<b>40</b>

off - Use only for other purposes

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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 1.58  
 1d

# Child Abduction Time Study Worksheet

Employee: CAMPAGNOLA  
DAVID

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						
-						
-						
-						
-						

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 

				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*

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

Employee Signature: *David Campagnola*

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: CAMPAGNOLI Work Hours: 0700 Day: WED Date: 11/24/04  
DAVID 1800

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						
-						
-						
-						
-						

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 

				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)

*He filled info under*

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

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

## 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					
<i>Link *</i>	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			

<b>TOTAL</b>	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	37.25	15.25		.5	6.5	
* Evans, Linda	Senior Investigator					40	42
Fracolli, Bob	Lieutenant	8				34	42.5
Gallardo, 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	
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 <del>7.25</del>				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: BYTHEWAY

Work Hours: 6:30-17:30 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	20040906184					
0715-0730						
0730-0745	20041006461					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	MEETINGS					
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
<b>TOTAL</b>	<b>29</b>				<b>15</b>

Office Use Only

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Bythelma

Work Hours: 6:30-17:30

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						
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-----						
-----						
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Sub-Total 

17				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: \_\_\_\_\_

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	20041990					
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						
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Category 

1	2	3	4	5
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Sub-Total this Column 

16				6
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Sub-Total from Column 1 

17				2
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TOTAL 

33				8
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Only U.S. Only

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. Shewey

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		✓				28
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 

10				12
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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)

Category	1	2	3	4	5
Sub-Total this Column	2				20
Sub-Total from Column 1	10				12
<b>TOTAL</b>	12				32

Office Use Only

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Bysheway

Work Hours: \_\_\_\_\_

Day: Fri

Date: 2/3/07

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						
-----						
-----						
-----						
-----						

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						
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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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					10

Office Use Only

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# 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

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						T
0730-0745						T
0745-0800						T
0800-0815						T
0815-0830						T
0830-0845	B20041107170		T			
0845-0900	F [REDACTED] / J [REDACTED]		T			
0900-0915	EMERGENCY		T			
0915-0930	SCREENING		T			
0930-0945			T			
0945-1000			T			
1000-1015			T			
1015-1030			T			
1030-1045			T			
1045-1100	B20041106790		T			
1100-0015	T [REDACTED]		T			
1115-1130	EXPLAIN TO		T			
1130-1145	PARTIES - OPTIONS		T			
1145-1200	"		T			
-						
-						
-						
-						

Sub-Total 

3	10			6
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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						T
1215-1230	L [REDACTED]					T
1230-1245	C [REDACTED]					T
1245-1300						T
1300-1315						T
1315-1330	B20041107170		T			
1330-1345	F [REDACTED] / J [REDACTED]		T			
1345-1400	EMERGENCY		T			
1400-1415	SCREENING		T			
1415-1430			T			
1430-1445			T			
1445-1500			T			
1500-1515			T			
1515-1530			T			
1530-1545			T			
1545-1600			T			
1600-1615			T			
1615-1630			T			
1630-1645			T			
1645-1700	ADDRESS E-MAILS		T			
1700-1715	& PHONE MSGS		T			
1715-1730			T			
1730-1745	B20041106998		T			
1745-1800	E [REDACTED] / J [REDACTED]		T			
-						
-						
-						
-						

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
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TOTAL 

12	20			11
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Imp. IS Only

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 / 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	& MSGS.	↓				
1100-0015	B20040805242	↑				
1115-1130	L [redacted] / G [redacted]	↑				
1130-1145		↓				
1145-1200		↓				
-						
-						
-						
-						
-						

Sub-Total 

18	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

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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	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

Time is only [unclear] 175

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	& PHONE MSGS	↓				

Sub-Total 

9	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: P. Cardott

293

Supervisor Signature: \_\_\_\_\_

239

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	TRAINING					↑
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		0	0
<b>TOTAL</b>	<b>16</b>	<b>22</b>		<b>2</b>	<b>4</b>

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		↓				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					↓
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		↓				
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column	14	6			4
Sub-Total from Column 1	20	0			0
<b>TOTAL</b>	<b>34</b>	<b>6</b>			<b>4</b>

Office Use Only

Employee Signature: P. Cardott      **294**

Supervisor Signature: \_\_\_\_\_  
290



# 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 sick
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					↓
TOTAL					

Out rest of week

# 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 FEACOLLI

Work Hours: 0630-1700

Day: MON

Date: 11 12 9 107

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					↓	
-						
-						
-						
-						

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/MEETINGS	X				
1615-1630		↓				
1630-1645						X
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

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

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	2				20
<b>TOTAL</b>	<b>4</b>				<b>38</b>

Office Use Only

1 9.5

(See reverse for Category details)

Employee Signature: 

297

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						↓
-						
-						
-						
-						
-						

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						
1445-1500						X
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						
-						
-						
-						
-						
-						

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)

	Category	1	2	3	4	5
Sub-Total this Column		3				17
Sub-Total from Column 1		8				14
<b>TOTAL</b>		11				31

Other Use Only

2.75                      7.75

Employee Signature: *Bob Fracoli*

Supervisor Signature: \_\_\_\_\_

# 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		↓				
0700-0715						X
0715-0730						↓
0730-0745						↓
0745-0800						↓
0800-0815						↓
0815-0830						↓
0830-0845						↓
0845-0900						↓
0900-0915	COMMANDS 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						↓
-						
-						
-						
-						

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						
-						
-						
-						
-						

Sub-Total 

4				18
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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)

	Category	1	2	3	4	5
Sub-Total this Column		2				18
Sub-Total from Column 1		4				18
<b>TOTAL</b>		<b>6</b>				<b>36</b>

Office Use Only

1.5                      9

Employee Signature: Bob Fracoli

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/ I	X				
0745-0800		↓				
0800-0815					X	
0815-0830					↓	
0830-0845					↓	
0845-0900					↓	
0900-0915					↓	
0915-0930					↓	
0930-0945					↓	
0945-1000	MGMT PETS	X				
1000-1015		↓				
1015-1030		↓				
1030-1045		↓				
1045-1100					X	
1100-0015					↓	
1115-1130					↓	
1130-1145					↓	
1145-1200					↓	
-						
-						
-						
-						
-						

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 PETS	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						
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column	4				16
Sub-Total from Column 1	7				15
<b>TOTAL</b>	<b>11</b>				<b>31</b>

Print Only

2.75      7.75

Employee Signature:  **300**

Supervisor Signature: \_\_\_\_\_

# 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					
<b>TOTAL</b>	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						
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

Sub-Total 

				3.5
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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)

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

Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_



# 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						✓
-						
-						
-						
-						

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 

				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

	1	2	3	4	5
Sub-Total this Column					5
Sub-Total from Column 1					3.5
<b>TOTAL</b>					<b>8.5</b>

(See reverse for Category details)  
Employee Signature: Martha Gallardo

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Martha GALLARDO Work Hours: 8:30-5 Day: WED Date: 12-1-104

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		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						
-						
-						
-						
-						

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 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)

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

Office Use Only

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5

Day: THURS. Date: 12/2/10

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						
-						
-						
-						
-						

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 3.5

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

- 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: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARtha GALLARD 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						
-						
-						
-						
-						
-						

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 3.5

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

Office Use Only

Employee Signature: Martha Gallard 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						
<b>TOTAL</b>	<b>4.75</b>	<b>24.</b>	<b>0</b>	<b>0</b>	<b>13.5</b>	<b>42.25</b>

# 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 Weidene	✓				
0815-0830	& Patricia Cardott	✓				
0830-0845	TC form	✓				
0845-0900	TM [redacted]	✓				
0900-0915	→ [redacted]	✓				
0915-0930	pay [redacted]	✓				
0930-0945	trying to serve	✓				
0945-1000	check in Conn.	✓				
1000-1015	pad 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			
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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						

Sub-Total this Column 14 4  

0	3.5	0	0	1
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Sub-Total from Column 1 9.75  

3.75	1.5	0	0	
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TOTAL 9.75  

3.75	5.0	0	0	1
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Office Use Only

Employee Signature: Sylvia

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	<i>Wagner</i>		✓			
0800-0815	[Redacted]		✓			
0815-0830	[Redacted]		✓			
0830-0845	<i>Review</i>		✓			
0845-0900	<i>docs,</i>		✓			
0900-0915	<i>translate</i>		✓			
0915-0930	<i>Spanish,</i>		✓			
0930-0945	<i>prepared</i>		✓			
0945-1000	<i>for filing</i>		✓			
1000-1015	<i>communicated</i>		✓			
1015-1030	<i>w- LADA</i>		✓			
1030-1045	<i>re-filing,</i>		✓			
1045-1100	<i>case,</i>		✓			
1100-0015	<i>Warrant on</i>		✓			
1115-1130	<i>lien of thing</i>		✓			
1130-1145	<i>filed.</i>		✓			
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
<b>TOTAL</b>	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	[redacted]					
1045-1100	(FBI - re:)					
1100-0015	[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	calls					
1330-1345	TC from					
1345-1400	" [redacted] "					
1400-1415	re: 2/24/04					
1415-1430	child being					
1430-1445	interviewed ...					
1445-1500	TC from		✓			
1500-1515	[redacted]					
1515-1530	re: 3 year old					
1530-1545	daughter -					
1545-1600	on psychotropic					
1600-1615	meds. →					
1615-1630	withholding					
1630-1645	not from S.C.E.					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category 

1	2	3	4	5
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Sub-Total this Column 

0	4.75	0	0	0
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Sub-Total from Column 1 

0	3.75	0	0	1.75
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TOTAL 

8.75				1.75
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Office Use Only

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 2.25 3.25

- Category 1 Contact with children and 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	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 14y.o.	✓				
1615-1630	da. is under	✓				
1630-1645	sister's care -		✓			
1645-1700	frid for guardianship		✓			
1700-1715	papers met		✓			
1715-1730	letters issued		✓			
1730-1745						
1745-1800						

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
<b>TOTAL</b>		<b>6.25</b>			

On-call Only

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 - 1.5
Saturday						
Sunday						
TOTAL	30.5				14.5	



# 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] n [redacted]					

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						5
1215-1230						5
1230-1245	Lunch					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	B20040900139					
1615-1630						
1630-1645						
1645-1700	[redacted] [redacted]					
1700-1715	[redacted] phone					
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	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)

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: \_\_\_\_\_

9

# 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					
1100-0015						
1115-1130	M [redacted]					
1130-1145	[redacted] phone					
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	Left					
1430-1445	2:00					
1445-1500						
1500-1515	In apt.					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	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)

Sub-Total this Column	1			4
Sub-Total from Column 1	3.5			4.5
TOTAL	4.5			4.5

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



# 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	B2004207323					
0900-0915	CA/MISC					
0915-0930						
0930-0945						
0945-1000	B2004207330					
1000-1015	BREAK					
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						
1330-1345						
1345-1400	[REDACTED]					
1400-1415	[REDACTED] phone					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	Break					
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	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)

Sub-Total this Column	3.5				1.5
Sub-Total from Column 1	3.5				1.5
TOTAL	7.0				3.0

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Shenbi

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: Schenbri 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	B 20020905247					↑
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	B 20020905247					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)

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 by day by 1st shift)

15 9.5

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: SCHENON

Work Hours: 10

Day: Two

Date: 1/30/04

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
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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>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
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 Sub-Total this Column 

				20
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 Sub-Total from Column 1 

5				15
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 TOTAL 

5				35
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off-to Use Only 

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1.25 8.75

Supervisor Signature: \_\_\_\_\_

# 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	<u>B20020905247</u>					X
0715-0730						X
0730-0745						X
0745-0800						X
0800-0815						X
0815-0830						X
0830-0845						X
0845-0900						X
0900-0915						X
0915-0930						X
0930-0945						X
0945-1000						X
1000-1015						X
1015-1030						X
1030-1045						X
1045-1100						X
1100-0015						X
1115-1130	<u>Team meeting</u>	X				
1130-1145		1				
1145-1200						
-						
-						
-						
-						
-						

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>B20020905247</u>					X
1330-1345						X
1345-1400						X
1400-1415						X
1415-1430						X
1430-1445						X
1445-1500						X
1500-1515						X
1515-1530						X
1530-1545						X
1545-1600						X
1600-1615						X
1615-1630						X
1630-1645						X
1645-1700						X
1700-1715						X
1715-1730						X
1730-1745						X
1745-1800						X
-		5				5
-						
-						
-						
-						

Sub-Total 3 17

Category	1	2	3	4	5
Sub-Total this Column	5				5
Sub-Total from Column 1	3				17
<b>TOTAL</b>	8				32

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

Off-Duty Only

See reverse for Category details

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker

Work Hours: Ohio

Day: Thu

Date: 12/2/04

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						
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	B20020905247					X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	90-0-0778	X				
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	B20020905247					X
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 

7				13
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Sub-Total from Column 1 

				20
--	--	--	--	----

TOTAL 

7				33
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Off-Use Only (not divided by 5.00)

13/4      20/4 8.0

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: CAMPAGNOLO Work Hours: 0200 Day: M Date: 11/29/04  
DAVID Work Hours: 1800

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						
-						
-						
-						
-						

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 

				2
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*attended Meeting for Linda so non-Abduction*

- Category 1** Contact with children and 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)

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

Office Use Only

Employee Signature: [Signature]

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 <sup>⑤</sup>			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
<i>Schembri</i>	<i>JM</i>	5.00				35.0
<b>TOTAL</b>		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
Evanis, 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
<b>TOTAL</b>		<b>176.5</b>	<b>31.</b>			<b>135.75</b>



# 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	27.75	4.25			12.50	44
Cardott, Patrice	Investigator	29.5	3 <sup>(5)</sup>			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
<i>Schembri</i>	<i>JMV</i>	5.00				35.0	40
TOTAL		176.5	31.			135.75	

# Child Abduction Time Study Weekly Individual Totals

Employee: Pythony

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					
<b>TOTAL</b>	27 1/4	4 1/4			12 1/2

# Child Abduction Time Study Worksheet

Employee: Rytweary

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						
1130-1145	<u>9703075</u>	1				
1145-1200	<u>13</u>					
-						
-						
-						
-						

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						
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						
1700-1715						1
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

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)

	Category 1	2	3	4	5
Sub-Total this Column	15				7
Sub-Total from Column 1	16				6
<b>TOTAL</b>	<b>31</b>				<b>13</b>

Office Use Only 7 3/4      3 1/4

Employee Signature: Rytweary

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Brynn Ewing

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						
0715-0730	9803177					
0730-0745						
0745-0800	9703075					
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				9
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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	20041006240					
1315-1330	F [REDACTED]					
1330-1345	20040905604					
1345-1400						
1400-1415						
1415-1430	20041207431					
1430-1445						
1445-1500	9703075					
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	12	9			6
Sub-Total from Column 1	13				9
<b>TOTAL</b>	<b>26</b>	<b>4</b>			<b>15</b>

Office Use Only: Total Divided by 4 = Hourly  
6 1/4    1                      3 3/4

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Byron Long Work Hours: 0630-1730 Day: TU+012 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						
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	Fam Ct					
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
-		13				9
-						
-						
-						

Sub-Total 

13				9
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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

Category	1	2	3	4	5
Sub-Total this Column	5	13			4
Sub-Total from Column 1	13				9
<b>TOTAL</b>	<b>18</b>	<b>13</b>			<b>13</b>

Office Use Only: Total Divided by # of Hours: 4 1/2 3 1/4 3 1/4

(See reverse for Category details)

Employee Signature:

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. T. Wynn

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	
0630-0845						
0645-0700	<u>20041207432</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
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						1
1230-1245						
1245-1300						
1300-1315						
1315-1330	<u>20041207432</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>CAU Admin</u>					
1645-1700						
1700-1715						
1715-1730		1				
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column	17				4
Sub-Total from Column 1	18				5
<b>TOTAL</b>	<b>35</b>				<b>9</b>

Office Use Only: Total Divided by # of Hours: 8 3/4 2 1/4

Employee Signature: B. T. Wynn

Supervisor Signature: \_\_\_\_\_

# 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						↓
-						
-						
-						
-						

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						↓
-						
-						
-						
-						

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

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Category	1	2	3	4	5
Sub-Total this Column	15	5			4
Sub-Total from Column 1	0	0			20
TOTAL	15	5			24

Office Use Only 

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 Prepared by: [REDACTED]

Supervisor Signature: L. Swan

330

11 Hrs



# 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	[REDACTED]					↑
1215-1230	LUNCH					↓
1230-1245						
1245-1300						
1300-1315	ANSWER E-MAIL	↑				
1315-1330	TELE. MSGS.	↓				
1330-1345	B20041006489	↑				
1345-1400	V [REDACTED] EFA	↓				
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

Office Use Only: 11 HRS

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: WED Date: 12/18/104

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
Sub-Total from Column 1	15	3			2
<b>TOTAL</b>	<b>33</b>	<b>7</b>			<b>4</b>

Office Use Only 11 HRS

Supervisor Signature: L. Evans

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# 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] / [REDACTED]					
1000-1015	D [REDACTED]					
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130	B20041107161		T			
1130-1145	M [REDACTED] / [REDACTED]					
1145-1200	D [REDACTED]					
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						T
1215-1230						
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						
-						
-						
-						
-						
-						

Sub-Total 

17	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

Category	1	2	3	4	5
Sub-Total this Column	14	5			5
Sub-Total from Column 1	17	3			5
<b>TOTAL</b>	<b>31</b>	<b>8</b>			<b>5</b>

Office Use Only 

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 11 HRS

(See reverse for Category details)  
Employee Signature: P. Cardott

Supervisor Signature: L. Evans

# Child Abduction Time Study Weekly Individual Totals

Employee: J. Evans

Week of: 12/6/04 through 12/10/04

**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						
<b>TOTAL</b>	<b>25.5</b>	<b>4.75</b>			<b>14</b>	<b>44</b>

# 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	UNR MTY	✓				
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	-	-	-	-
<b>TOTAL</b>	<b>37</b>				<b>7</b>

Office Use Only Total Divided by # of Hours 11 = 3.36

TOTAL 11 HRS

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: L. Swano

Work Hours: 6am-5pm Day: Wed

Date: 12.8.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	Case M [redacted]	✓				
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 [redacted] [redacted]	✓	✓			
1030-1045	B20041006436	✓	✓			
1045-1100		✓	✓			
1100-0015		✓	✓			
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	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	[redacted] - after cr	✓				✓
1630-1645						✓
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

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. Swano

Category	1	2	3	4	5
Sub-Total this Column	3	10	-	-	7
Sub-Total from Column 1	16	8	-	-	-
<b>TOTAL</b>	<b>19</b>	<b>18</b>	<b>-</b>	<b>-</b>	<b>7</b>

Office Use Only Total Ours by [redacted]

11470

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

341

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	7				17
<b>TOTAL</b>	<b>9</b>				<b>35</b>

Office Use Only: Total number of hours: 11 HR

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	090467					
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						
-						
-						
-						
-						
-						

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	B2004050318					
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						
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column	13	1			6
Sub-Total from Column 1	24				
<b>TOTAL</b>	<b>37</b>	<b>1</b>			<b>6</b>

Office Use Only

Employee Signature: J. Evans

Supervisor Signature: \_\_\_\_\_

11 Hrs.



# 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

42

# Child Abduction Time Study Worksheet

Employee: JOE 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						↓
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

Sub-Total 

2				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]

344

Category	1	2	3	4	5
Sub-Total this Column	6				14
Sub-Total from Column 1	2				20
<b>TOTAL</b>	<b>8</b>				<b>34</b>

