

**PROGRAM NARRATIVE**

125 Office of the Attorney General

Date: 12/07/2012

Time: 14:09:35

Program: Finance and Administration

Reporting level: 00-125-100-00-00-00-00000000

**Program Performance Measures**

Performance measures and results reporting are not currently utilized by this office.

*Services provided by the Division include:*

Payment of office bills and payroll.

Office budget preparation, implementation, and management.

Office receptionist services; filing; information processing.

Records and forms management.

Billing for legal and Fire Marshal services.

Purchasing and printing services for all office divisions

**Program Statistical Data**

This program provides administrative assistance to all of the Office of Attorney General's 13 divisions. This Division supports 204.5 authorized FTEs, two of which are included in a continuing appropriation.

**Explanation of Program Costs**

The Finance and Administration Division includes 14 employees in three sections: finance, payroll, and budget; word and data processing; and records management and administrative operations. The seven administrative assistant staff members provide word and data processing support to approximately 80 staff members. The Division staff provide technical, budget, finance, payroll, records management, purchasing, reception, and other administrative services.

**Program Goals and Objectives**

The Finance and Administration Division provides internal administrative services and assistance to the divisions of the Office of Attorney General in a timely and cost effective manner. These support services include finance and budget, administrative operations, information processing and employee payroll matters.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Finance and Administration		Reporting Level: 00-125-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	1,123,832	1,512,950	(237,998)	1,274,952	0
Salaries - Other	0	0	0	0	645,952
Temporary Salaries	16,677	33,300	(13,300)	20,000	0
Overtime	160	0	0	0	0
Fringe Benefits	447,733	615,274	(80,820)	534,454	0
Reduction In Salary Budget	0	0	0	0	(38,206)
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,588,402</b>	<b>2,161,524</b>	<b>(332,118)</b>	<b>1,829,406</b>	<b>607,746</b>
<b>Salaries and Wages</b>					
General Fund	1,588,402	2,068,672	(239,266)	1,829,406	601,738
Federal Funds	0	0	0	0	6,008
Special Funds	0	92,852	(92,852)	0	0
<b>Total</b>	<b>1,588,402</b>	<b>2,161,524</b>	<b>(332,118)</b>	<b>1,829,406</b>	<b>607,746</b>
<b>Operating Expenses</b>					
Travel	11,670	17,000	0	17,000	(3,000)
Supply/Material-Professional	2,368	29,510	0	29,510	(3,000)
Food and Clothing	0	650	0	650	(650)
Bldg, Ground, Maintenance	901	2,513	0	2,513	0
Miscellaneous Supplies	1,425	8,345	0	8,345	(3,000)
Office Supplies	10,132	11,917	0	11,917	(3,000)
Postage	2,254	4,200	0	4,200	0
Printing	2,239	3,500	0	3,500	0
Other Equip Under \$5,000	111	0	0	0	0
Office Equip & Furn Supplies	4,530	4,000	0	4,000	0
Insurance	1,674	3,000	0	3,000	(2,000)
Rentals/Leases-Equip & Other	7,842	11,000	0	11,000	(2,000)
Rentals/Leases - Bldg/Land	58,390	77,481	0	77,481	(9,981)
Repairs	5,254	6,000	0	6,000	0
IT - Communications	14,040	15,000	0	15,000	0
Professional Development	9,606	15,764	0	15,764	(3,000)
Operating Fees and Services	3,407	4,000	0	4,000	0
Fees - Professional Services	5,315	6,500	0	6,500	0
<b>Total</b>	<b>141,158</b>	<b>220,380</b>	<b>0</b>	<b>220,380</b>	<b>(29,631)</b>
<b>Operating Expenses</b>					

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Finance and Administration		Reporting Level: 00-125-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
General Fund	140,942	127,495	0	127,495	(29,631)
Federal Funds	0	18,962	0	18,962	0
Special Funds	216	73,923	0	73,923	0
<b>Total</b>	<b>141,158</b>	<b>220,380</b>	<b>0</b>	<b>220,380</b>	<b>(29,631)</b>
<b>Total Expenditures</b>	<b>1,729,560</b>	<b>2,381,904</b>	<b>(332,118)</b>	<b>2,049,786</b>	<b>578,115</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,729,344</b>	<b>2,196,167</b>	<b>(239,266)</b>	<b>1,956,901</b>	<b>572,107</b>
<b>Federal Funds</b>					
G020 JAG Grant	0	18,962	0	18,962	6,008
<b>Total</b>	<b>0</b>	<b>18,962</b>	<b>0</b>	<b>18,962</b>	<b>6,008</b>
<b>Special Funds</b>					
322 Attorney General Fund 322	216	166,775	(92,852)	73,923	0
<b>Total</b>	<b>216</b>	<b>166,775</b>	<b>(92,852)</b>	<b>73,923</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>1,729,560</b>	<b>2,381,904</b>	<b>(332,118)</b>	<b>2,049,786</b>	<b>578,115</b>
<b>FTE Employees</b>	<b>13.50</b>	<b>13.50</b>	<b>0.00</b>	<b>13.50</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

**Program:** Finance and Administration **Reporting Level:** 00-125-100-00-00-00-00000000

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
-------------	----------	-----	--------------	---------------	---------------	-------------

**Base Budget Changes**

**Ongoing Budget Changes**

Base Payroll Change		0.00	(239,266)	0	(92,852)	(332,118)
---------------------	--	------	-----------	---	----------	-----------

<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>(239,266)</b>	<b>0</b>	<b>(92,852)</b>	<b>(332,118)</b>
-------------------------------------	--	-------------	------------------	----------	-----------------	------------------

<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>(239,266)</b>	<b>0</b>	<b>(92,852)</b>	<b>(332,118)</b>
----------------------------------	--	-------------	------------------	----------	-----------------	------------------

**Optional Budget Changes**

**Ongoing Optional Changes**

A-C 100 Hay Grade Minimums & Compression	6	0.00	639,944	6,008	0	645,952
--	---	------	---------	-------	---	---------

<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>639,944</b>	<b>6,008</b>	<b>0</b>	<b>645,952</b>
---------------------------------------	--	-------------	----------------	--------------	----------	----------------

<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>639,944</b>	<b>6,008</b>	<b>0</b>	<b>645,952</b>
--------------------------------------	--	-------------	----------------	--------------	----------	----------------

**Optional Savings Changes**

A-G 9 Required 3% General Fund Reductions		0.00	(67,837)	0	0	(67,837)
---	--	------	----------	---	---	----------

<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(67,837)</b>	<b>0</b>	<b>0</b>	<b>(67,837)</b>
---------------------------------------	--	-------------	-----------------	----------	----------	-----------------

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Information Technology**Reporting level:** 00-125-105-00-00-00-00000000**Program Performance Measures**

*Services provided by the Division include:*

Support and troubleshoot computer connectivity issues (sometimes with assistance from the state's Information Technology Department) for all office locations through the state's backbone network.

Support computer applications which enable the various business functions of the office to conduct business.

Backup and restore computer files as needed, and maintain disaster/recovery and contingency plans.

Provide strategic planning for the office and address IT needs for all office divisions.

Evaluate and implement additional computerized services based on current technology trends where applicable.

Evaluate and provide tools to facilitate information technology effectiveness and efficiencies.

Aging software and hardware planning and replacement in an effective and efficient manner to enable the office to fulfill its business goals effectively.

Project management of all IT projects utilizing current market standard methodology.

Producing software using internal programming staff and contractors to meet the ongoing and future needs of the office when purchasing software is too expensive or it does not meet office needs.

An IT help desk service for logging and evaluation of computer problems and requests for services.

Ongoing computer security needs evaluation and planning as industry changes and to meet market demands.

Development and maintenance of policies and procedures for office IT related areas.

Critical applications, computer servers, and network support after normal work hours.

Office discussions about business processes and how computer and software technology can help accomplish office goals.

Effectively maintaining IT data to easily provide information to the public as needed.

Support to external IT customers who have access to the office network, servers, and applications.

**Program Statistical Data**

Office network staff:

Provided support and troubleshooting for all office staff and several task force personnel in multiple locations across the state.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Information Technology**Reporting level:** 00-125-105-00-00-00-00000000

Provided support for approximately 300 desktop and laptops computers.

Provided support for approximately 85 mobile devices, most of which are Smart Phones.

Managed the help desk with an average of 245 support calls a month.

Provided support and troubleshooting for approximately 50 printers and 22 multifunction devices throughout the office.

Provided support and troubleshooting for 5 IVN video systems throughout the office.

Office programming staff:

Provided maintenance for 35 business computer applications across the multiple divisions.

Provided planning, analysis, design and coding for 11 projects.

Solved or provide enhancements or new reports for an average of 23 requests a month.

**Explanation of Program Costs**

This Division supports the computer equipment and network needs of all the divisions of the Office of Attorney General with several locations within the Bismarck area as well as 12 other remote locations across the state.

The Division provides desktop support and troubleshooting for all office staff and several task force personnel who utilize approximately 300 desktop and laptop computers.

The Division provides support to the Automatic Fingerprint Identification System operated by the Bureau of Criminal Investigation in conjunction with South Dakota and Minnesota. Information from Live scan units across the state are processed through our server and supported by our help desk. These devices transmit fingerprints and other information into the office and interact with the office criminal history repository, as well as the fingerprint database housed in Minnesota.

The office's servers are housed in a secured room within the Division's office area. All server administration functions required to keep the equipment operating and secure are performed by Division staff.

A help desk is maintained by IT staff for the office staff, as well as any external customers that utilize the office's applications or equipment.

