

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	1	Pre-Indictment Public Safety Prosecutor - Felony Prosecutor

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	In FY 2025, new statutes became effective which require prosecutors to receive, review and act upon notifications involving un-filed, un-indicted, and indicted felony cases.

WHY is this position needed?

I. New Legislation – With Knowledge Comes Responsibility
Recent legislation effective in FY2025 and FY2026 has created significant new, unfunded mandates for prosecutors' offices. These laws require prosecutors to receive, review, and act upon notifications involving un-filed, un-indicted, and indicted felony cases—particularly related to arrest activity, bond status, bond conditions, and surrender of principals.
Historically, prosecutors did not have access to real-time information regarding new arrests in other counties, bond modifications, or surety surrenders. As a result, prosecutors were not responsible for acting on information they did not receive. Under the new laws, counties and jails must now provide this information to prosecutors, and prosecutors are expected to evaluate and take appropriate action.
For example, if a defendant charged with a felony in Collin County is arrested and bonded out on a new felony offense in another county, that information is now emailed to the CCDAO. It is now the responsibility of the CCDAO to determine whether to file a motion to increase bond, hold bond insufficient, modify conditions, notify victims, or take other action based upon these notifications. Failure to act on such information could jeopardize public safety and subject the office and County to unfair public scrutiny.
These laws were enacted in response to high-profile cases in which individuals out on bond committed new violent offenses without courts or prosecutors being notified. While the notification requirements are welcomed, no additional funding was provided for the personnel required to monitor, evaluate, assign, and act upon this information—particularly in cases not yet filed with our office or assigned to a prosecutor.

The New Statutes:

Texas Code of Criminal Procedure Article 17.19(a-1)
Effective September 1, 2025, Article 17.19(a-1) requires that, in felony cases, a surety must notify the attorney representing the state before filing an affidavit to surrender a principal.

Texas Government Code Section 72.038
Effective September 1, 2025, this statute requires submission of bail information for violent offenses to the Public Safety Reporting System (PSRS). The PSRS is then required to send this notice to the prosecutor's office that has jurisdiction over the offense for which bail was set.

Texas Code of Criminal Procedure Article 17.027
Effective January 1, 2026, Article 17.027 requires the entering of bonding information into the PSRS for situations where a defendant out on bond for a felony in one county is bonded on a new felony in another county. Notice is required to be sent via PSRS to a designated contact in the counties where the defendant has other felony charges. The county's designated contact is then required to forward it to the prosecuting attorney and other interested parties.

The Response to these New Statutes is that the CCDAO must assign personnel to the following duties:

- Receive and monitor these notifications;
- Sort the notifications by type;
- Determine whether the case has been filed and if filed, identify the assigned prosecutor;
- Forward notice to the appropriate prosecutor, if applicable;
- For un-filed cases, gather necessary information on the case to determine if action should be taken on the notification, such as probable cause affidavits, offense reports, and running criminal history reports; (This often involves proactively reaching out to law enforcement agencies to request records and can be very time consuming)
- Evaluate whether action is necessary; (e.g., notify victims, law enforcement, or challenge the surrender)
- Evaluation of appropriate action; (victim notification, investigating law enforcement agency notification, file a motion to increase bond, hold bond insufficient, modify bond conditions, or challenge the surrender of the principal)
- Take appropriate action by drafting and filing motions, setting hearings, notifying parties, preparing for hearings, and representing the State at those hearings.

The Legislature has mandated that district attorney offices receive notifications regarding:

- Surety bond surrenders in felony cases
- Bonds set for offenders of violent crime and
- New felony arrests while on bond for a felony offense

Each notification demands timely monitoring, review, analysis, and potential action, which takes additional time and coordination if the case has not yet been filed with the CCDAO. These responsibilities require dedicated personnel.

The Consequences:
Failure to review and act on these notifications could allow violent offenders to remain out on bond, on the streets of our community. While the CCDAO supports receiving this information, without designated personnel, critical notifications may not be timely reviewed or be overlooked—resulting in preventable harm and public criticism. With these statutory notifications comes a corresponding duty to act.

II. Magistrate Court Events Which Require CCDAO Involvement
In addition to the new legislative mandates, pre-indictment matters already require regular prosecutor involvement in Magistrate Court proceedings involving cases not yet filed or not yet indicted. When the Magistrate Court was created no commensurate funding or personnel were included for the DA's Office. The understanding being that the Magistrate Court would just be setting the initial bond and therefore no adversarial proceedings would be taking place that would require counsel on either side.

This has not turned out to be the case. The DA's Office has a multitude of Magistrate Court related tasks, but no dedicated position available in which to assign them. Instead, these tasks must be absorbed in an ad hoc manner among personnel already overtaxed by their regular court and case assignments. These tasks include:

- (1) Bond Reduction Hearings
- (2) Bond Modification Hearings
- (3) Bond Violation Hearings
- (4) Motions to Increase Bond / Hold Bond Insufficient
- (5) Miscellaneous Motions (e.g., discharge bond, return of property)
- (6) Document Storage & Distribution for un-file cases

Because these cases often do not yet have formal DA files, prosecutors must perform the time-consuming task of independently gathering reports, criminal histories, victim input, and law enforcement information to formulate positions.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	1	Pre-Indictment Public Safety Prosecutor - Felony Prosecutor

Corresponding Job Duties

A designated prosecutor is needed to:

- Attend Magistrate Court in person every Tuesday and the last Thursday of each month;
- Appear weekly (often via Zoom) for hearings originating from Frisco and Wylie Municipal Courts;
- Review and vet motions;
- Determine case filing and assignment status;
- Gather reports, criminal history information, and supporting documentation;
- Contact victims or arresting agencies when necessary;
- If discovered or notified that a bonded defendant has been arrested or bonded on new charges, file motions to increase bond or hold bond insufficient when appropriate;
- Maintain and store documents received prior to case filing to ensure compliance with discovery and Brady obligations;
- Periodically review stored materials to ensure proper integration into case files once filed.

III. PIA Requests for Un-filed Cases

The Public Information Act (PIA) allows withholding of records related to pending investigations or prosecutions, but the exception must be formally asserted. Law enforcement agencies frequently request “compelling interest” letters from the DA’s Office when responding to PIA requests involving cases pending review or prosecution.

Although most of these requests are handled by the Civil Division, requests from non-law enforcement agencies, such as the Medical Examiner’s Office, require a determination be made whether a law enforcement agency is investigating the matter for criminal charges. These situations usually involve the Medical Examiner’s Office receiving PIA request for records regarding deaths that are homicides and fall into categories where criminal charges could be filed such as:

- Criminally negligent homicide (vehicle-related deaths)
- Child abuse or neglect deaths
- In-custody deaths
- Fentanyl or drug overdose deaths
- Deaths related to pending prosecutions

These requests require:

- Determining investigative jurisdiction
- Confirming whether a criminal investigation is pending
- Coordinating with law enforcement and
- Assessing whether charges may be filed

With the expansion of criminal liability for fentanyl-related deaths, these inquiries have increased significantly and require prosecutorial coordination during the investigative stage. The responsibility for these determinations would fall appropriately under a pre-indictment public safety prosecutor position.

HOW will this position benefit your office and/or the County?

The purpose of the new legislation is public safety. The Public Safety Reporting System provides critical information, but information alone does not protect the public. A dedicated prosecutor is necessary to review, evaluate, and act upon that information.

This position will:

- Reduce risk posed by repeat or violent offenders on bond;
- Improve victim notification and coordination;
- Ensure statutory compliance;
- Protect the County from preventable public safety failures;
- Provide accountability and consistency for bond matters for un-filed and pre-indictment cases.

Is there statutory authority for this request?	Yes, See New Statutes Cited Above	Will this generate revenue?	No.	If Yes, potential amount?	
--	-----------------------------------	-----------------------------	-----	---------------------------	--

Job Duties of NEW Position

Funding for one Felony Prosecutor dedicated to pre-indictment public safety responsibilities, including:

- Monitoring and reviewing all statutory notifications;
- Investigating case status and gathering necessary records;
- Responding to notifications and motions by taking appropriate legal action;
- Proactively filing motions to hold a bond insufficient or adding conditions when warranted;
- Serving as liaison and point of contact for the courts, victims, and law enforcement for un-filed cases;
- Representing the DA’s Office in Magistrate Court for bond hearings;
- Managing storage, tracking, and integration of documents received for un-filed cases;
- Coordinating with agencies regarding jail/bond issues, discharge requests, and pending death investigations.

NEW POSITION(S) REQUEST

Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Felony Prosecutor	1	585	Full-Time	\$110,974.00	\$154,097.00	\$110,974.00	Felony Prosecutor/585	\$154,097.00	1	\$154,097.00	
Requested NEW Position(s) Subtotal:						\$154,097.00	CORRECTED New Position(s) Subtotal:		\$154,097.00		
							SUPPORTED New Position(s) Subtotal:				\$154,097.00

TRAINING INCREASE REQUESTS

Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
Felony Prosecutor	Education, Conference & Training	\$2,000.00	1	\$2,000.00		\$2,000.00	1	\$2,000.00
Felony Prosecutor	Travel Reimbursement	\$250.00	1	\$250.00		\$250.00	1	\$250.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking,		Training Requested Subtotal:				Supported Training Subtotal:		\$2,250.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):

Account Description	Details	Amount Requested	Budget Dept. Comments			Supported Amount
Office Supplies		\$200.00				\$200.00
Dues & Subscriptions	State Bar Dues	\$162.00				\$162.00
Dues & Subscriptions Lobby	TDCAA	\$85.00				\$85.00
Library Books	CCP, PC, (\$85) and Lexis (\$745.50 per attorney)	\$831.00				\$831.00
Computer Supplies	1 TB Hard Drive for downloading from Axon for Discovery/Trial	\$140.00				\$140.00
M&O Requested Subtotal:		\$1,418.00			Supported M&O Subtotal:	\$1,418.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	1	Pre-Indictment Public Safety Prosecutor - Felony Prosecutor

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)

Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer - Tablet/Laptop	New	1	Felony Prosecutor	\$2,619.00	\$2,619.00	\$4,384.00		1	\$4,384.00	\$0.00
Software - EA	New	1	Felony Prosecuator	\$624.00	\$624.00	\$624.00		1	\$624.00	\$0.00
Software - Odyssey	New	1	Felony Prosecuator	\$0.00	\$0.00	\$0.00		1	\$0.00	\$0.00
Software - Adobe Pro	New	1	Felony Prosecuator	\$83.00	\$83.00	\$130.00		1	\$130.00	\$0.00
Employee Desk Phone	New	1	Felony Prosecuator	\$597.00	\$597.00	\$597.00		1	\$597.00	\$0.00
Printer Color Small	New	1	Felony Prosecuator	\$408.00	\$408.00	\$408.00		0	\$0.00	\$0.00
Printer Stand	New	1	Felony Prosecuator	\$500.00	\$500.00	\$500.00		0	\$0.00	\$0.00
Scanner - Top Feed	New	1	Felony Prosecuator	\$999.00	\$999.00	\$999.00		1	\$999.00	\$0.00
Desk Manager Package	New	1	Felony Prosecuator	\$7,250.00	\$7,250.00	\$7,250.00		1	\$7,250.00	\$0.00
File/Bookcase Combo	New	1	Felony Prosecuator	\$1,075.00	\$1,075.00	\$1,075.00		1	\$1,075.00	\$0.00
Phone - Cell Phone Voice & Data	New	1	Felony Prosecuator	\$130.00	\$130.00	\$130.00		1	\$130.00	\$0.00
Phone Service - Voice & Data	New	1	Felony Prosecuator	\$509.00	\$509.00	\$509.00		1	\$509.00	\$0.00
Axon Evidence Library license	New	1	Felony Prosecuator		\$0.00	\$120.00	Axon Evidence Library license	1	\$120.00	\$0.00
		Estimated Requested Equipment Subtotal:			\$14,794.00		Supported Equipment Subtotal:		\$15,818.00	\$0.00

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
DA Willis, Debbie H.	4/30/2026		5/4/2026	Debbie H.	
Questions TO Department			Response From Department		
Who is currently doing the above job duties?			These duties are shared and rotated based on availability. The Domestic Violence Unit felony prosecutor who handles protective orders generally assists with recurring Magistrate Court responsibilities, unless scheduling conflicts prevent it. Her availability has become increasingly limited as protective order petitions have grown by 105% over the past five years. Grand Jury prosecutors and Special Unit prosecutors also assist with pre-indictment matters on an ad hoc basis. Regarding the new notifications, no employees currently have the capacity to monitor and act on them consistently or on a full-time basis. Each day, our office receives approximately 10–11 new notifications by email. Each notification must be reviewed to determine whether the case has already been filed with our office. If it has, the assigned prosecutor must be identified and the notification forwarded for any appropriate action. In most instances, however, the case has not yet been filed and no prosecutor has been assigned. In those situations, case information must be obtained from the relevant law enforcement agency. The matter must then be reviewed by a prosecutor to determine whether action is warranted. If action is required, the prosecutor must prepare and file the appropriate motions, provide necessary notifications, and coordinate with the appropriate court to schedule a hearing. Depending on the type of case and the volume of notifications, this process can require a full day of work. As a result, multiple prosecutors have access to the notification emails, including those assigned to the Grand Jury, Special Prosecution Unit, the Trial Bureau Chief, the First and Second Assistants, the DVU protective order prosecutor, and the Civil Division. This creates challenges, as it is often unclear who has reviewed a given notification, and the variability of their schedules makes it impractical to assign specific times or individuals to consistently monitor, evaluate, and act on these notifications.		
Since these new statutes have been in place, how many notifications does your office receive on a daily/weekly basis?			We receive an average of 10–11 notifications each workday .		
Would this employee need an Axon Evidence Library license?			Yes, all prosecuting attorneys need access to Axon.		

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Debbie H.	6/5/2026		6/10/2026	Debbie H.	
Questions TO Department			Response From Department		
For Priority #1 (Pre-Indictment Public Safety Prosecutor) are there any stats that would better support this position request? If not, that is understandable since these new statutes just recently went into effect.			I have confirmed that there are no additional statistics related to this request beyond those we previously provided in response to an earlier Budget question. For your convenience, I have copied and pasted the relevant paragraphs from that prior response below. I also confirmed that we continue to receive approximately 10–11 new notifications per day. Based on current volumes, it would take a prosecutor approximately one full workday to review, investigate, gather records, and take any appropriate action on all notifications received in a single day. “Regarding the new notifications, no employees currently have the capacity to monitor and act on them consistently or on a full-time basis. Each day, our office receives approximately 10–11 new notifications by email. Each notification must be reviewed to determine whether the case has already been filed with our office. If it has, the assigned prosecutor must be identified and the notification forwarded for any appropriate action. In most instances, however, the case has not yet been filed and no prosecutor has been assigned. In those situations, case information must be obtained from the relevant law enforcement agency. The matter must then be reviewed by a prosecutor to determine whether action is warranted. If action is required, the prosecutor must prepare and file the appropriate motions, provide necessary notifications, and coordinate with the appropriate court to schedule a hearing. Depending on the type of case and the volume of notifications, this process can require a full day of work.”		

