

**AMERICAN RECOVERY ACT  
JUSTICE ASSISTANCE GRANTS (JAG) PROGRAM**

One stated purpose of the American Recovery Act is to preserve and create jobs.

- How many jobs does your proposal preserve? 3
  - How many jobs are full-time positions (40hrs per week)? 3
- How many working hours, per week, will be funded? 109.2
  - How many jobs are part-time positions (20 hrs per week)? 0
- How many working hours, per week, will be funded? 0
  - How many jobs are temporary positions? 0
- How many working hours, per week, will be funded? 0
  - How many jobs does your proposal create? 0
- How many jobs are full-time positions (40hrs per week)? 0
  - How many working hours, per week, will be funded? 0
- How many jobs are part-time positions (20 hrs per week)? 0
  - How many working hours, per week, will be funded? 0
- How many jobs are temporary positions? 0
  - How many working hours, per week, will be funded? 0

**The Program Agency is (please indicate one):**

- State Agency
  - Please check if this is the proposal is a collaborative effort

\_\_\_\_\_  
Name of collaborating agency

- Local Unit of Government
- Other (please explain):

**The total amount of federal funding requested: \$204,858.00**

**The total number of months that federal funding will be used:**  <12  13 to 24  25 to 36  >37

The Illinois Criminal Justice Information Authority has identified priorities within the JAG purpose areas. Please place a check mark next to the priority on which your proposal focuses. (Please choose only one priority).

**Law Enforcement Programs**

- Support programs which pursue violent and predatory criminals.

- ┌ Support efforts with law enforcement, prosecution and probation to combat and disrupt illegal drug use, violent crime, illegal gun activity and test drug users.
- ┌ Support programs which provide law enforcement agencies throughout the state with necessary means to prevent, deter, or investigate crime through staffing, training, special projects or equipment in order to improve public safety and quality of life.

**Prosecution and Court Programs**

- ┌ Support prosecution efforts which focus on prosecuting violent and predatory criminals.
- ✓ Support prosecution efforts which focus on prosecuting drug offenders.
- ┌ Support programs which contribute to the effectiveness and efficiency of the criminal justice court system at state and county levels in all facets: the judiciary, clerks, prosecution, defense, probation, and victim services.

**Prevention and Education Programs**

- ┌ Support proven or innovative prevention or intervention programs for juveniles identified as at-risk for involvement or already involved with the criminal justice system to provide services aimed to mitigate risk factors that are recognized as contributing factors of violent crime, drugs, gangs, guns or other criminal behavior.

**Corrections and Community Corrections Programs**

- ┌ Support juvenile and adult re-entry programs.
- ┌ Support programs that enhance jail or correctional facility security and safety.
- ┌ Support proven or innovative programs for those already involved in the criminal justice system, those incarcerated, or those on probation which are targeted to address recognized risk factors for recidivism by mitigating risk factors that contribute to criminal behavior.

**Planning, Evaluation and Technology Improvement Programs**

- ┌ Support efforts to implement integrated justice information systems throughout the state to ensure that each component of the criminal justice system has access to timely, complete and accurate information necessary to informed decision-making at each state of the criminal justice process.

**Drug Treatment and Enforcement Programs**

- ┌ Support programs which combat and disrupt criminal drug networks.
- ┌ Support programs which provide substance abuse treatment.

**Crime Victim and Witness Program**

- ┌ Restore state-use funds to victim service programs that have been cut out from the state's budget.

**Implementing Agency (Municipality, city, county, or state):**

**Lake County**  
**18 North County Street, 9<sup>th</sup> Floor**  
**Waukegan, Illinois 60085-4304**

DUN Number: **074591652**  
Federal Employee Identification Number: **36-6006600**  
Central Contractor Registration Date: **March 10, 2011**

**Implementing Agency Authorized Official: Suzi Schmidt**

Contact email: [sschmidt@lakecountyil.gov](mailto:sschmidt@lakecountyil.gov)  
Contact phone number: **847-377-2300**

**Implementing Agency Financial Officer: Robert Skidmore**

Contact email: [rskidmore@lakecountyil.gov](mailto:rskidmore@lakecountyil.gov)

**Implementing Agency Contact Name: Barry Burton**

Contact email: [bburton@lakecountyil.gov](mailto:bburton@lakecountyil.gov)  
Contact phone number: **847-377-2000**

In the past 5 calendar years, has the Implementing Agency failed to meet any goal or objective as part of a federally funded program; failed to spend all of the awarded dollars under a federally funded program; or submitted late fiscal or data report as part of a federally funded program?  Yes  No

*If 'Yes,' please use Appendix A-1 to describe in detail. Limit response to one page.*

In the past 3 calendar years, has the Implementing Agency successfully implemented a program as part of a federally funded program?  Yes  No

*If 'Yes,' please use Appendix A-2 to describe in detail. Limit response to one page.*

Please list the Goal(s) of this program:

*\*see goals & objectives attached*

Please list the Objective(s) of this program:

*\*see goals & objectives attached*

Please provide a Statement of Problem documenting the reason for your request and the basis for your goals and objectives. Provide as much quantitative data as possible; anecdotal information should be provided only if it supports quantitative data. Also explain any current efforts being implemented to address the problem and an explanation for why these efforts are working or not working.

*Please attach response and label Appendix A-3 to answer this question. Limit your response to three pages.*

Please provide a narrative description of the program that is being proposed. The description should:

- Identify any Evidence-based or Best-Practice programs from which this proposed program is being modeled;
- Identify the specific strategies that will be used to successfully implement this program;
- Identify the kinds and scope of activities to be performed;
- Provide detailed explanation for how the program will achieve the state goal(s) and objectives;
- Identify all anticipated short-term and long-term public benefits;
- Explain how the program will further the primary priority for which this proposal is being submitted;
  
- Identify all known stakeholders;

- Describe all coordination efforts (i.e. internal, external);
- Provide a Schedule of Implementation that details the milestones for major phases of the project's activities (i.e. the procurement phase, planning phase, project execution phase, evaluation phase, etc.); and/or
- Describe internal controls and all measures of accountability that will be implemented to mitigate the risk of waste, fraud and abuse.
- Explain in detail the experience, the Implementing Agency (and stakeholders, if applicable) has in developing, overseeing, and sustaining programs or services which focus on this proposed priority.