The Division is fairly unique among agencies because of the wide diversity of office business units that it supports. This includes legal, criminal justice, charitable gaming, fire inspections and investigations, financial, consumer protection, and lottery business processes. The Division supports 35 computer applications, mostly developed internally by IT staff and contract programmers. Some of these applications are utilized by law enforcement and require 24 hour, 7 days a week support, so staff is on a rotating on-call schedule. As new programs are introduced into the office, additional applications are added to the portfolio. All of these applications require on-going support, enhancements, changes, additional functionality, and upgrades on a regular basis.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Information Technology**Reporting level:** 00-125-105-00-00-00-00000000

As technology changes over time, the Division must also address the life of each of these applications and determine when the appropriate time is to replace an application with a new one. Any time there is a major enhancement, a complete rewrite, or a new application to address a new business function or a current manual one, a project is initiated. During a project, the Division staff will work with the appropriate business units, ITD, OMB, and others to ensure the success of the projects. The emphasis of many office projects now and in the future is to eliminate paper submission of information. This increases efficiencies in the different business units of the office, but it also increases support requirements for the Information Technology staff. Instead of just supporting internal office staff, now the Division is supporting other customers, from local law enforcement to courts, and in the future gaming and licensing establishments.

In addition, the Division works closely with the Criminal Justice Information Sharing (CJIS) program on projects that allow office information to be shared through the CJIS portal with criminal justice entities across the state. The office also provides information through State Radio to law enforcement requests across the entire country.

**Program Goals and Objectives**

Goal: Improve service to office customers through additional on-line access.

Objective: Continue to develop applications accessible via the web for the office's customers.

Objective: Continue to use current technology, to easily and securely share information with the office's customers.

Objective: Design applications to allow information to be accessed through various portable devices with touch screen capabilities, such as Smart Phones and tablets.

Objective: Provide additional information to managers and directors through the use of dashboards and other business intelligence tools.

Goal: Provide quality service to customers when they experience technical difficulties, have questions, or are seeking technical services.

Objective: Continue to operate the help desk for the office.

Objective: Continue to train new employees on access to their computers and security requirements.

Objective: Continue to provide procurement assistance and evaluations for technical needs of the office.

Objective: Expand the hours and methods of coverage for the help desk to improve the customer service level and to better cover the office's expanding customer base.

Goal: Continue to review and evaluate ever changing business processes.

Objective: Continue to develop applications and processes that are flexible enough to react to change quickly.

Objective: Continue to train IT staff in business process modeling and in the use of the latest techniques to enhance the development process.

Goal: Reduce cost of operations and manual processes where applicable.

Objective: Use document management and work-flow where possible.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Information Technology**Reporting level:** 00-125-105-00-00-00-00000000

Objective: Provide electronic copies instead of paper copies when possible and applicable.

Objective: Build applications that allow for web entry at the origin of data, rather than the receipt of paper copies which require data entry by the office staff.

Objective: Continue to participate in the State Criminal Justice Information Sharing (CJIS) program by developing information flows utilizing the CJIS portal.

Goal: Continue an Enterprise focus.

Objective: Continue to participate in the enterprise architecture process and provide input into the decisions.

Objective: Continue to seriously evaluate options that have economy of scale benefits.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Information Technology		Reporting Level: 00-125-105-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	1,179,587	1,381,859	12,781	1,394,640	346,080
Temporary Salaries	37,925	50,610	(12,000)	38,610	0
Overtime	11,575	2,500	0	2,500	0
Fringe Benefits	426,289	516,559	10,676	527,235	130,330
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,655,376</b>	<b>1,951,528</b>	<b>11,457</b>	<b>1,962,985</b>	<b>476,410</b>
<b>Salaries and Wages</b>					
General Fund	1,423,308	1,597,227	21,818	1,619,045	476,410
Federal Funds	0	0	0	0	0
Special Funds	232,068	354,301	(10,361)	343,940	0
<b>Total</b>	<b>1,655,376</b>	<b>1,951,528</b>	<b>11,457</b>	<b>1,962,985</b>	<b>476,410</b>
<b>Operating Expenses</b>					
Travel	15,942	75,700	0	75,700	5,940
Supplies - IT Software	454,468	566,634	165,000	731,634	135,578
Supply/Material-Professional	12,479	12,500	0	12,500	0
Bldg, Ground, Maintenance	175	500	0	500	0
Miscellaneous Supplies	989	1,200	0	1,200	0
Office Supplies	387	1,000	0	1,000	0
Postage	400	500	0	500	(350)
Printing	284	500	0	500	0
IT Equip Under \$5,000	174,819	356,272	20,400	376,672	30,450
Office Equip & Furn Supplies	6,340	6,500	0	6,500	10,200
Insurance	3,128	16,200	0	16,200	0
Rentals/Leases-Equip & Other	23	100	0	100	0
Rentals/Leases - Bldg/Land	73,376	95,000	0	95,000	0
Repairs	6,820	7,000	0	7,000	(2,500)
IT - Data Processing	603,010	701,669	91,848	793,517	65,730
IT - Communications	21,275	22,000	0	22,000	7,736
IT Contractual Svcs and Rprs	1,137,712	1,953,956	2,328,850	4,282,806	(97,583)
Professional Development	23,458	29,000	0	29,000	12,000
Operating Fees and Services	3,012	545,755	0	545,755	0
Fees - Professional Services	5,964	76,000	0	76,000	44,000
<b>Total</b>	<b>2,544,061</b>	<b>4,467,986</b>	<b>2,606,098</b>	<b>7,074,084</b>	<b>211,201</b>

**Operating Expenses**

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Information Technology		Reporting Level: 00-125-105-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
General Fund	1,690,393	1,603,783	0	1,603,783	135,101
Federal Funds	532,270	495,123	0	495,123	0
Special Funds	321,398	2,369,080	2,606,098	4,975,178	76,100
<b>Total</b>	<b>2,544,061</b>	<b>4,467,986</b>	<b>2,606,098</b>	<b>7,074,084</b>	<b>211,201</b>
<b>Capital Assets</b>					
Equipment Over \$5000	0	0	430,000	430,000	0
IT Equip/Sftware Over \$5000	47,251	192,000	(182,000)	10,000	0
<b>Total</b>	<b>47,251</b>	<b>192,000</b>	<b>248,000</b>	<b>440,000</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	27,555	0	0	0	0
Federal Funds	6,850	192,000	(96,000)	0	0
Special Funds	12,846	0	440,000	440,000	0
<b>Total</b>	<b>47,251</b>	<b>192,000</b>	<b>248,000</b>	<b>440,000</b>	<b>0</b>
<b>Technology Project Carryover</b>					
Supplies - IT Software	3,200	0	0	0	0
IT Contractual Srvcs and Rprs	106,660	553,675	(553,675)	0	0
<b>Total</b>	<b>109,860</b>	<b>553,675</b>	<b>(553,675)</b>	<b>0</b>	<b>0</b>
<b>Technology Project Carryover</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	109,860	553,675	(553,675)	0	0
<b>Total</b>	<b>109,860</b>	<b>553,675</b>	<b>(553,675)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>4,356,548</b>	<b>7,165,189</b>	<b>2,407,880</b>	<b>9,477,069</b>	<b>687,611</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>3,141,256</b>	<b>3,201,010</b>	<b>21,818</b>	<b>3,222,828</b>	<b>611,511</b>
<b>Federal Funds</b>					
G020 JAG Grant	6,288	0	0	0	0
G115 Midwest HIDTA	0	5,123	0	5,123	0
G129 North Dakota Criminal History Impro	221	0	0	0	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Information Technology		Reporting Level: 00-125-105-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
G130 Internet Crimes Against Children 20	68,120	0	0	0	0
G131 Internet Crimes Against Children 20	7,423	20,000	0	20,000	0
G167 Crime Lab Improvement Project	6,850	0	0	0	0
G197 Cops Rural Meth Initiative 06	168,891	296,000	(96,000)	200,000	0
G209 SMART (Sex Offenses)	281,327	366,000	0	270,000	0
<b>Total</b>	<b>539,120</b>	<b>687,123</b>	<b>(96,000)</b>	<b>495,123</b>	<b>0</b>
<b>Special Funds</b>					
250 Attorney General Refund Fund 250 F	319,202	2,683,580	2,651,598	5,335,178	76,100
322 Attorney General Fund 322	356,970	569,301	(145,361)	423,940	0
374 Reduced Cigarette Ignition Propensi	0	24,175	(24,175)	0	0
<b>Total</b>	<b>676,172</b>	<b>3,277,056</b>	<b>2,482,062</b>	<b>5,759,118</b>	<b>76,100</b>
<b>Total Funding Sources</b>	<b>4,356,548</b>	<b>7,165,189</b>	<b>2,407,880</b>	<b>9,477,069</b>	<b>687,611</b>
<b>FTE Employees</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	<b>3.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Information Technology			Reporting Level: 00-125-105-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>One Time Budget Changes</b>						
A-B 16 Crime Lab Integration with Online Training		0.00	0	0	150,000	150,000
A-B 18 Criminal History Rewrite		0.00	0	0	2,340,050	2,340,050
A-E 3 Remove 2011-13 Biennium Equipment		0.00	0	(192,000)	0	(192,000)
A-E 7 Remove Technology Carryover line item		0.00	0	0	(553,675)	(553,675)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>(192,000)</b>	<b>1,936,375</b>	<b>1,744,375</b>
<b>Ongoing Budget Changes</b>						
A-A 21 Contractual Program Maintenance		0.00	0	0	332,800	332,800
A-A 23 Office Security, Back up, Recovery		0.00	0	0	223,248	223,248
Base Payroll Change		0.00	21,818	0	(10,361)	11,457
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>21,818</b>	<b>0</b>	<b>545,687</b>	<b>567,505</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>21,818</b>	<b>(192,000)</b>	<b>2,482,062</b>	<b>2,311,880</b>
<b>Optional Budget Changes</b>						
<b>Ongoing Optional Changes</b>						
A-C 2 Inflation increases	3	0.00	201,184	0	0	201,184
A-C 15 IT Programming Staff	4	3.00	507,274	0	76,100	583,374
<b>Total Ongoing Optional Changes</b>		<b>3.00</b>	<b>708,458</b>	<b>0</b>	<b>76,100</b>	<b>784,558</b>
<b>Total Optional Budget Changes</b>		<b>3.00</b>	<b>708,458</b>	<b>0</b>	<b>76,100</b>	<b>784,558</b>
<b>Optional Savings Changes</b>						
A-G 9 Required 3% General Fund Reductions		0.00	(96,947)	0	0	(96,947)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(96,947)</b>	<b>0</b>	<b>0</b>	<b>(96,947)</b>

**PROGRAM NARRATIVE**

125 Office of the Attorney General

Date: 12/07/2012

Time: 14:09:35

**Program:** Attorney General Administration**Reporting level:** 00-125-110-00-00-00-00000000**Program Performance Measures**

*Services provided by the Division include:*

Administrative assistance to other divisions in the agency.

