



NBP

PROSECUTORIAL WORK NOT INCLUDED IN CASELOAD COUNTS



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Prosecutorial Work Not included in Caseload Counts

The National Best Practices Committee.....	1
Prosecutorial Work Not included in Caseload Counts	2
Review of Cases.....	2
Supervisory Tasks	2
Development and Implementation of Alternative Dispositions and Support Initiatives.....	3
Human Resource Tasks.....	3
Training.....	3
Policy Tasks.....	3
Law Enforcement/Laboratory Collaboration	4
Community Partner Collaboration	4
Public Presentations and Meetings.....	4
Data Analysis.....	5
Safety and Wellness	5
Legislative Tasks	5



The National Best Practices Committee

Prosecutors' Center for Excellence's National Best Practices Committee (NBP) **brings prosecutors together to share ideas, discuss challenges, and develop guidance** on today's prosecution best practices.

The NBP includes experienced prosecutors from large and small offices in 29 states. The committee meets on a regular basis to collaborate on creating a vision for the prosecutor's office of the future and issuing papers related to that topic. This is the fourth NBP paper. The mission of the NBP is to improve the criminal justice system by providing support, guidance, and considerations for prosecutors. The NBP addresses the challenging issues impacting victims, witnesses, the accused, and the community. The guiding principles for NBP's work are a commitment to justice, integrity, ethics, fairness, and equity for all.

See our work and our members at: [National Best Practices Committee Webpage](#)



Prosecutorial Work Not included in Caseload Counts

Prosecutors have many tasks that are not reflected in caseload counts but are nevertheless essential to a modern prosecutor office. In some offices there are prosecutors with no caseloads as they are focused on one or more of the tasks below. In other offices, prosecutors must find time for these tasks in addition to their caseloads.

Review of Cases

- Pre-charging review of cases not filed or declined.
- Long-term investigations that may not result in charges.
- On-call advice; investigative assistance
- Search warrant duty
- Post-conviction investigations

Supervisory Tasks

- Administrative Tasks
 - Time keeping and approvals
 - Budget formulation and requests
 - Budget management
 - Facilities management
 - Performance evaluations
 - Grant writing and reporting
 - Sunshine law/open-records requests
 - Adaptation to legislative reforms
- Case Supervision
 - Case assignment
 - Charging review
 - Caseload tracking
 - Task assignments and tracking
 - Evidence review
 - Victim/witness contact
 - Legal guidance
 - Approval of legal documents
 - Trial guidance
 - Offer and disposition conferences with defense
 - Wiretap oversight



- Informant oversight
- Ethics advice and training

Development and Implementation of Alternative Dispositions and Support Initiatives

- Research, create and implement diversion programs.
- Violence prevention program development and implementation.
- Obtain training and expertise for implementing restorative programming.
- Developing and supporting services and treatment related to domestic violence, child abuse and mental health.
- Developing and supporting treatment programs
- Advocating and supporting social services programs.
- Reentry programs

Human Resource Tasks

- Recruitment
- Hiring
- Transfers
- Promotions
- DEI Programming
- Mentoring
- HR Investigations
- Discipline
- Termination

Training

- Onboarding of new staff
- Legal updates (internal)
- Legal updates (law enforcement)
- Administrative and technical updates
- Research, preparation, and teaching (internal)
- Research, preparation, and teaching (external)

Policy Tasks

- Internal policy development, review, and implementation
- External policy development and review with law enforcement and forensic laboratories



- Local government guidance
- National or state policy committees

Law Enforcement/Laboratory Collaboration

- Task Force participation
- Law enforcement liaison
- Forensic laboratory liaison
- Call-ins and violence reduction initiatives
- Fatality reviews (domestic violence, child abuse, officer involved fatalities)
- Legal trainings for law enforcement and laboratory staff

Community Partner Collaboration

- Subject Specific Working Groups
 - Opioids/Drug Use and Trafficking
 - Human trafficking
 - Gang violence
 - Gun crimes
 - Partner abuse
 - Child abuse/death
 - Sex crimes
 - School safety
- Community Outreach Programs
 - Community advisory boards
 - Affinity groups
 - Clergy groups
- Education programs
 - Citizen Academies
 - School programs
- Recreation Programs
 - Sports programs
 - Community fun events

Public Presentations and Meetings

- Interviews/press releases
- Communication with the media
- Bar Associations
- Business organizations



- Law schools and colleges
- Elementary, middle, and high schools
- Community groups
- Government agencies

Data Analysis

- Data collection
- Data analysis
- Regular data review for
 - Crime trends
 - Diversion acceptance and outcomes
 - Sentencing/treatment outcomes
 - Equity
 - Case assignments
 - Training needs

Safety and Wellness

- Witness protection and cooperation initiatives
- Crisis management
- Cybersecurity
- Staff protection; protests
- Peer support
- Wellness program development

Legislative Tasks

- Legal research
- Drafting
- Lobbying
- Public presentations to elected officials