*Please attach response and label Appendix A-4 to answer this question. Limit your response to ten pages.*

Please provide a narrative description of how this funding will create or preserve jobs that would otherwise have been lost. Provide financials, data, or other sources to document that jobs would be lost without federal grant funding.

*Please attach response and label Appendix A-5 to answer this question. Limit your response to two pages.*

Please provide job descriptions for the proposed positions and include in Appendix A-5

Please explain what efforts will be taken to make these positions sustainable once this funding ends. *Please attach response and label Appendix A-6 to answer this question. Limit your response to the area provided*

Please identify the person with the Implementing Agency who will be responsible for collecting information on performance indicators. These indicators must relate to the priority area indicated in the proposal, the goals and objectives, and the stated purpose of ARRA – to create and preserve jobs. The performance indicators should measure short-term outcomes, intermediate-term outcomes, and long-term outcomes, as appropriate. *Please attach response and label Appendix A-7 to answer.*

Does the Program Agency have an Implementation Team in place?  Yes  No

Has the Program Agency identified staff responsible for the receipt, execution and oversight of these funds?

Yes  No

Are any other federally funded grants being designated to this proposed program?  Yes  No

Please mark the boxes where the Implementing Agency has sufficient level of qualified personnel to manage the proposed program for the following areas? *(One person may be responsible for multiple areas)*

- Program management
- Grant and contract acquisition
- Grant and contract implementation
- Performance Measure Reporting
- Financial management and reporting

Please explain the steps being taken to address any areas that do not have a sufficient level of qualified personnel to manage the proposed program:

N/A

*Please attach resumes for all persons assigned to manage these areas.*

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**PROFESSIONAL EXPERIENCE**

**Lake County State's Attorneys Office, Waukegan, Illinois**

**Jan. 1997 to present**

**Chief Deputy, Administrative Services Division**

**July 2006 to present**

- Manage administrative functions of office consisting of 141 employees in five locations
- Establish systems and procedures for budgets, payroll, personnel, purchasing, invoice processing, facilities and equipment, information and communication systems, records management
- Prepare \$13M budget including grant budgets; monitor expenditures and revenues
- Supervise Administrative Services Division staff of 10 and 28 additional support staff in other divisions
- Manage grants and supervise Grants Coordinator
- Manage technology/software and supervise Technology Specialist/ASA
- Manage Records Division and Supervise Records Division Supervisor and staff
- Manage State's Attorneys Office Accounts - Asset Forfeiture, Cyber Crime Forfeiture, Environmental Defense, Petty Cash, Training and Special Events
- Approve purchasing requisitions and orders, expenditures/invoices, employee expense reimbursements
- Reconcile and approve employee credit card accounts
- Manage annual employee performance evaluation project
- Liaison to other County Departments - Finance & Administration, Purchasing, Human Resources
- Interview for support staff positions and make hiring recommendations to State's Attorney
- Address support staff work performance issues, write improvement plans
- Maintain and monitor position inventory and costing
- Interview and supervise summer college interns

**Executive Legal Assistant to State's Attorney Michael J. Waller**

**Jan. 1998 to June 2006**

- Administrative support for the state's attorney and chief deputy state's attorney including correspondence, phone calls, travel arrangements, preparation of litigation documents
- Administer grant accounts, petty cash account, training and special events accounts, create and file annual report
- Coordinate various councils and committees; meeting arrangements, minutes, correspondence
- Create and maintain assistant state's attorney applicant database
- Liaison between state's attorney and staff, County departments, law enforcement, public
- County Employee Relations; Employee Newsletter Committee, Fitness Challenge Committee

**Executive Legal Assistant to Chief Deputy State's Attorney**

**Jan. 1997 to Dec. 1997**

- Administrative support for the chief deputy state's attorney correspondence, phone calls, travel arrangements,
- Prepare litigation documents including subpoenas, discovery, notices, jury instructions, etc.
- Coordinate training and travel for all staff
- Track and order office supplies, handle office equipment maintenance

**Lake County Family YMCA, Waukegan, Illinois**

**June 1985 to Dec. 1997**

**Administrative Assistant / Fitness Coordinator / Fitness Instructor**

- Served as principal support to president, vice president and program directors; managed day to day operations of office, assist front desk staff with phone calls, visitors, members' concerns, maintain office equipment, supplies and trained staff on software programs
- Coordinate special event and fund-raising committees and work with volunteers on fund-raising campaigns
- Design and produce program brochures, flyers, business forms
- Supervise fitness staff, schedule and create fitness classes and wellness programs, fitness testing, weight-room orientations and equipment maintenance, coordinate personal training
- Designed and led group fitness classes for various ability levels
- Provided personal training

**EDUCATION**

College of Lake County; Associate in Arts Degree - Business; May 2003, 3.95/4.0 GPA

National College of District Attorneys, Office Administration Course 2004 and 2007

College of Lake County, Public Service Institute, Introduction to Supervision and Advanced Supervision 1999

MS Excel, Access, Windows, WordPerfect classes

YMCA of the USA, Fitness Specialist Certificate, 1993

SUZANNE R. WILLETT  
10437 Country Lane  
Beach Park, Illinois 60087  
(847) 263-1938

## EXPERIENCE

- **LAKE COUNTY STATE'S ATTORNEYS OFFICE**, Waukegan, Illinois  
Assistant State's Attorney, *February 1991 to present*

**Chief of Drug Prosecutions and Asset Forfeiture**, *September 2006-present*

Supervise 5 felony assistants, 2 support staff, a Para legal, a part time investigator and a full time investigator. Assist in over hears and search warrants. Review forfeitures. Supervise Drug Court. Investigate and prepare Motion for Source of Bond. Prepare Grand Jury on all Drug cases. Legal advisor to police departments on search warrant, over hears and forfeitures. Provide training in search and seizure and forfeitures to police officers. Maintain the DCN program. Receive and monitor the completion of all the arrest cards from the police departments.

**Chief of the Traffic Trial Division**, *January 2000 to September 2006*

Train new Assistant State's Attorneys on proper courtroom etiquette and trial practice. Review all files that are handle by the traffic division. Screen all felony eligible traffic cases for potential upgrade. Handle all phone calls regarding the DUI courtroom and the Petition to revoke call. Liaison between Probation and Compliance for the status call. Maintain the DCN program. Receive and monitor the completion of all the arrest cards from the police departments.