Support to the Attorney General and coordination of special projects.

General information provision regarding North Dakota laws to the general public.

Office representation on various boards and commissions.

Human resource administration services and public information services to other office divisions.

**Program Statistical Data**

This Division has four staff members including the Attorney General. It provides support services to the entire office (204.5 FTEs) including review of legal matters, administrative supervision, personnel administration, coordination of North Dakota Commission on Drugs & Alcohol, coordination with public and private sector entities on law enforcement enhancement projects (i.e., the Retail Meth Watch and Prescription Take Back programs), and provision of public information to members of the public including responses to media inquiries.

The Division provides human resource services including maintenance of the personnel files for all office employees, preparation of reclassification requests, administration of all evaluations and support for supervisors in disciplinary, human resource administration and hiring processes.

It is also the responsibility of this Division to compose or edit for final publication all public documents the office produces. The office has produced or is in the process of producing 43 publications including: Biennial Report, Open Records and Open Meetings Manuals, Contract Drafting Manual, the Comprehensive Status and Trends report, North Dakota Drug and Violent Crime Strategy, Annual Crime and Homicide Reports, Annual Fire Statistics Report, Gaming Update newsletter, the Concealed Weapons Manual, and the "Too Good to Be True" monthly consumer protection column.

A sampling of the topics covered in brochures produced during the biennium include: Scams, Shams and Flimflams, Small Claims Court, Liability of State Employees, Methamphetamine, Open Records and Open Meetings, Disaster Scams, Lemon Law, Tenant Rights, Pyramid Schemes, Eminent Domain, Concealed Weapons, Identity Theft, Anhydrous Ammonia, What Teenagers Need To Know About Sex and the Law, and general information about the functions of the Attorney General's office and the Opinion process.

In addition, Division members are responsible for composing and editing letters to constituents; position papers and correspondence to federal agencies and the Congressional Delegation on matters of interest to the legal and law enforcement communities; letters and other documents prepared in conjunction with the United States Attorney General; and materials for various public seminars and presentations. During the 2009-11 biennium, the Division responded to 2,131 e-mails and 292 letters from citizens.

**Explanation of Program Costs**

The salary and wages line item contains funding for four positions including the Attorney General and associated operating expenses.

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Attorney General Administration**Reporting level:** 00-125-110-00-00-00-00000000**Program Goals and Objectives**

The objective of the Attorney General Administrative Division is to efficiently and impartially provide quality legal and informational services to citizens and to provide administrative services for other office programs

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

<b>Program:</b> Attorney General Administration	<b>Reporting Level:</b> 00-125-110-00-00-00-00000000
---	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	636,256	755,562	(1,332)	754,230	0
Overtime	1,384	0	0	0	0
Fringe Benefits	188,816	214,908	9,084	223,992	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>826,456</b>	<b>970,470</b>	<b>7,752</b>	<b>978,222</b>	<b>0</b>

**Salaries and Wages**

General Fund	826,456	970,470	7,752	978,222	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>826,456</b>	<b>970,470</b>	<b>7,752</b>	<b>978,222</b>	<b>0</b>

**Operating Expenses**

Travel	19,158	73,952	0	73,952	(34,288)
Supply/Material-Professional	3,686	4,900	0	4,900	0
Food and Clothing	0	200	0	200	0
Bldg, Ground, Maintenance	54	200	0	200	0
Miscellaneous Supplies	917	2,000	0	2,000	0
Office Supplies	4,200	6,000	0	6,000	0
Postage	2,614	4,000	0	4,000	0
Printing	1,043	6,500	0	6,500	0
Other Equip Under \$5,000	279	1,000	0	1,000	0
Office Equip & Furn Supplies	0	14,586	0	14,586	0
Insurance	490	800	0	800	0
Rentals/Leases-Equip & Other	2,747	4,000	0	4,000	0
Rentals/Leases - Bldg/Land	125	1,000	0	1,000	0
Repairs	653	1,000	0	1,000	0
IT - Communications	10,283	12,000	0	12,000	0
Professional Development	59,532	60,000	0	60,000	0
Operating Fees and Services	7,906	10,000	0	10,000	0
Fees - Professional Services	7,255	9,000	0	9,000	0
<b>Total</b>	<b>120,942</b>	<b>211,138</b>	<b>0</b>	<b>211,138</b>	<b>(34,288)</b>

**Operating Expenses**

General Fund	88,382	153,863	0	153,863	(34,288)
Federal Funds	0	8,223	0	8,223	0
Special Funds	32,560	49,052	0	49,052	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General  
 Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Attorney General Administration		Reporting Level: 00-125-110-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>120,942</b>	<b>211,138</b>	<b>0</b>	<b>211,138</b>	<b>(34,288)</b>
<b>Total Expenditures</b>	<b>947,398</b>	<b>1,181,608</b>	<b>7,752</b>	<b>1,189,360</b>	<b>(34,288)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>914,838</b>	<b>1,124,333</b>	<b>7,752</b>	<b>1,132,085</b>	<b>(34,288)</b>
<b>Federal Funds</b>					
002 Federal Fund Budget	0	0	0	0	0
G020 JAG Grant	0	8,223	0	8,223	0
<b>Total</b>	<b>0</b>	<b>8,223</b>	<b>0</b>	<b>8,223</b>	<b>0</b>
<b>Special Funds</b>					
003 Special Fund Budget	0	0	0	0	0
250 Attorney General Refund Fund 250 F	32,560	29,942	0	29,942	0
322 Attorney General Fund 322	0	19,110	0	19,110	0
<b>Total</b>	<b>32,560</b>	<b>49,052</b>	<b>0</b>	<b>49,052</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>947,398</b>	<b>1,181,608</b>	<b>7,752</b>	<b>1,189,360</b>	<b>(34,288)</b>
<b>FTE Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Attorney General Administration	Reporting Level: 00-125-110-00-00-00-00000000
--	---

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>Ongoing Budget Changes</b>						
Base Payroll Change		0.00	7,752	0	0	7,752
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>7,752</b>	<b>0</b>	<b>0</b>	<b>7,752</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>7,752</b>	<b>0</b>	<b>0</b>	<b>7,752</b>
<b>Optional Savings Changes</b>						
A-G 9 Required 3% General Fund Reductions		0.00	(34,288)	0	0	(34,288)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(34,288)</b>	<b>0</b>	<b>0</b>	<b>(34,288)</b>

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Legal Services**Reporting level:** 00-125-150-00-00-00-00000000**Program Performance Measures**

*Services provided by the divisions include:*

*Legal advice and representation to state officials, agencies, boards, commissions, and councils.*

*Legal defense to state employees as required by state law.*

*Advice and consultation for State's attorneys and city attorneys on legal matters.*

*Processing business licensing applications.*

*Collecting business license fees, miscellaneous types of revenue, and taxes.*

*Issuing licenses for wholesale and retail alcoholic beverage establishments, wholesale and retail tobacco dealers, games of chance organizations, gaming equipment distributors and manufacturers, tobacco vendors, polygraph operators, fair boards, transient merchants, coin-operated amusement device machines and operators, and wholesale fireworks dealers.*

**Program Statistical Data**Civil Litigation

For the 2009-2011 biennium, the Civil Litigation Division represented state agencies, officials, and employees in numerous legal actions, including cases for the:

1. Department of Human Services (approximately 257 cases),
2. Bank of North Dakota (112 foreclosures, 8 bankruptcies, and 42 collection actions),
3. Department of Transportation (315 district court and 28 North Dakota Supreme Court appeals relating to drivers' licenses, as well as other cases on behalf of the Department),
4. Job Service North Dakota (26 state district court appeals and 2 North Dakota Supreme Court appeals), and
5. Department of Corrections and Rehabilitation (approximately 30 state and federal court lawsuits).

For the 2009-2011 biennium, the Division:

1. Represented Job Service in 26 state district court appeals and two North Dakota Supreme Court appeals involving grants or denials of unemployment benefits. Also during the biennium, staff attorneys issued 422 unemployment tax complaints against employers who owed payments to Job Service, resulting in 217 judgments. Division attorneys also took legal action to recover employee benefit overpayments in 1,130 cases, resulting in 166 judgments. The total recovery (tax and overpayment) for the state was \$2,541,000.
2. Represented the Labor Department, handling 116 wage claim cases recovering over \$75,724 for those employees owed wages by their employers.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Legal Services**Reporting level:** 00-125-150-00-00-00-00000000

3. Assisted the State Risk Manager in handling claims against the state and defended 63 lawsuits.
4. Reviewed 150 requests to write or join briefs amicus curiae, resulting in the office joining briefs in 47 of these cases.
5. Represented state agencies in personnel matters, giving legal advice and representing state agencies in employment related administrative appeals and lawsuits.
6. Collected \$4,642,457 for the Bank of North Dakota.
7. Represented numerous state professional licensing boards and commissions in a variety of cases, including appeals from the denial of applications and disciplinary actions.
8. Provided state agencies general legal advice on employment law issues and represented state agencies in state and federal court in employment cases and in matters appealed through Human Resources Management Services.
9. Represented and continues to represent the state in proceedings dealing with the Master Settlement Agreement and the state's compliance with N.D.C.C. ch. 51-25, the Tobacco Sales Act. Through the end of the biennium, the state had received a total of \$298,723,637 in settlement payments. Of that amount, \$170,356,459 was received during the 2009-2011 biennium.
10. Represented the State Board of Higher Education in actions concerning the UND "Fighting Sioux" nickname and logo.