Q & A Discussions with IT

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
			3/31/2026	Greg Elliott	
Questions to IT			Response From IT		
Any other IT equipment, license or software that would be needed for this position?			GE - may possibly need an Axon Evidence Library license. DM: Position would not need a small printer for thier office, they should be networking to the big shared network printers.		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	2	Deputy Misdemeanor Chief - Felony Prosecutor

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	An additional Felony Prosecutor is needed to support the Chief Felony Prosecutor overseeing the Misdemeanor Trial Division that has over 27 positions. Stats also show a rise in cases over the years.

WHY is this position needed?

This request is driven by measurable workload growth, supervisory span, and the need to maintain quality prosecution services in a rapidly growing county. An additional experienced felony prosecutor is necessary to assist in supervising and training the Misdemeanor Trial Team Division due to:

(1) The large number of personnel requiring supervision
(2) The number of courts and programs under this division
(3) Sustained and substantial growth in misdemeanor case filings
(4) The increasing inexperience of chief misdemeanor prosecutors

(1) The Large Number of Personnel Needing Supervision:
The Chief Felony Prosecutor (CFP) overseeing the Misdemeanor Trial Team Division has supervisory authority over 27 positions at the DA's Office.

- 7 Chief Misdemeanor Prosecutors
- 9 Misdemeanor Prosecutors
- 4 Legal Secretaries
- 7 Misdemeanor Investigators (who report to the Chief Investigator administratively but operate under the CFP's authority for misdemeanor casework)

This span of control is substantial and significantly limits the CFP's capacity to provide hands-on training and real-time trial support.

(2) The Number of Courts and Programs under this Division:
In addition to supervising personnel, the CFP is responsible for oversight of criminal prosecutions in:

- 7 County Courts at Law
- 4 Justice of the Peace Courts &
- the Auxiliary Court

Along with the:

- Internship Program, Post-Bar Interns and Interns with 3rd Year Bar Cards
- Recruitment and Interviews for the Misdemeanor Trial Team Division prosecutors

These courts operate simultaneously and maintain active trial dockets. Supervisory presence is often required in multiple courtrooms at the same time. It is not operationally feasible for one CFP to provide adequate courtroom support across all venues.

(3) The Growth of Misdemeanor Cases over the Last 5 Years:
Historically, misdemeanor filings remained relatively stable while felony filings experienced substantial growth. Staffing resources were appropriately directed toward felony prosecution during that period. Over the last five years, misdemeanor filings have increased significantly and now mirror felony growth rates.

FY2021 to FY2025 Annual Misdemeanor Growth:

- Intake Up 30% FY2025 Highest Year on record

• Informations Up 31% FY2025 Highest Year on record

• New filings Up 39% FY2025 Highest Year on record

FY2022 to FY2026 Misdemeanor 1st Quarter comparisons:

- Intake Up 54%
- Informations Up 57%
- New filings Up 68%

Jury trials have also increased substantially, rising 27% from FY2024 to FY2025 alone.

This growth represents a sustained upward trend, not a temporary spike and has resulted in heavier dockets, more trials, and increased demands on supervisory staff.

(4) Inexperience of the Misdemeanor Trial Team Division:
The County is aware of the CCDA's ongoing challenges in recruiting and retaining misdemeanor prosecutors in a highly competitive market. For years, Collin County's starting salaries and higher cost of living made it difficult to compete with surrounding counties. Additionally, surrounding jurisdictions strengthened recruitment efforts by offering paid internships. In response, the District Attorney implemented internal funding solutions and hiring strategies to fill vacancies such as:

(1) Providing salary supplements from special funds;
(2) Advocating for higher starting salaries; and
(3) Providing stipends to post-bar interns, also from special funds.

While successful in filling positions, this strategy has resulted in a younger and less experienced division overall. When given the opportunity to hire 14 post-bar interns who had passed the bar last October, the DA hired all 14 to fill vacancies. In coordination with HR, five were "under-hired" as misdemeanor prosecutors and placed into Chief Misdemeanor Prosecutor positions.

The post-bar stipend program is currently the only reliable recruitment pipeline and operates primarily in the fall following the bar exam. Vacancies arising at other times of the year are extremely difficult to fill. Part of what makes this program so successful is the opportunity for post-bar interns to use their 3rd year bar card to actual try cases. The State Bar of Texas requires an experienced lawyer to supervise interns using 3rd year bar cards. In order to ensure the continued success of this program we need another experienced felony prosecutor for supervision.

As experienced felony prosecutors are recruited by other jurisdictions offering higher compensation or greater advancement opportunities, internal promotions must occur more quickly and with less seasoning than in prior years. For instance, many of the post-bar interns hired in October have already been promoted to Chief Misdemeanor Prosecutor positions due to felony vacancies and operational needs.

Under ideal circumstances, the CFP overseeing the Misdemeanor Trial Division would be responsible for training only one to three brand-new prosecutors at any given time and could rely on experienced chiefs to assist in mentoring and supervision. That structure is no longer in place.

This creates a structural gap:

- Post Bar Interns with 3rd Year Bar Cards require sponsorship and supervision
- New prosecutors require intensive training
- New chiefs require mentorship themselves
- The CFP cannot physically support all of the staff and seven courts simultaneously

Under current staffing, it is not possible to provide consistent, training and hands-on supervision in all active trial courts. This presents operational risks in training, case quality, and courtroom performance.

HOW will this position benefit your office and/or the County?

This position provides measurable operational and financial benefits:

- Improves trial preparedness and reduces preventable errors
- Reduces risk of mistrials, reversals, or compliance issues
- Enhances efficiency in high-volume courts
- Strengthens victim communication and public confidence
- Develops better-prepared felony prosecutors internally, reducing long-term recruitment costs

For the County, this position ensures that misdemeanor cases are handled competently, efficiently, and professionally. Victims will receive consistent communication and representation, law enforcement will benefit from well-prepared trial attorneys, and the courts will see improved courtroom performance and case management. Ultimately, this request supports both the quality of prosecution and the integrity of the criminal justice system in Collin County.

Is there statutory authority for this request?	No	Will this generate revenue?	No	If Yes, potential amount?	
--	----	-----------------------------	----	---------------------------	--

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	2	Deputy Misdemeanor Chief - Felony Prosecutor

Job Duties of NEW Position
 Creation of one new felony prosecutor position titled Deputy Misdemeanor Chief.
 This position would:
 (1) Provide structured training and case review
 (2) Ensure compliance with discovery and Brady obligations
 (3) Assist with trial preparation and legal strategy
 (4) Mentor new chief prosecutors
 (5) Provide training for interaction with victims, witnesses and law enforcement agencies
 (6) Provide in-court trial support across the County Courts at Law

 Adding one experienced supervisory felony prosecutor is a cost-effective way to provide effective training and mentoring, protect case quality, maintain courtroom efficiency, and support the continued growth of Collin County's criminal justice system.

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Felony Prosecutor	1	585	Full-Time	\$110,974.00	\$154,097.00	\$110,974.00	Felony Prosecutor/585	\$154,097.00	1	\$154,097.00
Requested NEW Position(s) Subtotal:					\$154,097.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$154,097.00				

TRAINING INCREASE REQUESTS								
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
Felony Prosecutor	Education, Conference & Training	\$2,000.00	1	\$2,000.00		\$2,000.00	1	\$2,000.00
Felony Prosecutor	Travel Reimbursement	\$250.00	1	\$250.00		\$250.00	1	\$250.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.		Training Requested Subtotal:		\$2,250.00	Supported Training Subtotal:		\$2,250.00	

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount
Office Supplies		\$200.00		\$200.00
Dues & Subscriptions	State Bar Dues	\$162.00		\$162.00
Dues & Subscriptions Lobby	TDCAA	\$85.00		\$85.00
Library Books	CCP, PC, (\$85) and Lexis (\$745.50 per attorney)	\$831.00		\$831.00
Computer Supplies	1 TB Hard Drive for downloading from Axon for Discovery/Trial	\$140.00		\$140.00
		M&O Requested Subtotal:	\$1,418.00	Supported M&O Subtotal:
				\$1,418.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer - Tablet/Laptop	New	1	Felony Prosecutor	\$2,619.00	\$2,619.00	\$4,384.00		1	\$4,384.00	\$0.00
Software - EA	New	1	Felony Prosecutor	\$624.00	\$624.00	\$624.00		1	\$624.00	\$0.00
Software - Odyssey	New	1	Felony Prosecutor	\$0.00	\$0.00	\$0.00		1	\$0.00	\$0.00
Software - Adobe Pro	New	1	Felony Prosecutor	\$83.00	\$83.00	\$130.00		1	\$130.00	\$0.00
Employee Desk Phone	New	1	Felony Prosecutor	\$597.00	\$597.00	\$597.00		1	\$597.00	\$0.00
Printer Color Small	New	1	Felony Prosecutor	\$408.00	\$408.00	\$408.00		0	\$0.00	\$0.00
Printer Stand	New	1	Felony Prosecutor	\$500.00	\$500.00	\$500.00		0	\$0.00	\$0.00
Scanner - Top Feed	New	1	Felony Prosecutor	\$999.00	\$999.00	\$999.00		1	\$999.00	\$0.00
Desk Manager Package	New	1	Felony Prosecutor	\$7,250.00	\$7,250.00	\$7,250.00		1	\$7,250.00	\$0.00
File/Bookcase Combo	New	1	Felony Prosecutor	\$1,075.00	\$1,075.00	\$1,075.00		1	\$1,075.00	\$0.00
Phone - Cell Phone Voice & Data	New	1	Felony Prosecutor	\$130.00	\$130.00	\$130.00		1	\$130.00	\$0.00
Phone Service - Voice & Data	New	1	Felony Prosecutor	\$509.00	\$509.00	\$509.00		1	\$509.00	\$0.00
Axon Evidence Library license	New	1	Felony Prosecutor	\$0.00	\$0.00	\$120.00	Axon Evidence Library license	1	\$120.00	\$0.00
Estimated Requested Equipment Subtotal:					\$14,794.00	Supported Equipment Subtotal:				
						\$15,818.00				
Total Estimated Department Request:					\$172,559.00	Updated Total Department Request:				
						\$174,491.00				
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:				
						\$173,583.00				
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:				
						\$0.00				

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	2	Deputy Misdemeanor Chief - Felony Prosecutor

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
DA Willis, Debbie H.	4/30/2026		5/4/2026	Debbie H.	

Questions TO Department	Response From Department
To clarify, the Deputy Misdemeanor Chief position that your office is requesting would be assisting the Chief Felony Prosecutor (CFP) overseeing the Misdemeanor Trial Team Division if it was to be adopted?	Yes.
Would this employee need an Axon Evidence Library license?	Yes, all prosecuting attorneys need access to Axon.

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment

Questions to Human Resources	Response From Human Resources
	Requesting to add an additional level, which benefits are not provided.

Q & A Discussions with IT

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment

Questions to IT	Response From IT
Any other IT equipment, license or software that would be needed for this position?	GE - may possibly need an Axon Evidence Library license. DM: Position would not need a small printer for thier office, they should be networking to the big shared network printers.

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST

Misdemeanor NEW FILINGS

Fiscal Year	# of NEW FILINGS	% CHANGE	Comments / Findings
FY 2018	10,390		
FY 2019	11,035	6.2%	
FY 2020	8,548	-22.5%	
FY 2021	8,708	1.9%	
FY 2022	7,680	-11.8%	
FY 2023	10,571	37.6%	last 2 quarters = 6,527 (stats tend to be higher last 2 quarters of FY)
FY 2024	11,241	6.3%	last 2 quarters = 5,967 (stats tend to be higher last 2 quarters of FY)
FY 2025	12,070	7.4%	last 2 quarters = 6,300 (stats tend to be higher last 2 quarters of FY)
FY 2026 as of 2nd Quarter	5,944		
FY 2026 Year-End Estimate	12,144	0.6%	FY 2023-FY 2025 last 2 quarters are higher with an average of 6,264
Fiscal Year	# of NEW FILINGS	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	12,873	6.0%	

STATISTICS RELATED TO NEW POSITION REQUEST

Misdemeanor - INTAKE RECEIVED

Fiscal Year	# of Intake Received	% CHANGE	Comments / Findings
FY 2018	9,705		
FY 2019	9,576	-1.3%	
FY 2020	8,713	-9.0%	
FY 2021	8,790	0.9%	
FY 2022	7,714	-12.2%	
FY 2023	10,970	42.2%	last 2 quarters = 6,471 (stats tend to be higher last 2 quarters of FY)
FY 2024	10,133	-7.6%	last 2 quarters = 5,169 (stats tend to be higher last 2 quarters of FY)
FY 2025	11,386	12.4%	last 2 quarters = 5,756 (stats tend to be higher last 2 quarters of FY)
FY 2026 as of 2nd Quarter	5,040		
FY 2026 Year-End Estimate	10,740	-5.7%	FY 2023-FY 2025 last 2 quarters are higher with an average of 5,798
Fiscal Year	# of Intake Received	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	11,384	6.0%	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	2	Deputy Misdemeanor Chief - Felony Prosecutor
STATISTICS RELATED TO NEW POSITION REQUEST			
Misdemeanor - INFORMATIONS FILED			
Fiscal Year	# of Informations Filed	% CHANGE	Comments / Findings
FY 2018	8,161		
FY 2019	9,127	11.8%	
FY 2020	7,318	-19.8%	
FY 2021	7,838	7.1%	
FY 2022	6,528	-16.7%	
FY 2023	9,320	42.8%	last 2 quarters = 5,849 (stats tend to be higher last 2 quarters of FY)
FY 2024	9,784	5.0%	last 2 quarters = 5,203 (stats tend to be higher last 2 quarters of FY)
FY 2025	10,259	4.9%	last 2 quarters = 5,265 (stats tend to be higher last 2 quarters of FY)
FY 2026 as of 2nd Quarter	4,707		
FY 2026 Year-End Estimate	10,107	-1.5%	FY 2023-FY 2025 last 2 quarters are higher with an average of 5,439
Fiscal Year	# of Informations Filed	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	10,916	8.0%	
STATISTICS RELATED TO NEW POSITION REQUEST			
Misdemeanor - DISPOSED			
Fiscal Year	# of DISPOSED	% CHANGE	Comments / Findings
FY 2018	9,945		
FY 2019	10,607	6.7%	
FY 2020	6,714	-36.7%	
FY 2021	9,645	43.7%	
FY 2022	8,709	-9.7%	
FY 2023	9,879	13.4%	last 2 quarters = 4,357 (stats tend to be higher last 2 quarters of FY)
FY 2024	11,538	16.8%	last 2 quarters = 5,319 (stats tend to be higher last 2 quarters of FY)
FY 2025	11,399	-1.2%	last 2 quarters = 6,020 (stats tend to be higher last 2 quarters of FY)
FY 2026 as of 2nd Quarter	5,443		
FY 2026 Year-End Estimate	11,143	-2.2%	FY 2023-FY 2025 last 2 quarters are higher with an average of 5,717
Fiscal Year	# of DISPOSED	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	12,034	8.0%	

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	3	Chief Felony Prosecutor Domestic Violence Unit (DVU) to Division Chief - DVU

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Per HR, "Even if Court approves the Title Change, market still supports a 587."