**Felony Trial Division**, *February 1993 to January 2000*

Litigated major felony cases including murder, solicitation to commit murder, attempt murder, criminal sexual abuse and assault, armed robbery, and home invasions. Manage caseload and court room call from arraignment to trial. Prepare cases for trial including discovery, subpoenas, legal research, proffers, evidence and preparation of witnesses.

**Felony Review Division**, *December 1992 to February 1993*

Screened all felony cases. Prepared grand jury testimony and indictments. Presented cases to grand jury. Conducted preliminary hearings.

**Juvenile Trial Division**, *April 1992 to December 1992*

Conducted temporary custody hearings and trials. Screened, charged, and litigated delinquency case load and neglect case load.

**Traffic and Misdemeanor Trial Division**, *February 1991 to April 1992*

Prepared and tried DUIs and simple misdemeanors. Handled cases from arraignment to trial.

- **GALLAGHER, KLEIN & BRADY**, DeKalb, Illinois

Law Clerk, *June 1989 to August 1990*

Assisted in the preparation of cases; performed legal research, prepared complaints, Interrogatories, motions and ordinances.

- **OFFICE OF THE OMBUDSMAN**, Northern Illinois University, DeKalb, Illinois  
Staff Assistant, *September 1988 to May 1990*

Provided advice and information regarding university rules, policies, and procedures to students seeking problem resolution.

## **EDUCATION**

### **Northern Illinois University, College of Law**

J.D., May 1990;

Honors: Dean's List Spring and Fall, 1989

### **University of Wisconsin - Madison, Wisconsin**

B.A., Social Welfare, May 1986

Certificate of Criminal Justice, May 1986

Honors: Intercollegiate Crew Team, 1982 - 1984

## **COMMUNITY INVOLVEMENT**

Our Lady of Humility Religious Education Board Member

2001-2002 Chair of Ways and Means

2002-2003 President

2003-2004 Chair of Ways and Means

2006-2007 Vice- President

2001-2007 In charge of the Mostaccioli Dinner (RE biggest fund raiser)

Women of the Moose 2002-present

L.E.A.R.N Labrador education and rescue network volunteer 2005-present

LCMP Lake County Mounted Posse 2006-present

St. Jude's Children's Hospital-Annual Fundraiser

American Cancer society- Annual relay for life Fundraiser

## **MEMBERSHIPS**

Women's Bar Association

MCAT Major Crash Assistance Team Executive board Director 2003-2010

Stayin alive/Safe Communities Executive Board 2000-2005

REBOUND Advisory board 1998-2004

Hospital blood Draw TASC force 2003-2005

Integrated Justice Committee Member 2002-present

Case management System Committee member 2003-present

Lake County Chief of Police Court Community 2005-present

The Recovery Act requires ICJIA to file quarterly reports no later than 10 days after the end of the quarter. ICJIA, to ensure that this requirement is met, will require awarded agencies to submit progress and fiscal reports to ICJIA on a monthly basis. Please explain how the program agency will meet this requirement by identifying the person(s) responsible for compiling, preparing and submitting these reports and an anticipated schedule for doing so.

**The Lake County Implementation Responsibilities are:**

<u>TASK</u>	<u>DATE BEGUN</u>	<u>DATE COMPLETED</u>	<u>PERSONNEL RESPONSIBLE</u>
Maintain Conviction Rate	Month 1	Month 12	ASAs
Training Seminars	Month 1	Month 12	Division Chief, Investigator
Coordinate Investigations (search warrants, overhears)	Month 1	Month 12	Division Chief, Investigators

In terms of days, weeks or months, how long will it take the Implementing Agency to advertise, interview, select and hire personnel to initiate this proposal? N/A

Please explain any efforts the Implementing Agency will take to make its use of these funds transparent:

**The County of Lake on behalf of the Lake County State’s Attorney’s Office will implement the ARRA/JAG funding through a resolution presented at the Lake County Public County Board meeting. This format is available online and through the local Lake County Television Network. Corresponding to the implementation schedule (noted on exhibit A program narrative), the Lake County State’s Attorney’s Office will ensure that the regulated funding be properly distributed and will be subject to designated audits. The status of each reported funding quarter will also be recorded and submitted to the Illinois Criminal Justice Information Authority.**

Please explain how the Implementing Agency’s community, county or region has been impacted by the country’s economic recession. Include qualitative data where available. Describe, in detail, any manufacturing lay-offs or plant closings, foreclosures, tax revenue projections, unemployment projections or other data significant to economic stability. *Please attach response and label Appendix A-8. Limit response to two pages.*

**Multi-jurisdictional Programs ONLY**

Please explain in detail the role of the Implementing Agency in this multi-jurisdictional program; as well as, the role of all other participating jurisdictions. Provide contact information for all participating jurisdictions. Provide an organizational chart or illustration for how unit of command will be organized. *Please attach response and label Appendix A-9. Limit response to two pages.*

**GOALS, OBJECTIVES, and PERFORMANCE INDICATORS**

The goal of the Lake County Drug Prosecutions Division for agreement #809123 is to improve the quality of multi-jurisdictional prosecutions of drug offenders. In order to achieve this goal, the Division will pursue the following objectives:

**Objective 1** - To continue to develop the coordinated effort between the Division and the Lake County Metropolitan Enforcement Group (LCMEG), in pre-arrest investigations and operations through



the presentation of two training seminars to Lake County Metropolitan Enforcement Group on various arrest, search and seizure, and forfeiture procedures.

**Performance Indicator** - The number of training seminars presented by the Division to the Lake County Metropolitan Enforcement Group

**Objective 2** - The Division will continue to develop programs and strategies in implementing Apre-arrest prosecution techniques in which law enforcement agents' work with the Division in determining the best course of action for a particular case. Members of the Division will participate in 12 search warrant executions, Abuy-busts, confidential informant selection and interviews, and other investigations to insure correct Apre-arrest techniques are being utilized.

**Performance Indicator** - The number of pre-arrest activities participated in by members of the Division.

**Objective 3** - To maintain the number of Lake County Metropolitan Enforcement Group felony drug convictions obtained under agreement #809123.