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						
-						
-						
-						
-						
-						

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 RPT					
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Sub-Total 12 10

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	12				10
<b>TOTAL</b>	<b>14</b>				<b>28</b>

Childs Use Only

- Category 1 Contact with children and 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)

3.5      7

Employee Signature: Bob Fracoli

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700 Day: WED

Date: 12/18/04

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/TL'S	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						↓
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

Sub-Total 

5				17
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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: Bob Fracoli

Supervisor Signature: \_\_\_\_\_

Category	1	2	3	4	5
Sub-Total this Column	3				17
Sub-Total from Column 1	5				17
TOTAL	8				34

Officer Use Only - (continued on page 2)

2 8.5

# 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						X
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						↓
-						
-						
-						
-						
-						

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	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						
-						
-						
-						
-						
-						

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)

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

2      8.50

Employee Signature: \_\_\_\_\_

Supervisor 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					
<b>TOTAL</b>	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: Martha Gollardo

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 5  
 Sub-Total from Column 1 3.5  
 TOTAL 8.5

Office Use Only

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TURS. 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						
-						
-						
-						
-						

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 3.5

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

- 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: \_\_\_\_\_



# 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						
-						
-						
-						
-						

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 3.5

Category	1	2	3	4	5
Sub-Total this Column	<u>5</u>				
Sub-Total from Column 1	<u>3.5</u>				
<b>TOTAL</b>	<u>8.5</u>				

- Category 1** Contact with children and 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: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 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

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	15			3	
<b>TOTAL</b>	5.5			3	

Office Use Only Total Divided by 2 Hours

(See reverse for Category details)

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# 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: *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	<u>5</u>				
Sub-Total from Column 1	<u>3.5</u>				
<b>TOTAL</b>	<u>8.5</u>				
<b>Office Use Only</b>	Total Divided by 4 = Hours				

# 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
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# Child Abduction Time Study Worksheet

Employee: Sylvia Work Hours: 10 Day: Mon Date: 12/6/09

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	Paty Weidner		✓			
0845-0900	Time Sheets	✓	✗			
0900-0915	calculations	✓	✗			
0915-0930	[redacted]		✓			
0930-0945	info only		✓			
0945-1000	Time sheets	✓	✗			
1000-1015	W-P.W. Hagail					
1015-1030	-Response					
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

Sub-Total 

3	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: 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			
<b>TOTAL</b>	<b>13</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>2</b>

Office Use Only 

Total Divided by 3.25	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	[Redacted]		✓			
0645-0700	[Redacted]		✓			
0700-0715	(Hague)		✓			
0715-0730			✓			
0730-0745			✓			
0745-0800	SW-		✓			
0800-0815	[Redacted]		✓			
0815-0830	(renewal w. Linda Evans)		✓			
0830-0845			✓			
0845-0900			✓			
0900-0915	Unit report	✓				
0915-0930	to Evans	✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	Meet w. Auditor	✓				
1015-1030	+ review timesheets	✓				
1030-1045		✓				
1045-1100		✓				
1100-0015						✓
1115-1130						✓
1130-1145						✓
1145-1200						✓
-						
-						
-						
-						
-						

Sub-Total 

9	10			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: \_\_\_\_\_

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
<b>TOTAL</b>	<b>9</b>	<b>10</b>			<b>21</b>

Office Use Only 

2.25	2.5			5.25
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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]	✓				
1130-1145		✓				
1145-1200		✓				
-						
-						
-						
-						
-						

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 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 R [redacted]					✓
1615-1630	[redacted]					✓
1630-1645	Mobile phone					✓
1645-1700	msg. to G [redacted] re: recording					✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column		6			12
Sub-Total from Column 1	12	8			2
<b>TOTAL</b>	<b>12</b>	<b>14</b>			<b>14</b>

Office Use Only

	3	3.5	3.5
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Employee Signature: [Signature]

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: [Signature]

Time	Case # or Activity	Category				
		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	W: W		✓			
1400-1415	case -		✓			
1415-1430	psych comm.		✓			
1430-1445	attys for child		✓			
1445-1500	Review		✓			
1500-1515	W		✓			
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			
Sub-Total from Column 1					23
<b>TOTAL</b>		18			23

Office Use Only Total provided by: 4.5 hours 5.75

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Syha Work Hours: \_\_\_\_\_ Day: Fri Date: 12/10/09

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						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>[Redacted]</u>		✓			
0915-0930	<u>B200411006434</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		✓				
-						
-						
-						
-						
-						

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 CA.</u>		✓			
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	9			
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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)

Category	1	2	3	4	5
Sub-Total this Column		12			2
Sub-Total from Column 1	3	9			
<b>TOTAL</b>	<b>3</b>	<b>21</b>			<b>2</b>

Office Use Only 

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Employee Signature: [Signature]

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: \_\_\_\_\_

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 Phone					
0845-0900						
0900-0915						
0915-0930	break					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
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	B20041107161 B20040704789					
1430-1445	B20041006255					
1445-1500	B200410060489					
1500-1515	B20041107129					
1515-1530	B20041107170 B20041207330					
1530-1545						
1545-1600						
1600-1615	B20041207413					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 1 2 3 4 5  
 Sub-Total this Column 

35				
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 Sub-Total from Column 1 

35				
----	--	--	--	--

  
 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

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: FRI

Date: 12, 10, 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						
0800-0815						
0815-0830	B20041207432 phone					
0830-0845						
0845-0900	B20041207413 sfo					
0900-0915						
0915-0930						
0930-0945	break					
0945-1000						
1000-1015						
1015-1030	[Redacted]					
1030-1045	[Redacted]					
1045-1100						
1100-0015	[Redacted]					
1115-1130	[Redacted]					
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	lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330	B20041207431					
1330-1345	B20041207432 computer					
1345-1400						
1400-1415						
1415-1430	B20041207523					
1430-1445	B20041207521					
1445-1500	Good Causes					
1500-1515						
1515-1530	break					
1530-1545	Closed out files	D				
1545-1600		D				
1600-1615		D				
1615-1630	A20041209117					
1630-1645	R20041109149					
1645-1700	B20041207432					
1700-1715	NCTC ENTN					
1715-1730						
1730-1745						
1745-1800						

Category 

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

Sub-Total this Column 

1.5				
-----	--	--	--	--

Sub-Total from Column 1 

1.5				
-----	--	--	--	--

TOTAL 

--	--	--	--	--

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of: 12, 6, 1 through 12, 9, 1

**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 BM

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>90-0-0778</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		✓				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>62002090 5297</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						
-						
-						
-						
-						

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]

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1	20				
<b>TOTAL</b>	20				20

Office Use Only: Total Divided by # of Hours

5      5

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: Echenbri

Work Hours: 10 hrs

Day: Tues Date: 12-7-09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0845						
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						X
-						
-						
-						
-						

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						X
-						
-						
-						
-						
-						

Sub-Total 

					20
--	--	--	--	--	----

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
<b>TOTAL</b>					<b>40</b>

- Category 1** Contact with children and 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)

Office Use Only - Total hours by 1st shift

Employee Signature: [Signature]

Supervisor Signature: L. Evans



# Child Abduction Time Study Worksheet

Employee: Schubert

Work Hours: 10 hr

Day: Thurs

Date: 12/9/07

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>187</u>					
0745-0800	<u>187</u>					
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						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>187</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						
-						
-						
-						
-						

Sub-Total 

--	--	--	--	--

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

Office Use Only 

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 Total Divided by # Hours 

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(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: L. Evans

10 hr all



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, 99<sup>th</sup> 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 taken<sup>1</sup>

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

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<sup>1</sup> 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.<sup>2</sup> 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.

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<sup>2</sup> 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.

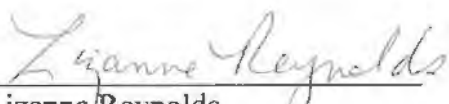
With respect to the SCO's other allegation regarding the reliability of the County's time study, the County has provided sufficient and reliable documentation to support the claimed costs as explained above.

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

Director of Finance Agency

Print or Type Title

*William*

Signature of Authorized Local Agency or School District Official

*11/28/12*

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](http://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  
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John V. Guthrie, Director of Finance  
    Santa Clara County  
Vinod K. Sharma, Controller-Treasurer  
    Santa Clara County

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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 <sup>1</sup>
<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	<u>15,811</u>	<u>15,811</u>	<u>—</u>	
Total direct costs	581,593	433,597	(147,996)	
Indirect costs	<u>138,616</u>	<u>102,357</u>	<u>(36,259)</u>	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	<u>14,820</u>	<u>21,233</u>	<u>6,413</u>	Finding 5
Total direct costs	286,338	538,748	252,410	
Indirect costs	<u>66,685</u>	<u>127,102</u>	<u>60,417</u>	Findings 1, 2, 4
Total direct and indirect costs	353,023	665,850	312,827	
Less allowable costs that exceed costs claimed <sup>2</sup>	—	(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	<u>7,200</u>	<u>7,200</u>	<u>—</u>	
Total direct costs	535,700	493,737	(41,963)	
Indirect costs	<u>121,132</u>	<u>111,514</u>	<u>(9,618)</u>	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 <sup>1</sup>
<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 <sup>2</sup>	—	(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>		

<sup>1</sup> See the Findings and Recommendations section.

<sup>2</sup> 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	\$ (56,349)	\$ (27,565)	\$ (51,581)	\$ (60,896)	\$ (196,391)

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**

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**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.

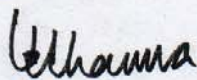
**Finding 5 – Understated travel costs**

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



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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 30<sup>th</sup> 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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 30<sup>th</sup> 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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 chapter<sup>1</sup> 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.

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<sup>1</sup> 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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 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 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.

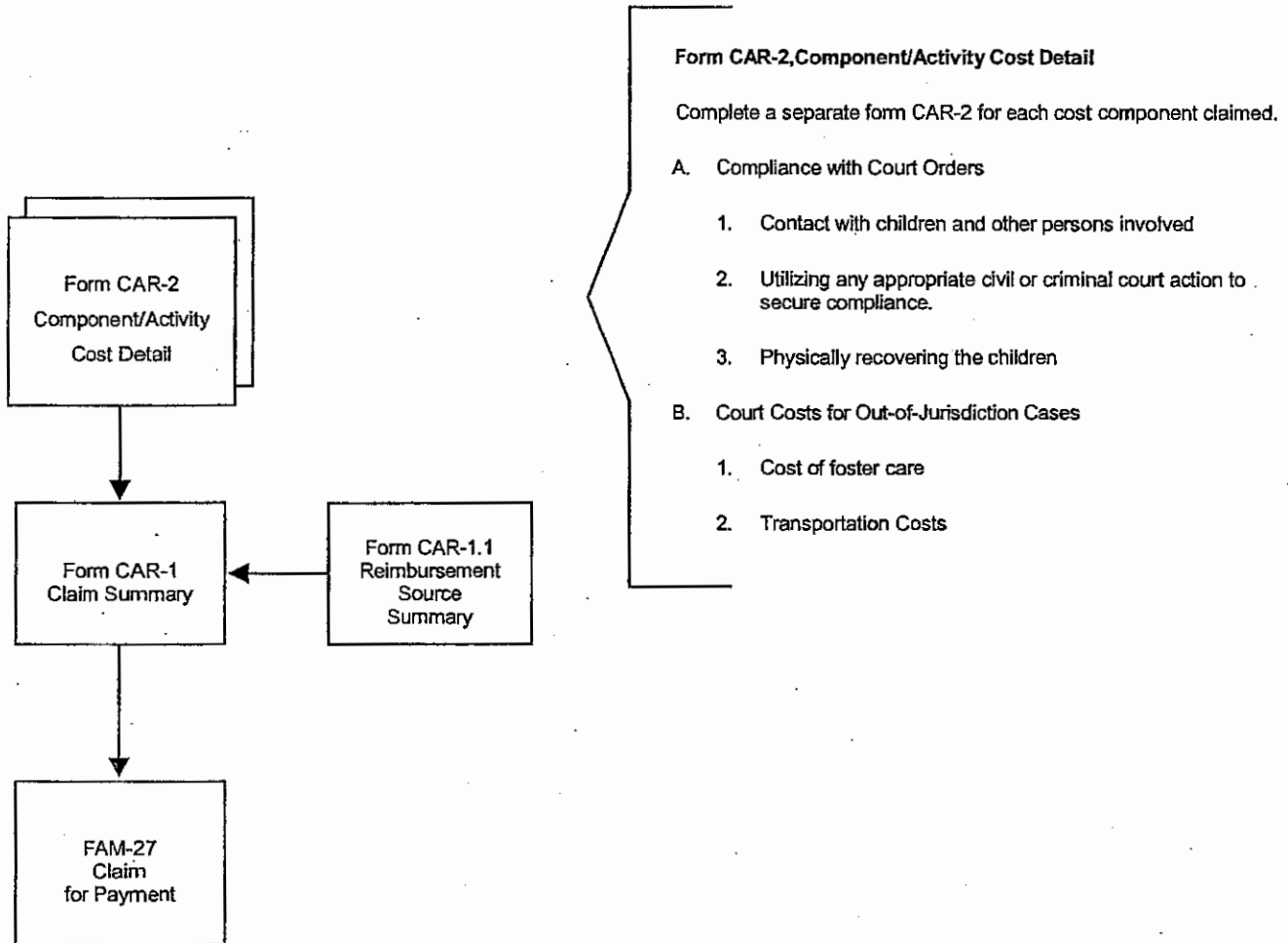
Indirect costs are eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor costs, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 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 must be carried forward to this form for the State Controller's Office to process the claim for payment.



Illustration of Claim Forms



<b>CLAIM FOR PAYMENT</b>		For State Controller Use Only		Program
Pursuant to Government Code Section 17561		(19) Program Number 00013		<b>013</b>
<b>CHILD ABDUCTION AND RECOVERY</b>		(20) Date Filed ___/___/___		
		(21) LRS Input ___/___/___		
L A B E L  H E R E	(01) Claimant Identification Number		<b>Reimbursement Claim Data</b>	
	(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)	
	Suite		(26) CAR-1, (06)	
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	(27)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(28)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>		
<b>Fiscal Year of Cost</b>	(06) 20___/20___	(12) 20___/20___	(30)	
<b>Total Claimed Amount</b>	(07)	(13)	(31)	
<b>Less: 10% Late Penalty, not to exceed \$1,000</b>		(14)	(32)	
<b>Less: Prior Claim Payment Received</b>		(15)	(33)	
<b>Net Claimed Amount</b>		(16)	(34)	
<b>Due from State</b>	(08)	(17)	(35)	
<b>Due to State</b>		(18)	(36)	
<b>(37) CERTIFICATION OF CLAIM</b>				
<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		
_____		_____		
Type or Print Name		Title		
_____		_____		
(38) Name of Contact Person for Claim		Telephone Number	( ) -	Ext.
_____		_____		
		E-Mail Address	_____	

<b>Program</b> <b>013</b>	<b>CHILD ABDUCTION AND RECOVERY</b> <b>Certification Claim Form</b> <b>Instructions</b>	<b>FORM</b> <b>FAM-27</b>
------------------------------	---	------------------------------

- (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__	
<b>Claim Statistics</b>						
(03) (a) Number of Cases for Compliance with Court Orders						
(b) Number of Out-of-Jurisdiction Cases						
<b>Direct Costs</b>		<b>Object Accounts</b>				
(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						
<b>Indirect Costs</b>						
(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)]					
<b>Cost Reduction</b>						
(09) Less: Offsetting Savings						
(10) Less: Other Reimbursements						
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]					

<b>CHILD ABDUCTION AND RECOVERY</b> <b>CLAIM SUMMARY</b> <b>Instructions</b>	<b>FORM</b> <b>CAR-1</b>
--	-----------------------------

- (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.



<b>CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY Instructions</b>	<b>FORM CAR-1.1</b>
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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.

<b>MANDATED COSTS CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL</b>	<b>FORM CAR-2</b>
---	-----------------------

(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	<b>Object Accounts</b>
------------------------------	------------------------

(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 ____						
--	--	--	--	--	--	--



<b>CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL</b> Instructions	<b>FORM CAR-2</b>
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- (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 <b>013</b>
(01) Claimant Identification Number <b>9943</b>			(19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	
(02) Claimant Name <b>County of Santa Clara</b>			(22) CAR-1, (03)(a)	402
County of Location <b>Santa Clara</b>			(23) CAR-1, (03)(b)	0
Street Address or P.O. Box <b>70 West Hedding Street</b>			(24) CAR-1, (04)(1)(f)	581,593
City	State	Zip Code	(25) CAR-1, (04)(2)(f)	
<b>San Jose</b>	<b>CA</b>	<b>95110</b>		
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) <b>2004-2005</b>	(12) <b>2003-2004</b>	(30)	<i>B&amp;R 04 - 994, 207</i>
Total Claimed Amount	(07) <b>\$792,230</b>	(13) <b>\$720,209</b>	(31)	<i>Net 720,209</i>
LESS: 10% Late Penalty		(14)	(32)	<i>(-) Reduce 273,998 ✓</i>
LESS: Prior Claim Payment Received		(15)	(33)	<i>entry</i>
Net Claimed Amount		(16) <b>\$720,209</b>	(34)	<i>Fy 05 B&amp;R</i>
Due from State	(08) <b>\$792,230</b>	(17) <b>\$720,209</b>	(35)	<i>792,230</i>
Due to State		(18)	(36)	<i>SB 90 000705</i>
<b>(37) CERTIFICATION OF CLAIM</b>			<i>SB 000705 C</i>	
<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>				
<u>Signature of Authorized Officer</u>			<u>Date</u>	
  <b>Ram Venkatesan</b>			  <b>SB 90 Coordinator</b>	
Type or print name			Title	
(38) Name of Contact Person for Claim			Telephone Number	<b>(916) 485-8102</b>
<b>Ferlyn Junio (MAXIMUS, Inc.)</b>			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	
<b>Claim Statistics</b>						
(03)(a) Number of Cases for Compliance with Court Order						402
(b) Number of Out-of-Jurisdiction Cases						0
<b>Direct Costs</b>						
(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
<b>Indirect Costs</b>						
(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
<b>Cost Reductions</b>						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$720,209



Program <b>013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY COMPONENT / ACTIVITY COST DETAIL</b>	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2003-2004
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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)	(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.									
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
J. Sylva, Attorney IV	\$97.64	18.39%	1624.50				\$158,616	\$29,170	\$187,786
G. Ortiz, Investigative Assistant	\$27.77	51.02%	11.00			\$691	\$305	\$156	\$461
M. Gallardo, Sr. Paralegal	\$42.97	36.13%	1359.50				\$58,412	\$21,104	\$79,517

(05) Total	Page: ____ of ____	<b>451</b>				\$15,811	\$442,717	\$123,065	\$565,782
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use  
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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.