WHY is this position Add/Delete request needed?

This request seeks to reclassify the current Chief Felony Prosecutor (CFP) of the Domestic Violence Unit (DVU) to a Division Chief position. The reclassification recognizes that certain CFPs function beyond the scope of a single-court chief and instead supervise and manage entire divisions while prosecuting the most serious, high-profile, and violent offenses which most directly impact public safety.

A Division Chief role is comparable in responsibility and scope to a Trial Bureau Chief and aligns this office with other large district attorney's offices that utilize layered management structures to account for (1) the increased breadth of supervisory responsibility, (2) the required depth of subject-matter expertise, and (3) the experience necessary to prosecute the most dangerous and violent offenders. This need is driven by:

- (1) The expertise required to prosecute violent crimes and abuse cases;
- (2) The need to retain highly qualified and experienced prosecutors;
- (3) Sustained and significant growth in DVU caseloads; and
- (4) The breadth of courts, personnel, and programs supervised by the DVU.

The Chief Felony Prosecutor of the Domestic Violence Unit most clearly meets the criteria for reclassification as a Division Chief.

(1) Expertise & Qualifications Needed to Prosecute the Most Serious Crimes of Violence:

This reclassification recognizes the distinction between managing a single felony court and leading a specialized division dedicated exclusively to violent offenses. A comparison of responsibilities illustrates the difference:

Management Skills

- Chief Felony Prosecutor: Manages employees assigned to a specific district court.
- Division Chief: Manages a larger number of prosecutors, investigators, and support staff across multiple courts and venues, while coordinating with community and law enforcement partners. This is not merely an increase in numbers, but an increase in complexity. Each additional court and staff member assigned to a supervisor expands the scope of responsibility in ways that exceed simple arithmetic growth. The complexity compounds. Every court operates with an elected judge who independently sets jury trial weeks, determines how many jury trials to schedule, and decides whether to run double dockets. These decisions vary by court and often shift based on caseload and judicial preference. As each court and individual is added, the Division Chief's responsibility grows exponentially. Coordinating coverage, managing personnel, and filling operational gaps becomes increasingly dynamic and unpredictable. What may appear to be incremental growth in staffing or court assignments actually multiplies the operational variables that must be managed in real time.

Caseload Composition

- Chief Felony Prosecutor: A percentage of the caseload involves violent offenses.
- Division Chief: Caseload consists exclusively of domestic violence and related offenses.

Scope of Prosecution

- Chief Felony Prosecutor: Primarily prosecutes already-indicted cases.
- Division Chief: Practices Vertical Prosecution which includes intake review, charging decisions, grand jury presentations, and trial work.

Public and Professional Engagement

- Chief Felony Prosecutor: Limited external speaking responsibilities beyond court proceedings.
- Division Chief: Expected to conduct office trainings, law enforcement trainings, and community education; serve as a subject-matter expert.

Training Responsibilities

- Chief Felony Prosecutor: Trains assigned court staff.
- Division Chief: Trains a larger and more diverse group of personnel and provides division-wide leadership.

Venue

- Chief Felony Prosecutor: Assigned to one district court.
- Division Chief: Oversees cases across multiple district courts, county courts at law, and protective order proceedings.

Victim-Centered Expertise

- Chief Felony Prosecutor: Victim cases are part of the docket.
- Division Chief: All DVU cases involve victims and require specialized expertise in victim related prosecution and victim services coordination.

Experience Level

- Chief Felony Prosecutor: May try serious cases such as capital murder with assistance.
- Division Chief: Must already possess significant experience trying the most serious offenses, including murder and capital murder, and be capable of leading such trials independently within the division's specialty and without supervision.

(2) Retention of Qualified & Experienced Prosecutors:

Not every chief felony prosecutor possesses the qualifications, experience, and leadership skills necessary to lead a specialized division that prosecutes the most serious violent crimes. Division leadership requires greater autonomy, judgment, and institutional knowledge.

The County has invested significant resources in training prosecutors to develop the expertise required to handle complex domestic violence cases. Protecting that investment through career advancement opportunities is fiscally responsible and operationally prudent.

Between May 2025 and February 2026, the DA's Office experienced the departure of 10 felony/chief felony prosecutors—approximately 20% of that group.

- Eight joined either the U.S. Attorney's Office or other state prosecutorial offices offering greater upward mobility and/or compensation.
- Two entered private practice for higher compensation and flexibility.

A 20% turnover rate among experienced felony prosecutors—while the office remains understaffed—places substantial strain on remaining personnel and impacts the prosecution of violent offenders. While some turnover is unavoidable, creating a Division Chief position:

- Provides recognition and compensation commensurate with responsibility;
- Encourages retention of highly trained prosecutors;
- Creates a visible pathway for upward mobility;
- Enhances organizational stability and morale; and
- Would only cost the County approximately \$13,000 to make this change.

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title																																																																								
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	3	Chief Felony Prosecutor Domestic Violence Unit (DVU) to Division Chief - DVU																																																																								
(3) The Growth of DVU Cases over the Last 5 Years: The Commissioners Court has consistently recognized the importance of appropriately staffing domestic violence prosecutions to: break cycles of abuse; remove violent offenders from the community; and restore victims to safety, stability, and productivity. However, County growth has corresponded with substantial increases in domestic violence cases. FY2021 to FY2025 DVU Annual Growth: DVU FY2021-FY2025 Up/Down Percentage Record Year <table> <tr> <td>Felony Intake</td><td>Up</td><td>65%</td><td>FY2025 Highest on Record</td></tr> <tr> <td>Felony Indictments</td><td>Up</td><td>46%</td><td></td></tr> <tr> <td>Felony New Filings</td><td>Up</td><td>44%</td><td></td></tr> <tr> <td>Felony Disposed</td><td>Up</td><td>208%</td><td>FY2025 Highest on Record</td></tr> <tr> <td>Misdemeanor Intake</td><td>Up</td><td>41%</td><td>FY2025 Highest on Record</td></tr> <tr> <td>Misdemeanor Informations</td><td>Up</td><td>54%</td><td></td></tr> <tr> <td>Misdemeanor New Filings</td><td>Up</td><td>46%</td><td></td></tr> <tr> <td>Misdemeanor Disposed</td><td>Up</td><td>47%</td><td>FY2025 Highest on Record</td></tr> <tr> <td>Protective Order Petitions</td><td>Up</td><td>106%</td><td>FY2025 Highest on Record</td></tr> </table> This growth has continued into FY2026, with unprecedented first quarter growth in particular areas. FY2022 to FY2026 DVU 1st Quarter comparisons: DVU FY2022-FY2026- 1st Qtr. Up/Down Percentage Record Quarter <table> <tr> <td>Felony Intake</td><td>Up</td><td>56%</td><td></td></tr> <tr> <td>Felony Indictments</td><td>Up</td><td>331%</td><td>FY2026 Highest 1st Quarter</td></tr> <tr> <td>Felony New Filings</td><td>Up</td><td>231%</td><td>FY2026 Highest 1st Quarter</td></tr> <tr> <td>Felony Disposed</td><td>Up</td><td>247%</td><td></td></tr> <tr> <td>Misdemeanor Intake</td><td>Up</td><td>147%</td><td>FY2026 Highest 1st Quarter</td></tr> <tr> <td>Misdemeanor Informations</td><td>Up</td><td>33%</td><td></td></tr> <tr> <td>Misdemeanor New Filings</td><td>Up</td><td>24%</td><td></td></tr> <tr> <td>Misdemeanor Disposed</td><td>Down</td><td>9%</td><td></td></tr> <tr> <td>Protective Order Petitions</td><td>Down</td><td>2%</td><td></td></tr> </table> Absorbing this growth—while achieving record disposition levels—reflects effective division leadership, operational efficiency, and proactive supervision within the DVU. (4) The Breadth of DVU Practice, Courts, Personnel, and Programs: The DVU Chief Felony Prosecutor supervises 10 DA's Office positions: • 5 Felony Prosecutors • 1 Chief Misdemeanor Prosecutor • 1 Dedicated Misdemeanor Prosecutor and others that assist when needed. • 2 Legal II Secretaries & • 1 Felony Investigator (who reports to the Chief Investigator administratively but operates under the DVU's authority for DVU casework) The DVU Chief Felony Prosecutor oversees prosecutions in: • 7 District Courts • 7 County Court at Law Courts & • All Courts for Protective Orders The DVU Chief Felony Prosecutor has multiple responsibilities outside of the DA's Offices working with law enforcement agencies, domestic violence advocacy groups and victim service organizations. Specifically, the DVU CFP's job duties include: Presentations & Trainings – The DVU CFP is often asked to present and train the patrol and investigative divisions of Collin County law enforcement agencies on domestic violence subject matters. (Trainings have been conducted at the McKinney, Plano, Wylie, Frisco, Prosper, Princeton, Anna, Celina, Lavon, and CCSO law enforcement agencies) On-Call Duty – The DVU CFP takes calls days, nights and weekends from detectives and supervising officers for various law enforcement agencies to discuss domestic violence cases which have been committed in their cities. The CFP answers questions about evidence collection, search warrants, and victim services. Coordination with Victim Assistance Coordinators or Advocates – The DVU CFP communicates with victim advocates from various local law enforcement agencies regarding DVU cases and with assistant district attorneys in other counties who have cases against the same defendants. Works with Victim Services Organizations – The DVU CFP works closely with Hope's Door New Beginning Center, The Family Place, Mosaic Family Services, Agape, Genesis Women's Shelter, and Emily's Place regarding assistance for victims in DVU cases. Speaking to Advocacy Groups – The DVU CFP regularly speaks and presents at the Collin County Council on Family Violence meetings throughout the year, and is asked to speak at many of the meetings for the above listed victim services organizations. Attends meetings - The DVU CFP works with the Collin County Council on Family Violence under the Junior League of Collin County. In additions to her speaking engagements she regularly attends their meetings (located at the Junior League office in Plano). Protective Order Assistance – The DVU CFP has presented for the Texas Muslim Women's Foundation and Turning Point Rape Crises Center regarding protective orders and frequently communicates with the victim advocates at Agape regarding protective order applicants. DVU practices the vertical prosecution model. DVU prosecutors review their own intake cases, file misdemeanor cases, present felony cases to the Grand Jury, in addition to prosecuting indicted/filed cases through to disposition. Every DVU case involves a victim, requiring communication, services coordination, and support, whether cooperative or not. The DVU CFP manages a division dedicated exclusively to violent, victim-centered offenses, across all courts in the County, while coordinating with law enforcement and community partners to protect women from violence and violent offenders. Distinguishing this level of responsibility from a single-court CFP is essential for organizational clarity and long-term retention.				Felony Intake	Up	65%	FY2025 Highest on Record	Felony Indictments	Up	46%		Felony New Filings	Up	44%		Felony Disposed	Up	208%	FY2025 Highest on Record	Misdemeanor Intake	Up	41%	FY2025 Highest on Record	Misdemeanor Informations	Up	54%		Misdemeanor New Filings	Up	46%		Misdemeanor Disposed	Up	47%	FY2025 Highest on Record	Protective Order Petitions	Up	106%	FY2025 Highest on Record	Felony Intake	Up	56%		Felony Indictments	Up	331%	FY2026 Highest 1st Quarter	Felony New Filings	Up	231%	FY2026 Highest 1st Quarter	Felony Disposed	Up	247%		Misdemeanor Intake	Up	147%	FY2026 Highest 1st Quarter	Misdemeanor Informations	Up	33%		Misdemeanor New Filings	Up	24%		Misdemeanor Disposed	Down	9%		Protective Order Petitions	Down	2%	
Felony Intake	Up	65%	FY2025 Highest on Record																																																																								
Felony Indictments	Up	46%																																																																									
Felony New Filings	Up	44%																																																																									
Felony Disposed	Up	208%	FY2025 Highest on Record																																																																								
Misdemeanor Intake	Up	41%	FY2025 Highest on Record																																																																								
Misdemeanor Informations	Up	54%																																																																									
Misdemeanor New Filings	Up	46%																																																																									
Misdemeanor Disposed	Up	47%	FY2025 Highest on Record																																																																								
Protective Order Petitions	Up	106%	FY2025 Highest on Record																																																																								
Felony Intake	Up	56%																																																																									
Felony Indictments	Up	331%	FY2026 Highest 1st Quarter																																																																								
Felony New Filings	Up	231%	FY2026 Highest 1st Quarter																																																																								
Felony Disposed	Up	247%																																																																									
Misdemeanor Intake	Up	147%	FY2026 Highest 1st Quarter																																																																								
Misdemeanor Informations	Up	33%																																																																									
Misdemeanor New Filings	Up	24%																																																																									
Misdemeanor Disposed	Down	9%																																																																									
Protective Order Petitions	Down	2%																																																																									

HOW will this position Add/Delete benefit your office and/or the County?
Creating a Division Chief position will benefit the County as follows: •Reduce strain on top-level leadership by strengthening mid-level management; •Improve retention of highly trained prosecutors; •Ensure the most dangerous offenders are prosecuted by experienced leadership; •Reduce costly errors, retrials, and inefficiencies; •Improve office morale through appropriate recognition of responsibility; •Protect the County's investment in prosecutor training and development. The Cost and Risk of failing to create this position could hurt the County as follows: From a fiscal and operational perspective, the County's return on investment is maximized by retaining experienced division chiefs rather than risking turnover to jurisdictions offering greater advancement opportunities. Retention is not simply a personnel matter—it is a sound financial decision that protects both public resources and the administration of justice. There are well-established HR studies and workforce cost models that estimate the financial impact of losing senior, experienced personnel. These studies consistently show that the cost of replacing a senior leader ranges from 50% to 200% of that employee's annual salary, with the highest percentages associated with individuals who possess significant institutional knowledge, leadership responsibilities, and supervisory authority. Applying this model to the DVU Chief Felony Prosecutor (CFP), the estimated cost to the County of losing this position would range from \$93,000 to \$375,000. A second widely cited workforce formula estimates the cost of replacing a supervisor at six to nine months of their annual salary. Under that model, the loss of the DVU CFP would cost the County approximately \$93,000 to \$140,000. By contrast, the hard cost to the Budget by changing this position would be a difference in salary of approximately \$13,000. The financial implications of losing an experienced Chief Felony Prosecutor who runs a division extend well beyond salaries. These costs include: (1)Recruitment and selection expenses, including advertising, interviewing, background checks, and personnel time (2)Training and onboarding costs, along with the time required for the new hire to reach full effectiveness (3)Lost productivity during the transition period (4)Loss of institutional knowledge, including case history, internal processes, and professional relationships (5)Service and justice delays, which can impact victims, defendants, law enforcement partners, and court efficiency (6)Increased strain on remaining staff, which can lead to burnout, reduced morale, and additional turnover When weighed against these substantial and well-documented costs, the relatively modest \$13,000 salary differential represents a prudent investment in stability, continuity, and effective prosecution.