Criminal and Regulatory Division

During the 2009-2011 biennium, the Criminal/Regulatory Division:

1. Helped enforce the laws dealing with the regulation of gaming and liquor industries.
2. Assisted the Gaming Division and Licensing Section in the preparation and presentation of administrative complaints and proceedings for gaming and alcoholic beverage statute and administrative rule violations.
3. Researched legal issues for local prosecutors and law enforcement officials, assisted states attorneys in the prosecution of criminal cases, and handled the prosecution in criminal cases when a local states attorney was unable to prosecute due to a conflict of interest.
4. Defended the constitutionality of state statutes in the North Dakota Supreme Court and in state district courts.
5. Appeared in state and federal courts to uphold criminal convictions and to defend against requests for release from imprisonment on appeal or in habeas corpus and post-conviction proceedings.
6. Have been actively involved in the risk assessment of sex offenders and those persons who committed offenses against children. The Division participated in law enforcement and correctional training at the Law Enforcement Training Academy, and public presentations regarding offender risk assessment and notification of offender community presence.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Legal Services**Reporting level:** 00-125-150-00-00-00-00000000

The Licensing Section is responsible for the licensing of alcoholic beverage retailers, wholesale and retail tobacco product dealers, transient merchants, coin-operated amusement devices operators, lessors, and distributors, fair boards, polygraph operators, charitable gaming operators, gaming manufacturers and distributors, and wholesale fireworks distributors.

Between January 1, 2010 and December 31, 2011, the number, types of licenses, and amounts of license fees collected by the Licensing Section were:

<u>Type of License</u>	<u>Number</u>	<u>Amount</u>
Gaming organizations, distributors, and manufacturers	1,246	\$ 304,200
Retail alcoholic beer	3,272	252,295
Retail alcoholic liquor	3,011	236,762
Coin operated amusement devices	235	82,075
Detection of deception	33	1,165
Fair board	18	900
Wholesale and retail tobacco	3,330	52,575
Transient merchant	187	37,400
Wholesale fireworks	<u>46</u>	<u>11,500</u>
	11,378	\$ 978,872

For the period from January 2010 to December 2011, there were 14,756 licensing transactions for receipting gaming taxes, interest, penalties, monetary fines, criminal history record checks, sales of gaming stamps, investigative costs, manufacturer inspections, sales of publications, and funds received by the Lottery, Crime Lab, and Fire Marshal Division. Also, there were 967 transactions involving the collection of \$3,345,543 of miscellaneous types of revenue, as follows:

<u>Type of Receipt</u>	<u>Number</u>	<u>Amount</u>
24/7 Sobriety program	203	\$ 166,125
Judgment collection	111	1,842,115

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35

<b>Program:</b> Legal Services	<b>Reporting level:</b> 00-125-150-00-00-00-00000000
--------------------------------	--

Copying charges	9	2,439
Attorney billings	518	567,620
Miscellaneous revenues	<u>126</u>	<u>767,244</u>
	967	\$ 3,345,543

State and Local Government

The State and Local Government Division provides day-to-day legal services to 65 state agencies, boards, and commissions. Division attorneys represent multiple agencies and are required to be experts in a wide variety of practice areas. Attorneys within the Division are also the state agencies' primary legal resource for state contracts, procurement, and public improvement related legal issues. The attorneys assist agencies in applying the law consistently and fairly, and help to prevent legal problems from arising by providing consistent oral and written legal advice, reviewing documents and contracts, and being available for consultation and legal research. The Division is staffed, on average, by 11 full-time attorneys and one half-time legal assistant. The Division also provides additional services in the following areas:

Administrative Rule Review

By statute the Office of Attorney General must review all administrative rules adopted by state agencies and boards for legal sufficiency and to ensure that proper procedures have been followed. The office reviewed 72 sets of rules during the biennium.

Joint Powers Agreements

The Division reviewed all joint powers agreements involving the state or state agencies prior to their execution.

Bond Counsel Services

Division staff also participated in and delivered Issuer's Counsel Opinions on each bond transaction generated by every state agency, other than some for the State Board of Higher Education.

Legislative Advisory Services

During the 2009 Legislative Session, attorneys from the Division assisted agencies and members of the Legislative Assembly by drafting bills and amendments, explaining the ramifications of proposed legislation and testifying before legislative committees when requested.

Attorney General Opinions

**PROGRAM NARRATIVE**

125 Office of the Attorney General

Date: 12/07/2012

Time: 14:09:35

Program: Legal Services

Reporting level: 00-125-150-00-00-00-00000000

One of the Attorney General's most important statutory duties is issuing Attorney General opinions on questions of law and on questions relating to open records and meetings. The attorneys within the State and Local Government Division are also primarily responsible for researching and drafting these opinions.

**Legal Opinions** -- The Attorney General is frequently asked for legal opinions by state legislators, state officials, county state's attorneys, city attorneys, city governing bodies, water resource boards, and soil conservation districts. These opinions guide the actions of public officials until the courts decide the issue.

During the 2009-11 biennium, the Attorney General issued 32 opinions. The Attorney General issued 11 opinions to legislators, 10 to state's attorneys, 5 to city attorneys, and 6 to state agencies.

**Open Records and Open Meetings** -- Since 1997, the open records and open meetings laws have authorized the Attorney General to issue opinions to public entities in response to a complaint by a member of the public, including representatives of the media, that the public entity had violated the open records or open meetings law. This form of administrative review has proven to be an effective vehicle to remedy violations of the open records and meetings law. Between July 1, 2009, and June 30, 2011, the office issued 35 opinions based on alleged violations of the open records or open meetings laws. The Division also handled a large number of telephone calls from public entities and citizens regarding open records and meetings requirements. Responding over the telephone in many cases eliminated possible violations or opinion requests.

All Attorney General opinions issued since 1942, are posted on the Office of Attorney General's website at <http://www.ag.nd.gov>, on the Legal Opinions link. The Open Records and Open Meetings Manuals are available online from the Open Records and Open Meetings link.

**Natural Resources & Indian Affairs**

During the period of July 1, 2009, to June 30, 2011, the Natural Resources and Indian Affairs Division:

1. Defended the constitutionality of the state corporate farming law in federal and state court litigation.
2. Authored an amicus brief joined by South Dakota and Wyoming supporting a federal decision reducing BNSF rail rates on coal shipments.
3. Assisted the Health Department with its rulemaking, permitting, and environmental enforcement actions, and helped negotiate settlements involving air and water pollution control, asbestos abatement, and solid and hazardous waste management.
4. Assisted state officials develop and implement technologies to significantly reduce pollutants from power plants, while at the same responding to initiatives by the U.S. Environmental Protection Agency that are too restrictive, too costly, of uncertain effectiveness, and that usurp state sovereignty and expertise. More particularly, the Division, (1) became involved in three federal lawsuits that challenge aspects of EPA's greenhouse gas regulatory regime; (2) petitioned a federal court to settle a dispute between the state and EPA over the proper method to implement an EPA sulfur dioxide regulation; (3) became involved in litigation with EPA over the "best available control technology" to regulate nitrogen oxide emissions at a North Dakota power plant; (4) assisted state officials in responding to EPA's regional haze rule; and (5) helped draft comments in opposition to a proposed EPA rules. In addition, the Division worked with other states in filing amicus briefs in federal litigation involving energy generation issues and assisted the Industrial Commission in matters before the Minnesota Public Utilities Commission that would adversely affect North Dakota coal and power industries.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Legal Services**Reporting level:** 00-125-150-00-00-00-00000000

5. Besides handling the day-to-day legal work for the State Water Commission and State Engineer managing water resources, the Division provided legal advice on the many issues that arose with the 2011 Minot and Missouri River floods, management of Lake Sakakawea by the Corps of Engineers, Devils Lake's continuing rise, and the effort to protect Fargo from floods and to move Missouri River water to supplement Fargo water supplies.
6. The Division represented the State Water Commission in litigation brought in federal court by Manitoba and the State of Missouri challenging the Northwest Area Water Supply Project, and in a transboundary dispute filed in Canadian Federal Court by political subdivisions in Manitoba alleging that the state and local entities in northeastern North Dakota have, through water management practices, exacerbated flooding in Manitoba. The Division also represents the state in a lawsuit over proper interpretation of the Yellowstone River Compact, to which Montana, Wyoming, and North Dakota are parties.
7. Assisted the Agriculture Department in administering laws governing dairy operations, pesticide applications, meat inspection, noxious weeds, apiaries, livestock, and Project Safe Send, and represented the Department in enforcement actions.
8. Provided legal advice to numerous agriculture-related agencies, such as the Wheat Commission, Barley Council, State Seed Department, and Board of Animal Health.
9. Assisted the Game and Fish Department in administering its programs, such as its easement and land acquisition projects, licensing outfitters, and safe boating enforcement. The Division provided in-house counsel and litigation services to the Game and Fish Department and its many programs. The Division advised the Department in handling hunting and landowner "rights" issues and in its numerous programs to acquire public hunting access to private lands.
10. Presided over more than 2,000 Department of Mineral Resources oil and gas hearings and otherwise assisted the Department in ensuring compliance with laws regulating the industry.
11. Assisted the Board of University and Schools Land in managing its investments and in managing about one million surface acres and about 2.5 million mineral acres. In particular, the Division advised the Land Board on complex issues concerning title to minerals under the bed of the Missouri and Yellowstone Rivers and under Lake Sakakawea.
12. Advised state officials in their ongoing negotiations with the Standing Rock Sioux Tribe over quantifying the tribe's water rights.
13. Authored the article "Indian Reserved Rights: Impending Conflicts or Coming Rapprochement Between the State of North Dakota and North Dakota Indian Tribes," published by the North Dakota Law Review
14. Contributed to preparing annual supplements to the Fourth Edition of the Conference of Western Attorneys General's Deskbook of American Indian Law.

**Explanation of Program Costs**

This program is funded from general fund monies and special funds from billing state entities for legal services provided. The salaries and wages line item provides for 27 assistant attorneys general, 4 legal assistants, and 2 licensing administrative positions. Funding in this program provides for reimbursement of prosecution witness fees for district court and juvenile proceedings, legal research databases, off-site space rent, and necessary travel for staff members. This program also has special line items for arrest and return of fugitives reimbursements and litigation fees.