updated  
reimb.  
MRP program

Jessica prepared  
Miller

2003  
Child Abduction Summary

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	4/30/04	80 reg. - 5
9/5/03	80 reg. - 5.0	5/14/04	80 reg. - 9
9/19/03	78 reg. - 4.5	5/28/04	80 reg. - 5
10/3/03	61.40 reg. - 3.5 =	6/11/04	80 reg. = 5
10/17/03	56 reg. - 3.5	6/25/04	80 reg. - 5
10/31/03	79.30 reg. - 5	7/9/04 (6/28, 29, 30)	24 reg. - 1.5
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		
1/23/04	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		
	<u>1168</u>		

$$5 \frac{5}{8} = 7 \times .5$$

424  
 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	ADY PER DIEM	FINAL	REASON FOR TRAVEL		
BYTHEWAY, GLENN	CLARKSVILLE, TN	7/1-2/03	TA0202-00061	100015818	10011154		620.50		68.30					
				P-CARD	XXXX									
				P-CARD	XXXX		74.26		117.50					956.95
				P-CARD	XXXX									
FINAL	VANCOUVER, WA	7/24/03	TA0202-00134	1900078541	10056687		151.00		69.99		26.39			
				P-CARD	XXXX									
				P-CARD	XXXX		63.22		38.84					208.83
				P-CARD	XXXX									
FINAL	PHILADELPHIA, MS	1/7-8/04	TA0202-00319	XXXX	XXXX		628.40				0.00			
				P-CARD	XXXX									
				P-CARD	XXXX		41.00							
				P-CARD	XXXX									
FINAL	FINAL			XXXX	XXXX				91.79		(2.28)			
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
CARBOTT, PATRICE	SE0 AIRPORT FINAL CLARKSVILLE, TN	6/7/03 7/1-2/03	TA0202-00101 TA0202-00092	1900048018	10014547		620.50				11.68	RECOVER ABDUCTED CHILD		
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1958.50							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1086.50							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1066.50							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
				FINAL	VANCOUVER, WA	7/24/03	TA0202-00135	1900024889	XXXX		75.50			
P-CARD	XXXX		30.00											
P-CARD	XXXX		75.50											
P-CARD	XXXX		30.00											
FINAL	WILLARD, OHIO	9/4-5/03	TA0202-00139	XXXX	XXXX		813.00				0.00			
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		3466.50							
				P-CARD	XXXX									
FINAL	PHILADELPHIA, MS	1/7-8/04	TA0202-00320	1900113067	10017271						34.77			
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
FINAL	FINAL			XXXX	XXXX						(2.27)			
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									

2059.94

1000000

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392.00

215.52





## 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
<b>Personnel Services:</b>				
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
<b>SUBTOTAL:</b>	<b>\$58,321,683</b>	<b>\$0</b>	<b>\$6,736,868</b>	<b>\$51,584,815</b>
<b>Line Item Costs (Services, Supplies &amp; Other):</b>				
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
<b>PAGE 1 - SUBTOTAL:</b>	<b>\$11,017,462</b>	<b>\$3,011</b>	<b>\$2,168,664</b>	<b>\$8,845,787</b>

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)
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<b>PAGE 2 - SUBTOTAL:</b>	<b>(\$8,722,893)</b>	<b>\$330,558</b>	<b>\$1,227,734</b>	<b>(\$10,281,186)</b>

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
99				
100				
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<b>PAGE 3 - SUBTOTAL:</b>	\$0	\$0	\$0	\$0
<b>Total Line Item Costs - Page 1, 2, &amp; 3</b>	\$2,294,569	\$333,569	\$3,396,398	(\$1,435,399)
<b>TOTAL ALL EXPENDITURES:</b>	\$60,616,252			
<b>Cost Adjustments and/or Cost Plan Costs:</b>				
139 A-87 Cost Allocation	\$2,528,948		\$2,528,948	
140				
<b>COST ALLOCATION SUBTOTAL:</b>	\$2,528,948	\$0	\$2,528,948	\$0
<b>TOTAL ALL COSTS:</b>	\$63,145,200	\$333,569	\$12,662,214	\$50,149,416
<b>CALCULATED INDIRECT COST RATE =</b>	<b>24.5%</b>	\$12,662,214	: Total allowable indirect costs	
<b>Rate is based on: Salaries &amp; Benefits</b>		\$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		
25 D5D- G. Savalza, HR Assistant II***	349A	\$43,706			35%	\$15,129
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						
<b>TOTALS</b>		<b>\$5,435,130</b>		<b>\$1,541,720</b>		<b>\$3,778,293</b>

**TOTAL INDIRECT SALARIES** \$5,320,013

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

**CLIENT**

For State Controller Use Only

(19) Program Number 00013  
 (20) Date Filed \_\_\_/\_\_\_/\_\_\_  
 (21) LRS Input \_\_\_/\_\_\_/\_\_\_

**EXHIBIT F**  
**Program**  
**013**

(01) Claimant Identification Number <b>9943</b>		<b>Reimbursement Claim Data</b>	
(02) Claimant Name <b>County of Santa Clara</b>		(22) <b>CAR-1, (03)(a)</b>	<b>212</b>
County of Location <b>Santa Clara</b>		(23) <b>CAR-1, (03)(b)</b>	<b>17</b>
Street Address or P.O. Box <b>70 West Hedding Street</b>		(24) <b>CAR-1, (04)(1)(f)</b>	<b>286,338</b>
City <b>San Jose</b>	State <b>CA</b>	Zip Code <b>95110</b>	(25) <b>CAR-1, (04)(2)(f)</b>
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	(26) <b>CAR-1, (06)</b>
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	<b>25</b>
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28)
Fiscal Year of Cost of Cost	(06) <b>2005-2006</b>	(12) <b>2004-2005</b>	(30)
Total Claimed Amount	(07) <b>\$282,418</b>	(13) <b>\$353,023</b>	(31)
LESS: 10% Late Penalty		(14) <i>81-792250</i>	(32)
LESS: Prior Claim Payment Received		(15) <i>39207</i>	(33)
Net Claimed Amount		(16) <b>\$353,023</b>	(34)
Due from State	(08) <b>\$282,418</b>	(17) <b>\$353,023</b>	(35)
Due to State		(18)	(36)

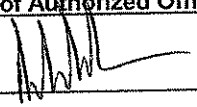
**(37) CERTIFICATION OF CLAIM**

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**

Type or print name

**SB 90 Coordinator**

Title

(38) Name of Contact Person for Claim

Telephone Number

**(916) 485-8102**

**Ferlyn Junio (MAXIMUS, Inc.)**

E-Mail Address

**ferlynjunio@maximus.com**

<b>Program</b> <b>013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY REIMBURSEMENT SOURCE SUMMARY</b>	<b>FORM CAR-1.1</b>
------------------------------	---	-------------------------

(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 REIMBURSEMENT SOURCE RECEIVED**

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(04) Total	
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<b>Program</b> <b>013</b>	<b>MANDATED COSTS</b> <b>CHILD ABDUCTION &amp; RECOVERY</b> <b>CLAIM SUMMARY</b>					<b>FORM</b> <b>CAR-1</b>
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred:		2004-2005	
<b>Claim Statistics</b>						
(03)(a) Number of Cases for Compliance with Court Order						212
(b) Number of Out-of-Jurisdiction Cases						17
<b>Direct Costs</b>						
(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
<b>Indirect Costs</b>						
(06) Indirect Cost Rate (From ICRP) <span style="float: right;">Salary and Benefits</span>					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
<b>Cost Reductions</b>						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$353,023



<b>Program</b> <b>013</b>	<b>MANDATED COSTS</b> <b>CHILD ABDUCTION &amp; RECOVERY</b> <b>COMPONENT / ACTIVITY COST DETAIL</b>	<b>FORM</b> <b>CAR-2</b>
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(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.

**Compliance with Court Orders**

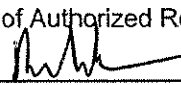
**Court Costs for Out-of-Jurisdiction Cases**

(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	Object Accounts						
				(d) Services & Supplies	(e) Fixed Assets	(f) 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.										
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	184,994	\$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 Page: \_\_\_\_\_ of \_\_\_\_\_ \$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 ___/___/___	
			<b>Program 013</b>	
(01) Claimant Identification Number <b>9943</b>			Reimbursement Claim Data	
(02) Claimant Name <b>County of Santa Clara</b>			(22) CAR-1, (03)(a)	0
County of Location <b>Santa Clara</b>			(23) CAR-1, (03)(b)	14
Street Address or P.O. Box Suite <b>70 W. Hedding Street, East Wing, 2nd Floor</b>			(24) CAR-1, (04)(1)(f)	535,700
City State Zip Code <b>San Jose CA 95110</b>			(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) <b>2006-2007</b>	(12) <b>2005-2006</b>	(30) <i>FY06 SJF</i>	<b>282418</b>
Total Claimed Amount	(07) <b>\$625,000</b>	(13) <b>\$656,832</b>	(31) <i>Adj</i>	<b>(+) 374 414</b>
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32)
LESS: Prior Claim Payment Received			(15)	(33)
Net Claimed Amount			(16) <b>\$656,832</b>	(34)
Due from State	(08) <b>\$625,000</b>	(17) <b>\$656,832</b>	(35)	
Due to State		(18)	(36)	
<b>(37) CERTIFICATION OF CLAIM</b>				
<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 Representative 			Date <b>12/14/2006</b>	
Type or print name <b>Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)</b>			Title <b>SB 90 Coordinator</b>	
(38) Name of Contact Person for Claim <b>Ferlyn B. Junio (MAXIMUS, Inc.)</b>			Telephone Number <b>(916) 485-8102</b>	X <b>110</b>
			E-Mail Address <b>ferlynjunio@maximus.com</b>	

<b>CLAIM FOR PAYMENT</b> <b>Pursuant to Government Code Section 17561</b> <b>CHILD ABDUCTION &amp; RECOVERY</b>			For State Controller Use Only (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___		<b>Program</b> <b>013</b>
(01) Claimant Identification Number <b>9943</b>			<b>Reimbursement Claim Data</b>		
(02) Claimant Name <b>County of Santa Clara</b>			(22) CAR-1, (03)(a)		<b>0</b>
County of Location <b>Santa Clara</b>			(23) CAR-1, (03)(b)		<b>14</b>
Street Address or P.O. Box <b>70 W. Hedding Street, East Wing, 2nd Floor</b>			(24) CAR-1, (04)(1)(f)		<b>535,700</b>
City <b>San Jose</b>			State <b>CA</b>		Zip Code <b>95110</b>
			(25) CAR-1, (04)(2)(f)		<b>0</b>
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	(26) CAR-1, (06)		<b>23</b>
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)		<b>121,132</b>
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)		<b>0</b>
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) CAR-1, (10)		<b>0</b>
Fiscal Year of Cost	(06) <b>2006-2007</b>	(12) <b>2005-2006</b>	(30)		
Total Claimed Amount	(07) <b>\$625,000</b>	(13) <b>\$656,832</b>	(31)		
LESS: 10% Late Penalty, not to exceed \$1,000		(14)	(32)		
LESS: Prior Claim Payment Received		(15)	(33)		
Net Claimed Amount		(16) <b>\$656,832</b>	(34)		
Due from State	(08) <b>\$625,000</b>	(17) <b>\$656,832</b>	(35)		
Due to State		(18)	(36)		
<b>(37) CERTIFICATION OF CLAIM</b>					
<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 Representative			Date		
<b>Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)</b>			<b>SB 90 Coordinator</b>		
Type or print name			Title		
(38) Name of Contact Person for Claim			Telephone Number		X 110
<b>Ferlyn B. Junio (MAXIMUS, Inc.)</b>			<b>(916) 485-8102</b>		
			E-Address		<b>ferlynjunio@maximus.com</b>

<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY CLAIM SUMMARY</b>						<b>FORM CAR-1</b>
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred: 2005-2006			
<b>Claim Statistics</b>						
(03)(a) Number of Cases for Compliance with Court Order						
(b) Number of Out-of-Jurisdiction Cases						14
<b>Direct Costs</b>						
(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
<b>Indirect Costs</b>						
(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
<b>Cost Reductions</b>						
(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	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	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.									
<b>(05) Total</b>						<b>\$7,200</b>	<b>\$362,577</b>	<b>\$165,923</b>	<b>\$528,500</b>

Page: \_\_\_\_ of \_\_\_\_

<b>CLAIM FOR PAYMENT</b> Pursuant to Government Code Section 17561 <b>CHILD ABDUCTION &amp; RECOVERY</b>	For State Controller Use Only: (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	<b>Program</b> <span style="font-size: 2em;"><b>013</b></span>
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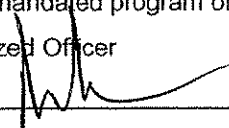
(01) Claimant Identification Number <b>9943</b>			<b>Reimbursement Claim Data</b>	
(02) Claimant Name <b>County of Santa Clara</b>			(22) CAR-1, (03)(a)	114
County of Location <b>Santa Clara</b>			(23) CAR-1, (03)(b)	12
Street Address or P.O. Box <b>70 W. Hedding Street</b>			Suite <b>2nd Fl., East Wing</b>	
			(24) CAR-1, (04)(1)(f)	613,778
City <b>San Jose</b>			State <b>CA</b>	
			Zip Code <b>95110</b>	
			(25) CAR-1, (04)(2)(f)	0
<b>Type of Claim</b>	<b>Estimated Claim</b>		<b>Reimbursement Claim</b>	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
			(26) CAR-1, (06)	22
			(27) CAR-1, (07)	136,492
			(28) CAR-1, (09)	0
			(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) <b>2007-2008</b>	(12) <b>2006-2007</b>	(30) <i>FY07 Estimated</i>	<i>625,000</i>
Total Claimed Amount	(07) <b>\$750,000</b>	(13) <b>\$750,270</b>	(31) <i>Actual</i>	<i>750,270</i>
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32) <i>Adj</i>
LESS: Prior Claim Payment Received			(15)	(33)
Net Claimed Amount			(16) <b>\$750,270</b>	(34)
Due from State	(08) <b>\$750,000</b>	(17) <b>\$750,270</b>	(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
	<i>2/8/2008</i>
<b>Ram Venkatesan, ram.venkatesan@fin.sccgov.org</b>	<b>SB 90 Coordinator</b>
Type or print name	Title

(38) Name of Contact Person for Claim	Telephone Number	916-485-8102	Ext. 110
<b>Ferlyn Junio (MAXIMUS, Inc.)</b>	E-Mail Address	<b>ferlynjunio@maximus.com</b>	

Doc. Type: DR (Customer Invoice) Normal document  
 Doc. Number: 1800015051 Company code: ISCC Fiscal Year: 2008  
 Doc. date: 02/27/2008 Posting date: 02/27/2008 Period: 08  
 Calculate Tax:  FY2008  
 Ref. doc.: USD  
 Doc. currency: USD  
 Doc. Hdr Text: DA - BU202

Item	PK	Account	Account short text	TX	Amount	Text	Cost Ctr	Fund	Funds Ctr	Ref Key 1	Ent/Val/ISA
1	01	SB90000705	CH1399/76 CUSTODY OF		750,000.00	Claim (Estimated)		0001			
2	11	SB90000705	CH1399/76 CUSTODY OF		750,000.00-	Claim (Estimated)		0001			
*					0.00						

Doc. Type : DR (Customer invoice - Normal document)

Doc. Number 1800015050 Company code ISCC Fiscal year 2008

Doc. date 02/27/2008 Posting date 02/27/2008 Period 08

Calculate Tax  FY2007

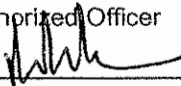
Ref.doc. USD

Doc. currency USD

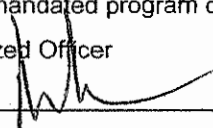
Doc. Hdr Text DA - BU202

Ln	Account	Account description	Dr	Amount	Text	Cost Ctr	Fund	Funds Ctr	Ref Key 1	Emnt/Asu
1	01 SB90000705	CH1399/76 CUSTODY OF		125,270.00	Adjustment (750,270 Actual > 625,000 Estimated)		0001			
2	11 SB90000705	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 <b>013</b>
			(19) Program Number 00013	
			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
(01) Claimant Identification Number <b>9943</b>			<b>Reimbursement Claim Data</b>	
(02) Claimant Name <b>County of Santa Clara</b>			(22) CAR-1, (03)(a)	114
County of Location <b>Santa Clara</b>			(23) CAR-1, (03)(b)	12
Street Address or P.O. Box <b>70 W. Hedding Street</b>		Suite <b>2nd Fl., East Wing</b>	(24) CAR-1, (04)(1)(f)	613,778
City <b>San Jose</b>	State <b>CA</b>	Zip Code <b>95110</b>	(25) CAR-1, (04)(2)(f)	0
<b>Type of Claim</b>	<b>Estimated Claim</b>		<b>Reimbursement Claim</b>	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
			(26) CAR-1, (06)	22
			(27) CAR-1, (07)	136,492
			(28) CAR-1, (09)	0
			(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) <b>2007-2008</b>	(12) <b>2006-2007</b>	(30)	
Total Claimed Amount	(07) <b>\$750,000</b>	(13) <b>\$750,270</b>	(31)	
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32)
LESS: Prior Claim Payment Received			(15)	(33)
Net Claimed Amount			(16) <b>\$750,270</b>	(34)
Due from State	(08) <b>\$750,000</b>	(17) <b>\$750,270</b>	(17)	(35)
Due to State		(18)	(18)	(36)
<b>(37) CERTIFICATION OF CLAIM</b>				
<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 <b>1/8/2008</b>	
Type or print name <b>Ram Venkatesan, ram.venkatesan@fin.sccgov.org</b>			Title <b>SB 90 Coordinator</b>	
(38) Name of Contact Person for Claim <b>Ferlyn Junio (MAXIMUS, Inc.)</b>			Telephone Number <b>916-485-8102</b>	Ext. <b>110</b>
			E-Mail Address <b>ferlynjunio@maximus.com</b>	

ORIGINAL

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY				For State Controller Use Only	Program <b>013</b>
(01) Claimant Identification Number <b>9943</b>				Reimbursement Claim Data	
(02) Claimant Name <b>County of Santa Clara</b>				(22) CAR-1, (03)(a)	114
County of Location <b>Santa Clara</b>				(23) CAR-1, (03)(b)	12
Street Address or P.O. Box <b>70 W. Hedding Street</b>				Suite <b>2nd Fl., East Wing</b>	
				(24) CAR-1, (04)(1)(f)	613,778
City <b>San Jose</b>		State <b>CA</b>	Zip Code <b>95110</b>	(25) CAR-1, (04)(2)(f) <b>0</b>	
Type of Claim	Estimated Claim		Reimbursement Claim		
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>	(26) CAR-1, (06) <b>22</b>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(27) CAR-1, (07) <b>136,492</b>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>	(28) CAR-1, (09) <b>0</b>
					(29) CAR-1, (10) <b>0</b>
Fiscal Year of Cost	(06) <b>2007-2008</b>	(12) <b>2006-2007</b>	(30)		
Total Claimed Amount	(07) <b>\$750,000</b>	(13) <b>\$750,270</b>	(31)		
LESS: 10% Late Penalty, not to exceed \$1,000		(14)	(32)		
LESS: Prior Claim Payment Received		(15)	(33)		
Net Claimed Amount		(16) <b>\$750,270</b>	(34)		
Due from State	(08) <b>\$750,000</b>	(17) <b>\$750,270</b>	(35)		
Due to State		(18)	(36)		
<b>(37) CERTIFICATION OF CLAIM</b>					
<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 <b>2/8/2008</b>	
<b>Ram Venkatesan, ram.venkatesan@fin.sccgov.org</b>				<b>SB 90 Coordinator</b>	
Type or print name				Title	
(38) Name of Contact Person for Claim <b>Ferlyn Junio (MAXIMUS, Inc.)</b>		Telephone Number <b>916-485-8102</b>	Ext. <b>110</b>		
		E-Mail Address <b>ferlynjunio@maximus.com</b>			

MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY						FORM CAR-1
(01) Claimant: County of Santa Clara		(02) Type of Claim			Fiscal Year	
		Reimbursement	X	2006-2007		
		Estimated				
<b>Claim Statistics</b>						
(03)(a) Number of Cases for Compliance with Court Order						114
(b) Number of Out-of-Jurisdiction Cases						12
<b>Direct Costs</b>						
(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
<b>Indirect Costs</b>						
(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
<b>Cost Reductions</b>						
(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
<b>Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.</b>									
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			
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		
<i>Actual time records to be provided upon request.</i>									
(05) Total ( ) Subtotal ( ) Page: ___ of ___				\$410,209	\$201,314	\$611,523	\$368		\$1,887

*Handwritten notes and corrections:*  
 - Circled values: \$19,540, \$39,201, \$30,236, \$37,240  
 - Total Sal. & Bens: \$611,523  
 - Services & Supplies: \$368  
 - Travel & Training: \$1,887  
 - Various scribbles and numbers: 66,140, 19,540, 39,201, 30,236, 37,240, 31,224, 10,327, 301,256

**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.

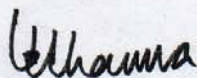
**Finding 5 – Understated travel costs**

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 389-8630



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. Gage, Ekurza Akaracko, 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](mailto: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)	6/25/00-12/23/00 (3)	Balance at 7/8/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation Accrued and Earned	1,098,825	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	18.96
100	Regular Hours	12,245,376	24,433,925	12,188,550	13,609,298	25,797,848	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	75,077	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
655	Annual Leave Used	14,552	31,108	16,545	19,225	35,770	2.51
655	Sick Leave Used	452,532	30,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,473	34,635	19,232	10,874	29,106	2.04
665	Jury Duty	689	1,401	772	1,361	2,073	0.15
675	Remavement Leave	864	1,604	741	2,211	2,952	0.21
676	Remavement Leave-PTD/STO	24	70	46	113	159	0.01
677	Remavement Leave-Chg Sick Lv	270	557	288	782	1,060	0.07
Total Actual Hours Earned		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	

Average Productive Hours	Employee
1,809.94	
-88.00	
1,207,849	
-113.12	
1,552,648	
510,113	
<b>1,371.65</b>	

- 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 comp-time hours used since one hour is worked for every 1.5 hours taken.