**Performance Indicator** - The percentage of convictions for the current year's agreement with that of agreement #407023.

No.	Performance Indicator	Description	Data Grantee Report	Applicable Purpose Areas
34	Number of personnel retained with (ARRA) JAG funds.	The purpose of this outcome is to report the number of personnel maintained with (ARRA) JAG funds during the reporting period.		
35	The type of retained personnel paid with (ARRA) JAG funds.	The purpose of this output indicator is to measure accountability.		
37	Percent of departments that report desired efficiency.	The purpose of this measurement is to measure desired efficiency.		
38	Percent of departments that reported desired program quality.	The purpose of this outcome indicator is to measure increased program quality,		
84	Change in number of individuals arrested in a targeted group by crime type.	The purpose of this outcome is to measure rates of individuals arrested in a targeted group by crime type.		
85	Change in reported crime in a community by crime type.	The purpose of this outcome indicator is to measure rates of related crimes in a targeted community.		
86	Type of crime	The purpose of this measure is to provide the type of crime targeted.		

**AMERICAN RECOVERY ACT****Justice Assistance Grants (ARRA/JAG) Program****Appendix A-2: Successful Implementation of Programs**

The Lake County State's Attorney's Office implemented the Multi-jurisdictional Drug Prosecution Unit program in 1988, with JAG funding assistance through the Illinois Criminal Justice Information Authority (ICJIA), and has sustained the program since. Lake County's commitment has shown through its allocation of resources to fund an increasing proportion of program costs over time: the amount of federal funding has leveled off to \$204,858 annually for salary only, while program costs (salaries and fringe benefit) have increased. Each year the program has reported success in meeting its goals and objectives with respect to drug offender investigation, prosecution and asset forfeitures.

Another success we have experienced in implementing programs that enhanced the response to domestic violence crimes is the annual federal Justice Assistance Grant (JAG) grant we receive in partnership with Waukegan Police department. This grant allows for prevention, education, and victim assistance activities in the Victim Witness Unit to promote domestic violence crime prevention and awareness in our community. The grant has allowed us to focus on children who witness domestic violence in their homes, teens who experience it while dating, and elderly people who experience it by caregivers and family members. The criminal justice system is impacted: victims who are aware that what they suffer is criminal in nature then come forward and more domestic violence offenders (often including gang members and drug abusers) are prosecuted.

The State's Attorney's Office has implemented other successful programs with federal funds. In 2008, the State's Attorney's Office partnered with the Lake County Sheriff's Office and the Waukegan Police Department to create a program under the federal Project Safe Neighborhood's Targeted AntiGang Initiative grant. The grant, awarded to the State's Attorney's Office by ICJIA in April 2008, created a full time Gang Analyst position that disseminated information and facilitated multi-jurisdictional relationship-building. The program was considered a success by the Northern District of Illinois US Attorney's Office, ICJIA, and Project Safe Neighborhoods research partners: by invitation, the Drug Prosecutions Division Chief and Gang Analyst was selected to present the program's successes to the US Department

of Justice in the spring of 2009. Though Project Safe Neighborhoods Initiative funding decreased and the program has been put on hold, the State's Attorney's Office continues to search for and leverage funding to allow the Anti-Gang initiative to continue.

The State's Attorney's Office received over \$400,000 in grants from the ICJIA last grant fiscal year, with no reporting or audit issues. The State's Attorney's Office has a professional staff well-versed in grants management and has assigned a staff member to grant coordination for communication with grantors, preparing fiscal reports, coordinating grant expenditures and revenue, and coordinating the collection and reporting of performance measure data.

**AMERICAN RECOVERY ACT  
Justice Assistance Grants (ARRA/JAG) Program**

**Appendix A-3: Statement of the Problem**

Along with the problem of the economic recession, which is discussed in Appendix A-8, there is an operation problem that this program is designed to address. The problem is the lack of coordinated effort in enforcing drug laws. The Multi-jurisdictional Drug Prosecution Unit program was designed to create a cohesive, coordinated response to drug crimes throughout Illinois. In the early 1990's, the suburbs surrounding Chicago, Illinois were infiltrated by gang members who were displaced by the closure of public housing complexes in the city. Since then, gangs and drugs in the collar counties like Lake County have become a major issue.

Active participation by street gangs in the distribution of drugs in the county continues to rise. Their presence continues to be a major concern of law enforcement. The Division's participation with the Lake County Metropolitan Enforcement Group (MEG) and the Waukegan Police Department's Neighborhood Enforcement Team (NET) display the cooperative effort of law enforcement and the Division in investigating and prosecuting the most serious offenders.

Cocaine, both powder and rock form, continues to be the major illegal drug which is transported, sold, and delivered in Lake County. Statistics from local law enforcement agencies show a continued increase in the sale and use of cocaine. The State's Attorney's Office initiated 349 cocaine cases during the period of July 1, 2009 through June 30, 2010.

Crack cocaine, the derivative of cocaine, continues to be a major problem. Lake County crack cocaine dealers continue to stop at nothing to ensure that drug profits remain stable. These drug dealers employ counter-surveillance, barricades, vicious animals, and other sophisticated electronic devices to protect their trade. Crack cocaine continues to be attractive to the user, lucrative for the dealer, and an increasing problem for local law enforcement agencies.

Crack cocaine continues to be cheap for users, provide a higher profit for dealers, have street gangs as the principal distributors, provide a foothold for gangs, increase open air drug markets, increase the negative effects of illegal drugs on the community, increase territorial conflicts and the associated violence, and provide a greater flexibility in the drug traffickers operation. The crack cocaine problem exists in many areas throughout the county. The cities of Waukegan, Zion, and North Chicago are the areas hit the heaviest by the open-air drug markets and crack cocaine problem.

Cannabis is the second drug of choice in the Lake County area, with the State's Attorney's Office initiating 150 felony cannabis cases during the period of July 1, 2009 through June 30, 2010.