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	3	Chief Felony Prosecutor Domestic Violence Unit (DVU) to Division Chief - DVU
Will this position be relocated to another department? Y/N No		If yes, which department? (Department Name)	
Is there statutory authority for this request? No			
Job Duties of New Position (to be ADDED) The Division Chief position (Category 588 equivalent to a Trial Bureau Chief) will perform all duties of a Chief Felony Prosecutor (Category 587) and, in addition: •Management Skills: Supervise and manage a division of felony prosecutors, investigators, and support staff across multiple courts and venues. •Extensive Experience: Demonstrates advanced trial expertise in violent crime cases, including murder and capital murder. •Vertical Prosecution: Intake review, charging decisions, Information/Indictment preparation, presentation to a Grand Jury, and prosecution of the case through disposition. •Public Speaking: Expected to speak to, educate and coordinate with community partners, victim advocacy groups, domestic violence organizations/shelters, and various citizen groups regarding domestic violence and victim-related subject matters. •Training: Conduct internal trainings for prosecutors and staff in the DVU Division and office-wide. •Subject Matter Expert: Serve as a subject matter expert in domestic violence offenses, provide training to law enforcement agencies, prosecutor offices state-wide, serve as a resource for questions regarding DVU related grand jury subpoenas, search warrants, and offense-specific questions. •Leadership and People Smart: Demonstrate leadership, judgment, and professional relationships across multiple courts and departments.		Job Duties of Current Position (to be DELETED) •Review indicted cases and assign cases to prosecutors assigned to a specific district court. •Maintain a full felony caseload. •Prosecute assigned cases from review through disposition, including discovery, plea negotiations, trial preparation and courtroom litigation. •Coordinate with law enforcement, victims, and witnesses. •Supervise and mentor assigned court staff. •Oversee case preparation and ensure compliance with legal and ethical standards. •Review and approve plea offers and dispositions. •Evaluate staff performance and provide feedback.	

CURRENT POSITION(S) TO BE DELETED									
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)	
Cresta Garland	200150	587	Full-Time	\$187,598.50	-\$244,682.00	Chief Felony Prosecutor - DVU	Not Recommended	\$0.00	
Requested DELETED Position(s) Subtotal:					-\$244,682.00	RECOMMENDED Delete Position(s) Subtotal:			\$0.00

REQUESTED POSITION(S) TO BE ADDED						
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title
Cresta Garland	200150	588	Full-Time	\$198,978.42	\$258,134.00	Division Chief - DVU
Requested ADD Position(s) Subtotal:					\$258,134.00	

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Cresta Garland	200150	587	Full-Time	\$187,598.50	\$244,682.00	Chief Felony Prosecutor	Not Recommended	\$0.00
Requested ADD Position(s) Subtotal:					\$0.00			

Total Estimated Department Request:	\$13,452.00
Updated Total Department Request:	\$0.00
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:	\$0.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:	\$0.00

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)
 *To come up with the requested salary, I took the current salary and added 5%. It is my understanding that if a current employee moves up 1 Grade, they receive a 5% raise unless that does not get them to the minimum pay. If that is not the correct formula, please adjust.

ANALYSIS					
Q & A Discussions with Human Resources					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Questions to Human Resources			Response From Human Resources		
			Per HR, even if Court approves the Title Change, market still supports a 587.		

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	4	Chief Felony Prosecutor Crimes Against Children (CAC) to Division Chief - CAC

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Per HR, "Even if Court approves the Title Change, market still supports a 587."

WHY is this position Add/Delete request needed?

The danger posed by the violent offenders and child predators prosecuted by the CAC Division demands strong, experienced, and accountable leadership. The results achieved in CY2025 demonstrate both the seriousness of these crimes and the Division's effectiveness in protecting Collin County's children. These achievements from 2025 highlight the differences in supervision and leadership needed to supervise the CAC Division:

- 862.5 Years in Sentences Secured

Through a combination of jury trials and negotiated pleas, the CAC Division secured 862.5 years of incarceration for convicted child sex offenders in Collin County.

- Three Life Sentences for Violent Offenders

Jurors returned three Life sentences against the most dangerous offenders who committed egregious crimes against children.

- Five Life Sentences for Violent Offenders Already in CY2026
- Eight Sentences of 40+ Years

The Division secured eight additional sentences exceeding 40 years, ensuring long-term incarceration of repeat and child sex offenders.

- 36 District Court Trials Conducted

Due to the priority status granted to cases involving child victims, CAC prosecutors tried 36 District Court cases in CY2025--all but two of which were jury trials.

- This represents an average of three jury trials per month
- These trials occurred across multiple courts
- All were supervised by one Chief Felony Prosecutor

This request seeks to reclassify the current Chief Felony Prosecutor (CFP) of the Crimes Against Children (CAC) Division to a Division Chief position. The reclassification recognizes that certain CFPs function beyond the scope of a single-court chief and instead supervise and manage entire divisions while prosecuting the most serious, high-profile, and violent offenses which most directly impact public safety and our children.

A Division Chief role is comparable in responsibility and scope to a Trial Bureau Chief and aligns this office with other large district attorney's offices that utilize layered management structures to account for (1) the increased breadth of supervisory responsibility, (2) the required depth of subject-matter expertise, and (3) the experience necessary to prosecute the most dangerous and violent offenders.

This need is driven by:

- (1)The expertise required to prosecute physical and sexual crimes against children;
- (2)The need to retain highly qualified and experienced prosecutors in this area;
- (3)Sustained and significant growth in CAC caseloads; and
- (4)The breadth of courts, personnel, and programs which fall under the CAC umbrella.

The Chief Felony Prosecutor of the Crimes Against Children division most clearly meets the criteria for reclassification as a Division Chief.

(1) Expertise & Qualifications Needed to Prosecute the Most Serious Crimes of Abuse:

This reclassification recognizes the distinction between managing a single felony court and leading a specialized division dedicated exclusively to child abuse offenses. A comparison of responsibilities illustrates the difference:

Management Skills

- Division Chief: Manages a larger number of prosecutors, investigators, and support staff across multiple courts and venues, while coordinating with community and law enforcement partners. This is not merely an increase in numbers, but an increase in complexity. Each additional court and staff member assigned to a supervisor expands the scope of responsibility in ways that exceed simple arithmetic growth. The complexity compounds. Every court operates with an elected judge who independently sets jury trial weeks, determines how many jury trials to schedule, and decides whether to run double dockets. These decisions vary by court and often shift based on caseload and judicial preference. As each court and individual is added, the Division Chief's responsibility grows exponentially. Coordinating coverage, managing personnel, and filling operational gaps becomes increasingly dynamic and unpredictable. What may appear to be incremental growth in staffing or court assignments actually multiplies the operational variables that must be managed in real time.

Caseload Composition

- Chief Felony Prosecutor: A percentage of the caseload involves crimes involving abuse or violence.
- Division Chief: Caseload consists exclusively of crimes against children, which are crimes of violence and sexual abuse.

Scope of Prosecution

- Chief Felony Prosecutor: Primarily prosecutes already-indicted cases.
- Division Chief: Practices Vertical Prosecution which includes intake review, charging decisions, grand jury presentations, and trial work.

Public and Professional Engagement

- Chief Felony Prosecutor: Limited external speaking responsibilities beyond court proceedings.
- Division Chief: Expected to conduct office trainings, law enforcement trainings, and community education; serve as a subject-matter expert.

Training Responsibilities

- Chief Felony Prosecutor: Trains assigned court staff.
- Division Chief: Trains a larger and more diverse group of personnel and provides division-wide leadership.

Venue

- Chief Felony Prosecutor: Assigned to one district court.
- Division Chief: Oversees cases across multiple district courts.

Victim-Centered Expertise

- Chief Felony Prosecutor: Victim cases are part of the docket.
- Division Chief: All CAC cases involve child victims and require specialized expertise in crimes against children prosecution and child-victim services coordination.

Experience Level

- Chief Felony Prosecutor: May try serious cases such as capital murder with assistance.
- Division Chief: Must already possess significant experience trying the most serious offenses, including murder and capital murder, and be capable of leading such trials independently within the division's specialty and without supervision.

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	4	Chief Felony Prosecutor Crimes Against Children (CAC) to Division Chief - CAC
(2) Retention of Qualified & Experienced Prosecutors: Not every chief felony prosecutor possesses the qualifications, experience, and leadership skills necessary to lead a specialized division that prosecutes the most serious crimes of violence and abuse. Division leadership requires greater autonomy, judgment, and institutional knowledge. The County has invested significant resources in training prosecutors to develop the expertise required to handle complex crimes against children cases. Protecting that investment through career advancement opportunities is fiscally responsible and operationally prudent. Between May 2025 and February 2026, the DA's Office experienced the departure of 10 felony/chief felony prosecutors—approximately 20% of that group. • Eight joined either the U.S. Attorney's Office or other state prosecutorial offices offering greater upward mobility and/or compensation. • Two entered private practice for higher compensation and flexibility. A 20% turnover rate among experienced felony prosecutors—while the office remains understaffed—places substantial strain on remaining personnel and impacts the prosecution of the most dangerous offenders. While some turnover is unavoidable, creating a Division Chief position: • Provides recognition and compensation commensurate with responsibility; • Encourages retention of highly trained prosecutors; • Creates a visible pathway for upward mobility; • Enhances organizational stability and morale; and • Would cost the County less than \$10,000 to make this change. (3) The Growth of CAC Cases over the Last 5 Years: The Commissioners Court has consistently recognized the importance of appropriately staffing crimes against children cases and the importance of the Children's Advocacy Center to our community. The goal being to apprehend and remove from the community those who prey on and injure our children. The goal is also to help children through the criminal justice system by providing safe places, counseling and justice. Unfortunately, along with County growth comes an increase in crimes committed against children. FY2021 to FY2025 Annual Growth of CAC Cases: CAC FY2021-FY2025 Up/Down Percentage Record Year CAC Intake Up 45% CAC Indictments Up 163% FY2025 Highest on Record CAC New Filings Up 144% FY2025 Highest on Record CAC Disposed Up 141% FY2025 Highest on Record This growth has continued into FY2026, with sustained first quarter growth in most areas. FY2022 to FY2026 CAC 1st Quarter Comparisons: CAC FY2022-FY2026- 1st Qtr. Up/Down Percentage Record Quarter CAC Intake Up 63% FY2025 Highest on Record CAC Indictments Up 50% FY2025 Highest on Record CAC New Filings Up 40% FY2025 Highest on Record CAC Disposed Up 150% FY2025 Highest on Record Absorbing this growth—while achieving record disposition levels—reflects effective division leadership, operational efficiency, and proactive supervision within the CAC Division. (4) The Breadth of CAC Practice, Courts, Personnel, and Programs: The CAC Chief Felony Prosecutor supervises 10 DA's Office positions: • 1 Special Unit Prosecutor – Child Exploitation • 5 Felony Prosecutors • 2 Legal II Secretaries & • 2 Felony Investigators (who report to the Chief Investigator administratively but operate under the CAC's authority for CAC casework) The CAC Chief Felony Prosecutor oversees prosecutions in: • 7 District Courts The CAC Chief Felony Prosecutor has multiple responsibilities outside of the DA's Offices working with law enforcement agencies, children's advocacy groups and victim service organizations. Specifically, the CAC CFP's job duties include: Presentations & Trainings – The CAC CFP is often asked to present and train the patrol and investigative divisions of Collin County law enforcement agencies on crimes against children subject matters. This CFP also provides in-house trainings at team meetings and office-wide. On-Call Duty – The CAC CFP takes calls days, nights and weekends from detectives and supervising officers for various law enforcement agencies to discuss crimes against children cases which have been committed in their cities. The CFP answers questions about evidence collection, search warrants, and victim services. Coordination with Victim Assistance Coordinators or Advocates – The CAC CFP communicates with victim advocates from various local law enforcement agencies regarding CAC cases and with assistant district attorneys in other counties who have cases against the same defendants. Works with Child Abuse Organizations – The CAC CFP works closely with the Children's Advocacy Center and even helps them conduct interviews for the hiring of forensic interviewers. Speaking to Advocacy Groups – The CAC CFP conducts trainings at least twice a year at the Children's Advocacy Center to keep that organization apprised of the newest legislative and case law updates. Attends meetings - The CAC CFP regularly attends leadership meetings with the Children's Advocacy Center, with the Sexual Assault Response Team for Collin County, and with the Child Fatality Review Team. Special Events – The CAC CFP plans and leads "Kids in Court", a quarterly event, which takes place after business hours at the Courthouse for children and their parents whose cases are coming up for trial. The goal is to provide information, answer questions, allow the children to become familiar with the courtroom, and prepare them for testifying in court. As part of the event the children can practice testifying by being asked about less intimidating subjects like sports and school. Planning for this event begins 3-4 weeks in advance as it involves reserving courtrooms, arranging security for entry into the courthouse, coordinating with facilities for tables, and creating and sending invitations. CAC practices the vertical prosecution model. CAC prosecutors review their own intake cases and present felony cases to the Grand Jury, in addition to prosecuting indicted cases through to disposition. Every CAC case involves a child victim, requiring communication, services coordination, and support. The CAC CFP manages a division dedicated exclusively to crimes against children, victim-centered offenses, across seven district courts in the County, while coordinating with law enforcement and community partners, in order to protect children against child predators. Distinguishing this level of responsibility from a single-court CFP is essential for organizational clarity and long-term retention.			
HOW will this position Add/Delete benefit your office and/or the County? Creating a Division Chief position will benefit the County as follows: • Demonstrate to the community that crimes against children will be aggressively prosecuted; • Improve retention of highly trained crimes against children prosecutors; • Ensure the most dangerous offenders are prosecuted by experienced leadership; • Reduce costly errors and inefficiencies, thereby protecting vulnerable child victims from having to re-try cases or wait longer periods of time for justice; • Improve office morale through appropriate recognition of responsibility; • Protect the County's investment in prosecutor training and development. The estimated cost to the County to make this position change is less than \$10,000. The return on investment is maximized when experienced prosecutors remain with the County rather than departing for offices with greater advancement opportunities. The Cost and Risk of failing to create this position could hurt the County as follows: From a fiscal and operational perspective, the County's return on investment is maximized by retaining experienced division chiefs rather than risking turnover to jurisdictions offering greater advancement opportunities. Retention is not simply a personnel matter—it is a sound financial decision that protects both public resources and the administration of justice. There are well-established HR studies and workforce cost models that estimate the financial impact of losing senior, experienced personnel. These studies consistently show that the cost of replacing a senior leader ranges from 50% to 200% of that employee's annual salary, with the highest percentages associated with individuals who possess significant institutional knowledge, leadership responsibilities, and supervisory authority. Applying this model to the CAC Chief Felony Prosecutor (CFP), the estimated cost to the County of losing this position would range from \$84,000 to \$336,000. A second widely cited workforce formula estimates the cost of replacing a supervisor at six to nine months of their annual salary. Under that model, the loss of the CAC CFP would cost the County approximately \$84,000 to \$126,000. By contrast, the hard cost to the Budget by changing this position would be a difference in salary of approximately \$10,000. The financial implications of losing an experienced Chief Felony Prosecutor who runs a division extend well beyond salaries. These costs include: (1) Recruitment and selection expenses, including advertising, interviewing, background checks, and personnel time (2) Training and onboarding costs, along with the time required for the new hire to reach full effectiveness (3) Lost productivity during the transition period (4) Loss of institutional knowledge, including case history, internal processes, and professional relationships (5) Service and justice delays, which can impact victims, defendants, law enforcement partners, and court efficiency (6) Increased strain on remaining staff, which can lead to burnout, reduced morale, and additional turnover When weighed against these substantial and well-documented costs, the relatively modest \$10,000 salary differential represents a prudent investment in stability, continuity, and effective prosecution.			