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Legal Services**Reporting level:** 00-125-150-00-00-00-00000000**Program Goals and Objectives**

The objectives of the Legal Services program are to efficiently and impartially provide quality legal and informational services to North Dakota government. The program also assists other Office of Attorney General's divisions to provide quality law enforcement, regulatory, and investigatory services.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

<b>Program:</b> Legal Services	<b>Reporting Level:</b> 00-125-150-00-00-00-00000000
--------------------------------	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	4,360,067	4,565,804	53,020	4,618,824	148,944
Salaries - Other	0	0	480,717	480,717	0
Temporary Salaries	5,632	0	0	0	0
Overtime	203	1,801	(1,801)	0	0
Fringe Benefits	1,313,182	1,530,714	56,236	1,586,950	49,794
Reduction In Salary Budget	0	0	0	0	(119,798)
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>5,679,084</b>	<b>6,098,319</b>	<b>588,172</b>	<b>6,686,491</b>	<b>78,940</b>

**Salaries and Wages**

General Fund	3,650,036	3,594,549	13,617	3,608,166	(119,798)
Federal Funds	113,350	131,849	3	131,852	0
Special Funds	1,915,698	2,371,921	574,552	2,946,473	198,738
<b>Total</b>	<b>5,679,084</b>	<b>6,098,319</b>	<b>588,172</b>	<b>6,686,491</b>	<b>78,940</b>

**Operating Expenses**

Travel	31,075	146,200	10,000	156,200	4,000
Supplies - IT Software	0	0	168,000	168,000	325
Supply/Material-Professional	5,432	9,300	0	9,300	500
Food and Clothing	0	835	0	835	0
Bldg, Ground, Maintenance	6,933	10,500	0	10,500	500
Miscellaneous Supplies	2,486	5,850	0	5,850	700
Office Supplies	17,680	24,600	0	24,600	3,000
Postage	12,281	25,000	0	25,000	800
Printing	11,162	15,900	0	15,900	400
IT Equip Under \$5,000	0	0	0	0	890
Other Equip Under \$5,000	253	1,300	0	1,300	0
Office Equip & Furn Supplies	17,340	8,000	0	8,000	4,500
Insurance	3,647	8,200	0	8,200	200
Rentals/Leases-Equip & Other	14,303	23,600	0	23,600	500
Rentals/Leases - Bldg/Land	205,071	145,220	0	145,220	12,000
Repairs	12,405	17,350	0	17,350	300
IT - Data Processing	0	0	0	0	1,200
IT - Communications	34,245	44,700	0	44,700	1,200
Professional Development	22,862	45,300	0	45,300	3,000
Operating Fees and Services	288,459	290,809	(80,000)	210,809	5,000
Fees - Professional Services	15,374	100,000	0	100,000	2,100

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Legal Services		Reporting Level: 00-125-150-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>701,008</b>	<b>922,664</b>	<b>98,000</b>	<b>1,020,664</b>	<b>41,115</b>
<b>Operating Expenses</b>					
General Fund	588,488	349,918	(80,000)	269,918	0
Federal Funds	3,856	0	0	0	0
Special Funds	108,664	572,746	178,000	750,746	41,115
<b>Total</b>	<b>701,008</b>	<b>922,664</b>	<b>98,000</b>	<b>1,020,664</b>	<b>41,115</b>
<b>Litigation Fees</b>					
Travel	9,750	8,970	0	8,970	0
Postage	37	8	0	8	0
Rentals/Leases-Equip & Other	340	100	0	100	0
Rentals/Leases - Bldg/Land	0	123	0	123	0
Repairs	86	37	0	37	0
Professional Development	300	0	0	0	0
Operating Fees and Services	36,157	2,252	0	2,252	0
Fees - Professional Services	32,705	38,510	0	38,510	0
<b>Total</b>	<b>79,375</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>Litigation Fees</b>					
General Fund	79,375	50,000	0	50,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>79,375</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>Arrest and Return of Fugitives</b>					
Travel	1,765	1,584	0	1,584	0
Postage	0	8	0	8	0
Operating Fees and Services	0	0	0	0	0
Fees - Professional Services	0	8,408	0	8,408	0
<b>Total</b>	<b>1,765</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>
<b>Arrest and Return of Fugitives</b>					
General Fund	1,765	10,000	0	10,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>1,765</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Legal Services		Reporting Level: 00-125-150-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total Expenditures</b>	<b>6,461,232</b>	<b>7,080,983</b>	<b>686,172</b>	<b>7,767,155</b>	<b>120,055</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>4,319,664</b>	<b>4,004,467</b>	<b>(66,383)</b>	<b>3,938,084</b>	<b>(119,798)</b>
<b>Federal Funds</b>					
G115 Midwest HIDTA	113,730	0	0	0	0
G116 Midwest HIDTA 2010	2,375	131,849	3	131,852	0
G130 Internet Crimes Against Children 20	1,101	0	0	0	0
<b>Total</b>	<b>117,206</b>	<b>131,849</b>	<b>3</b>	<b>131,852</b>	<b>0</b>
<b>Special Funds</b>					
250 Attorney General Refund Fund 250 F	6,349	0	490,717	490,717	0
322 Attorney General Fund 322	2,018,013	2,944,667	261,835	3,206,502	239,853
<b>Total</b>	<b>2,024,362</b>	<b>2,944,667</b>	<b>752,552</b>	<b>3,697,219</b>	<b>239,853</b>
<b>Total Funding Sources</b>	<b>6,461,232</b>	<b>7,080,983</b>	<b>686,172</b>	<b>7,767,155</b>	<b>120,055</b>
<b>FTE Employees</b>	<b>33.00</b>	<b>33.00</b>	<b>0.00</b>	<b>33.00</b>	<b>1.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Legal Services			Reporting Level: 00-125-150-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>One Time Budget Changes</b>						
A-B 24 Tobacco Diligent Enforcement Final Orders		0.00	0	0	10,000	10,000
A-B 25 Legal Services Timekeeping and Billing System		0.00	0	0	168,000	168,000
A-E 1 Remove Emergency Commission action		0.00	(80,000)	0	0	(80,000)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(80,000)</b>	<b>0</b>	<b>178,000</b>	<b>98,000</b>
<b>Ongoing Budget Changes</b>						
A-A 33 Attorney salaries		0.00	0	0	480,717	480,717
Base Payroll Change		0.00	13,617	3	93,835	107,455
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>13,617</b>	<b>3</b>	<b>574,552</b>	<b>588,172</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>(66,383)</b>	<b>3</b>	<b>752,552</b>	<b>686,172</b>
<b>Optional Budget Changes</b>						
<b>Ongoing Optional Changes</b>						
A-C 32 Legal staff	13	1.00	0	0	239,853	239,853
<b>Total Ongoing Optional Changes</b>		<b>1.00</b>	<b>0</b>	<b>0</b>	<b>239,853</b>	<b>239,853</b>
<b>Total Optional Budget Changes</b>		<b>1.00</b>	<b>0</b>	<b>0</b>	<b>239,853</b>	<b>239,853</b>
<b>Optional Savings Changes</b>						
A-G 9 Required 3% General Fund Reductions		0.00	(119,798)	0	0	(119,798)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(119,798)</b>	<b>0</b>	<b>0</b>	<b>(119,798)</b>

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** BCI-General Fund**Reporting level:** 00-125-200-01-00-00-00000000**Program Performance Measures**

*Services provided by the BCI include:*

*Providing assistance to local law enforcement agencies in investigating cybercrime, homicide, sexual assault, child abuse, arson, terrorism, polygraph, photography, and other services.*

*Coordination of intelligence services provided by the Statewide Law Enforcement Intelligence Center and assist local law enforcement to target investigations and resources effectively. Gather, analyze, and disseminate information to law enforcement.*

*Undercover personnel, confidential funds, special surveillance equipment, intelligence information, and training for local law enforcement agencies.*

*Dedicated controlled substance trafficking investigations through participation in 8 narcotics task forces, including supervision for 7 of the 8.*

*Forensic examinations of computers involved in criminal activity for state, local, and federal law enforcement agencies.*

*Case management system maintenance to document investigations and provide copies to appropriate persons.*

*Maintenance of a statewide criminal history record information system, and providing this information to the federal criminal history database.*

*Criminal history record checks to criminal justice agencies and courts, numerous non-criminal justice record check requesters, and to the general public.*

*Concealed weapon licenses and a system for tracking that information.*

*Statewide 24/7 Sobriety program coordination.*

*Central Warrant Information System (CWIS), Uniform Crime Reporting (UCR), and a Protection and Restraining Order System maintenance.*

*Automated Fingerprint Identification System (AFIS) for identification and criminal investigation purposes.*

*Statistical reports to criminal justice agencies, government agencies, and interested persons.*

*Assistance to the Drug and Violent Crime Policy Board in setting guidelines for awarding grants, and to local agencies in preparing grant applications.*

*Monitoring local drug grant programs, audit expenditures of funds, and maintaining detailed records of all grant activities.*

*Law enforcement and corrections officers training, maintaining officer training records and issuance of peace officer licenses.*

*Offer training to the general public, businesses, and other agencies on a variety of law enforcement issues including drug awareness issues and other criminal activity.*

*A statewide sex offender and offenders against children registration system which requires these offenders to register and verifies their addresses every six months for most offenders and every 90 days for lifetime registrants, and maintaining a registered offender's website for lifetime registrants and high-risk offenders.*

**PROGRAM NARRATIVE****Date:** 12/07/2012**125 Office of the Attorney General****Time:** 14:09:35**Program:** BCI-General Fund**Reporting level:** 00-125-200-01-00-00-00000000**Program Statistical Data**

Forty investigators average over 780 new cases each year. Through April 30, 2012, 192 cases have been opened for the calendar year. Methamphetamine cases investigated by investigators decreased slightly to 22.5% of total drug cases in 2011, compared to an all-time high of 58% of drug cases in 2002.

Methamphetamine labs remain low at 9 in 2009 compared to an all-time high of 297 in 2003.

Criminal history record information is maintained on approximately 145,000 persons. Approximately 18,000 new arrests are posted annually.

The Central Warrant Information System contains a total of 24,000 arrest warrants and protection and disorderly conduct restraining orders.