Heroin and LSD are still present and remain a problem with the State's Attorney's Office initiating 73 cases involving these drugs during the period of July 1, 2009 through June 30, 2010. Of special note, heroin is making a strong comeback as a popular, inexpensive and potent drug in Lake County. In some aspects one street dose of heroin is often less expensive than a six-pack of beer. Heroin is becoming a premiere drug of choice across the board, and unlike the 1960s and 70s is no longer specific to gender, race or a social economic class. Lake County continues to have a significant amount of heroin related cases and arrests. In just the last six months alone (January 2, 2010 to June 28, 2010), Lake County has recorded 92 heroin related arrests. Heroin related deaths continue to be a problem.

Additionally, Lake County has had continued trafficking of a class of drugs known as designer drugs including *Gamma-Hydroxybutyric* (GHB) and *Methylenedioxyamphetamine* (commonly known as *Ecstasy*), as well as pharmaceutical drugs. The Division initiated 100 designer drug and pharmaceutical drug related cases between July 1, 2009 and June 30, 2010. However, these drugs are not yet as prevalent as cocaine, which remains the controlled substance of choice in Lake County.

**AMERICAN RECOVERY ACT****Justice Assistance Grants (ARRA/JAG) Program****Appendix A-4: Program Narrative****Evidence-based or Best-Practices**

The National District Attorneys Association uses evidence-based and best practices in developing its Drug Prosecutor training that the program agency's Drug Prosecution Unit attorneys attend. The implementing and program agency considers evidence-based and best practices from the US ONDCP's 2010 National Drug Strategy's Break the Cycle of Drug Use, Crime, Delinquency, and Incarceration section, including reducing drug availability, promoting alternatives to incarceration, and mandating treatment and court monitoring for chronic drug-using offenders. The Implementing Agency and its Court operations units also considered best practices in the planning and implementation of the Lake County Therapeutic Intensive Monitoring Drug Court.

**Strategies**

This program's goals are to retain jobs (ARRA/JAG goal) and promote the efficiency and effectiveness of the criminal justice system with respect to drug offenders (the #5 priority of the Illinois State Drug and Violent Crime Control Strategy for federal fiscal year 2009).

This program's objectives are to retain 3 positions assigned to the grant in the Drug Prosecutions Division and to allow the continuation of the Drug Prosecution Unit's efforts to convict drug offenders and seize their crime-involved assets. These positions are currently filled by senior/principal level staff that has had many years of experience in law enforcement investigations and prosecutions. Retaining this experienced professional staff is a specific strategy by which we will successfully implement the program.

The Division firmly believes that a successful prosecution of a drug offender begins not at arrest, but when the investigation is initiated. Therefore, the Division is continuing with a proactive approach to investigation and prosecution. By having Division involvement in various aspects of a drug investigation (tailored to each individual situation), law enforcement agencies can work with the Division to ensure that the investigation progresses in a manner which avoids

legal pitfalls and provides the strongest evidence to support a successful prosecution. The Division Chief and Division investigator are always available to assist law enforcement agencies whenever needed.

Further, the Division will coordinate, plan, and implement a series of presentations and training seminars for local law enforcement agencies. These seminars will focus on evolving legal issues in drug enforcement, including arrest, search and seizure, and asset forfeiture proceedings. This will assist local law enforcement in becoming further proficient in conducting investigations, which in turn leads to obtaining strong evidence to support drug prosecutions both in defending the underlying search and seizure and providing sufficient evidence to support prosecution beyond a reasonable doubt. One way the Lake County State's Attorney's Office is helping to combat the increasing prevalence, trafficking, overdoses and deaths related to heroin is to educate law enforcement officers. The Drug Supervisor and investigator have partnered with other law enforcement agencies, putting on drug awareness training classes for first (patrol) responders.

The Division will continue to develop programs and strategies in implementing "pre-arrest prosecution" techniques in which law enforcement agents work with the Division in determining the best course of action for a particular case.

The trend from past years continues to reflect an overall increase in every aspect of drug prosecutions. Search warrants, surveillance overhears, and other means of investigation are now customary parts of drug enforcement. There has been a sharp increase in pre-arrest use of confidential informants and long-term strategy involving those informants. Along with that, the Drug Prosecutions Division has become an integral part of that pre-arrest investigation process, including assisting law enforcement officers in matters of drug enforcement strategy from a legal and law enforcement perspective. The Division encourages agencies to contact us well before prospective arrests to develop an effective strategy for prosecution, particularly when the drug dealer is selling to an undercover agent. Both federal and state law enforcement agencies frequently contact the Division regarding a variety of issues to work together, including the use of certain targeted defendants as informants. Additionally, the Division is contacted regarding informants whose risk on the street is comparatively minimal as well as for those who carry a great deal of risk and forethought. This is especially important in infiltrating certain gang areas forbidden to all those unaffiliated with that gang.



**Activities**

This program's activities are broad in scope, including joint drug investigations with US DEA and Lake County Metropolitan Enforcement Group (MEG), multijurisdictional prosecutions stemming from investigations completed by 39 local law enforcement agencies, meetings and joint trainings with Lake County MEG and US DEA, undercover operation support including draft and review of search warrants and overhear orders for execution by law enforcement and Lake County MEG, asset seizures and Forfeiture proceedings, and community awareness and outreach activities. The Division also works with the Illinois Attorney General's Office for the investigation and prosecution of offenses and conspiracies which cross county lines. The Division Chief and Investigator participate in search warrant executions, buy-busts, confidential informant selection and interviews, and other investigations to ensure that best practices are used in pre-arrest investigation and prosecution.

**Goal and Objective Achievement**

The program agency plans to achieve its programmatic goals by maintaining the professional staff assigned to the grant, which has a wealth of knowledge in drug prosecutions and investigations. The program will measure goal-reaching progress through outcome-based objectives; to measure its progress in its objectives, it has set output-based activities. (See "Strategies" section for a list of goals and objectives) In order to achieve these goals and objectives, the program agency is prepared to complete grant-related activities (see "Activities" section), measure outputs/outcomes, and report data as required by ICJIA and ARRA.

**Short-term and Long-term Public Benefits**

In the short term, the public will benefit from jobs retained, and the continuation of enforcement through targeted investigations and prosecutions of drug criminals including gangs. In the long term, Lake County communities will benefit from the increased safety associated with reduced drug availability, and long term system involvement in drug offenses through the successful prosecution of Lake County drug offenders: the publicizing of successful prosecutions will increase the appearance of enforcement against these crimes and will thus increase the deterrent effect.