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	4	Chief Felony Prosecutor Crimes Against Children (CAC) to Division Chief - CAC

Will this position be relocated to another department? Y/N No	If yes, which department? (Department Name)
---	--

Is there statutory authority for this request? No	
--	--

Job Duties of New Position (to be ADDED)

The Division Chief position (Category 588 equivalent to a Trial Bureau Chief) will perform all duties of a Chief Felony Prosecutor (Category 587) and, in addition:

- Management Skills: Supervise and manage a division of felony prosecutors, investigators, and support staff across multiple courts and venues.
- Extensive Experience: Demonstrate advanced trial expertise in crimes against children cases, including murder and capital murder.
- Vertical Prosecution: Intake review, charging decisions, Indictment preparation, presentation to a Grand Jury, and prosecution of the case through disposition.
- Public Speaking: Expected to speak to, educate and coordinate with community partners, victim advocacy groups, the Children's Advocacy Center, and various citizen groups regarding child abuse cases and child victim-related subject matters.
- Training: Conduct internal trainings for prosecutors and staff in the CAC Division and office-wide.
- Subject Matter Expert: Serve as a subject matter expert in crimes against children offenses, provide training to law enforcement agencies, prosecutor offices state-wide, serve as a resource for questions regarding CAC related grand jury subpoenas, search warrants, and offense-specific questions.
- Leadership and People Smart: Demonstrate leadership, judgment, and professional relationships across multiple courts and departments.

Job Duties of Current Position (to be DELETED)

- Review indicted cases and assign cases to prosecutors assigned to a specific district court.
- Maintain a full felony caseload.
- Prosecute assigned cases from review through disposition, including discovery, plea negotiations, trial preparation and courtroom litigation.
- Coordinate with law enforcement, victims, and witnesses.
- Supervise and mentor assigned court staff.
- Oversee case preparation and ensure compliance with legal and ethical standards.
- Review and approve plea offers and dispositions.
- Evaluate staff performance and provide feedback

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Ashleigh Woodall	300450	587	Full-Time	\$168,049.57	-\$221,572.00	Chief Felony Prosecutor - CAC	Not Recommended	\$0.00
Requested DELETED Position(s) Subtotal:					-\$221,572.00	RECOMMENDED Delete Position(s) Subtotal:		
						\$0.00		

REQUESTED POSITION(S) TO BE ADDED						
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title
Ashleigh Woodall	300450	588	Full-Time	\$176,452.04	\$231,506.00	Division Chief - CAC
Requested ADD Position(s) Subtotal:					\$231,506.00	

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Ashleigh Woodall	300450	587	Full-Time	\$168,049.57	\$221,572.00	Chief Felony Prosecutor	Not Recommended	\$0.00
Requested ADD Position(s) Subtotal:					\$0.00			

Total Estimated Department Request:	\$9,934.00
Updated Total Department Request:	\$0.00
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:	\$0.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:	\$0.00

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)

*To come up with the requested salary, I took the current salary and added 5%. It is my understanding that if a current employee moves up 1 Grade, they receive a 5% raise unless that does not get them to the minimum pay. If that is not the correct formula, please adjust.

ANALYSIS				
----------	--	--	--	--

Q & A Discussions with Human Resources					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Questions to Human Resources			Response From Human Resources		
			Even if Court approves the Title Change, market still supports a 587.		

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	5	Chief Felony Prosecutor Special Prosecution Unit (SPU) to Division Chief - SPU

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Per HR, "Even if Court approves the Title Change, market still supports a 587."

WHY is this position Add/Delete request needed?

SPU – A Specialized Division Supervising Major Crimes

The Special Prosecution Unit (SPU) was established as Collin County evolved into one of the largest and fastest-growing counties in Texas. With that growth came a dramatic increase in the volume and complexity of serious felony offenses. To respond effectively, the District Attorney's Office created SPU to centralize expertise, enhance prosecutorial efficiency, and ensure the highest level of oversight in the prosecution of the County's most serious crimes. From its inception, SPU was designed to place an exceptionally experienced felony prosecutor at the earliest stages of investigation and prosecution involving the most dangerous offenders. Early prosecutorial involvement improves case quality, prevents avoidable legal challenges, and strengthens outcomes in cases where public safety is most at risk.

Core Responsibilities and Scope

SPU handles the review, charging and supervision of the most complex and high-profile criminal matters, including:

- All criminal homicides (Capital Murder through Criminally Negligent Homicide)
- Officer-involved use of force
- Custodial death investigations
- Traffic fatalities
- Fentanyl-related murder
- Felony narcotics manufacturing, delivery, and possession with intent to deliver
- Arson
- Organized criminal activity and multi-jurisdictional white-collar operations (Supervising the White-Collar Special Unit Prosecutor)
- Public integrity matters (until a dedicated unit is operational and then just supervising)
- Oversight and assistance to single-prosecutor specialty units

As Collin County has grown and statutory changes have evolved, SPU's mission has narrowed and intensified to focus on the early collaboration with law enforcement and pre-indictment work needed on major crimes. Although there was an effort to rename the unit "Major Crimes Unit (MCU)" to reflect its function, this name change did not stick and the Division is still called SPU. Functionally, however, the Special Prosecution Unit, is primarily involved in the pre-indictment and indictment phases of all homicide cases, officer involved shootings, in-custody deaths, and narcotics trafficking, while supervising other specialized areas of prosecution.

Supervisory and Division-Level Management

SPU's leadership responsibilities extend well beyond a traditional single-court Chief Felony Prosecutor role. The position:

- Supervises prosecutors handling the most serious violent offenses
- Oversees intake, case review, charging, and grand jury presentation on complex felony matters
- Assists and supervises specialty units including Public Integrity, White Collar Crime, and Mental Health
- Provides strategic prosecutorial guidance to law enforcement from the early stages of investigations and throughout the close of the case in multi-defendant and multi-agency investigations
- Coordinates directly with law enforcement on major violent crime investigations
- Reviews search warrants and grand jury subpoenas in high-risk cases, including geolocation data warrants

The breadth of these responsibilities reflects division-level management, not a single-court or single subject matter assignment.

Early Intervention: Protecting Cases and the Public

- Search warrants and subpoenas are reviewed prior to execution
- Critical witnesses are contacted while memories are fresh
- Evidence is secured before loss or spoliation
- Investigative missteps that could result in dismissal or acquittal are prevented

This 'crime scene to courtroom' model protects victims, strengthens cases, and prevents violent offenders from escaping accountability on avoidable technical grounds.

Reclassification Justification

Chief Felony Prosecutor → Division Chief

This request seeks to formally reclassify the current Chief Felony Prosecutor position to Division Chief – SPU to accurately reflect the scope, responsibility, and leadership required to manage this division.

The current structure does not adequately recognize that this role:

- Manages a division of specialized cases
- Oversees the prosecution of the County's most violent and high-profile offenses
- Directly impacts public safety at the highest level
- Functions comparably to a Trial Bureau Chief

A Division Chief classification aligns Collin County's structure with similarly sized jurisdictions that utilize layered management to account for:

1. The depth of subject matter expertise required
2. The increased breadth of supervisory responsibility
3. The experience necessary to prosecute the most dangerous offenders
4. The complexity of interagency coordination and on-call availability required for major crime investigations

(1) Expertise & Qualifications Needed to Prosecute Major Crimes in Collin County

This reclassification recognizes the distinction between managing a single felony court or unit and leading a specialized division which handles a variety of major crimes which could be indicted into any of the seven district courts which handle criminal cases. It also recognizes the difference in supervising a limited number of personnel assigned to a court versus supervising personnel and other units within the office. A comparison of responsibilities between the CFP of SPU has versus a CFP of single unit or court is illustrated below:

On-Call Duty

Chief Felony Prosecutor: Rarely on-call unless it involves a current jury trial in progress.

The SPU Division Chief: Has the most on-call responsibilities in the DA's Office, other than the First Assistant. Like other Division Chiefs she will take calls on days, nights and weekends involving cases falling under the Special Prosecution Unit,

The SPU Chief also takes regular calls from law enforcement agencies regarding a wide range of situations due to law enforcement being aware of her expertise and availability. For example, the SPU Chief handles the following type of situations:

- (1) The single point of contact for all the Ping Register Trap and Traces for Collin County. In FY2022, legislative changes to Chapter 18B of the Code of Criminal Procedure required a prosecutor's review and signature every time a law enforcement agency wanted historical or future geolocation data on potential suspects (sometimes referred to as ping orders). Law Enforcement often obtains this information by obtaining cell phone data. Prior to this change, a prosecutor's signature was not required for every law enforcement agency seeking this type of data. This legislative change has required the prosecutors in the SPU to be available 24/7 for law enforcement and has thus limited their capability to prosecute other specialized crime areas now assigned to various special units. SPU reviews approximately 15-20 ping orders per month and the number of requests are rising;
- (2) On Call 24/7 to answer phones calls from any law enforcement agency needing assistance;
- (3) Review search warrants, probable cause affidavits and arrest warrants for local law enforcement and for the office;
- (4) Discuss with local law enforcement strategies on investigations and charging decisions;

Management Skills

Chief Felony Prosecutor: Manages employees assigned to a specific district court.

SPU Division Chief: Manages not just felony prosecutors and staff, but several Chief Felony Prosecutors/Special Unit Prosecutors. The DA's Office, in order to specialize and develop expertise, has formed several single prosecutor units to handle white collar crime cases, child pornography cases, mental health dockets, and public integrity. Because these units are staffed with only one prosecuting attorney, they need assistance from other divisions for trials, advice and coverage. When positions in WCC, Public Integrity, or Mental Health are vacant or on leave, SPU covers their caseload. This requires the SPU CFP to not only supervise these units but to be a subject matter expert in these specialized areas as well.

Caseload Composition

Chief Felony Prosecutor: A percentage of the caseload involves major crimes, but many cases involve first time offenders who can be rehabilitated or involve defendants who are appropriately placed on community supervision.

SPU Division Chief: These cases are Major Crimes either because they involve the death of an individual or because of their high-profile nature. The SPU caseload consists mostly of violent offenders who need lengthy jail sentences in order to keep the public safe. The SPU caseload changes with the needs of the office and adjusts to legislative changes.

An example of this is when the Legislature added Fentanyl Murder to the Penal Code which was effective for FY2024. Since becoming effective, law enforcement has coordinated with the SPU Division Chief on multiple Fentanyl related deaths. The result has been 14 Indictments by the Grand Jury for Fentanyl Murder in just over two years. These prosecutions are holding drug dealers accountable in Collin County for dealing this dangerous narcotic. These types of cases involve lengthy investigations in which law enforcement tries to locate the drug dealer who provided Fentanyl to the victim. This process often requires search warrants for cell phone records, extensive drug testing and expert testimony.

Scope of Prosecution

Chief Felony Prosecutor: Primarily prosecutes already-indicted cases.

SPU Division Chief: Practices "Vertical Prosecution" which includes early interaction with law enforcement during investigations, intake review, making charging decisions, grand jury presentations, assignment of appropriate cases to trial teams, and prosecution of other cases through disposition.

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	5	Chief Felony Prosecutor Special Prosecution Unit (SPU) to Division Chief - SPU

Presentations, Training Responsibilities, & Public Engagement

Chief Felony Prosecutor: Trains assigned court staff and has limited external speaking responsibilities beyond court proceedings.

SPU Division Chief: Trains a larger and more diverse group of personnel, providing office-wide trainings, training those under SPU supervision, training law enforcement and speaking to the public such as:

- Speaks at the Citizen’s Prosecutor Academy on the topics of Narcotics and Major Crimes;
- Holds in-house trainings for the DA’s Office on Narcotics;
- Conducts trainings at local law enforcement agencies on the following topics: (1) Search Warrants; (2) Cell Phone search and seizure; (3) 38.22 Miranda Warnings and Confessions; and (4) the use of Confidential Informants;
- Trains at the Texoma HIDTA of North Texas on strategies to investigate Vape Shops selling illegal drugs and narcotics;
- Trains at the Texas Narcotics Officer Association (TNOA) conference once a year;
- Trains for the Plano Police Department twice a year on courtroom testimony;
- Trains with Arson Investigators every 1-2 years on expectations for cases being filed with the DA’s Office.

Venue

Chief Felony Prosecutor: Assigned to one district court.

SPU Division Chief: Oversees cases across multiple district courts and some cases in the County Courts at Law.

Victim-Centered Expertise

Chief Felony Prosecutor: Victim cases are part of the docket.

SPU Division Chief: Most cases involve victims. Must be an expert at victim-related offenses because most of their cases involve family members dealing with the death of a loved one. It is a regular part of the job to hold meetings with next of kin family members on criminal homicide cases.

Experience Level

Chief Felony Prosecutor: May try serious cases such as capital murder with assistance.

Division Chief: Must already possess significant experience trying the most serious offenses, including murder and capital murder, and be capable of leading such trials independently within the division’s specialty and without supervision.

Murder and Capital Murder cases make up a large percentage of the SPU docket. The Division Chief must serve as a subject matter expert on homicide cases, arson, narcotics, and search/arrest warrants.

(2) Retention of Qualified & Experienced Prosecutors:

Not every chief felony prosecutor possesses the qualifications, experience, and leadership skills necessary to lead a specialized division that prosecutes the most serious crimes of violence. Division leadership requires greater autonomy, judgment, and institutional knowledge.

The County has invested significant resources in training prosecutors to develop the expertise required to handle complex cases involving murder, capital murder and other homicides. Protecting that investment through career advancement opportunities is fiscally responsible and operationally prudent.

Between May 2025 and February 2026, the DA’s Office experienced the departure of 10 felony/chief felony prosecutors—approximately 20% of that group.

- Eight joined either the U.S. Attorney’s Office or other state prosecutorial offices offering greater upward mobility and/or compensation.
- Two entered private practice for higher compensation and flexibility.

A 20% turnover rate among experienced felony prosecutors—while the office remains understaffed—places substantial strain on remaining personnel and impacts the prosecution of the most dangerous offenders.

While some turnover is unavoidable, creating a Division Chief position:

- Provides recognition and compensation commensurate with responsibility;
- Encourages retention of highly trained prosecutors;
- Creates a visible pathway for upward mobility;
- Enhances organizational stability and morale; and
- Would cost the County approximately \$10,000 to make this change.

(3) SPU Related Stats:

The danger posed by the violent and major crimes offenders prosecuted by the SPU Division demands strong, experienced, and accountable leadership. Many of these cases take months of investigation, requiring dedication and patience to see them properly vetted, presented to a Grand Jury if appropriate, and if indicted prosecuted to disposition. Officer involved shootings and custodial deaths are an example of this.