The Automated Fingerprint Identification System, which North Dakota shares with Minnesota and South Dakota, contains fingerprint images on approximately 3.5 million arrests.

As of June 30, 2011, a total of 15,420 individuals held North Dakota concealed weapon licenses. This is an increase of 140% compared to the March 1, 2004, total of 6,421 licenses. In the 2009-2011 biennium, a total of 8,535 licenses were issued, which is up 45% from the 2005-2007 biennium when a total of 5,900 new or renewal licenses were issued.

BCI processed 37,444 requests for criminal history record information in 2011. Of those, 24,851 were requests for data from the state database and 12,593 were requests for fingerprint based searches of the FBI database. In addition to an increase in the State of North Dakota record checks this period, the number of fingerprint based searches of the FBI database allowed under NDCC 12-60-24 has increased by 116%.

There are currently 10 separate statewide information systems being operated by the BCI. These systems include:

1. Uniform Crime Reporting (UCR)/Incident Based and Summary Reporting - a statistical system that tracks crime in North Dakota.
2. Case Management System - an automated system to aid BCI agents in generating and maintaining investigative case reports.
3. Offender Registration System - a system for the registration and tracking of sexual offenders and offenders against children.
4. Criminal History Records System - a system which compiles records of arrests and prosecutions of individual offenders for use by law enforcement, the courts, and the public.
5. Central Warrant Information System (CWIS) - a system used by law enforcement agencies to communicate information on outstanding arrest warrants.
6. Concealed Weapon Licenses - a system for receiving and processing applications for concealed weapon licenses, issuing licenses, and maintaining permit record information.
7. Automated Fingerprint Identification System (AFIS) - a system, operated as part of a regional program with the states of Minnesota and South Dakota, which allows for electronic scanning, transmission, and storage of fingerprint image data to aid in identification in criminal investigations. The AFIS integrates livescan booking stations at the local level with nationwide fingerprint search capabilities provided by the FBI's Integrated AFIS (IAFIS).
8. Protection and Restraining Order System - a system to provide information on individuals with current court orders restricting contact with other persons.
9. POST Board Training Records – a system to maintain peace officer training records, approve law enforcement courses, and issue renewal notices and peace officer licenses.
10. 24/7 Sobriety Program System—a system used by local law enforcement to manage the tracking, billing and payments for participants in the 24/7 Sobriety program.

As of May 2, 2012, there are 1,966 sex offenders and offenders against children in North Dakota with a requirement to register.

Training and licensing records are maintained for approximately 1,705 peace officers from 130 law enforcement agencies in North Dakota. In addition, the POST Board maintains certification records for the over 600 instructors that teach the certified law enforcement training courses.

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** BCI-General Fund**Reporting level:** 00-125-200-01-00-00-00000000

As of May 7, 2012, 3,143 individuals have participated in the 24/7 Sobriety program, of which 2,167 completed successfully. To date, 159 participants have re-offended. There are currently 336 active participants.

**Explanation of Program Costs**

This program contains salaries and wages for 77 FTEs, including 40 investigators and 4 intelligence analysts in the Investigative Section, 6 FTEs in the Business Services and Grants Management Section, 9.5 FTEs in the Administrative Services Section, and 11 FTEs in the Information Services Section. The office maintains vehicles for 40 investigators and 1 administrator who are on call 24 hours a day. The BCI operates 12 field offices in addition to the central office in Bismarck. The office pays rent for 8 of the 12 field offices and for the main office in Bismarck. The BCI investigators manage the activities of 9 task forces throughout the state. In addition, investigators and other staff provide a variety of services across the state and interface with other state, local, and federal agencies -- all of which increase the need to travel.

In addition to salaries, investigators are paid overtime for work on narcotics and major crime investigations, much of which is federally funded. Other federal funds are administered by this office as grants to local and state criminal justice agencies. Federal funds awarded or managed by this office provide for a variety of services including victims' services, demand reduction, and narcotics enforcement.

Aside from criminal and narcotics investigation activities, a rapidly growing service area within BCI continues to be information services. BCI currently maintains state criminal history record information, sex offender and offenders against children registration files, automated warrant files, files of concealed weapon licenses, the 24/7 Sobriety program files, and criminal justice statistical reports from law enforcement agencies throughout the state. The state is part of a regional Automated Fingerprint Identification System (AFIS) with Minnesota and South Dakota that provides law enforcement agencies in the state with a powerful investigative and identification tool in stored fingerprint images. The AFIS allows for the electronic booking of arrested individuals at the local level and the electronic reporting of arrest information and fingerprints to the FBI.

**Program Goals and Objectives**

Assist local law enforcement agencies in investigating crimes including cybercrime, homicide, sexual assault, child abuse, arson, and terrorism.

Provide drug trafficking reduction support to local law enforcement through participation in 8 narcotics task forces, including supervision of 7 of the programs.

Maintain a statewide sex offender and offenders against children registration system and a registered offenders web site for lifetime registrants and high-risk offenders.

Maintain the statewide criminal history record information system, and provide this information to the federal criminal history database.

Maintain the Automated Fingerprint Identification System (AFIS) for identification and criminal investigation purposes.

Provide training for law enforcement and corrections officers, maintain officer training records and issue peace officer licenses.

Provide training to children and the general public about the dangers of drugs and criminal activity.

Facilitate a 24/7 Sobriety program.

Facilitate federal funding opportunities for local law enforcement.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

<b>Program:</b> BCI-General Fund	<b>Reporting Level:</b> 00-125-200-01-00-00-00000000
----------------------------------	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	5,821,216	6,428,322	63,678	6,492,000	1,007,208
Salaries - Other	0	0	0	0	143,558
Temporary Salaries	22,797	160,898	(48,080)	112,818	25,000
Overtime	87,535	42,000	68,898	110,898	0
Fringe Benefits	2,315,816	2,771,614	85,805	2,857,419	479,805
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>8,247,364</b>	<b>9,402,834</b>	<b>170,301</b>	<b>9,573,135</b>	<b>1,655,571</b>

**Salaries and Wages**

General Fund	8,139,454	9,252,350	149,671	9,402,021	1,215,486
Federal Funds	0	0	0	0	0
Special Funds	107,910	150,484	20,630	171,114	440,085
<b>Total</b>	<b>8,247,364</b>	<b>9,402,834</b>	<b>170,301</b>	<b>9,573,135</b>	<b>1,655,571</b>

**Operating Expenses**

Travel	254,161	297,700	0	297,700	50,000
Supplies - IT Software	0	0	0	0	7,650
Supply/Material-Professional	52,684	52,700	25,000	77,700	12,000
Food and Clothing	35,127	35,420	0	35,420	8,000
Bldg, Ground, Maintenance	69,557	70,150	28,766	98,916	12,000
Miscellaneous Supplies	105,198	106,250	0	106,250	8,348
Office Supplies	73,489	74,400	0	74,400	14,790
Postage	59,211	61,425	0	61,425	2,800
Printing	39,239	81,500	0	81,500	4,440
IT Equip Under \$5,000	0	0	0	0	0
Other Equip Under \$5,000	114,193	114,700	0	114,700	0
Office Equip & Furn Supplies	81,317	44,400	0	44,400	33,000
Insurance	30,630	42,080	0	42,080	18,587
Rentals/Leases-Equip & Other	256,032	256,500	0	256,500	0
Rentals/Leases - Bldg/Land	444,643	466,800	0	466,800	334,099
Repairs	106,236	107,700	0	107,700	(5,000)
IT - Data Processing	9,740	0	0	0	9,216
IT - Communications	154,320	157,200	0	157,200	22,200
Professional Development	44,553	72,750	0	72,750	42,675
Operating Fees and Services	547,312	940,424	0	940,424	(313,710)
Fees - Professional Services	78,973	81,850	0	81,850	0
Medical, Dental and Optical	6,977	7,500	0	7,500	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-General Fund		Reporting Level: 00-125-200-01-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>2,563,592</b>	<b>3,071,449</b>	<b>53,766</b>	<b>3,125,215</b>	<b>261,095</b>
<b>Operating Expenses</b>					
General Fund	2,132,501	2,231,641	0	2,231,641	108,581
Federal Funds	0	0	0	0	0
Special Funds	431,091	839,808	53,766	893,574	152,514
<b>Total</b>	<b>2,563,592</b>	<b>3,071,449</b>	<b>53,766</b>	<b>3,125,215</b>	<b>261,095</b>
<b>Capital Assets</b>					
Equipment Over \$5000	27,708	14,037	(14,037)	0	0
Motor Vehicles	216,003	267,963	(267,963)	0	298,000
<b>Total</b>	<b>243,711</b>	<b>282,000</b>	<b>(282,000)</b>	<b>0</b>	<b>298,000</b>
<b>Capital Assets</b>					
General Fund	243,711	282,000	(282,000)	0	198,000
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	100,000
<b>Total</b>	<b>243,711</b>	<b>282,000</b>	<b>(282,000)</b>	<b>0</b>	<b>298,000</b>
<b>Total Expenditures</b>	<b>11,054,667</b>	<b>12,756,283</b>	<b>(57,933)</b>	<b>12,698,350</b>	<b>2,214,666</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>10,515,666</b>	<b>11,765,991</b>	<b>(132,329)</b>	<b>11,633,662</b>	<b>1,522,067</b>
<b>Special Funds</b>					
250 Attorney General Refund Fund 250 F	34,379	0	53,766	53,766	452,577
322 Attorney General Fund 322	504,622	990,292	20,630	1,010,922	240,022
367 AG Multijurisdictional Taskforce	0	0	0	0	0
<b>Total</b>	<b>539,001</b>	<b>990,292</b>	<b>74,396</b>	<b>1,064,688</b>	<b>692,599</b>
<b>Total Funding Sources</b>	<b>11,054,667</b>	<b>12,756,283</b>	<b>(57,933)</b>	<b>12,698,350</b>	<b>2,214,666</b>
<b>FTE Employees</b>	<b>64.50</b>	<b>67.00</b>	<b>(3.50)</b>	<b>63.50</b>	<b>12.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: BCI-General Fund			Reporting Level: 00-125-200-01-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 3 Remove 2011-13 Biennium Equipment		0.00	(282,000)	0	0	(282,000)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(282,000)</b>	<b>0</b>	<b>0</b>	<b>(282,000)</b>