11/13/01  
 (12)  
 (B)



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,  
jvennemans@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.

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 <sup>(1.5)</sup>	16.5	31 <sup>(3.2)</sup>	0	44	70%
Fracolli, Bob	Lieutenant	10.5 <sup>(10.75)</sup>	0	0	0	31.75 <sup>(31.75)</sup>	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 <sup>(7.2)</sup>	8.5	0	21.5	17.5 <sup>(17.5)</sup>	37	0	44	84%
Weidner, Patty	Legal Clerk	18.5	0	0	0	20.5	18.5	0	45	41%
<i>Schembri, Mike</i>	<i>Investigator</i>	4.75	0	0	0		4.75			

<b>TOTAL</b>	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 Individual Totals

Employee: RYTHEWAY

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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# Child Abduction Time Study Worksheet

Employee: Sydney

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						X
1045-1100						
1100-0015						
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 

			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: \_\_\_\_\_



Supervisor Signature: \_\_\_\_\_

*1 1/2 hr  
CIP Feedback*

Office Use Only	Total Hours	1	2	3	4	5
Sub-Total this Column				8	14	
Sub-Total from Column 1				13	11	
TOTAL				21		

*5 1/4 6 1/4*

# Child Abduction Time Study Worksheet

Employee: RYTHEORY Work Hours: 630-1730 Day: WED Date: 11/17/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						7
0700-0715						45
0715-0730	20041006240					
0730-0745						
0745-0800						
0800-0815	20040906139					
0815-0830						
0830-0845						
0845-0900	20041106964					
0900-0915						
0915-0930						
0930-0945						X BRK
0945-1000						7
-1015						
1015-1030						60
1030-1045						
1045-1100	CWPP					75
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	1106240					
1300-1315	0906139					
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						X BRK
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
<b>TOTAL</b>	<b>14</b>		<b>12</b>		<b>18</b>

Office Use Only Total Divided by 4 = HRS

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

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: RyTHEWAY

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						
0700-0715						
0715-0730	<u>[REDACTED]</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>7004090 6240</u>					
1015-1030						
1030-1045						
1045-1100						
1100-0015		X				
1115-1130					X	
1130-1145						
1145-1200					X	
-						
-						
-						
-						
-						

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>7004090 6240</u>	X				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	<u>7004100 6240</u>					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		X				
1630-1645						X
1645-1700						
1700-1715						
1715-1730						X
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Sub-Total 16

13				6
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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)

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 Provided by \_\_\_\_\_ hours 7 1/4 3 3/4

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Matthew

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	B20041006240	T				
0715-0730						
0730-0745	B20041106998	T				
0745-0800						
0800-0815						
0815-0830	20040905605	T				
0830-0845						
0845-0900						
0900-0915						
0915-0930					X	
0930-0945						
0945-1000						
-1015						
1015-1030	2004181646	T				
1030-1045						
1045-1100						
1100-0015						
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	20041106998	T				
1315-1330						
1330-1345	20040905605	T				
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	CWPP					
1515-1530						
1530-1545						
1545-1600	20041106998	T				
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)

Category	1	2	3	4	5
Sub-Total this Column	//				//
Sub-Total from Column 1	//				//
<b>TOTAL</b>	<b>92</b>				<b>72</b>
Office Use Only					
Total Divided by # of Hours					
		5 1/2			5 1/2

Employee Signature: \_\_\_\_\_

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						

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						
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						

CHILD ABDUCTION TRAINING  
 Paid for by Prof. Develop  
 + DUELLER 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	1	2	3	4	5
Sub-Total this Column				6	14
Sub-Total from Column 1				14	1
TOTAL				20	15

Date Use Only: 

11	15	04
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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						↑
10-1015						↑
1015-1030						↓
1030-1045						X
1045-1100						↑
1100-0015						↑
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						↑
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 for By Union Reimb.  
+ Paid Development  
Reg. work day*

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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

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

Time Use Only

(See reverse for Category details)

Employee Signature: P. Cardott

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: CARLOTT, 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	COMP TIME OFF					
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 

				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: PCarlott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↓
1215-1230						↓
1230-1245						↓
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415	DUTY OFFICER					↓
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
<b>TOTAL</b>	<b>4</b>		<b>9</b>		<b>32</b>

Office Use Only      (Not Included in Total Hours)

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						
0630-0845						
0645-0700						
0700-0715	B20040906173	↑				
0715-0730	K/A	↓				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900		↓				
0900-0915	TEAM MEETING	↑				
0915-0930						
0930-0945						
0945-1000		↓				
10-1015	B20040906173		↑			
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145			↓			
1145-1200		↑				

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20040906173	↑				
1215-1230	(CONT)	↓				
1230-1245	LUNCH					↑
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	↓	↓			

13

Sub-Total 

5	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	1	2	3	4	5
Sub-Total this Column	13	5			4
Sub-Total from Column 1	5	7			
TOTAL	20	12			
Ones Use Only					
Total Divided by # of Hours					

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	

# 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 ABST TRAINING					
0845-0900						
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						↓

*Working through Prof Development + tuition Reimbursement Doing flex time*

*as Monday is regular DM 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						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						

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Category	1	2	3	4	5
Sub-Total this Column				12	8
Sub-Total from Column 1				13	11
<b>TOTAL</b>				25	19
Total Divided by 4 = Hours				6.25	4.75

= "10"

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						X
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
IRMINING By Prof. Deeloput					B	7
± ADDON term Buisness						
-						
-						
-						
-						

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						
-					8	12
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column			8	12	
Sub-Total from Column 1				13	7
TOTAL			21	19	
Office Use Only	Total Divided by 4 = Hours				
			5	4	7/4

Supervisor Signature: \_\_\_\_\_

= 10/hrs



# 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 w/ (B)					↓
1215-1230	Canada					↓
1230-1245	(after) (B)					↓
1245-1300	Social Worker					↓
1300-1315	CALL - ADMIN					
1315-1330						
1330-1345		↓				
1345-1400	B2004042277	X				
1400-1415	(B)					
1415-1430						
1430-1445						
1445-1500		↓				
1500-1515	B20041006436					
1515-1530	Rewrite 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
<b>TOTAL</b>	<b>24</b>	<b>6</b>	<b>10</b>	<b>-</b>	<b>6</b>

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] SA	↓				
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
<b>TOTAL</b>	<b>16</b>	<b>10</b>			<b>18</b>

Office Use Only 16 10   18

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	[REDACTED]	↓				
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		↓				
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
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						
-						
-						
-						
-						

*flexed home  
for Monday*

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

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1	12				4
TOTAL	12	-	-	-	4

*Ompro Use Only*

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 12 HRS))  
10.75

# 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						✓
0945-1000	ADMIN/ [REDACTED]	X				
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						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 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]

Supervisor Signature: \_\_\_\_\_

507

208

	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
<b>TOTAL</b>	<b>9</b>				<b>33</b>

Office Use Only: 2.25 8.25

# 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						↓
-						
-						
-						
-						
-						

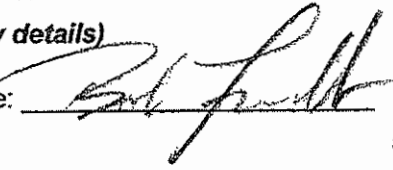
Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	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

Sub-Total 

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: 

Supervisor Signature: \_\_\_\_\_

508

209

Category	1	2	3	4	5
Sub-Total this Column	1				19
Sub-Total from Column 1	1				21
<b>TOTAL</b>	<b>2</b>				<b>40</b>
Office Use Only					
Total Number of Hours					

15

10

# 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						
J-1015	ADMIN/ [REDACTED]	X				
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

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						
-						
-						
-						
-						
-						

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]

509

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
<b>TOTAL</b>	<b>17</b>				<b>25</b>

Emps Use Only      Dist Approved by: \_\_\_\_\_  
 4:25      6:25

Supervisor Signature: \_\_\_\_\_

210

# 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						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

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						
-						
-						
-						
-						

Sub-Total 

14	-	-	-	8
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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

Category	1	2	3	4	5
Sub-Total this Column	1	-	-	-	19
Sub-Total from Column 1	14	-	-	-	8
<b>TOTAL</b>	<b>15</b>				<b>27</b>

Other Use Only      Child Abuse Only

3.75      6.75

(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_





# Child Abduction Time Study Worksheet

Employee: MARITHA 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	4A					
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						
1300-1315						
1315-1330	4A					
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

	Category	1	2	3	4	5
Sub-Total this Column					4	1
Sub-Total from Column 1				4		
<b>TOTAL</b>				<b>8</b>	<b>1</b>	

Office Use Only Total Divided by 4 = Hours

See reverse for Category details)

Employee Signature: Marittha Gallarin

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARILIA GALLARDO Work Hours: 8:30-5 Day: TUES Date: 11/16/14

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	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					
-						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column				4	1
Sub-Total from Column 1				4	
<b>TOTAL</b>				<b>8</b>	<b>1</b>

Office Use Only Total Divided by 2.0 Hours

Employee Signature: Marilia Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 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	1 D					
0845-0900	5 A					
0900-0915	↓					
0915-0930						
0930-0945	1 D					
0945-1000	↓					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	↓					

2.75 4 3 = .75

Sub-Total 3 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)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5 B					
1215-1230	↓					
1230-1245						
1245-1300	↓					
1300-1315	1 D					
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						

16 = 4 4 = 1

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 Danded by 1.75 hours

6.75 1.75

Employee Signature: Martha Gallardo

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	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						

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						

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: \_\_\_\_\_

	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

# 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						
-						
-						
-						
-						

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						
-						
-						
-						
-						

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: \_\_\_\_\_

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					

# 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	.75	10.25
Thursday	0.5	1	0	1	0	
Friday						
Saturday						
Sunday						
TOTAL	7 2	8.5	0	21.5	17.5	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					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	
45-1000					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	
-						
-						
-						
-						

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	
-						
-						
-						
-						

Sub-Total 

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

Office Use Only 

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 Total Divided by 45 Hours

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

16

Employee: Sylvia

Work Hours: \_\_\_\_\_

Day: Tuesday

Date: 11/01/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CDAA					
0615-0630	Training					
0630-0645						
0645-0700	Supervision					
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						
-						
-						
-						
-						
-						

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 

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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)

Category	1	2	3	4	5
Sub-Total this Column				9.5	
Sub-Total from Column 1					
TOTAL				9.5	

Office Use Only Total Hours by Category

9.5

Employee Signature: Sylvia

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: J. Separa Work Hours: \_\_\_\_\_ Day: Wed. Date: 6/17/04

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. Mexican Consular officials	✓				
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-1115		✓				
1115-1130		✓				
1130-1145						
1145-1200						
-						
-						
-						
-						
-						

8 12

Sub-Total 

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)

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							
-							
-							
-							
-							
-							

3 3.5 1.75

Category 

1	2	3	4	5
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Sub-Total this Column 

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	1.75
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Office Use Only Total Divided by 4 = Hour

10.25

Employee Signature: J. Separa 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						
1100-0015						
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 

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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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

Office Use Only Total Divided by 4 = Hours

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				.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: 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	[Redacted]					1
0715-0730	[Redacted]					1
0730-0745	[Redacted]					
0745-0800						
0800-0815						
0815-0830						1
0830-0845	[Redacted]					
0845-0900	[Redacted]					
0900-0915	[Redacted]					
0915-0930						
0930-0945						
0945-1000						
J-1015	<i>Meeting</i>					5
1015-1030						5
1030-1045						
1045-1100						1
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						

Sub-Total this Column 

15				5
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Sub-Total from Column 1 

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TOTAL 

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Supervisor Signature: \_\_\_\_\_

5 hrs





# 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						

*DUT*

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 

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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

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

Employee Signature: \_\_\_\_\_

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						
<b>TOTAL</b>	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						
0630-0845						
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
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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 Sub-Total this Column 

				20
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 Sub-Total from Column 1 

5				16
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 TOTAL 

5				36
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Once Use Only 

2.5				9
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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
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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	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
<b>TOTAL</b>	<b>2</b>				<b>38</b>

Office Use Only

15 9.5

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: Schemani

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						9
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
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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 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 

1	2	3	4	5
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 Sub-Total this Column 

				20
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 Sub-Total from Column 1 

				20
--	--	--	--	----

  
 TOTAL 

				40
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On-call Use Only 

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10

Supervisor Signature: [Signature]

# Child Abduction Time Study Worksheet


Employee: STENSON 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: 

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
<b>TOTAL</b>	<b>7</b>				<b>34</b>

Office Use Only: Total Category 1 Time: 1.75 Total Category 5 Time: 8.5

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			

<b>TOTAL</b>	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
<i>Schembra</i>	<i>Inv.</i>	4.5				35.5	40
<i>Campagnolo</i>	<i>Inv. (TZ Substitute)</i>					1.0	
TOTAL		49.75	24.25			258	



# Child Abduction Time Study Weekly Individual Totals

Employee: ESYTHE Wynn

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						
<b>TOTAL</b>	8 3/4	3 1/2			29 3/4	

# Child Abduction Time Study Worksheet

Employee: PyTHEWAY 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						I
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	<u>20040805605</u>	I				
0745-0800		I				
0800-0815						
0815-0830						
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: \_\_\_\_\_

Time	Case # or Activity	Category				
		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						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	5	11			6
Sub-Total from Column 1	7	3			12
<b>TOTAL</b>	<b>12</b>	<b>14</b>			<b>18</b>

Office Use Only 

total incident hrs	3 3/2	4 1/2
--------------------	-------	-------

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. J. THELWY

Work Hours: 6:30-7:30 Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						I
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	<u>2004 090 5605</u>	I				
0745-0800		I				
0800-0815		I				
0815-0830	<u>2002 070 4017</u>	I				
0830-0845		I				
0845-0900		I				
0900-0915	<u>CEVP</u>					I
0915-0930						I
0930-0945						I
0945-1000		I				
1000-1015		I				
1015-1030		I				
1030-1045		I				
1045-1100		I				
1100-1115		I				
1115-1130		I				
1130-1145		I				
1145-1200						I
---						
---						
---						
---						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						I
1215-1230						I
1230-1245						I
1245-1300						I
1300-1315		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						I
1600-1615						I
1615-1630						I
1630-1645						I
1645-1700						I
1700-1715						I
1715-1730						I
1730-1745	--					
1745-1800						
---						
---						
---						
---						

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

	Category	1	2	3	4	5
Sub-Total this Column		9				13
Sub-Total from Column 1		14				8
<b>TOTAL</b>		<b>23</b>				<b>21</b>

Office Use Only 

Total Days on Duty	5 3/4	5 1/4
--------------------	-------	-------

See reverse for Category details)

Employee Signature: 

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	<i>see overtime slip - 2</i>			
Sunday						
<b>TOTAL</b>	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						
10-1015						
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	[REDACTED]					↑
1215-1230	LW CH					↑
1230-1245						↓
1245-1300						
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS	↓				
1330-1345	B20041006542	↑				
1345-1400	C [REDACTED] / A [REDACTED]					
1400-1415	& 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	0			0
TOTAL	30	10			4

Once Use Only (Not to be used by more than one person)

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 [REDACTED]					
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			↓			
1100-0015						
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	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	3			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	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						✓

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 

--	--	--	--	--

- Category 1 Contact with children and 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	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					
Office Use Only					10

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	HOLIDAY DAY					
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						
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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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

Once Use Only Total Hours

Employee Signature: P. Cardott

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)**

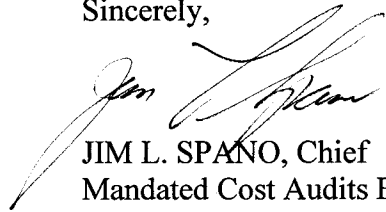
*Child Abduction and Recovery Program, 08-4237-I-02*  
Civil Code Section 4600.1 (Repealed and added as Family Code Sections 3060-3064);  
Penal Code Sections 278 & 278.5 (Repealed and added as Penal Code Sections 277, 278 &  
278.8); Welfare and Institution Code Sec. 11478.5 (Repealed and added as Family 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**

**Table of Contents**

<b><u>Description</u></b>	<b><u>Page</u></b>
<b>SCO Response to Comments</b>	
Declaration .....	Tab 1
State Controller's Office Analysis and Response .....	Tab 2
General Claiming Instructions, Section 7, subdivision A (updated September 2001) .....	Tab 3
State Controller's Office Analysis of Hourly Rates .....	Tab 4
Santa Clara County's Analysis of Actual Hours FY 2001-02, County Computes Standard Time Increment for Breaks .....	Tab 5
Sample Comparison of Claimed and Supporting Hours, Employee Works an Alternative Schedule .....	Tab 6
State Controller's Office Analysis of Unsupported Hours .....	Tab 7
State Controller's Office Analysis of Paralegal and Legal Clerk Time Study Hours .....	Tab 8
State Controller's Office Analysis of Time Study Results.....	Tab 9
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.

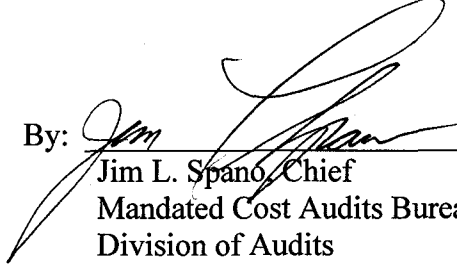
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7) A field audit of the claims for fiscal year (FY) 1999-2000, FY 2000-01, and FY 2001-02 commenced on August 2, 2004, and ended on October 4, 2005.