Collin County averages one officer-involved fatality shooting or custodial death a month, or an average of 12 a year. All such cases must be presented to a Collin County Grand Jury, and DA’s Office works with law enforcement to make sure all evidence involved in these types of cases is available and in a format in which it can be presented to the Grand Jury. These cases are time-intensive, and the investigations often span several months. These functions are essential to insuring public trust in the use of force by police officers and correctional facilities. The types and number of cases reviewed by SPU in the last two years are as follows:

Case Type	FY2024	FY2025
Felony Drug/Narcotics Cases:	2,344	2,372
Homicides (including traffic fatalities):	29	39
White Collar Crimes:	329	274
Arson:	12	13
Fentanyl Murder:	5	10
Officer Involved Shooting/Custodial Deaths:	12 (Avg)	12 (Avg)

All Felony Drug/Narcotics cases are reviewed and charged with the aim to prosecute and distinguish high-level drug traffickers. Labs will usually just test the weight/volume of drugs necessary to reach a certain offense level, or just test the type of drug that will lead to the highest charge—not testing all the different kinds of drugs or total amounts. SPU will identify some of these cases and request additional testing in order to show a court or jury the extent of the defendant’s drug trafficking. Although SPU handles the felony drug/narcotics cases, it will also handle any misdemeanor companion cases involving drugs and/or weapons.

The SPU Division Chief spends most of her time reviewing cases, indicting cases, and coordinating or meeting with law enforcement about cases. She does participate in jury trials, either as first or second chair, on approximately three murder or capital murder cases each year. These are often high profile, complex cases involving multiple witnesses and/or novel subject matters, such as Fentanyl murders.

The number and types of cases reviewed and handled by the SPU CFP demonstrate the need for experienced, proficient, and knowledgeable leadership.

(4) The Breadth of SPU Practice, Courts, Personnel, and Programs:

The SPU Chief Felony Prosecutor oversees prosecutions in:

- 7 District Courts and 7 County Courts at Law

The SPU CFP manages a division dedicated to early intervention and coordination with law enforcement agencies in order to effectively and successfully prosecute all homicide cases, drug traffickers, organized crime, and arson related offenses.

This position requires availability to be on-call, a commitment to conduct trainings, experience and proficiency in trying major crimes to a jury, expertise in multiple areas of the law, and the ability to manage multiple employees and cases tried in multiple district courts. Distinguishing this level of responsibility from a single-court CFP is essential for organizational clarity and long-term retention.

HOW will this position Add/Delete benefit your office and/or the County?

Creating a Division Chief position will benefit the County as follows:

- Demonstrate to the community that murder and violent crimes will be aggressively prosecuted;
- Improve retention of highly trained prosecutors;
- Ensure the most dangerous offenders are prosecuted by experienced leadership;
- Reduce costly errors and inefficiencies, thereby protecting victims from having to re-try cases or wait longer periods of time for justice;
- Improve office morale through appropriate recognition of responsibility;
- Protect the County’s investment in prosecutor training and development.

The estimated cost to the County to make this position change is approximately \$10,000. The return on investment is maximized when experienced prosecutors remain with the County rather than departing for offices with greater advancement opportunities.

The Cost and Risk of failing to create this position could hurt the County as follows:

From a fiscal and operational perspective, the County’s return on investment is maximized by retaining experienced division chiefs rather than risking turnover to jurisdictions offering greater advancement opportunities. Retention is not simply a personnel matter—it is a sound financial decision that protects both public resources and the administration of justice.

There are well-established HR studies and workforce cost models that estimate the financial impact of losing senior, experienced personnel. These studies consistently show that the cost of replacing a senior leader ranges from 50% to 200% of that employee’s annual salary, with the highest percentages associated with individuals who possess significant institutional knowledge, leadership responsibilities, and supervisory authority. Applying this model to the SPU Chief Felony Prosecutor (CFP), the estimated cost to the County of losing this position would range from \$84,000 to \$339,000.

A second widely cited workforce formula estimates the cost of replacing a supervisor at six to nine months of their annual salary. Under that model, the loss of the SPU CFP would cost the County approximately \$84,000 to \$127,000. By contrast, the hard cost to the Budget by changing this position would be a difference in salary of approximately \$10,000.

The financial implications of losing an experienced Chief Felony Prosecutor who runs a division extend well beyond salaries. These costs include:

(1)Recruitment and selection expenses, including advertising, interviewing, background checks, and personnel time

(2)Training and onboarding costs, along with the time required for the new hire to reach full effectiveness

(3)Lost productivity during the transition period

(4)Loss of institutional knowledge, including case history, internal processes, and professional relationships

(5)Service and justice delays, which can impact victims, defendants, law enforcement partners, and court efficiency

(6)Increased strain on remaining staff, which can lead to burnout, reduced morale, and additional turnover

When weighed against these substantial and well-documented costs, the relatively modest \$10,000 salary differential represents a prudent investment in stability, continuity, and effective prosecution.

Will this position be relocated to another department? Y/N No Is there statutory authority for this request? No Job Duties of New Position (to be ADDED) The Division Chief position (Category 588 equivalent to a Trial Bureau Chief) will perform all duties of a Chief Felony Prosecutor (Category 587) and, in addition: •Management Skills: Supervise and manage a division of felony prosecutors, chief felony prosecutors, and support staff across multiple courts and venues. •Extensive Experience: Demonstrate advanced trial expertise in major crimes including murder and capital murder. •Vertical Prosecution: Intake review, charging decisions, Indictment preparation, presentation to a Grand Jury, and prosecution of certain cases through disposition. •External Training & Speaking: Expected to conduct annual trainings with task forces, local law enforcement agencies, and prosecutors throughout the state. Speak to community partners, the citizen's prosecutor academy, and at victim-related events on various subject matters. •Internal Training: Conduct internal trainings for prosecutors and staff in the SPU Division and office-wide. •Subject Matter Expert: Serve as a subject matter expert in murder, capital murder, narcotics, arson, Fentanyl, and investigative matters such as warrants and probable cause affidavits. •On-Call Duty: Be available 24/7 to take calls from law enforcement agencies, serve as a resource for questions regarding investigation of major crimes, SPU related grand jury subpoenas, search warrants, and offense-specific questions. •Leadership and People Smart: Demonstrate leadership, judgment, and professional relationships across multiple courts, departments, and agencies. If yes, which department? (Department Name) Job Duties of Current Position (to be DELETED) •Review indicted cases and assign cases to prosecutors assigned to a specific district court. •Maintain a full felony caseload. •Prosecute assigned cases from review through disposition, including discovery, plea negotiations, trial preparation and courtroom litigation. •Coordinate with law enforcement, victims, and witnesses. •Supervise and mentor assigned court staff. •Oversee case preparation and ensure compliance with legal and ethical standards. •Review and approve plea offers and dispositions. •Evaluate staff performance and provide feedback.

FY 2027 Department Funding Request for a Position Add/Delete				
Department/Program #	Department Name / Program		Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN		5	Chief Felony Prosecutor Special Prosecution Unit (SPU) to Division Chief - SPU

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Christina Skipper	200154	587	Full-Time	\$169,644.89	-\$223,457.00	Chief Felony Prosecutor - SPU	ot Recommende	\$0.00
Requested DELETED Position(s) Subtotal:					-\$223,457.00	RECOMMENDED Delete Position(s) Subtotal:		
						\$0.00		

REQUESTED POSITION(S) TO BE ADDED								
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title		
Christina Skipper	200154	588	Full-Time	\$178,127.13	\$233,486.00	Division Chief - SPU		
Requested ADD Position(s) Subtotal:					\$233,486.00			

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Christina Skipper	200154	587	Full-Time	\$169,644.89	\$223,457.00	Chief Felony Prosecutor	ot Recommende	\$0.00
						Requested ADD Position(s) Subtotal:		
						\$0.00		

Total Estimated Department Request:	\$10,029.00	Updated Total Department Request:	\$0.00
		RECOMMENDED Total Department Request Utilizing FY 2027 Funds:	\$0.00
		RECOMMENDED Total Department Request Utilizing FY 2026 Funds:	\$0.00

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)
*To come up with the requested salary, I took the current salary and added 5%. It is my understanding that if a current employee moves up 1 Grade, they receive a 5% raise unless that does not get them to the minimum pay. If that is not the correct formula, please adjust.

ANALYSIS

Q & A Discussions with Human Resources					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Questions to Human Resources			Response From Human Resources		
			Even if Court approves the Title Change, market still supports a 587.		

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	6	Legal Secretary II to Lead Legal Secretary

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Per HR, change to the short description, not the position's formal title. No budget impact.

WHY is this position Add/Delete request needed?

1. Significant Growth and Operational Complexity
Collin County has experienced sustained population growth, resulting in increased case filings, larger dockets, more trials, and greater specialization in areas such as domestic violence and crimes against children. While prosecutor staffing has grown to meet demand, secretarial and administrative staffing has not increased proportionally and not at all until recent years.
In FY2024, one additional secretary position was approved to support the new electronic case filing portal. Beyond that, the District Attorney's Office has absorbed growth through internal restructuring, position changes, limited salary supplements, and most recently, funding a Legal II Secretary through the Pretrial Diversion Fund.
With pretrial diversion secretarial needs now funded through that dedicated fund, the previously assigned Legal II position was repurposed to address critical operational gaps. These gaps highlighted the need for a formal Lead Legal Secretary role.

2. Absence of Centralized Training and Quality Control
Until the creation of this position, the DA's Office previously lacked a designated Lead Legal Secretary to perform the following essential functions:
(1)Serve as a dedicated trainer for new hires and staff promoted or reassigned.
(2)Conduct quality control (QC) review of:
•Case creation in Odyssey
•Charging instruments
•TRN numbers
•Final judgments
(3)Act as a central resource and first point of contact for staff questions.
(4)Provide performance feedback data to administrative leadership to assist with training decisions, promotions, and staffing movement.
(5)Maintain and update official procedural manuals across divisions.
(6)Assist the Functional Analyst (FA) with Odyssey, Foray, Axon, and CJIS systems, including running reports, troubleshooting, and system support.
(7)Provide cross-division coverage during vacancies, leave, or high-volume periods.
Without a centralized lead position, training and oversight were inconsistent and fragmented.

3. Overextended Functional Analyst and Administrative Staff
The DA's Office has had only one Functional Analyst (FA) since 2012 to support Odyssey. Since that time:
•The Foray digital case management system was implemented (FY2022).
•The County transitioned to the Axon digital case management system (FY2025).
•Both systems are currently operating during data migration.
Each system requires training, reporting, troubleshooting, and coordination with IT, law enforcement, and vendors. These demands alone could justify an additional FA.
Because secretarial duties are deeply integrated with these systems, training and performance oversight informally shifted from the Administrative Manager to the FA after these systems came online. The FA and Administrative Manager continued to share these functions, until their respective job duties outgrew their ability to provide this support. With neither position having sufficient capacity to provide consistent training and quality assurance, the result was an ad hoc training model and little performance oversight, leading to inconsistency, confusion, and preventable errors.

4. Operational Risks and Costly Errors
Without dedicated quality control:
• Errors in case entry flowed into charging instruments filed with the courts.
• Judgment errors were identified by other departments, including the clerk's offices and detention facilities.
• Incorrect judgments can be difficult and costly to correct—particularly if a defendant has already entered the prison system.
• Errors can delay transfers from the detention center, increasing costs to the County.
Correcting errors at the front end is significantly more efficient and cost-effective than post-filing or post-judgment corrections.

5. Lack of Measurable Performance Data
Prior to this role, the office lacked objective quality-control data to:
• Identify training needs
• Evaluate performance
• Determine readiness for advancement
• Support promotion or reassignment decisions
The QC work conducted by this position provides structured oversight and measurable accountability.

HOW will this position Add/Delete benefit your office and/or the County?
Since Commissioners Court approved repurposing the position in November 2024, the role has functioned in practice as a Lead Legal Secretary for over one year. The position has delivered: •Uniform onboarding and ongoing training •Standardized procedural manuals •Formal quality control review •Reduced error rates in filings and judgments •Improved cross-division coverage •Direct support to the Functional Analyst •A centralized resource for daily operational questions Although not a direct supervisor, this role exercises supervisory-level functions by providing training, procedures, instruction, and performance input affecting evaluations, promotions, and staff movement. Structurally, it is inconsistent for the individual performing supervisory-level training and oversight functions to remain classified as the same position category as those being trained and evaluated. Reclassification to Lead Legal Secretary aligns responsibility with title and organizational structure. Approving this position change provides measurable countywide benefits: •Reduced costly errors in court filings and judgments •Faster inmate transfers, reducing detention costs •Improved interdepartmental coordination with clerks, IT, and detention staff •Standardized procedures, reducing institutional knowledge loss during turnover •Better employee development and retention through structured training •Increased operational resilience during vacancies or leave •Protection of judicial integrity through improved accuracy and compliance This change formalizes duties already being performed and ensures long-term structural stability without adding a new position count. This position change will cost the county less than \$3,500.

Will this position be relocated to another department? Y/N	No
Is there statutory authority for this request?	No
Job Duties of New Position (to be ADDED)	Job Duties of Current Position (to be DELETED)
Lead Legal Secretary (Position 535) •Dedicated trainer for new hires and promoted/transferred staff •Conduct QC on intake cases and charging instruments •Conduct QC on judgments •Provide Axon system support •Perform TRN resolution •Maintain and revise procedural manuals •Provide Odyssey backup to the Functional Analyst •Serve as primary resource for staff questions and problem-solving •Provide cross-division coverage during vacancies or leave	Legal Secretary II (Position 534) •Prepare plea papers and judgments •Draft moderately complex legal documents (jury charges, warrants, motions, dismissals, re-indictments) •E-file documents to the District Clerk •Process indictments assigned to courts •Maintain and prepare dockets •Prepare bench warrants, Governor's warrants, and IADs •Prepare reports and monthly statistics •Answer phones and provide administrative support •Provide notary services and reception coverage •Grand Jury functions (case entry, letters, dockets, indictments, no-bills) •Archive disposed cases and retrieve historical case information

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Shelby Wright	201193	534	Full-Time	\$56,256.08	-\$89,412.00	Legal Secretary II	Not Recommended	\$0.00
		Requested DELETED Position(s) Subtotal:			-\$89,412.00	RECOMMENDED Delete Position(s) Subtotal: \$0.00		
REQUESTED POSITION(S) TO BE ADDED								
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title		
Shelby Wright	201193	535	Full-Time	\$59,068.88	\$92,735.00	Lead Legal Secretary		
		Requested ADD Position(s) Subtotal:			\$92,735.00			

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title						
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	6	Legal Secretary II to Lead Legal Secretary						
CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)									
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)	
Shelby Wright	201193	534	Full-Time	\$56,256.08	\$89,412.00	Legal Secretary II/QC	ot Recommended	\$0.00	
						Requested ADD Position(s) Subtotal:		\$0.00	
Total Estimated Department Request:					\$3,323.00	Updated Total Department Request:			\$0.00
						RECOMMENDED Total Department Request Utilizing FY 2027 Funds:		\$0.00	
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00	

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)						
*To come up with the requested salary, I took the current salary and added 5%. It is my understanding that if a current employee moves up 1 Grade, they receive a 5% raise unless that does not get them to the minimum pay. If that is not the correct formula, please adjust.						
ANALYSIS						
Q & A Discussions with Human Resources						
Sent To:	Date Sent	Comment		Date Received	Responder's Name	Comment
Michelle	6/5/2026			6/5/2026	Michelle	
Questions to Human Resources			Response From Human Resources			
On Priority #6 (Legal Secretary II to Lead Legal Secretary) can you confirm if this is a title change or short description change since QC was added to title?			This would be a change to the short description, not the position's formal title.			