**Ongoing Budget Changes**

A-A 32 Inflation Increases base budget		0.00	0	0	53,766	53,766
Base Payroll Change		(3.50)	149,671	0	20,630	170,301
<b>Total Ongoing Budget Changes</b>		<b>(3.50)</b>	<b>149,671</b>	<b>0</b>	<b>74,396</b>	<b>224,067</b>

**Total Base Budget Changes**

<b>(3.50)</b>	<b>(132,329)</b>	<b>0</b>	<b>74,396</b>	<b>(57,933)</b>
---------------	------------------	----------	---------------	-----------------

**Optional Budget Changes****One Time Optional Changes**

A-D 10 2013-15 General Fund Capital Assets	7	0.00	198,000	0	0	198,000
A-D 100 Oil Impact Assistance	8	0.00	120,870	0	0	120,870
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>318,870</b>	<b>0</b>	<b>0</b>	<b>318,870</b>

**Ongoing Optional Changes**

A-C 14 Federal Stimulus FTE's	1	5.00	760,658	0	58,000	818,658
A-C 20 Western Oil Impact Staff	2	3.00	457,146	0	69,650	526,796
A-C 2 Inflation increases	3	0.00	340,287	0	0	340,287
A-C 13 National Instant Check System FTE's	10	2.00	307	0	240,022	240,329
A-C 26 Uniform Crime Reporting Assistance	11	1.00	0	0	113,456	113,456
A-C 27 Organized Crime Investigator	12	1.00	0	0	211,471	211,471
<b>Total Ongoing Optional Changes</b>		<b>12.00</b>	<b>1,558,398</b>	<b>0</b>	<b>692,599</b>	<b>2,250,997</b>

**Total Optional Budget Changes**

<b>12.00</b>	<b>1,877,268</b>	<b>0</b>	<b>692,599</b>	<b>2,569,867</b>
--------------	------------------	----------	----------------	------------------

**Optional Savings Changes**

A-G 9 Required 3% General Fund Reductions		0.00	(355,201)	0	0	(355,201)
---	--	------	-----------	---	---	-----------

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: BCI-General Fund			Reporting Level: 00-125-200-01-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
Total Optional Savings Changes		0.00	(355,201)	0	0	(355,201)

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012

**Time:** 14:09:35

**Program:** BCI-Federal Fund

**Reporting level:** 00-125-200-02-00-00-00000000

**Program Performance Measures**

See BCI - GF for information.

**Program Statistical Data**

See BCI - GF for information.

**Explanation of Program Costs**

See BCI - GF for information.

**Program Goals and Objectives**

See BCI - GF for information.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-Federal Fund		Reporting Level: 00-125-200-02-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	368,257	652,282	(85,090)	567,192	0
Temporary Salaries	94,849	236,099	82,992	319,091	0
Overtime	168,504	170,000	(19,077)	150,923	0
Fringe Benefits	186,985	214,547	67,762	282,309	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>818,595</b>	<b>1,272,928</b>	<b>46,587</b>	<b>1,319,515</b>	<b>0</b>
<b>Salaries and Wages</b>					
General Fund	0	163,428	89,014	252,442	0
Federal Funds	818,595	1,055,160	(43,447)	1,011,713	0
Special Funds	0	54,340	1,020	55,360	0
<b>Total</b>	<b>818,595</b>	<b>1,272,928</b>	<b>46,587</b>	<b>1,319,515</b>	<b>0</b>
<b>Operating Expenses</b>					
Travel	234,166	335,988	0	335,988	0
Supplies - IT Software	0	0	0	0	0
Supply/Material-Professional	153	2,000	0	2,000	0
Food and Clothing	2,536	5,000	0	5,000	0
Bldg, Ground, Maintenance	93,390	170,000	0	170,000	0
Miscellaneous Supplies	23,102	33,150	0	33,150	0
Office Supplies	1,345	44,900	0	44,900	0
Postage	128	10,750	0	10,750	0
Printing	0	34,350	0	34,350	0
IT Equip Under \$5,000	0	0	0	0	0
Other Equip Under \$5,000	550	337,000	0	337,000	0
Office Equip & Furn Supplies	24,642	25,000	0	25,000	0
Insurance	111	5,000	0	5,000	0
Rentals/Leases-Equip & Other	179,980	190,000	0	190,000	0
Rentals/Leases - Bldg/Land	61,902	80,000	0	80,000	0
Repairs	16,087	30,000	0	30,000	0
IT - Data Processing	0	0	0	0	0
IT - Communications	14,890	30,000	0	30,000	0
IT Contractual Svcs and Rprs	0	0	184,000	184,000	0
Professional Development	53,043	70,000	0	70,000	0
Operating Fees and Services	56,795	1,498,054	(138,229)	1,359,825	0
Fees - Professional Services	206,806	300,535	0	300,535	0
Medical, Dental and Optical	249	500	0	500	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-Federal Fund		Reporting Level: 00-125-200-02-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>969,875</b>	<b>3,202,227</b>	<b>45,771</b>	<b>3,247,998</b>	<b>0</b>
<b>Operating Expenses</b>					
General Fund	0	0	0	0	0
Federal Funds	969,875	3,202,227	45,771	3,247,998	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>969,875</b>	<b>3,202,227</b>	<b>45,771</b>	<b>3,247,998</b>	<b>0</b>
<b>Capital Assets</b>					
Equipment Over \$5000	23,390	0	0	0	0
Motor Vehicles	0	100,000	60,000	160,000	0
IT Equip/Sftware Over \$5000	30,936	0	0	0	0
<b>Total</b>	<b>54,326</b>	<b>100,000</b>	<b>60,000</b>	<b>160,000</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	0	0	0	0	0
Federal Funds	54,326	100,000	60,000	160,000	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>54,326</b>	<b>100,000</b>	<b>60,000</b>	<b>160,000</b>	<b>0</b>
<b>Grants</b>					
Grants, Benefits & Claims	1,272,427	2,475,775	(676,053)	1,799,722	0
Transfers Out	167,793	434,225	(370,000)	64,225	0
<b>Total</b>	<b>1,440,220</b>	<b>2,910,000</b>	<b>(1,046,053)</b>	<b>1,863,947</b>	<b>0</b>
<b>Grants</b>					
General Fund	20,415	0	0	0	0
Federal Funds	1,419,805	2,910,000	(1,046,053)	1,863,947	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>1,440,220</b>	<b>2,910,000</b>	<b>(1,046,053)</b>	<b>1,863,947</b>	<b>0</b>
<b>NICS</b>					
Salaries - Permanent	0	86,266	(86,266)	0	0
Fringe Benefits	0	55,019	(55,019)	0	0
Travel	0	291	(291)	0	0
Supplies - IT Software	0	7,209	(7,209)	0	0
Supply/Material-Professional	0	250	(250)	0	0
Bldg, Ground, Maintenance	0	187	(187)	0	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-Federal Fund		Reporting Level: 00-125-200-02-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Miscellaneous Supplies	0	750	(750)	0	0
Office Supplies	0	2,913	(2,913)	0	0
Postage	0	500	(500)	0	0
Printing	0	450	(450)	0	0
IT Equip Under \$5,000	0	6,000	(6,000)	0	0
Office Equip & Furn Supplies	0	3,500	(3,500)	0	0
Insurance	0	188	(188)	0	0
Rentals/Leases - Bldg/Land	0	11,000	(11,000)	0	0
Repairs	0	375	(375)	0	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
IT - Data Processing	0	3,000	0	0	0
IT - Communications	0	1,440	(1,440)	0	0
IT Contractual Svcs and Rprs	0	405,521	0	0	0
Professional Development	0	1,000	(1,000)	0	0
<b>Total</b>	<b>0</b>	<b>585,859</b>	<b>(177,338)</b>	<b>0</b>	<b>0</b>
<b>NICS</b>					
General Fund	0	0	0	0	0
Federal Funds	0	585,859	(585,859)	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>585,859</b>	<b>(177,338)</b>	<b>0</b>	<b>0</b>
<b>Federal Stimulus Funds - 2009</b>					
Salaries - Permanent	339,159	437,762	(437,762)	0	0
Temporary Salaries	15,475	11,000	(11,000)	0	0
Overtime	79,591	44,349	(44,349)	0	0
Fringe Benefits	153,609	164,300	(164,300)	0	0
Travel	30,752	36,000	(36,000)	0	0
Supplies - IT Software	55,231	7,350	(7,350)	0	0
Supply/Material-Professional	0	0	0	0	0
Food and Clothing	1,226	1,300	(1,300)	0	0
Bldg, Ground, Maintenance	7,453	6,000	(6,000)	0	0
Miscellaneous Supplies	2,660	2,700	(2,700)	0	0
Office Supplies	5,773	5,500	(5,500)	0	0
Postage	89	95	(95)	0	0
Printing	682	700	(700)	0	0
IT Equip Under \$5,000	30,011	18,000	(18,000)	0	0
Other Equip Under \$5,000	0	0	0	0	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-Federal Fund		Reporting Level: 00-125-200-02-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Office Equip & Furn Supplies	13,375	13,500	(13,500)	0	0
Insurance	101	310	(310)	0	0
Rentals/Leases - Bldg/Land	13,190	16,300	(16,300)	0	0
Repairs	23,912	29,200	(29,200)	0	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
IT - Data Processing	4,692	3,017	(3,017)	0	0
IT - Communications	8,653	8,800	(8,800)	0	0
IT Contractual Srvcs and Rprs	0	0	0	0	0
Professional Development	8,660	13,800	(13,800)	0	0
Operating Fees and Services	5,942	47,843	(47,843)	0	0
Fees - Professional Services	1,371	14,905	(14,905)	0	0
Medical, Dental and Optical	0	0	0	0	0
Motor Vehicles	20,818	25,000	(25,000)	0	0
Grants, Benefits & Claims	1,101,880	1,131,034	(1,131,034)	0	0
<b>Total</b>	<b>1,924,305</b>	<b>2,038,765</b>	<b>(2,038,765)</b>	<b>0</b>	<b>0</b>
<b>Federal Stimulus Funds - 2009</b>					
General Fund	0	0	0	0	0
Federal Funds	1,924,305	1,931,961	(1,931,961)	0	0
Special Funds	0	106,804	(106,804)	0	0
<b>Total</b>	<b>1,924,305</b>	<b>2,038,765</b>	<b>(2,038,765)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>5,207,321</b>	<b>10,109,779</b>	<b>(3,518,319)</b>	<b>6,591,460</b>	<b>0</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>20,415</b>	<b>163,428</b>	<b>89,014</b>	<b>252,442</b>	<b>0</b>
<b>Federal Funds</b>					
G004 Statistical Analysis Center	0	0	255,000	255,000	0
G006 Residential Substance Abuse Tr	60,011	320,000	(70,000)	250,000	0
G020 JAG Grant	1,193,136	2,886,249	(1,008,502)	1,877,747	0
G025 JAG 2008 Suppl.Fund	25,179	0	0	0	0
G029 Justice Assistance Grants	92,804	0	0	0	0
G039 ICAC Stimulus	12,668	0	54,000	54,000	0
G040 Statistical Analysis Center	29,975	630,762	(130,762)	500,000	0
G049 Rural Law Enforcement Area Grant	31,264	0	0	0	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: BCI-Federal Fund		Reporting Level: 00-125-200-02-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
G115 Midwest HIDTA	370,261	582,900	(372,900)	210,000	0
G116 Midwest HIDTA 2010	334,825	387,100	257,821	644,921	0
G126 Bulletproof Vest Partnership Progra	974	5,000	0	5,000	0
G129 North Dakota Criminal History Impro	285,545	0	0	0	0
G130 Internet Crimes Against Children 20	172,741	0	0	0	0
G131 Internet Crimes Against Children 20	134,074	579,000	(54,000)	525,000	0
G162 State Domestic Preparedness Grant	197,911	330,382	216,071	546,453	0
G166 DOT Hwy. Safety Plan	0	0	150,000	150,000	0
G179 Project Safe Neighborhood	4,128	0	5,000	5,000	0
G197 Cops Rural Meth Initiative 06	119,405	761,170	145,030	906,200	0
G198 2006 Project Safe Neighborhood	97,700	192,000	0	192,000	0
G200 Justice Assistance Grant (JAG)	0	0	67,513	67,513	0
G209 SMART (Sex Offenses)	0	509,304	(498,000)	11,304	0
G224 DOT Safety 24/7	100,000	83,520	0	83,520	0
G229 NARIP - National Instant Check Syst	0	585,859	(585,859)	0	0
G278 New Grant AG'S Office	0	0	0	0	0
STI2 ICAC 2009 Stimulus	206,047	565,804	(565,804)	0	0
STJ2 JAG Stimulus	1,453,097	1,006,182	(1,006,182)	0	0
STR2 RLEA-Rural Crime Stimulus	265,161	359,975	(359,975)	0	0
<b>Total</b>	<b>5,186,906</b>	<b>9,785,207</b>	<b>(3,501,549)</b>	<b>6,283,658</b>	<b>0</b>
<b>Special Funds</b>					
204 Atty Gen Asset Forfeiture Fund 204	0	0	0	0	0
250 Attorney General Refund Fund 250 F	0	106,804	(106,804)	0	0
367 AG Multijurisdictional Taskforce	0	54,340	1,020	55,360	0
<b>Total</b>	<b>0</b>	<b>161,144</b>	<b>(105,784)</b>	<b>55,360</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>5,207,321</b>	<b>10,109,779</b>	<b>(3,518,319)</b>	<b>6,591,460</b>	<b>0</b>
<b>FTE Employees</b>	<b>10.00</b>	<b>10.00</b>	<b>(5.00)</b>	<b>5.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: BCI-Federal Fund			Reporting Level: 00-125-200-02-00-00-00-00000000			
---------------------------	--	--	--	--	--	--