I do declare that the above declarations are made under penalty of perjury and are true and correct to the best of my knowledge, and that such knowledge is based on personal observation, information, or belief.

Date: December 22, 2014

OFFICE OF THE STATE CONTROLLER

By:   
Jim L. Spano, Chief  
Mandated Cost Audits Bureau  
Division of Audits  
State Controller's Office

## **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>	398,906	<u>\$ (297,447)</u>
Less amount paid by the State <sup>1</sup>		(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>	538,918	<u>\$ (514,116)</u>
Less amount paid by the State <sup>1</sup>		(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	<u>869,015</u>	<u>530,187</u>	<u>(338,828)</u>
Indirect costs	<u>327,787</u>	<u>199,710</u>	<u>(128,077)</u>
Total program costs	<u>\$ 1,196,802</u>	<u>729,897</u>	<u>\$ (466,905)</u>
Less amount paid by the State <sup>1</sup>		<u>(729,897)</u>	
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	<u>2,198,922</u>	<u>1,256,729</u>	<u>(942,193)</u>
Indirect costs	<u>747,267</u>	<u>410,992</u>	<u>(336,275)</u>
Total program costs	<u>\$ 2,946,189</u>	<u>1,667,721</u>	<u>\$(1,278,468)</u>
Less amount paid by the State <sup>1</sup>		<u>(1,667,721)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

<sup>1</sup> 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 <sup>2</sup>

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,

<sup>2</sup> 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.<sup>3</sup> 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.

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<sup>3</sup> 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 hours<sup>4</sup> 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.

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<sup>4</sup> 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**):

Fiscal Year	Total Mandate-Related Hours Claimed
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.

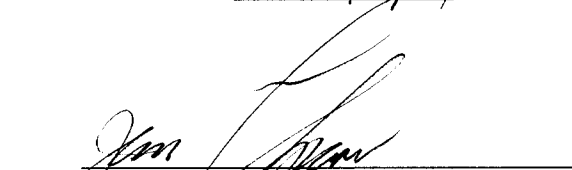
The county did not provide support for mandate-related hours claimed for two employees. For the remaining employees, the county's time logs supported fewer mandate-related hours than the hours that the county claimed.

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 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:

	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
1 Timothy Blackwood, Attorney IV	\$ 75.29 <i>2A24/6</i>	\$ 69.34 <i>3D/12</i>	\$ (5.95)	166 <i>2A24/6</i>	\$ (987.70)	21.85% <i>2A24/6</i>	\$ (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					<u>\$ (33,659.00)</u> <small>(rounded)</small>		<u>\$ (6,501.00)</u> <small>(rounded)</small>	<u>\$ (40,160.00)</u> <small>(rounded)</small> <i>30/6</i>

*01-25-05*  
*5/25/05*  
*3/24/05*  
*6/19/05*  
*2/17*



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
	<i>2A2c/3b</i>	<i>30/20'</i>		<i>2A2c/3b</i>		<i>2A2c/3b</i>		
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)
<b>Total Unallowable Costs</b>					<b>\$(64,910.00)</b>		<b>\$ (16,096.00)</b>	<b>\$(81,006.00)</b>
					(rounded)		(rounded)	(rounded)

*30/14*

*07-30-05  
SNC  
3/29/05  
4/25/05  
4/29/05  
30/15*

## **Tab 5**



Provided by County

# ANALYSIS OF ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

## For Fiscal Year

### 2001 - 2002

Hours Code	Description	Period 01-14 Balance at 7-8-2001 <b>A</b>	Period 01-26 Balance at 12-23-2001 <b>B</b>	7-8-2001 through 12-24-2000 <b>C</b>	Period 02-14 Balance at 7-7-2002 <b>D</b>	2001 - 2002 Fiscal Year Total <b>E</b>	Avg Hrs Per FTE
		<b>B - A</b>			<b>C + D</b>		
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	✓13,809,298	✓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
<b>Total Actual Paid/Earned Hours</b>		<b>15,581,023</b>	<b>29,794,166</b>	<b>14,213,143</b>	<b>17,200,776</b>	<b>31,163,997</b>	<b>2,080</b>
<b>Full-time Equivalent Positions</b>						<b>14,983</b>	
<b>Total Days in Period</b>			<b>168</b>		<b>196</b>	<b>364</b>	
<b>Weekdays in Period</b>			<b>120</b>		<b>140</b>	<b>260</b>	
<b>Paid Hours in Period</b>						<b>2,080</b>	

#### 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
<b>Net Average Productive Hours Per Employee</b>	<b>1,545.81</b>

**1,546**

Rounded

**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 567 1.5 hours taken.

30/3/20  
01-35-06  
SNP  
6/3/24/05  
30/22

## **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 00-0-0608 (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						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

30/11  
 3/25/05  
 6/17/05  
 5/25/05  
 SW  
 07-28/05  
 1-313  
 MS 9/15



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 <sup>0112</sup>
			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 # \_\_\_\_\_ 57<sup>th</sup> End of Week Mileage \_\_\_\_\_

C

**WEEKLY STATISTICAL REPORT**

NAME Ewan MONTH July YEAR 99 WEEK OF: 7-19-22

99-0-3081	(M M)		4	2				6
99-0-3075			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			GENERAL ADMIN			1	1			2
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	4	3	2	3			12
REMARKS:			DOCUMENTS SERVED							
			COMPLAINTS FILED							
			ARRESTS MADE							
			ARRESTS ASSISTS							
			SEARCH WARRANTS							
			CASE ASSISTS	1						1
			CHILDREN RECVRD							

Vehicle # \_\_\_\_\_ End of Week Mileage \_\_\_\_\_  
 572

b

276

# WEEKLY STATISTICAL REPORT

NAME EVANS

MONTH August YEAR 99

WEEK OF: 10-20

DATE	CASE #	CIP	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
99-8-3106				2	1										3
99-0-3109				1											1
99-0-3071				1	7	12	8	9.7							37.7
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												
DATE & TIME	CASE #	CIP	TRAINING HOURS												
			10	10	12	8	9.7								49.7
						2	9.7								11.7
			OVERTIME CIP												
			VACATION/LEAVE												
			SICK												
						2									2
			FIELD WORK												
MILEAGE			DOCUMENTS SERVED												
			COMPLAINTS FILED												
			ARRESTS MADE												
			ARRESTS ASSISTS												
			SEARCH WARRANTS												
			CASE ASSISTS												
			2	CHILDREN RECVRD											

0 49.7+  
 30/7 40.0+  
 30/8 41.5+

003

Vehicle # 95051

End of Week Mileage

131.2\*+  
 30/1

30 1/2

**WEEKLY STATISTICAL REPORT**

NAME EVANS MONTH July YEAR 99 WEEK OF: 26-29

99-0-3079	H	[REDACTED]	1						1
97-0-3075	B	[REDACTED]	3	10	2				15
98-0-3198	P	[REDACTED]	2		2	2			6
99-0-3081	A	[REDACTED]			2	2			4
99-0-3015	M	[REDACTED]			4	2			6
98-0-3177	K	[REDACTED]				1			1
99-0-3105	D	[REDACTED]				2			2

OVERTIME			GENERAL ADMIN				1		1
DATE & TIME	CASE #	CIP	TRAINING HOURS						
			HOURS WORKED	6	10	10	10		36
			OVERTIME						30 1/2
			OVERTIME CIP						
			VACATION/LEAVE	4					4
			SICK						
			COURT HOURS						
			FIELD WORK	3	4	2	3		12
REMARKS:			DOCUMENTS SERVED				1		1
			COMPLAINTS FILED						
			ARRESTS MADE						
			ARRESTS ASSISTS						
			SEARCH WARRANTS						
			CASE ASSISTS			1	1		2
			CHILDREN RECVRD						

Vehicle # 95051

574 End of Week Mileage 30 1/2



3047

WEEKLY STATISTICAL REPORT

NAME L. Ewars MONTH AUG YEAR 99 WEEK OF: 23-26

CASE NUMBER/CASE NAME										TOTAL	
98-0-3198	F			2	1			5			3.5
99-0-3071	C			5	2						7
99-0-3106	C			3	4	3	3				13
99-A-3107	J				2	4					6
99-A-3113	S						.5				.5
99-0-3122	A					1					1
99-0-3123	B					1.5	1				2.5
99-0-3015	M						1				1
99-0-3117	G						.5				.5
99-0-3096	B						3				3
99-0-3099	A						.5				.5
99-0-3125	R						.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 \_\_\_\_\_

30 1/8

### WEEKLY STATISTICAL REPORT

NAME EVANS MONTH AUG YEAR 99 WEEK OF: 30-31

OVERTIME			GENERAL ADMIN						
DATE & TIME	CASE #	CIP	TRAINING HOURS						
99-0-3107			3	4.5	5	2			14.5
99-0-3106			5	2.5	2	5			14.5
99-0-3114			2	3.5	2				7.5
99-0-3125				1					1
97-0-3075					.5				.5
99-0-3071						.5			.5
98-0-3192						1			1
					.5	2			2.5
			HOURS WORKED	10	11.5	10	10		41.5
			OVERTIME						30 1/8
			OVERTIME CIP						
			VACATION/LEAVE						
			SICK						
			COURT HOURS						
			FIELD WORK						
REMARKS:			DOCUMENTS SERVED						
			COMPLAINTS FILED						
			ARRESTS MADE						
			ARRESTS ASSISTS						
			SEARCH WARRANTS			1			
			CASE ASSISTS						
			CHILDREN RECVRD						

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	30/1/2 \$ 69.34	30/1/2 0.00	\$ -	3E/1 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	30/1/2 (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)

30/1/2

2/12  
 6/17/05  
 6/9/05  
 4/25/05  
 5/2  
 6/25/05

20/10  
6/17/05  
6/9/05  
4/25/05  
3/24/05

9/2  
07-25-05

Santa Clara County  
Child Abduction and Recovery  
Audit Period from July 1, 1999 through June 30, 2000

Analysis of Claimed Hours 1999-2000

Employee Name/Title	Hours Claimed	Allowable Hours	Unallowable hours	Comments
Linda Evans, Inspector	2022/6 1,551.00	301/1 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	301/45 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	301/75 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	301/131 375.40	(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 reimbursable 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	301/142 466.00	(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.

Y Allowable hours were traced to time logs

15.5 hours for good cause cases

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 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	\$ 30/15 72.22	\$ 30/13 (257.00)	\$ (18,560.54)	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. Alamason, 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)

30/15  
 30/13  
 30/10  
 3/25/05  
 4/25/05  
 5/17/05  
 3/24/05  
 112

Santa Clara County  
Child Abduction and Recovery  
Audit Period from July 1, 1999 through June 30, 2002

4/17/05  
4/25/05  
3/29/05  
S/L  
07-25-05

Analysis of Claimed Hours 2000-01

Employee Name/Title	Hours Claimed	Allowable Hours	Unallowable Hours	Comments
Timothy Blackwood, Attorney IV	666 <i>2A26/54</i>	409.00 <i>3D1/168</i>	(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	568.00 <i>3D1/200</i>	(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	1339.00 <i>3D1/215</i>	0.00	Allowable costs were traced to time logs.
Tom Johnson, Attorney	943	731.00 <i>3D1/228</i>	(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	728.50 <i>3D1/242</i>	(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	1297.50 <i>3D1/258</i>	(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	783.00 <i>3D1/274</i>	(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 reimburseable 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	396.25 <i>3D1/293</i>	(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	413.00 <i>3D1/299</i>	(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	313.50 <i>3D1/311</i>	(430.50)	Unallowable hours could not be traced to time logs.
Bob Fracoli, Criminal Inspector III	644	43.00 <i>3D1/312</i>	(601.00)	Unallowable hours could not be traced to time logs.

Allowable costs were traced to time logs

*43 hrs. for good cause cases*

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	-	\$ -	3E/1 21.77%	\$ -	\$ -
G. Bytheway, Criminal Investigator	40.99	30/17 (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%	-	-
<b>Total Unallowable Costs</b>			<b>\$ (201,892.00)</b>		<b>\$ (55,930.00)</b>	<b>\$ (257,822.00)</b>
			(rounded)		(rounded)	(rounded)

30/14

05-28-05  
 SN  
 5/25/05  
 6/9/05  
 5/26/05  
 6/1/05



Santa Clara County  
Child Abduction and Recovery  
Audit Period from July 1, 1999 through June 30, 2002  
Audit ID# S05-MCC-0003

301/17  
6/20/05  
3/24/05  
  
SV2  
07-25-05

Analysis of District Attorney's Claimed Hours 2001-02

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 reimburseable 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 assult 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

301/114

## **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%
	<b>Subtotal By Category</b>	<b>65.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62.50</b>	<b>127.50</b>	

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%
	<b>Subtotal: By Category</b>	<b>97.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71.75</b>	<b>168.75</b>	

- Category 1: Contact with children and 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.

6

## **Tab 9**

3D-2/  
12  
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-2/40 176.50	31.00	-	-	135.75
<b>Total hours by Category</b>	<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: 11/22/04 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
<i>Schembin</i>	<i>Inv.</i>	4.5				35.5
<i>Campagnolo</i>	<i>Inv. (TL Substitute)</i>					1.0

TOTAL	49.75	24.25			258
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30-2/2





3D-2/1140

# 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	9.75	19.00			15.5
Weidner, Patty	Legal Clerk	31.0				13.75
Schembri	Inv.	5.00				35.0

TOTAL	176.5	31.				135.75
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3D-2/2

**Tab 10**

2A2nd  
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
Diego 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.									
			<u>10,694</u> X						

(05) Total Page: \_\_\_ of \_\_\_ 10,694 \$4,283 \$426,165 \$82,314 \$508,478

303E12

X = foot

593 ✓

Calculated = 4294  
diff. 1  
TO 2A 2a / 2a  
X TO 2a

£ 508 479

2A2b/e  
02/19/12

<b>Program 013</b>	<b>MANDATED COSTS CHILD ABDUCTION &amp; RECOVERY COMPONENT / ACTIVITY COST DETAIL</b>	<b>FORM CAR-2</b>
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(1) Claimant: <b>County of Santa Clara</b>	(02) Fiscal year costs were incurred: <b>2000-2001</b>
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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	(c) Hours Worked / Quantity	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
<b>Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - included translation, trial preparation, training &amp; travel for child recovery.</b>	*	*	*						*
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
M. Lucarotti, Criminal Investigator II	\$41.95	19.28%	1806.00	\$1,116		2676	\$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	3564			\$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	30153			\$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
<b>Provided direct clerical or administrative support on all child abduction cases.</b>									
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

\* Jo 2A2b/e  
• Jo 3E11

(05) Total	Page: _____ of _____	14,150 <b>594</b>	\$2,637	\$2,362	\$632,171	\$139,636	\$771,808
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16/2

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	(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.									
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 \_\_\_\_\_ \$6,429 \$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	(c) Hours Worked / Quantity	(g)					
				(d) Services & Supplies	(e) Fixed Assets	(f) 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	\$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
<hr style="width: 100%;"/> <p style="font-size: 2em; margin: 0;">7,783</p> <hr style="width: 100%;"/> <p style="text-align: center;">✓</p>									

(05) Total Page: \_\_\_ of \_\_\_

\$15,811 \$442,717 \$123,065 \$565,782

✓ = foot

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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.

- 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	(g)					
				(d) Services & Supplies	(e) Fixed Assets	(f) 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	\$55.23	29.90%	618.25			\$6,304	\$34,148	\$10,210	\$44,356
Patrice Cardott, Criminal Investigator II	\$57.39	31.45%	472.00			\$1,531	\$27,088	\$8,519	\$35,607
Linda Evans, Criminal Investigator II	\$81.03	30.86%	385.70			\$6,297	\$23,539	\$7,264	\$30,803
Randy Brown, Criminal Investigator II	\$80.06	35.35%	185.00			\$32	\$9,910	\$3,503	\$13,413
Denise Orocchi, Criminal Investigator II	\$54.54	32.39%	4.00			\$185	\$218	\$71	\$289
Kirk Yates, Criminal Investigator II	\$57.39	29.63%	108.00			\$16	\$8,198	\$1,837	\$8,035
Jeanne Sylva, Attorney IV	\$120.38	20.04%	626.75			\$328	\$75,448	\$15,120	\$90,568
Martha Gallardo, Sr. Paralegal	\$43.57	29.65%	555.50			\$100	\$24,203	\$7,176	\$31,379
Patty Weldner, Legal Clerk	\$32.61	31.29%	398.65				\$13,000	\$4,068	\$17,068
Rosalie Ramirez, Criminal Investigator II						\$27			
<u>3,334 (rounded)</u>									
(05) Total	Page: ____ of ____					\$14,820	\$213,751	\$57,767	\$271,518

✓ = first



**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*

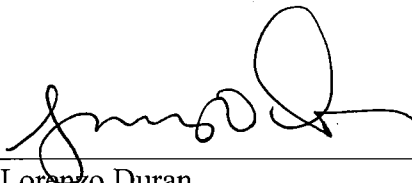
Civil Code Section 4600.1 (Repealed and added as Family Code Sections 3060-3064);  
Penal Code Section 278 & 278.5 (Repealed and added as Penal Code Sections 277, 278  
& 278.5); Welfare and Institutions Code Sec. 11478.5 (Repealed and added as Family  
Code Section 17506)

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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Division of Audits, 3301 C Street, Suite 700, Sacramento, CA 95816

Phone: (916) 322-7522

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Division of Accounting and Reporting, 3301 C Street, Suite 700, Sacramento, CA 95816

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andy@nichols-consulting.com

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christian.osmena@dof.ca.gov

**Arthur Palkowitz**, *Stutz Artiano Shinoff & Holtz*  
2488 Historic Decatur Road, Suite 200, San Diego, CA 92106  
Phone: (619) 232-3122  
apalkowitz@sashlaw.com

**Keith Petersen**, *SixTen & Associates*  
P.O. Box 340430, Sacramento, CA 95834-0430  
Phone: (916) 419-7093  
kbsixten@aol.com

**Elizabeth Pianca**, *County of Santa Clara*  
**Claimant Representative**  
70 West Hedding Street, 9th Floor, East Wing, San Jose, CA 95110-1770  
Phone: (408) 299-5920  
elizabeth.pianca@cco.sccgov.org

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dscribner@max8550.com

**Jim Spano**, Chief, Mandated Cost Audits Bureau, *State Controller's Office*  
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DSpeciale@sco.ca.gov



**JOHN CHIANG**  
California State Controller

December 30, 2014

**Exhibit D**

**RECEIVED**  
December 31, 2014  
*Commission on  
State Mandates*

**LATE FILING**

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**

**Table of Contents**

<b><u>Description</u></b>	<b><u>Page</u></b>
<b>SCO Response to County Comments</b>	
Declaration .....	Tab 1
State Controller’s Office Analysis and Response .....	Tab 2
General Claiming Instructions, Section 7, subdivision A (updated October 2007) .....	Tab 3
Letter from Santa Clara County to State Controller’s Office—January 11, 2006.....	Tab 4
FY 2006-07 Summary Hours and Monthly Time Logs .....	Tab 5
County Time Study Documents, pages 244 through 366.....	Tab 6
Letter from Santa Clara County to State Controller’s Office—June 17, 2008.....	Tab 7

**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

4 BEFORE THE  
5 COMMISSION ON STATE MANDATES  
6 STATE OF CALIFORNIA  
7

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 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.



