MEMORANDUM

Date: June 8, 2022

To: Jill Tew/Chris Bone

From: Troy Rawlings

RE: Class Title: Full-time Forensic Interview Specialist
Grade:
FLSA: Non-exempt

Summary:
This position converts a part-time forensic interview specialist position into a full-time forensic interview specialist position.

Proposal:
The Children's Justice Center in Davis County ("CJC") currently employs one forensic interviewer. The position is currently held by Jill Bell and it is a part-time position. The needs of the CJC, which serves all children in Davis County, requires and supports a full-time forensic interviewer.

The change from a non-merit part-time forensic interviewer position to a merit full-time forensic interviewer position does not require a grade level change because the job description will remain the same.

Costs of the proposal:
The budgetary impact of converting the forensic interviewer position from part-time to full-time is the following:

Prorated to start in PP 13 (6/10):
- Payroll (account 510110) --- $21,994;
- Benefits (account 520130) --- $24,631

Prorated to start in PP 14 (6/24):
- Payroll (account 510110) --- $20,422;
- Benefits (account 520130) --- $22,872

Based on recent communications with Tracey Talbert, from the Utah Attorney General's Office, it is anticipated that the Utah Attorney General's Office will contribute monies towards the

funding of a full-time forensic interviewer position. The details of the contribution are currently being worked out.

Benefits of the proposal:
As you can see from Exhibit A, which is a report prepared by Heather Stewart, from the Utah Attorney General's Office, Ms. Bell is currently one of the highest performing forensic interviewers in our state and is out performing full-time interviewers employed at other Children's Justice Centers across our state. Exhibit B demonstrates that, even though Ms. Bell was hired in May 2020, she outperformed several full-time forensic interviewers.

Ms. Bell's time is almost exclusively spent on interviewing children. Ms. Bell does not have time for professional development, peer review interviews, to prepare for court when subpoenaed, or to prepare in between interviews. Ms. Bell is regularly subpoenaed to testify in child welfare and criminal cases. When she is subpoenaed, she is expected to meet and prepare with the attorney who subpoenaed her and to appear in court to testify. This affects her availability to conduct interviews within her slotted hours.

There is currently a backlog to interview children at the Children's Justice Center, even though Ms. Bell routinely exceeds the daily maximum amount of recommended interviews per day. Exhibit A and B demonstrate that the needs of our CJC currently supports, and has supported since the position was created in 2020, a full-time forensic interviewer.

Other considerations, if applicable:
I am happy to answer any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.

Exhibit A

Forensic Interviewer Report
July - December 2021

	Dusty	Sabin	Katelyn	Roni	Tara	Crystal	Kelli	Brook	Solinda	Ana	Carly	Jessica	Jill	Tanya
FIs Conducted	39	72	128	53 (29 hours) (FI & VA)	30 (20 hours/ 2 days)	144 (40 hours)	(20 hours /2 days)	151 (24 hours/ 3 days)	8	212 (40 hours)	162 (2 days)	120 (20 hours)	206 (24-29 hours)	118 (40 hours)
EFIs Conducted	0		0		0	0		1	0	0	0	0	0	4
TA (other areas)	17		33		10	10		5	0	5	10	5	13	10
TA (own MDT)	131		253		23	45		40	0	190	162	3	14	9
Peer Review (formal)	78		0		21	20		2	0	2	3	1	1	76
Peer Review (informal)	22		16		15	37		12	30	110	200	6	11	5
Peer Review (own FI)	2		4		2	2		1	8	212	0	1	2	77
Surveys Completed by MDT	73					1		35						
Team Staffings Attended	0		0		182	270		7	52	27	27	23	31	6
Training Provided (not FIT)	2		0		0	1		2	0	3	4	1	1	0
FIT Sessions Taught	1		2		2	3		2	0	1	1	0	2	1
Training/Webinars Attended	4		6		18	50		4	12	5	5	12	10	8
FIs Prepped for Court	9		6		4	0		3	0	8	5	6	10	3
Provided Testimony	1		2		1	1		2	0	3	0	3	4	1
Expert Witness Cases	2		0		0	1		0	0	1	0	1	2	1
Misc./Other Activities	Supervise FI staff, new A/V		Mentoring, FI summary reports		Research, book chapter	Research, newsletter				Self-review, research, observe Carly	Self-review, observe Ana & court	Prepped as expert & made CV	Self-review	Research, observe court
% of Center's interviews conducted by FI	5%	11%	18%	49%	6%	28%		84%	4%	55%	42%	82%	83%	89%

	Vanessa	**Liz**	**Mike**	TOOELE	**Derick**	**Tyler**	**Breezy**	SANPETE
FIs Conducted	16	10	27	109	9	14	15	39
Percentage of FIs for their CJC	15%	9%	25%	**+ Roni 98%**	23%	36%	38%	**97%**

	Christina	SUMMIT	**Janae**	**Kevin**	GRAND /SAN JUAN	**Cheryl**	BOX ELDER
FIs Conducted	20	61	1	2	8	11	84
Percentage of FIs for their CJC	33%		13%	25%	**38%**	13%	

	Aaron	SEVIER
FIs Conducted	23	68
Percentage of FIs for their CJC		**34%**

EXHIBIT B

CJC Forensic Interview Specialists
January – December 2020

	Full Time / Part Time	**# FIs Annually**	**# Monthly** (est.)	**# Weekly** (est.)	**% of CJCs FIs**
A.	FT **ANA**	425	35	8	60%
B.	FT **DUSTY**	225	19	4	18%
C.	FT **KATELYN**	183	15	3.5	15%
D.	PT (24 hr.) **BROOK**	274	23	5	91%
E.	PT (24-29 hr.) **JILL**	243	20	4.5	78%
F.	PT (20 hr.) **JESSICA**	183	15	3.5	74%
G.	PT (20 hr.) **CARLY**	148	12	3	21%
H.	PT (29 hr. + victim services) **RONI**	58	5	1	88% (w/designated FIs)
I.	PT (20 hr.) **TARA**	46	4	1	7%
J.	LE Designated FI	137	11	2.5	100%

Part Time Formulas:

1 FI x 2 days = 2 per week / 8 per month → 96 annually

2 FIs x 2 days = 4 per week / 16 per month → 192 annually

3 FIs x 2 days = 6 per week / 24 per month → 288 annually

Full Time Formulas:

1 FI x 5 days = 5 per week / 20 per month → 240 annually

2 FIs x 5 days = 10 per week / 40 per month → 480 annually

3 FIs x 5 days = 15 per week / 60 per month → 720 annually