**Primary Priority**

This program falls in line with the US Department of Justice JAG primary priority of promoting the efficiency and effectiveness of the criminal justice system, and under and the State of Illinois JAG priority of Prosecution and Court Programs, supporting prosecution efforts which focus on prosecuting drug offenders. This program will further the above priorities by completing grant activities, as well as evaluating progress, outputs and outcomes.

**Stakeholders and Coordination**

Stakeholders include the Lake County State’s Attorney, 39 local law enforcement agencies, Lake County Chiefs of Police Association, Lake County Metropolitan Enforcement Group (MEG), surrounding counties’ State’s Attorney’s Offices (Cook, DuPage, Kane, McHenry, Will), as well as the Illinois Attorney General’s Office, Illinois State Police, and the US Drug Enforcement Agency. Multi-jurisdictional coordination between these stakeholders occurs regularly to assure the correct jurisdiction and level of investigation and prosecution of drug offenders. The stakeholders also coordinate for joint trainings and law updates and strategic intelligence of drug activity, smuggling, and distribution in Lake County.

Drug Prosecution Unit prosecutors, investigators, and support staff coordinates intra-departmentally and with the Felony Trial, Felony Review, and Felony Traffic division staff for training, investigations and prosecutions.

**Schedule of Implementation**

TASK	DATE BEGUN	DATE COMPLETED	PERSONNEL RESPONSIBLE
Maintained conviction rate	Month 1	Month 12	ASA’s
Training seminars	Month 1	Month 12	Division Chief, Investigator
Coordinate investigations (search warrants, overhears)	Month 1	Month 12	Division Chief, Investigator

ASA = Assistant State’s Attorneys

**Internal Controls**

The Implementing and Program agency implements internal controls to prevent fraud, waste and abuse. These control measures include: separation of grant funds in the accounting system, procurement rules and procedures consistent with the federal government and the State of Illinois, and oversight of grant programs by grant-dedicated staff.

**Implementation Experience**

The program agency, Lake County State's Attorney's Office, as a branch of the Implementing Agency, has a well-developed history in developing, overseeing, and sustaining services which focus on promoting the efficiency and effectiveness of the criminal justice system through court and prosecution programs, including the Multi-jurisdictional Drug Prosecution Unit program in 1988. For more information, see Appendix A-2.

**Internal Controls**

The Implementing and Program agency implements internal controls to prevent fraud, waste and abuse. These control measures include: separation of grant funds in the accounting system, procurement rules and procedures consistent with the federal government and the State of Illinois, and oversight of grant programs by grant-dedicated staff.

**Implementation Experience**

The program agency, Lake County State's Attorney's Office, as a branch of the Implementing Agency, has a well-developed history in developing, overseeing, and sustaining services which focus on promoting the efficiency and effectiveness of the criminal justice system through court and prosecution programs, including the Multi-jurisdictional Drug Prosecution Unit program in 1988. For more information, see Appendix A-2.

**AMERICAN RECOVERY ACT****Justice Assistance Grants (ARRA/JAG) Program****Appendix A-5: Recovery Act Job Preservation**

This funding will preserve three jobs in the Drug Prosecution/Asset Forfeiture Division of the Lake County State's Attorney's Office. These positions had been funded since 1988 by JAG, administered by ICJIA through the Multi-jurisdictional Drug Prosecution Program. In FFY2009, JAG funding was cut. Without Recovery Act JAG funding, Lake County's portion of the JAG funds for the upcoming grant year would have been significantly reduced from the \$204,858 that had been provided in previous years. Without the \$204,858 that this Recovery Act JAG funding provides, other factors including the economic recession and the Lake County Government's current practice of maintaining budget amounts and not increasing them, the Lake County State's Attorney's Office would have had to examine its position inventory, cut \$204,858 from its budget, and present a status-quo budget to the Lake County Administration and Governing Board. The Lake County administration has clearly stated that it will not absorb any positions previously funded by grants at this time, given the economic situation the County faces. (See Appendix A-8 for details of "Economic Factors")



## Job Description

**Job Title** Principal Assistant State's Attorney  
**Spec Code** 2155  
**Department** State's Attorney  
**Reports To**  
**Prepared By** Kristin Richards  
**Prepared Date** 02/11/02  
**Approved By**  
**Approved Date**

### Summary

Under direction, performs work of advanced difficulty in complex legal work in the State's Attorney's Office. This is a responsible legal position involving the independent performance of difficult legal assignments prosecuting the most serious of criminal offenses. Employees in this class are fully qualified professional attorneys capable of applying the techniques of the legal profession to any case assigned. Work is performed under the professional direction of the Division Chief. Work is performed with a minimum amount of instruction and guidance.

### Essential Functions

Include the following.

- Conducts complex litigation in all stages
- Manages felony court call
- Trains assistant state's attorneys
- Takes direction from supervisors
- Maintains good community relations
- Conducts felony motion practice
- Performs comprehensive research
- Works with SAO victim/witness counselors preparing victims, witnesses, law enforcement
- Interacts effectively with law enforcement agencies
- Tries felony bench and jury cases
- Handles post conviction petitions

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Comprehensive knowledge of criminal law
- Considerable knowledge of judicial procedures and rules of evidence
- Considerable knowledge of appeal procedures
- Ability to analyze, appraise and organize facts, evidence and precedents and to present such materials effectively
- Ability to present and argue cases in court
- Ability to determine the limits of action available to opponents and the probable courses of action of opponents in court cases
- Ability to present and argue cases in court, dealing effectively with unanticipated situations when they arise
- Ability to develop long-term plans and programs and to evaluate work accomplishments
- Ability to plan, supervise and review work of technical and clerical subordinates
- Ability to present facts and recommendations effectively in oral and written form
- Ability to analyze and interpret complex business periodicals, professional journals, technical procedures or government regulations

- Ability to write reports and routine business correspondence
- Ability to effectively present information and respond to questions from supervisors
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to analyze facts and exercise sound judgement in arriving at conclusions
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- While performing the duties of this job, the employee is required to use a computer. Good knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.

### **Competency**

To perform the job successfully, an individual must demonstrate the following competencies.

- **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.; Designs work flows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Complete projects on time and budget.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluated results.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.