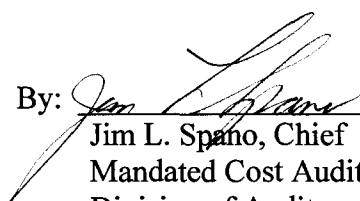
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7) A field audit of the claims for fiscal year (FY) 2003-04, FY 2004-05, FY 2005-06, and FY 2006-07 commenced on May 13, 2008, and ended on September 16, 2009.

I do declare that the above declarations are made under penalty of perjury and are true and correct to the best of my knowledge, and that such knowledge is based on personal observation, information, or belief.

Date: December 22, 2014

OFFICE OF THE STATE CONTROLLER

By:   
Jim L. Spano, Chief  
Mandated Cost Audits Bureau  
Division of Audits  
State Controller's Office

## **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, Statues 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 <sup>1</sup>		—	
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 <sup>2</sup>	—	(312,827)	(312,827)
Total program costs	<u>\$ 353,023</u>	353,023	<u>\$ —</u>
Less amount paid by the State <sup>1</sup>		(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 <sup>1</sup>		(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 <sup>1</sup>		(689,374)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment
<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		(1,647,648)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 535,954</u>	

<sup>1</sup> Payment information current as of November 19, 2014.

<sup>2</sup> 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<sup>3</sup>

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.

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<sup>3</sup> 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.<sup>4</sup> 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.

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<sup>4</sup> 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 6<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 19<sup>th</sup> 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 7<sup>th</sup> and 27<sup>th</sup> 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

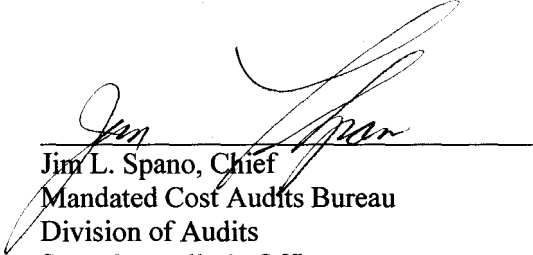
The State Controller's Office audited Santa Clara County's claims for costs of the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007. The 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:
$[(EAS + Benefits) \div APH] = PHR$	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) 289-8620



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 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
<b>Total Hrs</b>	<b>986.5</b>	<b>1373</b>	<b>1272.5</b>	<b>427.5</b>	<b>1049.5</b>	<b>1495</b>	<b>607</b>		<b>7211</b>
									7211

1. Traced hours to monthly time sheets.  
See samples.

5/2  
07-13-09  
30/24  
5/24/05



# Monthly Time Log

Period:

July / 2006

Name: Gallardo

Martha

Month Year

Last

First

*Confidential*

Case #	Case Name/ Activity	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 TEAM MTG.																1														1	
	CAU MISC.				3	3			2	1		2	4			1	2		1	3			2	2	3	1	3				33	
	CAU CALLS				3	2			3	2		3	2			3	2	1	3				3	2	2	1	2				34	
	CAU ADMIN.				1	1			1	1		1	1			3	1			1			1	1	1	1	1			16		
	COURT RUNS									3								2	1											6		
b20060502988	Misc. Ct. ord.				1	1																									2	
b20060603888	H. Ct. ord.								1																						1	
b20060703936	D. Ct. ord.								1																						1	
b20060503041	G. Ct. ord.									1																					1	
b20030401574	S. Ct. ord.																	1	1												2	
b20060712534	S. Ct. orders																	1	1												2	
b20060704064	J. Ct. ord.																	1	1												2	
b20060603664	A. Ct. ord.																	1	1												2	
b20060704329	C. Ct. ord.																										1				1	
b20060704015	P. Ct. ord.																										1				1	
b20060704330	L. Ct. ord.																									1					1	
	Misc.																		1				2		1		1				5	
	Z. good cause					1																									1	
	C. good cau										1																					1
	A. case									1	1																					3
	Walk-in: K. S.																1															1
	Walk-in G.																1															1
	Walk-in G.																1															1
	Walk-in C.																	1														1
	Good Cause-M. G.																		1													1
	call for cons. Protec.																							1								1
	good cause-L. M.																							1	1							2
	good cause A. V.																							1								1
	C.																										1	1				2
	good cause A. O.																										1					1

30/24

Non Reimbursable Cases

30/25  
5/3/05

67-3-09





**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						
-						
-						
-						
-						

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 

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

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

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       TRIAL IN PROGRESS  
                                   PRE-TRIAL                       OTHER REASON

**WHY IS THE OVERTIME WORK NECESSARY?**

COURT ORDERED UN-SUPERVISED VISITS FOR FATHER. MOSTLY OF  
DV. CHILDREN IN COUNSELING. MONITORING BY PHONE AND  
WITH ASSISTANCE OF MORGAN HILL PD. OF DISCIPLINE, ACTIVITIES AND  
TRIP TO MARIANA.

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:**

11:00 - 1:30      CONTACTED FATHER VIA MORGAN HILL PD. -  
MONITORING

1:30 - 3:00      TELEPHONE CONTACT WITH FATHER -  
REPORT OF VISIT      PARTS

1:30 - 1:45      MONITORING VIA TELEPHONE - FATHER  
RETURNING CHILDREN TO M.H. PD. AND  
THE MOTHER.

TOTAL HOURS WORKED: 2

\_\_\_\_\_  
 SIGNATURE OF ASSIGNED EMPLOYEE PERFORMING THE OVERTIME WORK

**REQUESTED PAYMENT TYPE:**

CASH  
 COMPENSATING TIME

BUDGET UNIT: \_\_\_\_\_

**Chief Investigator**

WHITE - Administrative Assistant

CANARY - Chief Investigator

PINK - Assigned Investigator

## 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		Camp 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: 10am-5pm Day: Tue

Date: 11/23/04

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						✓
-						
-						
-						
-						

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 

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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

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
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						
-						
-						
-						
-						

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 

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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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					<b>10</b>

*Camp Time*

Employee Signature: L. Evans

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
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						
-						
-						
-						
-						

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 

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Category 

1	2	3	4	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

Sub-Total this Column					
Sub-Total from Column 1					
<b>TOTAL</b>					

(See reverse for Category details)

Employee Signature: L. Evans

Supervisor Signature: \_\_\_\_\_

*HOLIDAY*

## 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: 11 122 104

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: *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						
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
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(10.5)

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: BOB 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]

Supervisor Signature: \_\_\_\_\_

253

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

10.5

# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI Work Hours: 0630-1700 Day: WED Date: 11 12 2004

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						✓
-						
-						
-						
-						

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						
-						
-						
-						
-						

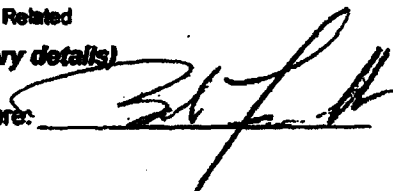
Sub-Total 

				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

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					22
<b>TOTAL</b>					<b>42</b>

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: \_\_\_\_\_  
254

10.5

# Child Abduction Time Study Worksheet

Employee: BUS FRACOLLI

Work Hours: 0630-1700

Day: THU

Date: 11 12 5 10 4

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	HOLIDAY					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						
-						
-						
-						
-						

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 

				2.5
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Category 1 2 3 4 5

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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- Category 1 Contact with children and 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: \_\_\_\_\_

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
0800-0815						
0815-0830						
0830-0845						
0845-0700						
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						
-						
-						
-						
-						

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						
-						
-						
-						
-						

Sub-Total 

				<u>3.5</u>
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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: 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 

				<u>3.5</u>
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Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						<u>5</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
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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: Martha 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>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						
-						
-						
-						
-						

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						
-						
-						
-						
-						

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

Category	1	2	3	4	5
Sub-Total this Column					<u>5</u>
Sub-Total from Column 1					<u>3.5</u>
<b>TOTAL</b>					<u>8.5</u>

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO

Work Hours: 8:30-5

Day: Thurs

*Holiday*  
Date: 11/24/07

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: *Martha Gallardo*

Supervisor Signature: \_\_\_\_\_

260

# 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						
-						
-						
-						
-						

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 

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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)

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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Employee Signature: *Marilyn Gallardo*

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	<i>holiday</i>				10.	10.
Friday						
Saturday						
Sunday						
<b>TOTAL</b>	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	D Voicemail	✓				
0715-0730	D x	✓				
0730-0745	D email	✓				
0745-0800	D messages	✓				
0800-0815	[redacted]					✓
0815-0830	[redacted]					
0830-0845	[redacted] (ct.)					✓
0845-0900	[redacted]					
0900-0915						
0915-0930						
0930-0945						
0945-1000	B20041106963		✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100	[redacted]		✓			
1100-0015	[redacted]		✓			
1115-1130			✓			
1130-1145			✓			✓
1145-1200			✓			✓
-						
-						
-						
-						

Sub-Total 

4	7	0	0	6
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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: *Jdp*

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230	Called					✓
1230-1245	Oregon (P)					✓
1245-1300	called					✓
1300-1315	SCCO					✓
1315-1330	[redacted]					✓
1330-1345	[redacted]					✓
1345-1400	Met w. x					✓
1400-1415	interviewed					✓
1415-1430	LBP.					✓
1430-1445						✓
1445-1500	Conferenced					✓
1500-1515	Conat					✓
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 

4	7	0	0	6
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 Sub-Total from Column 1 

4	7	0	0	6
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 TOTAL 

4	7	0	0	6
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6.25

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 20041107190		✓			
0645-0700			✓			
0700-0715			✓			
0715-0730			✓			
0730-0745			✓			
0745-0800			✓			
0800-0815			✓			
0815-0830			✓			
0830-0845			✓			
0845-0900	B 20041107169		✓			
0900-0915	B 20041107190		✓			
0915-0930			✓			
0930-0945			✓			
0945-1000			✓			
1000-1015			✓			
1015-1030			✓			
1030-1045			✓			
1045-1100			✓			
1100-0015			✓			
1115-1130			✓			
1130-1145			✓			
1145-1200			0			
-						
-						
-						
-						

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 

0	22	0	0	0
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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)

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
<b>TOTAL</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>19</b>

Employee Signature: Sylvia

Supervisor Signature: \_\_\_\_\_

234

# 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	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	my report					
1015-1030	court docs.					
1030-1045	contact inv.					
1045-1100	mother (LBP)					
1100-0015	& dad's abt.					
1115-1130	re: abduction					
1130-1145	& court docs					
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						✓
1215-1230						✓
1230-1245						✓
1245-1300	Reviewed					✓
1300-1315	time	✓				
1315-1330	charts for	✓				
1330-1345	CA 70	✓				
1345-1400		✓				
1400-1415		✓				
1415-1430		✓				
1430-1445		✓				
1445-1500		✓				
1500-1515						✓
1515-1530						✓
1530-1545						✓
1645-1800						✓
1800-1815						✓
1815-1830						✓
1830-1845						
1845-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 

7	12	0	0	2
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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
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

- Category 1 Contact with children and 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: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 

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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)

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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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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# Child Abduction Time Study Weekly Individual Totals

Employee: Wesidner

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	<i>Thanks giving 8</i>					
Friday	<i>Thanks giving 8</i>					
Saturday						
Sunday						
<b>TOTAL</b>	<b>17</b>				<b>23.0</b>	<b>40</b>

# 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						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045	Good Cause					
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
Sub Total						

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						

- Category 1: Control (initial call and investigation)
  - Category 2: Securing children, identify child(ren)
  - Category 3: Physically recovering child(ren)
  - Category 4: Training
  - Category 5: Non-Abduction Related
- (see reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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# 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						

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						

Total: [ ] [ ] [ ] [ ] [ ]

- Category 1: Contact with children and other persons involved
  - Category 2: Seeking information regarding case
  - Category 3: Physically recovering child(ren)
  - Category 4: Travel
  - Category 5: Non-Abduction Related
- (in reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 Jew					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						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column	2				3
Sub-Total from Column 1	1				
<b>TOTAL</b>	<b>3</b>				<b>3</b>

**= 6**

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

270

# Child Abduction Time Study Weekly Individual Totals

Employee: Schenki

Week of: 11/22/1 through 11/25/1

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: Shedani 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	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						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20020905247					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 

2				18
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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)

	Category	1	2	3	4	5
Sub-Total this Column						20
Sub-Total from Column 1		2				18
<b>TOTAL</b>		<b>2</b>				<b>38</b>
		15				9.5

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

## 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	90-0-0778	X				
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	B20020905247					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20020905247					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 

8				12
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Sub-Total this Column	Category 1	Category 2	Category 3	Category 4	Category 5
					20
Sub-Total from Column 1	8				12
<b>TOTAL</b>	<b>8</b>				<b>32</b>

- Category 1 Contact with children and 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: \_\_\_\_\_

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# Child Abduction Time Study Worksheet

Employee: Schenker      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>920010805810</u>	X				
0715-0730	<u>920010805825</u>					
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	<u>920020905247</u>					X
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>920020905007</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						
-						
-						
-						
-						

Sub-Total 

8				12
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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	1	2	3	4	5
Sub-Total this Column						20
Sub-Total from Column 1		8				12
<b>TOTAL</b>		8				32
		2				8

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Schenker Work Hours: 0 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						
-						
-						
-						
-						

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 

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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)

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1					20
<b>TOTAL</b>					40

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

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## 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

↑ SB  
 1d

# Child Abduction Time Study Worksheet

Employee: CAMPANELLO Work Hours: 0700 Day: Tue Date: 11/23/04  
DAVIS 11

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						
-						
-						
-						
-						

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 

				2
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Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					2
<b>TOTAL</b>					<b>2</b>

- Category 1 Contact with children and 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)

*re-visited for Linda at mtg*

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_  
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# Child Abduction Time Study Worksheet

Employee: CAMPANELLO Work Hours: 0700-1800 Day: WED Date: 11/24/04  
*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						
-						
-						
-						
-						

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 

				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)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1	2				
<b>TOTAL</b>	2				

*He filed info in haka*

Employee Signature: *[Signature]*

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				
<i>Sub *</i>	<b>Bytheway, Glenn</b> Investigator	18.5	0	0	0	23.75	18.5	0	44	42%
	<b>Cardot, Patrice</b> Investigator	21.5	15.25	0	0.5	6.5	37.25	0	44	85%
	<b>Evans, Linda</b> Senior Investigator	7	0	0	0	37	7	37	7	100%
	<b>Fracoli, Bob</b> Lieutenant	8	0	0	0	34	8	0	42	19%
	<b>Gallardo, Martha</b> Paralegal	26.5	0	0	0	17	25.5	0	42.5	80%
	<b>Syva, Julianne</b> Deputy District Attorney	4.75	24	0	0	13.5	28.75	0	44	85%
	<b>Weidner, Patty</b> Legal Clerk	30.5	0	0	0	14.5	30.5	0	45	88%
	<b>Schembri, Mike</b> Investigator	5.5	0	0	0		5.5			
	<b>Campagnolo, Dave</b> Senior Investigator	0.5	0	0	0		0.5			

<b>TOTAL</b>	121.75	39.25	0	0.5	146.25	181.5	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
Syva	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 side
	Fracoli, Bob	Lieutenant	8				34 42
F	Gelfardo, 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
	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	<del>7.25</del>			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: 6:30-1:30 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
----	--	--	--	---

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						
1530-1645						
1545-1600	COM					
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
<b>TOTAL</b>	<b>29</b>				<b>15</b>

- Category 1 Contact with children and 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: \_\_\_\_\_

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# Child Abduction Time Study Worksheet

Employee: R. J. HEWSON      Work Hours: 6:30-1:30      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	20041006139					
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: 

16				6
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Sub-Total from Column 1: 

17				2
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TOTAL: 

33				8
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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: B. Phewray

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
<b>TOTAL</b>	<b>12</b>				<b>32</b>

Supervisor Signature: \_\_\_\_\_  
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# Child Abduction Time Study Worksheet

Employee: B. Heway

Work Hours: \_\_\_\_\_

Day: Fr

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 

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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**

				10
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Supervisor Signature: \_\_\_\_\_

## 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
	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		T			
0845-0900	F [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	"					

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]					

Sub-Total 

3	10			6
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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

Supervisor Signature: \_\_\_\_\_

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	Category 1	2	3	4	5
Sub-Total this Column	9	10			5
Sub-Total from Column 1	3	10			6
<b>TOTAL</b>	<b>12</b>	<b>20</b>			<b>11</b>



## 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	I				
0715-0730	G [REDACTED] / S [REDACTED]	I				
0730-0745						
0745-0800	B20040906173	I				
0800-0815	K / A [REDACTED]	I				
0815-0830						
0830-0845						
0845-0900						
0900-0915	UNIT	I				
0915-0930	MEETING	I				
0930-0945						
0945-1000						
1000-1015	B20041106998		I			
1015-1030	G [REDACTED] / S [REDACTED]		I			
1030-1045	ADDRESS E-MAILS	I				
1045-1100	4 MSGS.	I				
1100-0015	B20040805342	I				
1115-1130	L [REDACTED] / G [REDACTED]	I				
1130-1145						
1145-1200						

Sub-Total 

18	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						I
1215-1230	LUNCH					I
1230-1245						I
1245-1300						I
1300-1315						I
1315-1330						I
1330-1345						I
1345-1400	B20040805139		I			
1400-1415	M [REDACTED] / N [REDACTED]		I			
1415-1430						I
1430-1445	B20041106998		I			
1445-1500	G [REDACTED] / S [REDACTED]		I			
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						I
1630-1645	B2003 1104848		I			
1645-1700	F [REDACTED] / G [REDACTED]		I			
1700-1715						
1715-1730						
1730-1745						
1745-1800						I

Category 

1	2	3	4	5
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Sub-Total this Column 

6	11			7
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Sub-Total from Column 1 

18	2			7
----	---	--	--	---

TOTAL 

24	13			7
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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 / S	↑				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845		↓				
0845-0900	B20040906173		↑			
0900-0915	K / A		↑			
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	TEAM MEETING					↑
1315-1330						↓
1330-1345	B20041106790		↑			
1345-1400	T		↑			
1400-1415	V / S		↑			
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545	B20040805139		↑			
1545-1600	M / N		↑			
1600-1615			↓			
1615-1630	B20041107124		↑			
1630-1645	S / S		↑			
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 4

TOTAL 16 22  2 4

Supervisor Signature: \_\_\_\_\_

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# 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	LUNCH					↓
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	0			0
<b>TOTAL</b>	<b>34</b>	<b>6</b>			<b>4</b>

Supervisor Signature: \_\_\_\_\_

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## Child Abduction Time Study Weekly Individual Totals

Employee: L. Crossi

Week of: 11/30/04 through 12/3/04

Total Hours for the Week by Category

	1	2	3	4	5
<u>Monday</u>					
<u>Tuesday</u>					2:00-5
<u>Wednesday</u>					
<u>Thursday</u>					
<u>Friday</u>					
<u>Saturday</u>					
<u>Sunday</u>					↓
<b>TOTAL</b>					

*sick*  
*Out*  
*rest*  
*of*  
*week*

## 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

Employee: BOB FRACOLLI Work Hours: 0630-1700 Day: TUE Date: 11 13 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	ADMIN BZIEF	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
<b>TOTAL</b>	<b>11</b>				<b>31</b>

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		↓				
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						↓
-						
-						
-						
-						

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						
-						
-						
-						
-						

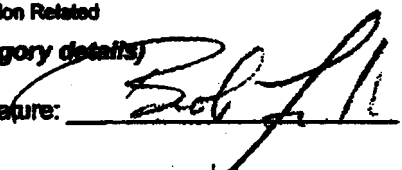
Sub-Total 

4				18
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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

Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1	4				18
TOTAL	6				36

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

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	
1100-0015					↓	
1115-1130					↓	
1130-1145						
1145-1200					↓	
-						
-						
-						
-						

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						
-						
-						
-						
-						

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)

	Category	1	2	3	4	5
Sub-Total this Column		4				16
Sub-Total from Column 1		7				15
<b>TOTAL</b>		<b>11</b>				<b>31</b>

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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
<b>Monday</b>					1.5
<b>Tuesday</b>					8.5
<b>Wednesday</b>	8.5				
<b>Thursday</b>	8.5				
<b>Friday</b>	8.5				
<b>Saturday</b>					
<b>Sunday</b>					
<b>TOTAL</b>	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
0800-0815						
0815-0830						
0830-0845						
0845-0700						
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						
-						
-						
-						
-						

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						
-						
-						
-						
-						

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)

Category	1	2	3	4	5
Sub-Total this Column					5
Sub-Total from Column 1					3.5
<b>TOTAL</b>					<b>8.5</b>

Employee Signature: Martha Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TURS. 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
-						
-						
-						
-						

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						
-						
-						
-						
-						

Sub-Total 

				35
--	--	--	--	----

Category 1 2 3 4 5  
 Sub-Total this Column 

				5
--	--	--	--	---

  
 Sub-Total from Column 1 

				3.5
--	--	--	--	-----

  
 TOTAL 

				8.5
--	--	--	--	-----

- 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: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Maite 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						
-						
-						
-						
-						

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 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)

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

Employee Signature: Maite Gallardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: THURS. Date: 12/2/10

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						
-						
-						
-						
-						

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 35

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	35				
<b>TOTAL</b>	<b>35</b>				

- Category 1 Contact with children and 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: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 3.5

Category	1	2	3	4	5
Sub-Total this Column:	5				
Sub-Total from Column 1	3.5				
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: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Sybra

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: 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			✓			
0700-0716			✓			
0716-0730			✓			
0730-0745						
0745-0800	<i>Travis</i>					
0800-0815	[Redacted]					
0815-0830	[Redacted]					
0830-0845	<i>Review</i>					
0845-0900	<i>docs,</i>					
0900-0915	<i>translate.</i>					
0915-0930	<i>Spanish;</i>					
0930-0945	<i>prepared.</i>					
0945-1000	<i>for filing</i>					
1000-1015	<i>communicated</i>					
1015-1030	<i>w- LATA</i>					
1030-1045	<i>re-filing,</i>					
1045-1100	<i>char,</i>					
1100-0015	<i>Warrant on</i>					
1115-1130	<i>Lisa J. [unclear]</i>					
1130-1145	<i>filed.</i>					
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						✓
1300-1316						✓
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

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- Patsy		✓			
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	[redacted]		✓			
1045-1100	[redacted]		✓			
1100-0015	[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. Mediana		✓			
1245-1300	Granny - re		✓			
1300-1315	no phone access		✓			
1315-1330	TC from		✓			
1330-1345	[redacted]		✓			
1345-1400	re: 2422-		✓			
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 0 4.5 0 0 0

Sub-Total from Column 1 0 3.75 0 0 1.75

TOTAL 8.25 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

- Category 1 Contact with children and 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	[redacted] inv.		✓			
1500-1515	[redacted] inv.		✓			
1515-1530	TL from		✓			
1530-1545	[redacted]	✓	✓			
1545-1600	she sent letter	✓	✓			
1600-1615	+ her 14 y.o.	✓	✓			
1615-1630	da. is under	✓	✓			
1630-1645	sister's care -	✓				
1645-1700	frst for		✓			
1700-1715	guardian's		✓			
1715-1730	papers sent		✓			
1730-1745	letters mailed		✓			
1745-1800						
-						
-						
-						
-						

Sub-Total this Column 1.5

Sub-Total from Column 1 22.5 0 0 3.25

TOTAL 24 3.25

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	[Redacted]					
0800-0815	[Redacted]					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B2DDW 435					
1030-1045	[Redacted]					
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	B2DDW 435					
1515-1530	Good Co					
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	Lunch					
1215-1230						
1230-1245						
1245-1300						
1300-1315	[Redacted]					
1315-1330	[Redacted]					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2DDW 435					
1515-1530	Good Co					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category 1: [Redacted]

Category 2: [Redacted]

Category 3: [Redacted]

Category 4: [Redacted]

Category 5: [Redacted]

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	[Redacted]					
0815-0830	[Redacted] phone					
0830-0845	[Redacted] phone					
0845-0900	[Redacted]					
0900-0915	Self					4
0915-0930	Meeting					4
0930-0945	Break					5
0945-1000						5
1000-1015						
1015-1030						
1030-1045	[Redacted]					
1045-1100	[Redacted] phone					
1100-0015						
1115-1130						
1130-1145						
1145-1200	[Redacted]					

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245	lunch					
1245-1300						
1300-1315						
1315-1330	[Redacted]					
1330-1345	phone					
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530	Bank					
1530-1545						
1545-1600						
1600-1615	B20040906137					
1615-1630						
1630-1645						
1645-1700	[Redacted]					
1700-1715						
1715-1730						
1730-1745						
1745-1800						

- Category 1 - Contact with child(ren)
- Category 2 - Seeking compliance with court orders
- Category 3 - Physically recovering child(ren)
- Category 4 - Training
- Category 5 - Non-Abduction Related

(See reverse for Category details)

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	M					
0815-0830	S					
0830-0845	PT					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100	B2004187124					
1100-1115						
1115-1130	S					
1130-1145	PT					
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	Left					
1430-1445	PT					
1445-1500						
1500-1515	In. 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: ...
  - Category 2: ...
  - Category 3: Physically Recovered Children
  - Category 4: ...
  - Category 5: Non-Abduction Related
- (See reverse for Category details)

TOTAL	1	2	3	4	5
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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Patty Work Hours: 8-5 Day: Thurs Date: 12-12-04

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						
0800-0815	B2004120 1292					
0815-0830						
0830-0845						
0845-0900	Grade					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030	B2004120 1129					
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
Total						

Time	Class # 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 Care					
1415-1430						
1430-1445						
1445-1500						
1500-1515	B2004120 1314					
1515-1530	Good Care					
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Total						

Category 1: Spelling and handwriting with  
 Category 2: Physical Recovery (children)  
 Category 3: Therapy  
 Category 4: Non-Abduction Related  
 (reverse for Category details)

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_  
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# 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
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 (covering check)

Category 2: Lunch

Category 3: Non-Abduction Related

(see reverse for Category details)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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## Child Abduction Time Study Weekly Individual Totals

Employee: Hebri

Week of 11/21/08 through 12/1/08

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: 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 @ [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: Sheldon 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>	R				
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]

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 5 15  
 Sub-Total from Column 1 5 15  
 TOTAL 5 35

1.25 8:25

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Shunbu

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 SZ47</u>					<u>K</u>
0715-0730						<u> </u>
0730-0745						<u> </u>
0745-0800						<u> </u>
0800-0815						<u> </u>
0815-0830						<u> </u>
0830-0845						<u> </u>
0845-0900						<u> </u>
0900-0915						<u> </u>
0915-0930						<u> </u>
0930-0945						<u> </u>
0945-1000						<u> </u>
1000-1015						<u> </u>
1015-1030						<u> </u>
1030-1045						<u> </u>
1045-1100						<u> </u>
1100-0015						<u> </u>
1115-1130	<u>Team Meeting</u>	<u>K</u>				
1130-1145		<u> </u>				
1145-1200						
-						
-						
-						
-						

Sub-Total 

<u>3</u>				<u>17</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> </u>				
1215-1230		<u> </u>				
1230-1245		<u> </u>				
1245-1300		<u> </u>				
1300-1315		<u> </u>				
1315-1330	<u>02002 D90 SZ47</u>					<u>K</u>
1330-1345						<u> </u>
1345-1400						<u> </u>
1400-1415						<u> </u>
1415-1430						<u> </u>
1430-1445						<u> </u>
1445-1500						<u> </u>
1500-1515						<u> </u>
1515-1530						<u> </u>
1530-1545						<u> </u>
1545-1600						<u> </u>
1600-1615						<u> </u>
1615-1630						<u> </u>
1630-1645						<u> </u>
1645-1700						<u> </u>
1700-1715						<u> </u>
1715-1730						<u> </u>
1730-1745						<u> </u>
1745-1800						<u> </u>
-		<u>5</u>				<u>5</u>
-						
-						
-						

Category 1 2 3 4 5  
 Sub-Total this Column 

<u>5</u>				<u>5</u>
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 Sub-Total from Column 1 

<u>3</u>				<u>17</u>
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 TOTAL 

<u>8</u>				<u>22</u>
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2 8

Supervisor Signature: \_\_\_\_\_

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# Child Abduction Time Study Worksheet

Employee: Schenker      Work Hours: Ohio      Day: Thu      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>B20020905247</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 

				<u>20</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>B20020905247</u>					K
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	<u>92-0-0778</u>	K				
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600	<u>B20020905247</u>					K
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 

<u>7</u>				<u>13</u>
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Sub-Total from Column 1 

				<u>20</u>
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TOTAL 

<u>7</u>				<u>33</u>
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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
<b>Monday</b>					.5
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>Sunday</b>					
<b>TOTAL</b>					.5



# Child Abduction Time Study Worksheet

Employee: Cambridge Work Hours: 0700-1900 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						
-						
-						
-						
-						

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 

				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)

*attended Meeting for Linda so Non-Abduction*

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					2
<b>TOTAL</b>					<b>2</b>

Employee Signature: *David*

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	27.75	4.25			12.50
Cardott, Patrice	Investigator	29.5	3 <sup>⑤</sup>			9.5
Evans, Linda	Senior Investigator	25.5	4.75			(13.75) 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
<i>Schaenbri</i>	<i>JUV.</i>	5.00				35.0

TOTAL	176.5	31.			135.75
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(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
Schweigert, J.M.	Inv.	5.00				35.0
TOTAL		176.5	31.			135.75

# Child Abduction Time Study Weekly Team T 115

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
Schervelani	Inv.	5.00				35.0	40
TOTAL		776.5	31			135.75	

## Child Abduction Time Study Weekly Individual Totals

Employee: Pytheony

Week of: 12, 7, 04 through 12, 10, 04

Total Hours for the Week by Category

	1	2	3	4	5
Monday					
Tuesday	7 <sup>3</sup> / <sub>4</sub>				3 <sup>1</sup> / <sub>4</sub>
Wednesday	6 <sup>1</sup> / <sub>4</sub>	1			3 <sup>3</sup> / <sub>4</sub>
Thursday	4 <sup>1</sup> / <sub>2</sub>	3 <sup>1</sup> / <sub>4</sub>			3 <sup>1</sup> / <sub>4</sub>
Friday	8 <sup>3</sup> / <sub>4</sub>				2 <sup>1</sup> / <sub>4</sub>
Saturday					
Sunday					
<b>TOTAL</b>	27 <sup>1</sup> / <sub>4</sub>	4 <sup>1</sup> / <sub>4</sub>			12 <sup>1</sup> / <sub>2</sub>

# Child Abduction Time Study Worksheet

Employee: Rytniewicz

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						
0645-0700						1
0700-0715	2004100646	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	1				
-						
-						
-						
-						

Time	Case # or Activity	Category				
		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	20040704189	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				
-						
-						
-						
-						

Sub-Total 16 6

Category	1	2	3	4	5
Sub-Total this Column	15				1
Sub-Total from Column 1	16				6
<b>TOTAL</b>	<b>31</b>				<b>13</b>

- Category 1 Contact with children and 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)

7/4 3/4

Employee Signature: Rytniewicz

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Brynn Egan

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						
0830-0845						
0845-0900						
0900-0915						1
0915-0930						1
0930-0945						1
0945-1000						
1000-1015		1				
1015-1030		1				
1030-1045						
1045-1100						
1100-0015		1				
1115-1130						1
1130-1145						1
1145-1200						1
-						
-						
-						
-						


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	20040905604		1			
1345-1400						
1400-1415			1			
1415-1430	20041207431		1			
1430-1445						
1445-1500	9703075		1			
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						1
1715-1730						1
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 13 9

Category	1	2	3	4	5
Sub-Total this Column	12	4			6
Sub-Total from Column 1	13				9
<b>TOTAL</b>	<b>25</b>	<b>4</b>			<b>15</b>

6 1/4 1      3 3/4

- 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: 

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: By T. Wong Work Hours: 0630-1730 Day: TU+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						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	Fam Ct					
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						
-						
-						
-						
-						
-						

Sub-Total 13 13 13 13 13

Category	1	2	3	4	5
Sub-Total this Column	5	13			4
Sub-Total from Column 1	13				4
<b>TOTAL</b>	<b>18</b>	<b>13</b>			<b>13</b>

- Category 1 Contact with children and 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)

4 1/2 3 1/4 3 1/4

Employee Signature: [Signature]

Supervisor Signature: \_\_\_\_\_

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# 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	2004/207432	1				
0700-0715	INTERVIEW					
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930	2004/207431					
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
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	2004/207432	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	CALL Admin					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
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

(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						↓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					
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 CARP'S					
1445-1500	DEPT.					↓
1500-1515	B20041106790					↑
1515-1530	T [redacted] / D [redacted]					
1630-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						↓
1715-1730	RETURN CALLS					↑
1730-1745	E-MAILS					
1745-1800						↓
-						
-						
-						
-						

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

Category	1	2	3	4	5
Sub-Total this Column	15	5			4
Sub-Total from Column 1	0	0			20
<b>TOTAL</b>	<b>15</b>	<b>5</b>			<b>24</b>

Supervisor Signature: L. Swan

11 Hrs

# 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	[REDACTED]					↑
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						
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

[REDACTED]

11/hrs

Supervisor Signature: L. Swans

## Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: WED Date: 12/18/04

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
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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	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
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 Sub-Total from Column 1 

15	3			2
----	---	--	--	---

  
 TOTAL 

33	7			4
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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	↓				
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						T
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 / 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			6
TOTAL	31	8			5

11 hrs

Supervisor Signature: L. Evans

✓

### Child Abduction Time Study Weekly Individual Totals

Employee P. 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 Case	↓				
0615-0630	Met. 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	B20041106962	↓				
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	CAU 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

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	Case Mtg	1				
0615-0630	B20041207431	1				
0630-0645	B20041207432	1				
0645-0700	B20041107151	1				
0700-0715	1107179	1				
0715-0730	1107150	1				
0730-0745	1107169	1				
0745-0800	1107218	1				
0800-0815		1				
0815-0830		1				
0830-0845		1				
0845-0900		1				
0900-0915	UNIT MTG	1				
0915-0930		1				
0930-0945		1				
0945-1000		1				
1000-1015	CR ORDERS PAID	1	1			
1015-1030	on 12/14	1	1			
1030-1045	B20041006436	1	1			
1045-1100		1	1			
1100-0015		1	1			
1115-1130		1	1			
1130-1145		1	1			
1145-1200		1	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	B20041006436	1				
1315-1330	BC Doc's	1				
1330-1345	Prep.	1				
1345-1400		1				
1400-1415		1				
1415-1430		1				
1430-1445		1				
1445-1500		1				
1500-1515		1				
1515-1530		1				
1530-1545	CR re Hague	1				
1545-1600	compliance	1				
1600-1615		1				
1615-1630	12/14 - after CR	1				1
1630-1645		1				1
1645-1700		1				1
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

11170

Supervisor Signature: \_\_\_\_\_

335

# 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						↓
-		7				17
-						
-						
-						

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	[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	B20041207778	↓				
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

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						1
1215-1230						
1230-1245						
1245-1300						
1300-1315	CAU Admin					
1315-1330	B20040905810					
1330-1345	B2004050316					1
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	<u>Admud/misc</u>	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						
-						
-						
-						
-						

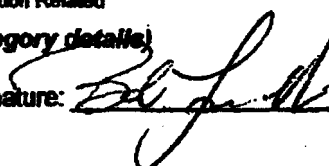
Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	<u>Admud/Stats</u>	X				
1515-1530						
1530-1545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

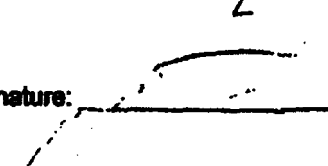
Sub-Total 

2				20
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Category	1	2	3	4	5
Sub-Total this Column	6				14
Sub-Total from Column 1	2				20
<b>TOTAL</b>	<b>8</b>				<b>34</b>

- Category 1 Contact with children and 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: 

340

# Child Abduction Time Study Worksheet

Employee: BOB FZAKOLLI 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	ADMITTED SITING	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
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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: Bob Fzakolli

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
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 Sub-Total this Column 

2				18
---	--	--	--	----

  
 Sub-Total from Column 1 

12				10
----	--	--	--	----

  
 TOTAL 

14				28
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3.5                      7

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						X
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						↓
-						
-						
-						
-						

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	EXERCISE/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						
-						
-						
-						
-						

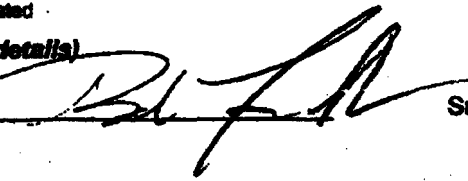
Sub-Total 

3				19
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Category	1	2	3	4	5
Sub-Total this Column	5				15
Sub-Total from Column 1	3				19
<b>TOTAL</b>	<b>8</b>				<b>34</b>

- Category 1 Contact with children and 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: \_\_\_\_\_

2                      8.5



## Child Abduction Time Study Weekly Individual Totals

Employee: MARITA 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						
-						
-						
-						
-						

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 5

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Category 

1	2	3	4	5
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 Sub-Total this Column 5  
 Sub-Total from Column 1 5  
 TOTAL 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 Gollardo Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: TUES. Date: 12, 17, 10/4

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		↓				
-						
-						
-						
-						

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 3.5

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
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: \_\_\_\_\_

# 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

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 5  
 Sub-Total from Column 1 35  
 TOTAL 85

Supervisor Signature: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 5 3

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	15				3
TOTAL	5.5				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: \_\_\_\_\_

# 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						
-						
-						
-						
-						

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 3.5

Category	1	2	3	4	5
Sub-Total this Column	<u>5</u>				
Sub-Total from Column 1	<u>3.5</u>				
<b>TOTAL</b>	<u>8.5</u>				

- Category 1 Contact with children and 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 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	15.50	43.75
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# 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	(into Dk by)		✓			
0745-0800	email and		✓			
0800-0815	telephone		✓			
0815-0830	calls w.		✓			
0830-0845	Patty Wisdener		✓			
0845-0900	Time Sheets	✓	X			
0900-0915	calculations	✓	X			
0915-0930	[Redacted]		✓			
0930-0945	info only		✓			
0945-1000	Time sheets	✓	X			
1000-1015	Hi-P/W.					
1015-1030	Response					
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 3 11

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	Following					
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			
<b>TOTAL</b>	<b>13</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>2</b>

2.25 4.25 .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

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	[Redacted]		✓			
0645-0700	[Redacted]		✓			
0700-0715	(Hague)		✓			
0715-0730			✓			
0730-0745			✓			
0745-0800	SW-		✓			
0800-0815	[Redacted]		✓			
0815-0830	(review w/		✓			
0830-0845	Linda		✓			
0845-0900	Evans)		✓			
0900-0915	Unit report	✓				
0915-0930	to Evans	✓				
0930-0945		✓				
0945-1000		✓				
1000-1015	Meet w/	✓				
1015-1030	Auditor	✓				
1030-1045	+ review	✓				
1045-1100	timesheets	✓				
1100-0015		✓				
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 