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	7	Justice of the Peace (JP) - Chief Misdemeanor Prosecutor

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	In FY 2023, DA agreed to exchange 2 Misdemeanor Prosecutors for 1 Chief Felony Prosecutor. Stats do not support position request.

WHY is this position needed?

This request is driven by the increasing strain that the ad hoc staffing for the Justice of the Peace (JP) Courts and other ancillary court responsibilities place on an inexperienced and frequently understaffed Misdemeanor Trial Team that is already managing a growing caseload and active jury trial docket in the County Courts at Law.

Misdemeanor Staffing

Although the DA's Office is responsible for prosecuting the misdemeanor cases filed in all four Justice of the Peace courts—geographically spread across the county with substantial caseloads—there has never been a dedicated prosecutor assigned to these courts. Coverage has historically been handled on a rotating basis, depending on staffing availability.

Over the years, the CCDAO has absorbed growth by restructuring and reallocating existing misdemeanor staff without requesting additional positions. However, sustained filing increases, frequent vacancies, and a significantly less experienced trial team have made this model unsustainable. Dedicated staffing is now necessary to meet JP Court and ancillary obligations without compromising County Court at Law responsibilities. The reasons for requesting this new position are:

(1)The time and staffing demands required to cover JP Courts;

(2)Significant growth in County Court at Law misdemeanor filings, dockets, and jury trials;

(3)Ancillary court responsibilities, including the Auxiliary Court;

(4)The need for an experienced prosecutor to improve JP Court performance while managing daily dockets;

(5)The inexperience and recurring vacancies within the Misdemeanor Trial Division.

(1) JP Responsibilities

The CCDAO is responsible for prosecuting traffic and non-traffic misdemeanor cases in four Justice of the Peace Courts. These courts average:

- Approximately 20,000 new criminal filings per year
- Over 60,000 pending criminal cases on combined dockets

Prosecutors in JP Courts must:

- Negotiate plea agreements
- Conduct bench trials and
- Conduct jury trials

Because criminal citations are filed directly with the court, prosecutors must review cases in real time and make independent decisions regarding dismissals, fines, and plea recommendations—often without the assistance of a partner or supervisor.

JP Schedule:

JP coverage requires prosecutors to devote collectively 4 business days a week, and a 5th business day once a month on Fridays.

Tuesdays JP – Place 1 – McKinney

WednesdaysJP – Place 4 – Frisco

ThursdaysJP – Place 2 – Lavon

ThursdaysJP – Place 3 – Plano

Fridays JP – Place 3 – Plano (NTTA Day – for tollway violations)

All four JP Courts require prosecutors to appear in-person for most if not all of their dockets. The JP Court in McKinney is the only JP Court that allows the use of Zoom for some of its non-trial related dockets. Except for the JP Court in McKinney, prosecutors are required to travel across the county to other cities in order to cover JP dockets. Dockets are typically full-day assignments, and their intensity does not permit multitasking or concurrent case preparation.

In total, JP coverage requires at least two prosecutors per week, dedicating four full business days—and occasionally a fifth—to these courts. This significantly impacts a division that assigns only two prosecutors per County Court at Law, where 1–2 jury trials per week are routine.

(2) The Growth of Misdemeanor Cases over the Last 5 Years:

Historically, misdemeanor filings remained stable while felony filings grew substantially, and staffing resources were shifted accordingly. Over the past five years, misdemeanor filings have increased significantly and now parallel felony growth.

FY2021 to FY2025 Annual Misdemeanor Growth:

- Intake Up 30% FY2025 Highest Year on record
- Informations Up 31% FY2025 Highest Year on record
- New filings Up 39% FY2025 Highest Year on record

FY2022 to FY2026 Misdemeanor 1st Quarter comparisons:

- Intake Up 54%
- Informations Up 57%
- New filings Up 68%

Jury trials have also increased substantially, rising 27% from FY2024 to FY2025 alone. This represents sustained growth—not a temporary spike—and has resulted in heavier dockets, more trials, and greater demands on misdemeanor prosecutors.

(3) Ancillary Court Responsibilities such as the Auxiliary Court

The Auxiliary Court handles agreed felony pleas and jail pleas for the criminal district courts. Each plea requires a hearing with the defendant, defense counsel, and prosecutor present. The defendant must be advised of rights both in writing and orally, and the prosecutor must formally enter plea agreements and waivers into evidence.

These proceedings are best handled by an experienced prosecutor capable of identifying errors in plea paperwork and addressing unexpected issues. The efficient processing of these pleas and catching of errors decreases the overall time required to make defendants "paper ready" to be transported to the appropriate correctional facility—reducing the cost and strain on the Collin County Detention Center.

The Misdemeanor Trial Team is responsible for staffing the Auxiliary Court. Although the assigned prosecutor may rotate, the position requires:

- Full-day availability, five days per week
- Morning on-call availability
- Afternoon jail pleas (typically via Zoom), often filling the entire afternoon

Even when not physically present in the Auxiliary Courtroom, the assigned on-call prosecutor cannot be in trial or doing other activities which would make them unavailable when needed.

With the rise in misdemeanor filings and jury trials, prosecutors are increasingly needed in County Court at Law. There is not always sufficient staffing to cover Auxiliary Court obligations. A dedicated JP prosecutor could staff Auxiliary Court on

(4) The Need for an experienced and dedicated prosecutor to help overall JP Court Performance.

JP judges are not required to be licensed attorneys. Currently, only one of the four justices of the peace in Collin County is an attorney. Under the current rotating model:

- Prosecutors often see cases for the first time on the day of docket.
- Complicated or public safety cases may not be flagged in advance.
- There is insufficient time or continuity to evaluate systemic procedures or implement improvements.

A dedicated prosecutor would provide consistency, legal oversight, and process improvement to ensure compliance with the law while improving efficiency and revenue collection. Here are some examples of how this could help:

Recent Dismissal Request of Approximately 4,000 Cases

JP Courts occasionally request that the DA's Office sign dismissal orders in cases that were neither filed by our office nor previously presented to us for review. For example, last year a JP Court asked our office to dismiss approximately 4,000 pending cases after the NTTA determined that the necessary evidence to proceed was no longer available to the court.

When procedures are not consistently implemented to apprehend defendants with active warrants—such as pursuing bond forfeitures—cases can remain in an un-apprehended status for extended periods. As cases age, witnesses become unavailable and evidence deteriorates, ultimately requiring dismissal. Because the DA's Office does not initiate these cases, control JP court processes, or get to review cases until scheduled docket appearances, our office is not currently in a position to help prevent situations like these. While it is impossible to quantify the exact impact, the assignment of a dedicated prosecutor who could engage more proactively with JP processes—rather than participating solely on weekly docket days—may help reduce similar losses in the future.

The primary mission of this office is to seek justice in every case. However, it is also important to recognize that courts operate at significant public expense, and successful prosecution of JP cases generates revenue that supports county operations. Using the example above, dismissal of approximately 4,000 cases with an average fine of \$200 per case—exclusive of court costs—represents a potential loss exceeding \$800,000 in fines alone and well over \$1 million when court costs are included. While revenue generation is not the objective of prosecution, this financial impact underscores the broader consequences of procedural inefficiencies.

Bond Forfeiture Procedures

Currently, when defendants fail to appear, warrants are issued and cases become inactive. No bond forfeiture suits are filed against sureties in JP Courts. The benefits of instituting a bond forfeiture process in the JP Courts are as follows:

(1) Accelerate Case Resolution: Sureties facing financial liability have incentive to locate defendants and have them arrested or return them to court. Faster re-arrest improves case outcomes and reduces backlog.

(2) Bond Forfeiture Revenues Help Offset Fugitive-Related Costs:

When a defendant fails to appear in court and is not returned by the surety within six months, a final judgment may be entered against the surety. While the primary objective is always the safe return of the defendant and the continued progression of the case through the judicial system, bond forfeiture revenue provides important financial support when that does not occur. In FY2025, the District Attorney's Office collected more than \$2.6 million in revenue from bond forfeiture cases in the County Courts at Law and District Courts. These funds helped offset the personnel expenses and operational costs associated with resetting cases, issuing warrants, and re-arresting defendants. Implementing similar procedures in Justice of the Peace courts could generate comparable revenue and further mitigate the financial impact of failures to appear.

(5) Inexperience of the Misdemeanor Trial Team Division:

The County is aware of ongoing recruitment and retention challenges for misdemeanor prosecutors. For years, starting salaries and cost-of-living pressures limited competitiveness with surrounding counties, many of which also implemented paid internship programs.

In response, the District Attorney implemented internal funding strategies, including:

(1) Salary supplements from special funds;

(2) Advocacy for higher starting salaries; and

(3) Post-bar intern stipends funded through special funds.

These efforts successfully filled vacancies but resulted in a younger and less experienced division. Last October, 14 post-bar interns were hired to fill vacancies, with five under-hired into Chief Misdemeanor Prosecutor positions in coordination with HR.

The post-bar stipend program is currently the only reliable recruitment pipeline and operates primarily in the fall following the bar exam. Vacancies arising at other times of the year are extremely difficult to fill.

Meanwhile, experienced felony prosecutors are recruited away by other jurisdictions offering higher compensation or advancement opportunities. As a result, misdemeanor promotions occur more rapidly and with less seasoning than in prior years. Several misdemeanor prosecutors hired in October have already been promoted due to felony vacancies.

This relatively inexperienced and frequently understaffed division is now managing record filings and increased jury trials. Continued reliance on this team to staff JP Courts is not sustainable. A dedicated prosecutor assigned primarily to JP and auxiliary responsibilities is necessary.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	7	Justice of the Peace (JP) - Chief Misdemeanor Prosecutor							
HOW will this position benefit your office and/or the County?										
In FY2025: •10,259 misdemeanor cases were filed by information into the CCL courts; •7,323 felony cases were indicted by the Grand Jury into District Courts; •22,213 misdemeanor cases were filed in the JP Courts. This reflects: •203% more criminal cases were filed into the JP Courts than District Courts; •117% more criminal cases were filed into the JP Courts than the CCL courts; While felony cases often carry greater individual consequences, the vast majority of citizens interact with the criminal justice system through the CCL and JP Courts. These interactions shape public perception of fairness, efficiency, and professionalism within Collin County's justice system. Ensuring these cases are handled competently and efficiently is critical. Additionally, adequate staffing helps reduce burnout and turnover within the Misdemeanor Trial Division—an area where substantial effort and funding have already been invested to improve recruitment and retention.										
Is there statutory authority for this request?		Yes, Texas Code of Criminal Procedure Article	Will this generate revenue?	procedural errors that result in	If Yes, potential amount?					
Job Duties of NEW Position										
Creation of one new Chief Misdemeanor Prosecutor position. This position would: (1)Regularly staff JP Courts on a weekly basis; (2)Handle JP cases through plea negotiations, bench trials, and jury trials; (3)Staff the Auxiliary Court on non-JP days or when JP dockets conclude early; (4)Assist County Court at Law prosecutors as capacity allows. An experienced Chief Misdemeanor Prosecutor who can operate independently in these ancillary roles would significantly reduce strain on the Misdemeanor Trial Division.										
NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount
Chief Misdemeanor Prosecutor	1	584	Full-Time	\$102,754.00	\$144,380.00	\$102,754.00	Chief Misdemeanor Prosecutor/584	\$144,380.00	0	\$0.00
Requested NEW Position(s) Subtotal:					\$144,380.00	CORRECTED New Position(s) Subtotal:			\$144,380.00	
						RECOMMENDED New Position(s) Subtotal:			\$0.00	

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total	
Chief Misdemeanor Prosecutor	Education, Conference & Training	\$2,000.00	1	\$2,000.00		\$0.00	0	\$0.00	
Chief Misdemeanor Prosecutor	Travel Reimbursement	\$250.00	1	\$250.00		\$0.00	0	\$0.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.					Training Requested Subtotal:	\$2,250.00	Recommended Training Subtotal:		\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount	
Office Supplies		\$200.00		\$0.00	
Dues & Subscriptions	State Bar Dues	\$74.00		\$0.00	
Dues & Subscriptions Lobby	TDCAA	\$85.00		\$0.00	
Library Books	CCP, PC, (\$85) and Lexis (\$745.50 per attorney)	\$831.00		\$0.00	
Computer Supplies	1 TB Hard Drive for downloading from Axon for Discovery/Trial	\$140.00		\$0.00	
M&O Requested Subtotal:			\$1,330.00	Recommended M&O Subtotal:	\$0.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Computer - Tablet/Laptop	New	1	Chief Misdemeanor Prosecutor	\$2,619.00	\$2,619.00	\$4,384.00		0	\$0.00	\$0.00
Software - EA	New	1	Chief Misdemeanor Prosecutor	\$624.00	\$624.00	\$624.00		0	\$0.00	\$0.00
Software - Odyssey	New	1	Chief Misdemeanor Prosecutor	\$0.00	\$0.00	\$0.00		0	\$0.00	\$0.00
Software - Adobe Pro	New	1	Chief Misdemeanor Prosecutor	\$83.00	\$83.00	\$130.00		0	\$0.00	\$0.00
Employee Desk Phone	New	1	Chief Misdemeanor Prosecutor	\$597.00	\$597.00	\$597.00		0	\$0.00	\$0.00
Printer Color Small	New	1	Chief Misdemeanor Prosecutor	\$408.00	\$408.00	\$408.00		0	\$0.00	\$0.00
Printer Stand	New	1	Chief Misdemeanor Prosecutor	\$500.00	\$500.00	\$500.00		0	\$0.00	\$0.00
Scanner - Top Feed	New	1	Chief Misdemeanor Prosecutor	\$999.00	\$999.00	\$999.00		0	\$0.00	\$0.00
Desk Manager Package	New	1	Chief Misdemeanor Prosecutor	\$7,250.00	\$7,250.00	\$7,250.00		0	\$0.00	\$0.00
File/Bookcase Combo	New	1	Chief Misdemeanor Prosecutor	\$1,075.00	\$1,075.00	\$1,075.00		0	\$0.00	\$0.00
Phone - Cell Phone Voice & Data	New	1	Chief Misdemeanor Prosecutor	\$130.00	\$130.00	\$130.00		0	\$0.00	\$0.00
Phone Service - Voice & Data	New	1	Chief Misdemeanor Prosecutor	\$509.00	\$509.00	\$509.00		0	\$0.00	\$0.00
Axon Evidence Library license	New	1	Felony Prosecutor		\$0.00	\$120.00	Axon Evidence Library license	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$14,794.00	Recommended Equipment Subtotal:			\$0.00	\$0.00
Total Estimated Department Request:					\$162,754.00	Updated Total Department Request:			\$164,686.00	
						RECOMMENDED Total Department Request Utilizing FY 2027 Funds:			\$0.00	
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:			\$0.00	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	7	Justice of the Peace (JP) - Chief Misdemeanor Prosecutor		
ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
DA Willis, Debbie H.	4/30/2026		5/4/2026	Debbie H.	
Questions TO Department			Response From Department		
Would this employee need an Axon Evidence Library license?			Yes, all prosecuting attorneys need access to Axon.		
What division do the other 3 Chief Misdemeanor Prosecutors handle in your department?			As we discussed by phone, we have eight Chief Misdemeanor Prosecutors (CMPs). Seven CMPs are each assigned to one of the seven County Courts at Law. Our Misdemeanor Prosecutors (MPs) are likewise assigned to specific courts, with each court typically staffed by one CMP and one MP when resources allow. Prosecutors assigned to a particular County Court at Law are responsible for handling the cases filed in that court, including daily and weekly dockets, jury trials, and bench trials. When staffing is limited, a prosecutor may be assigned to two County Courts at Law; however, they do not rotate among all seven courts. Instead, they maintain consistent responsibility for their designated court(s). The eighth CMP serves as Chief of the Misdemeanor Domestic Violence Unit and oversees all misdemeanor domestic violence cases filed across the seven County Courts at Law. No dedicated staffing is available for the JP Courts. Instead, available prosecutors are assigned on a weekly or even daily basis, depending on their responsibilities and trial schedules in the County Courts at Law.		
If this position was to get adopted, would they be attending JP court to assist the prosecutors? (Referring to the JP Schedule you listed)			This prosecutor would not assist other prosecutors; rather, they would serve as the dedicated, consistent prosecutor assigned to the JP Court dockets from Tuesday through Friday. The only exception would be on Thursdays, when two JP Courts are scheduled at the same time and an additional prosecutor would be required to assist. Currently, only one prosecutor is assigned to handle a JP Court docket on any given day, and staffing limitations often make it difficult to identify an available prosecutor to cover these dockets. Existing staffing levels are insufficient to assign multiple prosecutors to a single docket. The purpose of adding this position is to address the shortage of personnel available to cover JP Courts by establishing a designated, consistent prosecutor. This would provide continuity in docket coverage and create opportunities for improved procedural efficiency and consistency.		