**Education and/or Other Requirements**

- Completion of a Juris Doctorate degree program from an American Bar Association approved law school.
- A minimum of 30 months of progressively responsible experience at the level of Senior Assistant State's Attorney.
- Licensed Attorney in the State of Illinois.

**Physiological Factors**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Psychological Factors**

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain pleasant working relationships with judges, attorneys, co-workers, police and the public.
- Ability to perform multiple tasks simultaneously.

**Note**

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.





## Job Description

**Job Title** Senior Investigator  
**Spec Code** 2123  
**Department** State=s Attorneys Office  
**Reports To** Division Chief

### Summary

Performs work of considerable difficulty in criminal investigation work and in the preparation of reports regarding the investigation. The work involves the application of specialized knowledge and abilities in the investigation of crime, including the gathering of evidence, interviewing witnesses, locating witnesses, serving court papers and general assistance to the State's Attorney in the preparation of cases. Although the work is performed in accordance with established rules and procedures, the employee must exercise considerable independent judgment and be able to conduct investigations independently. Work is reviewed through observation of performance and review of written reports. Work is performed under the direction of the Division Chief. Serves as a confidential employee and carries out the policies of the State=s Attorney.

### Essential Functions include the following.

- Interviews suspects, prisoners, complainants and witnesses to obtain information about crimes.
- Assembles evidence of any nature to determine the facts in a case.
- Takes photographs and coordinates their processing.
- Arrests persons suspected of violating ordinances and statutes including use of physical force as necessary to subdue suspects.
- Operates audio, video and other equipment.
- Operates a motor vehicle.
- Operates a firearm.
- Transports and escorts victims and witnesses.
- Testifies in court as required.
- Investigates all leads regardless of the location or time of day.
- Investigates complaints of misconduct by local public officials and law enforcement personnel.
- Prepares reports of investigations.
- Prepares affidavits, subpoenas and exhibits.
- Prepares search warrants and other legal documents.
- Serves court process documents such as summons, subpoenas, warrants and related documents.
- Develops information gathered into a complete criminal code if possible.
- Assists in conducting investigations in specialized fields.
- Assists in the guiding and training of Investigators.
- Provides assistance to law enforcement and community agencies through leadership, direction and advice.
- Engages in grantsmanship activities including writing grant applications and renewals and fiscal reporting.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Advanced knowledge of court proceedings and criminal investigating practices and techniques.
- Advanced knowledge of modern techniques, methods and procedures used in gathering information, evidence and conducting criminal investigations.
- Advanced knowledge of federal and state laws.
- Advanced knowledge of the Due Process Clause of the 5<sup>th</sup> and 14<sup>th</sup> amendments of the U.S. Constitution.
- Advanced knowledge of law enforcement techniques.
- Advanced knowledge and understanding of psychology and interviewing techniques as related to law enforcement activities.
- Advanced knowledge of the application of modern practices and techniques involving the investigation and arrest of offenders.
- Knowledge of firearms and certification to carry firearms.
- Some knowledge in a field of criminal investigative specialization including but not limited to: financial crimes, public integrity, computer forensics, narcotics, criminal forfeitures, child exploitation, online computer

- investigations, arson, forensic accounting, general forensics, juvenile delinquency, juvenile neglect, child support enforcement, elder abuse, domestic violence.
- Ability to react quickly and calmly in emergencies.
- Ability to handle difficult situations firmly, courteously, tactfully and impartially.
- Ability to secure the cooperation of others in difficult situations.
- Ability to interview effectively and evaluate information obtained.
- Ability to speak and write clearly and concisely.
- Ability to follow oral and written instructions and write routine reports and correspondence.
- Ability to communicate effectively with residents, co-workers and the public both verbally and in writing.
- Ability to perform arithmetic calculations.
- Ability to solve problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to attend to details, and exercise sound judgment.
- Ability to observe situations analytically and objectively and to record them clearly and completely.
- Ability to train Investigators and lead in their work.
- Ability to maintain confidential material.
- While performing the duties of this job, the employee is required to use a computer. Good knowledge of PC operations and software (word processing, spreadsheet, database, Internet) as needed to perform duties is required.
- Ability to operate a motor vehicle.

### Competency

To perform the job successfully, an individual must demonstrate the following competencies.

- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Change Management** - Develops workable implementation plans; communicates changes effectively.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; adapts strategy to changing conditions.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- **Safety and Security** - Observes safety and security procedures; uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
  
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.
- **Initiative** - Seeks increased responsibilities; takes independent action.

### Education and/or Other Requirements

- Completion of an associate's degree in law enforcement or related field or an equivalent combination of training and experience.
- Seven years experience in criminal investigative, criminal justice or law enforcement work.
- Possession of a valid driver's license and a satisfactory driving record.
- Certification to carry firearms.
- Ability to work evenings and weekends when necessary.

**Environmental Factors**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
- The employee is occasionally exposed to outside weather conditions; extreme cold and extreme heat, wet and/or humid conditions.

**Physiological Factors**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- The employee must be able to lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- The employee must be able to lift, pull, bend, or physically restrain a combative or injured suspect weighing 165 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Psychological Factors**

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to effectively and professionally handle and respond to verbally abusive individuals or disparaging conduct.
- Ability to maintain pleasant working relationships.
- Ability to operate under continuous pressure.
- Ability to perform multiple tasks simultaneously.

**Note**

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Lake County State=s Attorneys Office, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

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**AMERICAN RECOVERY ACT**  
**Justice Assistance Grants (ARRA/JAG) Program**

**Appendix A-6: Sustainability**

The Lake County State's Attorney's Office implemented the Multi-jurisdictional Drug Prosecution Unit program in 1988, with JAG funding assistance through ICJIA, and has sustained the program since. Lake County's commitment to the program has shown through its allocation of resources to continue funding an increasing proportion of program costs over time: the amount of federal funding has leveled off to approximately \$204,858 each year for salary only, while program costs including salaries and fringe benefit costs have increased. In the last few years, the Implementing and Program agencies have solidified their commitment's maximum capacity to sustain the program by reducing the number of positions assigned to the grant and absorbing as many positions into the regular budget as possible. At this time, the County cannot absorb the \$204,858 in costs previously provided by JAG, hence this application for funding under the JAG 2009 Recovery Act's priority for job retention.