9	10			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)

Category	1	2	3	4	5
Sub-Total this Column					18
Sub-Total from Column 1	9	10			3
<b>TOTAL</b>	<b>9</b>	<b>10</b>			<b>21</b>

225 2.5      525

Employee Signature: \_\_\_\_\_

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	to [redacted]	✓				
1015-1030		✓				
1030-1045		✓				
1045-1100	Discussed	✓				
1100-0015	Audit w.	✓				
1115-1130	[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	CFS re: [redacted]					✓
1330-1345	[redacted]					✓
1345-1400	dated in trouble					✓
1400-1415	Reviewed		✓			
1415-1430	doc. w.		✓			
1430-1445	M.S. re:		✓			
1445-1500	[redacted]		✓			
1500-1515	in Colo.		✓			
1515-1530			✓			
1530-1545						✓
1545-1600						✓
1600-1615	TCF [redacted]					✓
1615-1630	M [redacted]					✓
1630-1645	Major [redacted]					✓
1645-1700	msg. to [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
<b>TOTAL</b>	<b>12</b>	<b>14</b>			<b>14</b>

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	2 packages					✓
1330-1345	address					✓
1345-1400	re: W					✓
1400-1415	case -					✓
1415-1430	psych consult					✓
1430-1445	attor for child					✓
1445-1500	Reservat					✓
1500-1515	W					✓
1515-1530	update					✓
1530-1545	parent					✓
1545-1600	Assemble					✓
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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45                      5.75

Supervisor Signature: \_\_\_\_\_

# Child Abduction Time Study Worksheet

Employee: Sybra 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>M</u>		✓			
0915-0930	<u>B2004/1006-434</u>		✓			
0930-0945	<u>prepare</u>		✓			
0945-1000	<u>address</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		✓				
-						
-						
-						
-						

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 LAPD</u>		✓			
1330-1345			✓			
1345-1400	<u>prepare</u>		✓			
1400-1415	<u>papers</u>		✓			
1415-1430			✓			
1430-1445	<u>LWTC from</u>		✓			
1445-1500	<u>Maria's 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						
-						
-						
-						
-						

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]

Category	1	2	3	4	5
Sub-Total this Column		12			2
Sub-Total from Column 1	3	9			
<b>TOTAL</b>	<b>3</b>	<b>21</b>			<b>2</b>

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>W</u>					
0815-0830	<u>PHONE</u>	✓				
0830-0845		✓				
0845-0900	<u>B200412074116</u>					
0900-0915	<u>break</u>	✓				
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						

Sub-Total 16 3

Category	1	2	3	4	5
Sub-Total this Column	0				0
Sub-Total from Column 1	38				3
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 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	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						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					
1215-1230						
1230-1245						
1245-1300						
1300-1315	B20041207431					
1315-1330	open CIA					
1330-1345						
1345-1400						
1400-1415						
1415-1430	[Redacted]					
1430-1445	(process)					
1445-1500						
1500-1515	B20041207432					
1515-1530	open CIA					
1530-1545	Break					
1545-1600						
1600-1615	B20041207413					
1615-1630	B20041207432					
1630-1645	B20041207431					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	5
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Category 1: Contact with children and other persons involved

Sub-Total this Column 

35				
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Category 2: Securing compliance utilizing court action

Sub-Total from Column 1 

35				
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Category 3: Physically recovering child(ren)

TOTAL 

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Category 4: Training

Category 5: Non-Abduction Related

(see course for Category details)

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

30-2/174

# 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 Phone					
0845-0900						
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	Lunch					
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415	Phone					
1415-1430	B20041107101 B20040704789					
1430-1445	B20041006205					
1445-1500	B20041006487					
1500-1515	B20041107124					
1515-1530	B20041107170 B20041207330					
1530-1545	break					
1545-1600						
1600-1615	B20041207413					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 1 2 3 4 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

Sub-Total this Column

Sub-Total from Column 1

TOTAL

35				
35				

7

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_



# Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Thurs Date: 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	B20041207498					
1015-1030	GOOD CAUSE					
1030-1045						
1045-1100						
1100-0015						
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	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	[redacted]					
1630-1645	(phone)					
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	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)

Sub-Total this Column 

7.5				
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Sub-Total from Column 1 

8.5				
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TOTAL 

7				
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Employee Signature: Patty Weidner

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	[Redacted]					
1030-1045						
1045-1100						
1100-1115	[Redacted]					
1115-1130	[Redacted]					
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	B2104207431					
1330-1345	B20041207432 computer					
1345-1400						
1400-1415						
1415-1430	B20041207523					
1430-1445	B20041207521					
1445-1500	Good Campers					
1500-1515	Break					
1515-1530						D
1530-1545	Closed out files					D
1545-1600						D
1600-1615						D
1615-1630	B20041207407					
1630-1645	B20041207409					
1645-1700	B20041207432					
1700-1715	NCIC ENTRY					
1715-1730						
1730-1745						
1745-1800						

Sub-Total 

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Category 

1	2	3	4	5
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 Sub-Total this Column 

55				
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 Sub-Total from Column 1 

20				
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 TOTAL 

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

Employee Signature: Patty Weidner

Supervisor Signature: \_\_\_\_\_

## Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of 12, 6, 1 through 12, 9, 1

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>90-D-0778</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 20  
 TOTAL 20

Supervisor Signature: [Signature]

# Child Abduction Time Study Worksheet

Employee: Jheremi Work Hours: 10 hrs Day: 12-7-04 Date: 1 1 <sup>Tues</sup>

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	187 Case					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
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	187 Case					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
-						
-						
-						
-						

Sub-Total 

					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

	Category	1	2	3	4	5
Sub-Total this Column						10
Sub-Total from Column 1						10
<b>TOTAL</b>						<b>20</b>

(See reverse for Category details)  
Employee Signature: [Signature]

Supervisor Signature: L. Evans

# Child Abduction Time Study Worksheet

Employee: Schenbi

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	IS7 Case					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 

					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: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	IS7 Case					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	Comp Time					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
<b>TOTAL</b>					<b>40</b>

Supervisor Signature: [Signature]

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	<u>157</u>					
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						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	<u>187</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						
-						
-						
-						
-						

Sub-Total 

--	--	--	--	--

Category    1    2    3    4    5  
 Sub-Total this Column 

--	--	--	--	--

  
 Sub-Total from Column 1 

--	--	--	--	--

  
 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]

10 hr out  
 Supervisor Signature: [Signature]

**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.santacleara-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.*

30/11.3  
4/17/07

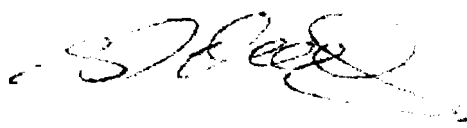
was potentially too low by 491.50 hours. However, since this time study was submitted as support for the reasonableness of the claim, not as replacement data, the claim should stand as originally submitted.

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	2	3	4	5	Total Hrs Working CA (Col 1-4)	Annualized Time Study		
		Contact w/ children or persons	Process-civil or criminal court action	Physically recovering child(ren)	Training- CA related, Other mandatory investigator	Non-CA time, incl V,SL, breaks, lunch		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		
<b>Subtotal Investigators</b>		<b>237.50</b>	<b>45.75</b>	<b>8.00</b>	<b>34.75</b>	<b>402.00</b>	<b>326.00</b>	<b>4,238.00</b>	<b>4,788.00</b>	<b>(550.00)</b>
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		
<b>Subtotal Clerical Support</b>		<b>186.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>95.25</b>	<b>202.00</b>	<b>2,626.00</b>	<b>1,624.50</b>	<b>1,001.50</b>
Sylva, Julianne	Deputy District Attorney	20.75	66.25	0.00	21.50	60.00	108.50	1,410.50		
<b>Subtotal Attorney</b>		<b>20.75</b>	<b>66.25</b>	<b>0.00</b>	<b>21.50</b>	<b>60.00</b>	<b>108.50</b>	<b>1,410.50</b>	<b>1,370.50</b>	<b>40.00</b>
<b>Total</b>		<b>444.25</b>	<b>112.00</b>	<b>8.00</b>	<b>72.25</b>	<b>557.25</b>	<b>636.50</b>	<b>8,274.50</b>	<b>7,783.00</b>	<b>491.50</b>

\* These employees were not included on the FY 2003-04 claim. 3D/2

08-26-09  
SJR  
6/17/2008  
8/1/09

3D/110

**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;

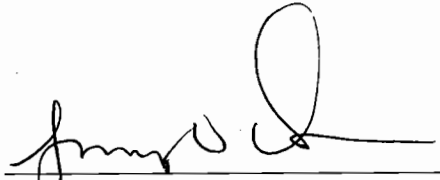
Welfare and Institutions Code Section 11478.5

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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**Claimant Representative**  
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**Jim Spano**, Chief, Mandated Cost Audits Bureau, *State Controller's Office*  
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**Dennis Speciale**, *State Controller's Office*  
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DSpeciale@sco.ca.gov

**RECEIVED**  
April 02, 2015  
*Commission on  
State Mandates*

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**

ORRY P. KORB, County Counsel (S.B. #114399)  
ELIZABETH G. PIANCA, Deputy County Counsel (S.B. #241244)  
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Attorneys for  
COUNTY OF SANTA CLARA



ORRY P. KORB, County Counsel (S.B. #114399)  
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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."<sup>1</sup> 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

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<sup>1</sup> 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**

ORRY P. KORB, County Counsel (S.B. #114399)  
ELIZABETH G. PIANCA, Deputy County Counsel (S.B. #241244)  
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COUNTY OF SANTA CLARA

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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.”<sup>1</sup> 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

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<sup>1</sup> 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;

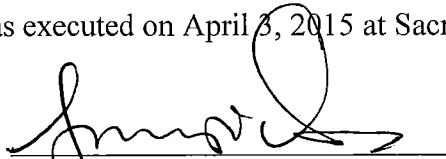
Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5

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

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**Claimant Representative**  
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**COMMISSION ON STATE MANDATES**

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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](http://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.

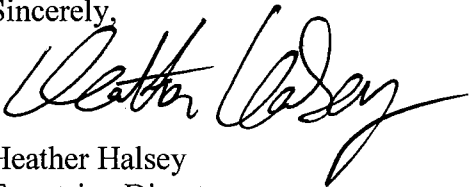
### **Requests to Sever Individual Incorrect Reduction Claim**

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)<sup>1</sup> 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

<sup>1</sup> 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.<sup>2</sup>

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.

<sup>2</sup> 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.<sup>3</sup> 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.”<sup>4</sup>

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.<sup>5</sup>

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.<sup>6</sup> 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.<sup>7</sup>

**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

<sup>3</sup> *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

<sup>4</sup> *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.

<sup>5</sup> *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.

<sup>6</sup> *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

<sup>7</sup> 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.”<sup>8</sup> However, the time study is still required to “show evidence of and the validity of [the] costs [claimed]” for the mandated program.<sup>9</sup>

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

<sup>8</sup> *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

<sup>9</sup> 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.<sup>10</sup>

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.

<sup>10</sup> *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:

<b>Member</b>	<b>Vote</b>
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)<sup>11</sup> 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."<sup>12</sup> However, the time study is still required to "show evidence of and the validity of [the] costs [claimed]" for the mandated program.<sup>13</sup>

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.

<sup>11</sup> Note that there was no audit for 2002-2003 and that year is not in issue in this IRC.

<sup>12</sup> *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

<sup>13</sup> 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.<sup>14</sup>
- 01/28/2009 Claimant filed IRC 08-4237-I-02.<sup>15</sup>
- 12/04/2009 Controller issued the final audit report for fiscal years 2003-2004 through 2006-2007.<sup>16</sup>
- 11/29/2012 Claimant filed IRC 12-4237-I-03.<sup>17</sup>
- 12/22/2014 Controller filed Late Comments on IRC 08-4237-I-02.<sup>18</sup>
- 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.<sup>19</sup>
- 04/02/2015 Claimant filed Rebuttal to Controller's Late Comments on IRC 08-4237-I-02.<sup>20</sup>
- 04/02/2015 Claimant filed Rebuttal to Controller's Late Comments on IRC 12-4237-I-03.<sup>21</sup>
- 1/13/2016 Commission staff issued the draft proposed decision.<sup>22</sup>

## **II. Background**

### **A. Child Abduction and Recovery Program**

<sup>14</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 19.

<sup>15</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 1.

<sup>16</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 16.

<sup>17</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 1.

<sup>18</sup> Exhibit C, Controller's Late Filed Comments on IRC 08-4237-I-02, page 1.

<sup>19</sup> 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.

<sup>20</sup> Exhibit E, Claimant's Rebuttal to Controller's Late Comments on IRC 08-4237-I-02, page 1.

<sup>21</sup> Exhibit F, Claimant's Rebuttal to Controller's Late Comments on IRC 12-4237-I-03, page 1.

<sup>22</sup> 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.<sup>23</sup>

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.<sup>24</sup> 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.

<sup>23</sup> 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).

<sup>24</sup> 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, 99<sup>th</sup> Congress, 1<sup>st</sup> 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.<sup>25</sup>

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).<sup>26</sup> 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).<sup>27</sup>

<sup>25</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 53-60 (parameters and guidelines, as amended August 26, 1999).

<sup>26</sup> 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.

<sup>27</sup> 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.<sup>28</sup> 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:<sup>29</sup>

- 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,<sup>30</sup> 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.

<sup>28</sup> 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.

<sup>29</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 28; Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

<sup>30</sup> 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.”<sup>31</sup>

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.<sup>32</sup> 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.”<sup>33</sup> 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.”<sup>34</sup> 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.<sup>35</sup> 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

<sup>31</sup> Exhibit E, Claimant’s Rebuttal to Controller’s Late Comments on IRC 08-4237-I-02, page 5.

<sup>32</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 15.

<sup>33</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 15.

<sup>34</sup> Exhibit E, Claimant’s Rebuttal to Controller’s Late Comments on IRC 08-4237-I-02, page 5.

<sup>35</sup> 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.<sup>36</sup>

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.<sup>37</sup>

#### 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

<sup>36</sup> *Id.*

<sup>37</sup> 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.<sup>38</sup> 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.”<sup>39</sup>

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.<sup>40</sup> 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.]”<sup>41</sup>

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.<sup>42</sup> 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.<sup>43</sup>

**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.**

<sup>38</sup> *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

<sup>39</sup> *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.

<sup>40</sup> *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.

<sup>41</sup> *American Bd. of Cosmetic Surgery, Inc., supra*, 162 Cal.App.4th 534, 547-548.

<sup>42</sup> *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

<sup>43</sup> 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)<sup>44</sup> 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.<sup>45</sup> 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.<sup>46</sup>

As indicated in the Background, the parameters and guidelines amended by the Commission on August 26, 1999, apply to these reimbursement claims.<sup>47</sup> 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."<sup>48</sup>

<sup>44</sup> 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.

<sup>45</sup> 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.

<sup>46</sup> Government Code section 17557; California Code of Regulations, title 2, section 1183.7.

<sup>47</sup> 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.

<sup>48</sup> 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.”<sup>49</sup> However, the time study is still required to “show evidence of and the validity of [the] costs [claimed]” for the mandated program.<sup>50</sup>

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.<sup>51</sup> 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.<sup>52</sup> 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.<sup>53</sup> 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

<sup>49</sup> *Clovis Unified School Dist. v. Chiang* (2010) 188 Cal.App.4th 794, 804.

<sup>50</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 60 (parameters and guidelines, amended August 26, 1999).

<sup>51</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 37.

<sup>52</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 82, 117-118, 155.

<sup>53</sup> 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.<sup>54</sup>

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% <sup>55</sup>

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.<sup>56</sup> 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.”<sup>57</sup>

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,<sup>58</sup> extrapolates to approximately 7,885 mandate-related hours annually.<sup>59</sup> However, for the fiscal year in which the time study was done (2004-2005), the county only claimed 3,335 mandate-related hours.<sup>60</sup> In addition, and as more fully explained in the next section below, the Controller found that the time spent on this state-

<sup>54</sup> *Id.*

<sup>55</sup> 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).

<sup>56</sup> Exhibit E, Claimant’s Rebuttal to Controller’s Late Comments on IRC 08-4237-I-02, page 5.

<sup>57</sup> Exhibit E, Claimant’s Rebuttal to Controller’s Late Comments on IRC 08-4237-I-02, page 5 (emphasis added).

<sup>58</sup> Exhibit C, Controller’s Late Comments on IRC 08-4237-I-02, page 45 (Tab 9, Analysis of Time Study).

<sup>59</sup> 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.

<sup>60</sup> 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.<sup>61</sup>

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."<sup>62</sup> 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.<sup>63</sup>

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.<sup>64</sup> Further, in the time study plan overview, the claimant also asserts that "the activities in this mandate do not vary by the time of

<sup>61</sup> 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).

<sup>62</sup> *American Bd. of Cosmetic Surgery, Inc.*, *supra*, 162 Cal.App.4th 534, 547-548.

<sup>63</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 28, 58, 60.

<sup>64</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, pages 30-31.

year.”<sup>65</sup> 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 <sup>66</sup>

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.<sup>67</sup> 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.<sup>68</sup>

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.<sup>69</sup> 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

<sup>65</sup> Exhibit A, Incorrect Reduction Claim 08-4237-I-02, page 190.

<sup>66</sup> *Id.*, page 31.

<sup>67</sup> *American Bd. of Cosmetic Surgery, Inc.*, *supra*, 162 Cal.App.4th 534, 547-548.

<sup>68</sup> *Ibid.*

<sup>69</sup> 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.<sup>70</sup> 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.<sup>71</sup> The Controller's audit resulted in a partial reduction of salary, benefit, and related indirect costs totaling \$169,848.<sup>72</sup>

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.<sup>73</sup> 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.<sup>74</sup>

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.<sup>75</sup>

The Controller found the time study does not adequately represent the costs claimed for fiscal year 2003-2004.<sup>76</sup> 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.<sup>77</sup> 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

<sup>70</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 13, 31.

<sup>71</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 32.

<sup>72</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

<sup>73</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 12.

<sup>74</sup> *Id.*

<sup>75</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 40.

<sup>76</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 31.

<sup>77</sup> 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%.<sup>78</sup> 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.<sup>79</sup> 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.<sup>80</sup> However an extrapolation of the time study hours for these same seven employees total only 6,646.25 mandate-related hours.<sup>81</sup>

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.<sup>82</sup> 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.

<sup>78</sup> Exhibit B, Incorrect Reduction Claim 12-4237-I-03, page 34.

<sup>79</sup> Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 17.

<sup>80</sup> 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).

<sup>81</sup> Exhibit D, Controller's Revised Late Comments on IRC 12-4237-I-03, page 18.

<sup>82</sup> *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

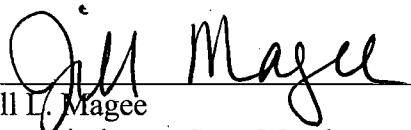
Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

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

P.O. Box 942850, Sacramento, CA 94250 ♦ (916) 445-2636  
3301 C Street, Suite 700, Sacramento, CA 95816 ♦ (916) 324-8907  
901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754 ♦ (323) 981-6802

**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

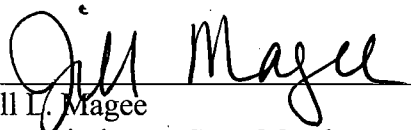
Statutes 1976, Chapter 1399; Statutes 1992, Chapter 162; Statutes 1996, Chapter 988

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

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