



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN**

VICTIM/WITNESS ASSISTANCE PROGRAM

Susan M. Rios
District Attorney
Latoya Salas
Victim/Witness Coordinator

2950 Riverside Drive, Suite 102
Susanville, California 96130

(530) 251-8283
(Fax) 251-2692
(530) 251-8281

M E M O R A N D U M

TO : Honorable Lassen County Board of Supervisors
FROM : Susan M. Rios
Lassen County District Attorney
DATE : September 10, 2024
SUBJECT : Continuation of Lassen County District Attorney’s
Victim/Witness Assistance Program

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the original Resolution of the Board of Supervisors Of Lassen County Approving The Undertaking Of The Lassen County District Attorney’s Victim/Witness Assistance program To Be Funded From Funds Available Through the State of California Administered by the California Office of Emergency Services **and** authorize the Lassen County District Attorney and their authorized agent to execute any and all documents necessary in order to continue the grant funding for the Victim/Witness Assistance Program for grant year 2024/2025.

Summary: The Lassen County District Attorney’s Victim/Witness Assistance Program has been in existence since 1991. The program is funded through the State of California utilizing both State and Federal monies. The goal of the program is to provide comprehensive services to victims of crime in Lassen County to lessen trauma experienced while the case moves its way through the criminal justice system. For 2024/2025, the program will be staffed with 2 full time equivalent (FTE) positions; one Victim/Witness Coordinator I/II who will devote 100% of their time to the Victim/Witness Assistance Program and handle the day-to-day programmatic responsibilities, carry a full victim case load, as well as working on any mass victimization incidents/trainings/and meetings; one Mass Victimization Advocate who will devote 100% of their time to the Victim/Witness Assistance assisting victims with case updates, carry a victim case load, outreach and mass victimization trainings and protocols.


It is the District Attorney’s philosophy to attempt to isolate grant funding as much to personnel costs as possible and devote the least amount of the funding to operational costs. Therefore, we are requesting the minimum amounts in operating expenses necessary to support the program, including funds required for mandatory and continuing training. Our grant budget includes the maximum amount allowable under the grant for the amounts charged to the program for Workers Compensation Insurance, PERS Unfunded, indirect costs (A-87) and Liability Insurance. We have set aside an amount for the costs of office supplies, postage expenses, memberships to victim services associations, trainings and vehicle maintenance. We cannot ask the grant for additional funds once our application is submitted.

Financial Impact: The costs of the District Attorney's Victim/Witness Assistance Program is reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Victim Services Division, and Victim Witness Program. The Victim/Witness allocation to Lassen County for fiscal/grant year 2024/2025 will be \$251,096.00; an increase of \$34,444.00 compared to the amount of the grant award from the 2023/2024 fiscal year.

Other Agency Involvement: There are no other County agencies involved with this project.

Attachments: A copy of the proposed Resolution and a copy of the entire grant application.

Dated: 9/10/24



Susan M. Rios
Lassen County District Attorney