



# OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT

*District Prosecutor*

FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

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## DEPUTY PROSECUTORS:

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John Snyder • Chloe Fackler • Darrington Parrish • Jonathan Dixon • Brent Bryant • Dylan Weisenfels • Whitney Doolittle • Elijah Bentley • Denis Dean • Leta Darling • Candace Taylor

TO: Finance Committee Members  
FR: Matt Durrett  
DA: June 11, 2021  
RE: Budget Requests

Dear Committee Members:

I have gone through my budget request for 2022. Below is an explanation of how I reached the figures for each request.

**1002 Salaries, Part-time** – We frequently have our employees work overtime, considering the workload our office carries. I anticipate this number will be higher this year. However, I have requested \$10,000 less, in order to cut costs, because we always have had extra in this line item in years past.

**2001 General Supplies** – This mainly goes for paper, file folders, pens, etc. As you can see, we have been fairly consistent over the years in our expenditures in this line item.

**2002 Small Equipment** – With approximately 40 employees, our office furniture is in regular need of replacement. We generally rotate these purchases, rather than all at once.

**2009 Computer/IT Equipment** – With the number of computers we have, especially laptops, we generally have to purchase one or two each year.

**3009 Other Professional Services** – This is generally our best estimate. In past years, the primary need for this has been Spanish Transcripts, which can cost between \$5-6,000 each. However, we have been running into a new issue over the past year. Many places, such as local hospitals and Cox Communications are charging exorbitant fees for compliance with a prosecutor subpoena. We frequently send subpoenas for victim medical records, internet subscriber information, suspect blood testing records, etc. Whereas we used to simply go to a facility to pick records up, we are now being charged a per page fee by an outside company to receive these records on the company's website. It is not unusual for our office to be charged \$200 to download medical records off of a website. I hope to rectify this situation, but if I cannot, our fees to subpoena records will likely be in the thousands of dollars per year.

**3021 Postage** – This is based on our past yearly average of usage.

**3024 Cable** – We have cable in our breakroom for our employees during breaks and/or lunch.

**3030 Travel** – We typically travel by plane once or twice a year. This covers baggage fees, parking fees, etc. I requested \$100 less this year.

**3031 Common Carrier** – As stated above we travel by plane once or twice a year. This covers all of the associated costs. I have requested \$500 less this year.

**3032 Mileage** – We travel to central Arkansas usually twice a year for trainings. Also, our employees travel back and forth to juvenile court multiple times on any given day. We also cover multiple district courts around the county, necessitating the need for this money. I frequently have to travel to Little Rock for prosecutor or legislative meetings.

**3040 Advertising and Publications** – Sometimes we are required to put ads in the local paper for purposes of specific filings that we have.

**3052 Fire and Extended Coverage** – This is for our insurance. It's based on what we have been charged in the past.

**3054 Other Sundry Insurance** – Please see 3052.

**3070 Rent – Land and Buildings** – This covers the cost of file storage and shredding.

**3073 Lease - Machinery and Equipment** – This covers the lease for our office copiers.

**3074 Contract – Overage** – This covers any overage for copies on our various machines.

**3080 Public Records** – This is for when we are charged for the cost of getting certified copies of records, mainly criminal convictions.

**3090 Dues and Memberships** – This is for our attorney licensing dues, fee for Westlaw research, and various and sundry bar association dues.

**3092 Jurors and Witnesses** – This amount is for the costs associated with bringing in victims for jury trials (travel, lodging, food, etc.)

**3094 Meals and Lodging** – This is used mainly for our attorneys when we travel to trainings. Those are typically in central Arkansas.

**3101 Training and Education** – This pays for our attorneys to attend CLE conferences. They are typically \$150/conference, twice a years. We have 20 attorneys, but typically only 15 or 16 attend each conference.

**3102 Software Support/Maintenance** – This pays for the yearly support for our case management system.