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Questions to IT		Response From IT			
Any other IT equipment, license or software that would be needed for this position?		GE - may possibly need an Axon Evidence Library license. DM: Position would not need a small printer for thier office, they should be networking to the big shared network printers.			

Statistical Analysis							
STATISTICS RELATED TO NEW POSITION REQUEST							
Misdemeanor Informations, Revos & JP Appeals Filed							
Fiscal Year	# of Informations, Revos & JP Appeals Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	10,390	20	520				
FY 2019	11,035	20	552	6.2%			
FY 2020	8,548	20	427	-22.5%			
FY 2021	8,708	20	435	1.9%			
FY 2022	7,680	20	384	-11.8%			
FY 2023	10,571	18	587	52.9%	In FY 2023, DA agreed to exchange 2 Misdemeanor Prosecutors for 1 Chief Felony Prosecutor.		
FY 2024	11,241	18	625	6.3%			
FY 2025	12,070	18	671	7.4%			
FY 2026 as of 2nd Quarter	5,944	18					
FY 2026 Year-End Estimate	11,888	18	660	-1.5%			
Fiscal Year	# of Informations, Revos & JP Appeals Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	12,601	1	19	663	0.4%	6.0%	

Total Cases Pending							
Fiscal Year	# of Total Cases Pending	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	33,945	20	1,697				
FY 2019	36,769	20	1,838	8.3%			
FY 2020	38,576	20	1,929	4.9%			
FY 2021	43,125	20	2,156	11.8%			
FY 2022	35,259	20	1,763	-18.2%			
FY 2023	36,513	18	2,029	15.1%	In FY 2023, DA agreed to exchange 2 Misdemeanor Prosecutors for 1 Chief Felony Prosecutor.		
FY 2024	36,963	18	2,054	1.2%			
FY 2025	36,833	18	2,046	-0.4%			
FY 2026 as of 2nd Quarter	19,179	18					
FY 2026 Year-End Estimate	38,358	18	2,131	4.1%			
Fiscal Year	# of Total Cases Pending	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	39,892	1	19	2,100	-1.5%	4.0%	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	7	Justice of the Peace (JP) - Chief Misdemeanor Prosecutor

Informations Filed							
Fiscal Year	# of Informations Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	8,161	20	408				
FY 2019	9,127	20	456	11.8%			
FY 2020	7,318	20	366	-19.8%			
FY 2021	7,838	20	392	7.1%			
FY 2022	6,528	20	326	-16.7%			
FY 2023	9,320	18	518	58.6%	In FY 2023, DA agreed to exchange 2 Misdemeanor Prosecutors for 1 Chief Felony Prosecutor.		
FY 2024	9,784	18	544	5.0%			
FY 2025	10,259	18	570	4.9%			
FY 2026 as of 2nd Quarter	4,707	18					
FY 2026 Year-End Estimate	9,414	18	523	-8.2%			
Fiscal Year	# of Informations Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	10,167	1	19	535	2.3%	8.0%	

Misdemeanor Total Cases Pending v Felony Total Cases Pending (TRIAL DIVISION)			
Fiscal Year	Misdemeanor Total Cases Pending	Felony Total Cases Pending	Comments / Findings
FY 2018	8,486	4,973	
FY 2019	9,192	5,857	
FY 2020	9,644	6,263	
FY 2021	43,125	28,857	
FY 2022	35,259	27,740	
FY 2023	36,513	30,143	
FY 2024	36,963	37,046	
FY 2025	36,833	37,259	
FY 2026 as of 2nd Quarter	19,179	18,351	

Misdemeanor Total Cases Disposed v Felony Total Cases Disposed (TRIAL DIVISION)			
Fiscal Year	Misdemeanor Total Cases Disposed	Felony Total Cases Disposed	Comments / Findings
FY 2018	9,945	5,919	
FY 2019	10,607	6,316	
FY 2020	6,714	4,935	
FY 2021	9,645	6,474	
FY 2022	8,709	6,368	
FY 2023	9,878	6,367	
FY 2024	11,538	8,491	
FY 2025	11,399	9,675	
FY 2026 as of 2nd Quarter	5,443	4,198	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN	8	Government Information Coordinator

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Historically, Public Information Officers have not been approved for individual departments.

WHY is this position needed?

District & County Attorney’s offices across Texas either currently have or are adding positions within their offices to handle administrative responsibilities, act as their liaison to the public, and manage the ever-increasing flow of electronic media. In the past, these responsibilities could be handled by the District Attorney, First Assistant, and Administrative Secretaries. With the expansion of the office, office initiatives, and the responsibilities associated with these positions, administrative responsibilities are being reassigned to personnel throughout the office, infringing upon their other duties and responsibilities.

Offices that have this type of position have found that it takes a dedicated, single-point of contact to manage: press inquiries and releases; public service announcements; social media; website management; public information requests; communication with police agencies; planning and promoting special projects, programs and activities that help the public understand the services and processes of the office; coordinating presentations to social and civic organizations; planning and promoting ceremonial events; recruiting job candidates and interns; coordinating the development and submission of grant proposals; and collecting, analyzing, and reporting data on the performance of the office and forecasting future needs.

Offices that have this type of position use varying titles for it and range from medium to large counties in population. Larger counties like Dallas and Tarrant have multiple positions for communications and community outreach. Some examples of these include: El Paso County, County Attorney’s Office – Public Affairs Officer – Population 865,000; Cameron County District Attorney’s Office – Administrative Assistant/Public Information Officer – Population 421,000; Fort Bend County District Attorney’s Office – Executive Assistant District Attorney – Population 822,000; Tarrant County District Attorney’s Office – Chief of Staff, Community Outreach, & Communication Units – Population 2,110,000; Dallas County District Attorney’s Office – Public Information Officer II – Population 2,613,000.

With a population now over 1.2 million citizens, our Office needs a position that can handle the above referenced responsibilities. Currently this office is using an ad hoc system to address social media, press releases, media calls/emails, and website updates. Likewise, public outreach, the citizen’s prosecutor academy, presentations to social and civil organizations, recruitment, the internship program, ceremonial event planning and promotion, office status reports and updates, identifying and summarizing significant cases of interest to the public, and communications with our law enforcement and county partners are all spread out among other personnel whose regular responsibilities involve the prosecution of criminal cases in this county.

Just within the last year, the Office has handled numerous major cases that had regional interest and a handful of major cases that have state, national, and even international interest. Each of these cases can result in numerous media and/or public/citizen inquiries. When a crime or case draws this level of public interest and scrutiny, these requests demand immediate attention (to correct misinformation or disinformation) that can consume a day, week, or even several weeks of the Office’s leadership due to ad hoc staffing of this role. Accordingly, this important public information role will detract, degrade, and deny the Office leadership from actually working on the crime or case to keep the public safe. It is not ideal to sacrifice the community and public’s right to timely and accurate information in order to keep our citizens safe. Due to the nature of these crimes and cases, and the need to for the PIO position to be internal and thus under the umbrella of the attorney work product privilege and the attorney client privilege, the current Collin County Government Information Coordinator cannot meet this need.

Monthly/Quarterly Statistic Details Supporting Increase in Personnel:
Due to the growth of the population and felony cases, the office has had to expand to 83 attorney positions and almost 151 overall staff positions (including attorneys). Very few staff positions have been added to the office over the last 15 years. The addition of staff has not kept up with county growth or the growth of administrative responsibilities at the DA’s Office. During this time, many other changes have occurred, such as switching to the Odyssey system, e-filing, department web pages and social media sites, and the electronic case filing by agencies. The speed that information travels has increased along with the need to respond quickly and accurately. Public Information Act requests rose 35% from FY2021 to FY2025. In FY2025, there were 333 Public Information Act requests—the highest number on record. That is equivalent to more than one new records request per business day last year. These are formal requests in writing and do not represent the myriad of phone calls and inquires our office receives on a daily basis.

HOW will this position benefit your office and/or the County?

Currently, administrative duties, specifically those dealing with media and the public, are being handled by prosecution staff and personnel, as they are able in addition to their other duties. Having these responsibilities spread out to prosecution staff instead of administrative staff not only interferes with case preparation, but also limits our ability to effectively communicate and liaison with the public and media. Having an administrative position that manages these tasks creates a single-point of contact, and allows everyone to focus on their assigned job duties and caseloads.

Is there statutory authority for this request?	Texas Public Information Act	Will this generate revenue?	No	If Yes, potential amount?	
--	------------------------------	-----------------------------	----	---------------------------	--

Job Duties of NEW Position

1. Serve as the initial point of contact to media outlets and liaisons with media to provide timely and accurate news of trial outcomes, training and special events.
2. Balance the public’s interest with the office’s need to protect confidential information and the integrity of investigations without alienating the media, while still complying with the Public Information Act. Direct case specific requests to the appropriate staff.
3. Manage the office’s website, keeping it up to date, attractive, and useful for public interaction.
4. Manage the office’s social media accounts. Post timely information and manage the accounts as the primary public interface with the office.
5. Identify cases of public interest and human-interest stories and develop them for both internal and public dissemination.
6. Coordinate community affairs engagements including the citizen’s prosecutor academy, crime victim’s luncheon, and Angel Tree to foster public relations and to reduce barriers between the public and the office.
7. Write and publish press releases.
8. Create and/or attend initiatives for recruitment of personnel and manage the internship program.
9. Collect, analyze and report office data and stats for internal management, external reporting, and budget/forecasting purposes.

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount
Government Information Coordinator	1	539	Full-Time	\$77,696.00	\$114,756.00	\$81,132.00	Public Information Officer/515	\$118,819.00	0	\$0.00
Requested NEW Position(s) Subtotal:					\$114,756.00	CORRECTED New Position(s) Subtotal:				
						RECOMMENDED New Position(s) Subtotal:				
						\$0.00				

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total	
Government Information Coordinator	Education, Conference & Training	\$2,000.00	1	\$2,000.00		\$0.00	0	\$0.00	
Government Information Coordinator	Travel Reimbursement	\$250.00	1	\$250.00		\$0.00	0	\$0.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking.		Training Requested Subtotal:		\$2,250.00		Recommended Training Subtotal:			\$0.00

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount
Office Supplies		\$200.00		\$0.00
Dues & Subscriptions Lobby	TDCAA Membership	\$75.00		\$0.00
Library Books	Code of Criminal Procedure, Texas Penal Code	\$85.00		\$0.00
Computer Supplies	1 TB Hard Drive for downloading for PIA Requests	\$140.00		\$0.00
M&O Requested Subtotal:		\$500.00		Recommended M&O Subtotal:
				\$0.00

FY 2027 Department Funding Request for a NEW Position										
Department/Program #	Department Name / Program				Priority #	Department Improvement Title				
35001-0001	35001 - DISTRICT ATTORNEY/0001 - ADMIN				8	Government Information Coordinator				
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Computer - Tablet/Laptop	New	1	Government Information	\$2,619.00	\$2,619.00	\$4,384.00			\$0.00	\$0.00
Software - EA	New	1	Government Information	\$624.00	\$624.00	\$624.00			\$0.00	\$0.00
Software - Odyssey	New	1	Government Information	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
Software - Adobe Pro	New	1	Government Information	\$83.00	\$83.00	\$130.00			\$0.00	\$0.00
Employee Desk Phone	New	1	Government Information	\$597.00	\$597.00	\$597.00			\$0.00	\$0.00
Printer Color Small	New	1	Government Information	\$408.00	\$408.00	\$408.00			\$0.00	\$0.00
Printer Stand	New	1	Government Information	\$500.00	\$500.00	\$500.00			\$0.00	\$0.00
Scanner - Top Feed	New	1	Government Information	\$999.00	\$999.00	\$999.00			\$0.00	\$0.00
Desk Manager Package	New	1	Government Information	\$7,250.00	\$7,250.00	\$7,250.00			\$0.00	\$0.00
File/Bookcase Combo	New	1	Government Information	\$1,075.00	\$1,075.00	\$1,075.00			\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$14,155.00	Recommended Equipment Subtotal:			\$0.00	\$0.00
Total Estimated Department Request: \$131,661.00						Updated Total Department Request: \$137,536.00				
						RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00				
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00				

ANALYSIS						
Q & A Discussions with IT						
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment	
Questions to IT			Response From IT			
Any other IT equipment, license or software that would be needed for this position?			DM: Position would not need a small printer for thier office, they should be networking to the big shared network printers.			

Statistical Analysis										
STATISTICS RELATED TO NEW POSITION REQUEST										
Name of Statistic Here										
Fiscal Year	# of Public Information Act Requests	% Change	Comments / Findings							
FY 2018	196									
FY 2019	168	-14.3%								
FY 2020	166	-1.2%								
FY 2021	246	48.2%								
FY 2022	330	34.1%								
FY 2023	331	0.3%								
FY 2024	312	-5.7%								
FY 2025	333	6.7%								
FY 2026 as of 2nd Quarter	206									
FY 2026 Year-End Estimate	412	23.7%								
Fiscal Year	# of Public Information Act Requests		Estimated % Change in Stat	Comments / Findings						
FY 2027 Estimate THIS Request	445		8.0%							