Preparing for a future situation where the County does not have funds available to absorb this program and all costs associated with the three positions, the State's Attorney's Office will proactively continue to search for, and apply for, further federal, state and foundation grant funding to sustain these positions. The State's Attorney has assigned a staff member to research new grant opportunities and complete applications on behalf of his Office.

**AMERICAN RECOVERY ACT**  
**Justice Assistance Grants (ARRA/JAG) Program**

**Appendix A-7: Performance Measures**

**IMPLEMENTATION SCHEDULE**

**TASK**

1. Maintain Conviction Rate – ASA<sup>1</sup>
2. Training Seminars – Division Chief Investigator
3. Coordinate Investigations (Search Warrants, Overhears) – Division Chief Investigator

**DATE BEGUN**

October 1, 2011 (Month 1)

**DATE COMPLETED**

Ongoing (12 month period of performance)

**IMPLEMENTATION QUARTERLY REPORTING**

1. Susannah Huber – Preparing Fiscal
2. Tiffany Cress – Preparing Data
3. Susannah Huber – Compiling report information schedule

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<sup>1</sup> Assistant State's Attorney

The Lake County Council Board will oversee the federal allocations awarded to Lake County on behalf of the Lake County State's Attorney. The short-term projection of the ARRA/Jag program is to first ensure the allocated funds are equally distributed to the various operational programs and authorized department heads. The second indication is to maintain a successful conviction rate within the jurisdictional boundaries of Lake County.

The continued efforts of this program will be ongoing with long-term results indicating a level of training seminars throughout the Assistant State's Attorney's Office, law enforcement personnel, and various authorized personnel associated with the program.

Another projected long-term result will be the increase (with the period of performance of the grant), of coordinating investigations that result in an increase in search warrants, and overhears. This can be successfully accomplished by working directly with law enforcement, investigators of the respective jurisdictional communities and authorized federal and state officials involved in the investigations.

In addition to the resulting outcomes goals and objectives, the Lake County State's Attorney's Office will intervening in the development of educational program to be presented to the local school districts and their adjoining co-operative satellite facilities. The Lake County overmatch contribution will also aid in the retention of current positions and ensure a successful conviction rate throughout Lake County.

**AMERICAN RECOVERY ACT****Justice Assistance Grants (ARRA/JAG) Program****Appendix A-8: Economic Recession Impact**

Given the widespread effect of the economic downturn since October 2008, the Lake County Board and Administration have carefully mitigated the instability of falling revenues and increasing costs. In Fiscal Year 2009 and 2010, the Board committed to maintaining as many current services and programs as possible and scrutinized all department budgets. As stated by the Administrator, Lake County has “faced somewhat of a ‘perfect storm’ last year [2009] due to the economic downturn, including lack of new property tax growth due to a very low Consumer Price Index (CPI), declines in sales and business taxes, and deficits in the pension fund due to losses in the stock market ... The County lost \$12 million in revenues in 2009.” The Administrator’s Office has prepared periodic Economic Indicator reports, which show that the County anticipates a slow recovery in revenues because “sales tax is [revenue] is down slightly, and other revenues remain at historically low levels.” In May 2009, the property tax revenue fund was down 15.6% and the number of foreclosures filed was up 26.6% from 2008. Lake County’s unemployment rate was up 1.3%, from 8.3% in December 2008 to 9.6% in May 2009. The administration approached the 2010 budget preparation cycle with the mindset to have no bottom line expenditure increase: they were successful in that endeavor.

For the 2011 budget preparation cycle, which is happening now for the budget year starting December 1<sup>st</sup>, the continuing impact of the weak economy and high unemployment rate (13% in May 2010) are now putting the County in a position where it can fund no new programs and can absorb no existing previously grant-funded programs. The Administrator’s office has said that Lake County anticipates an inevitable 10% increase in health insurance costs, and a mandated increase in County contributions to the Illinois Municipal Retirement Fund, which covers all employees who are not part of SLEP and who elect to participate. The most critical concern for County Fiscal Year 2011 is the State budget, and outstanding reimbursements owed to Lake County. The State Fiscal Year 2011 budget excludes over \$2 million in annual salary reimbursements to the Probation department that had previously been included. The State is discussing the reduction of salary reimbursements for elected officials like the State’s Attorney, and last year the State cut reimbursement amounts for positions like the Coroner and Public

Defender. The Lake County administration has asked all departments to research and apply for Recovery Act grants to retain positions where possible, to help avoid the last-resort measure of cutting jobs to balance the budget. If the State's Attorney's Office does not apply for this Recovery Act funding, then positions associated with this program would be cut.



**AMERICAN RECOVERY ACT****Justice Assistance Grants (ARRA/JAG) Program****Appendix A-9: Multi-jurisdictional Drug Prosecution Unit**

The Implementing Agency's role in the program is fulfilled through the Program Agency, Lake County State's Attorney's Office (SAO). The Multi-jurisdictional Drug Prosecution Unit (MJPU) is housed with SAO, and works closely with 39 local police departments, the Lake County Metropolitan Enforcement Group (MEG). When drug crimes cross county jurisdictional boundaries, SAO's MJPU coordinates with surrounding counties and the Illinois Attorney General's Office. When the drug crimes cross state boundaries, SAO's MJPU works with the US Drug Enforcement Administration (DEA) Chicago field office. Recently, the MJPU conducted a joint investigation with Lake County MEG and DEA, as well as Blue Cross Blue Shield Fraud Investigation Unit in furtherance of enforcing laws against illicit prescription drug sales, healthcare fraud, and money laundering. The agencies worked together and coordinated a successful prosecution of the offender, who plead guilty to felony charges and forfeited assets traced to his illegal activities.

An organizational chart of the State's Attorney's Office is attached as Appendix A-9A, and includes the structure of the Drug Prosecution/Asset Forfeiture Unit.

Partner agency contact information:

Lake County Metropolitan Enforcement Group (MEG)

PO Box 1105

Libertyville, IL 60048

(847) 680-8720

[www.lakecountymeg.org](http://www.lakecountymeg.org)

# LAKE COUNTY STATE'S ATTORNEYS OFFICE

July 2009