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>One Time Budget Changes</b>						
A-B 4 2013-15 Capital Assets - Base request		0.00	0	160,000	0	160,000
A-E 3 Remove 2011-13 Biennium Equipment		0.00	0	(100,000)	0	(100,000)
A-E 5 Remove Federal Stimulus line item		0.00	0	(1,381,354)	0	(1,381,354)
A-E 6 Remove National Instant Check System line item		0.00	0	(444,574)	0	(444,574)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>(1,765,928)</b>	<b>0</b>	<b>(1,765,928)</b>
<b>Ongoing Budget Changes</b>						
A-A 3 Federal Funds changes		0.00	0	(883,582)	0	(883,582)
Base Payroll Change		(5.00)	89,014	(852,039)	(105,784)	(868,809)
<b>Total Ongoing Budget Changes</b>		<b>(5.00)</b>	<b>89,014</b>	<b>(1,735,621)</b>	<b>(105,784)</b>	<b>(1,752,391)</b>
<b>Total Base Budget Changes</b>		<b>(5.00)</b>	<b>89,014</b>	<b>(3,501,549)</b>	<b>(105,784)</b>	<b>(3,518,319)</b>
<b>Ongoing Optional Changes</b>						
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Crime Lab**Reporting level:** 00-125-300-00-00-00-00000000**Program Performance Measures**

*Services provided by the Division include:*

*Physical and toxicological evidence examinations provided to local, state, and federal law enforcement agencies, the military, prosecutors, and defense attorneys.*

*Analysis of clandestine drug laboratories.*

*A DNA database of felony arrestees convicted and registered offenders.*

*Follow-up on referrals to local, state, and federal agencies involving death investigations.*

*Equipment selection, inspection, repair, and training of law enforcement staff in breath alcohol analysis.*

*Expert evidence testimony in courts.*

**Program Statistical Data**

Crime Laboratory services are provided to approximately 200 law enforcement agencies, coroners, medical examiners, and state's attorney's offices. During 2010 and 2011 over 22,500 cases were submitted for physical and toxicological examinations. This includes:

- 8,199 blood alcohol cases (DUI)
- 4,798 narcotic cases
- 6,239 offender samples
- 2,070 urine or blood drug screens
- 590 biological screening cases
- 468 DNA cases
- 104 latent fingerprint cases
- 36 firearm/tool mark cases
- 35 fire debris cases
- 11 trace cases.

During 2008 and 2009, 100 sessions were held to train 2,583 law enforcement officers in the use of breath instruments. The Lab provided maintenance, certification, and archiving data for 68 breath instruments which performed 6,960 breath alcohol analysis used in cases for DUI.

**Explanation of Program Costs**

The salary and wages expenses are for 23 FTEs, 1 part-time, and 1 temporary employee who log evidence and/or analyze and examine physical and toxicological evidence submitted by law enforcement and coroners. The staff members are responsible for the following: analyzing evidence, preparation of laboratory reports, certified documents, data collection, courtroom testimony, and associated administrative duties. The operating costs include: laboratory supplies, preventive maintenance

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Crime Lab**Reporting level:** 00-125-300-00-00-00-00000000

agreements, motor pool (for court appearances), employee travel, repairs, postage, and telephone costs. The equipment expenses are to provide instrumentation essential in meeting the guidelines and demands of the courts.

**Program Goals and Objectives**

The Crime Laboratory's objective is to provide scientific support to the state's law enforcement and criminal justice system by use of accepted techniques in the analysis, identification, and comparison of physical and toxicological evidence involved in the investigation and prosecution of criminal offenses.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Biennium: 2013-2015

Program: Crime Lab		Reporting Level: 00-125-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	1,886,091	2,158,003	139,229	2,297,232	259,656
Salaries - Other	0	0	0	0	85,401
Temporary Salaries	29,216	27,000	79,115	106,115	0
Overtime	0	218	(218)	0	0
Fringe Benefits	745,332	837,823	104,717	942,540	114,075
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>2,660,639</b>	<b>3,023,044</b>	<b>322,843</b>	<b>3,345,887</b>	<b>459,132</b>
<b>Salaries and Wages</b>					
General Fund	2,505,721	2,866,462	234,399	3,100,861	459,132
Federal Funds	154,918	156,582	1,418	158,000	0
Special Funds	0	0	87,026	87,026	0
<b>Total</b>	<b>2,660,639</b>	<b>3,023,044</b>	<b>322,843</b>	<b>3,345,887</b>	<b>459,132</b>
<b>Operating Expenses</b>					
Travel	45,987	102,000	0	102,000	2,268
Supplies - IT Software	0	0	0	0	4,176
Supply/Material-Professional	12,817	35,000	0	35,000	1,390
Food and Clothing	8,057	18,500	0	18,500	680
Bldg, Ground, Maintenance	14,866	20,000	0	20,000	0
Miscellaneous Supplies	10,860	17,000	0	17,000	324
Office Supplies	27,802	31,100	0	31,100	1,663
Postage	18,120	21,000	0	21,000	1,611
Printing	5,820	8,000	0	8,000	489
IT Equip Under \$5,000	0	0	0	0	1,004
Other Equip Under \$5,000	120,433	176,000	0	176,000	4,780
Office Equip & Furn Supplies	9,974	18,000	0	18,000	0
Utilities	152,985	240,308	0	240,308	0
Insurance	13,349	16,500	0	16,500	803
Rentals/Leases-Equip & Other	5,047	7,000	0	7,000	432
Rentals/Leases - Bldg/Land	0	1,000	0	1,000	0
Repairs	425,070	540,000	0	540,000	7,432
IT - Data Processing	0	0	0	0	1,620
IT - Communications	34,162	36,000	0	36,000	1,742
Professional Development	45,705	77,000	0	77,000	2,268
Operating Fees and Services	19,617	708,591	0	708,591	6,157
Fees - Professional Services	43,470	141,000	0	141,000	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Crime Lab		Reporting Level: 00-125-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Medical, Dental and Optical	677,112	929,850	102,000	1,031,850	(140,800)
<b>Total</b>	<b>1,691,253</b>	<b>3,143,849</b>	<b>102,000</b>	<b>3,245,849</b>	<b>(101,961)</b>
<b>Operating Expenses</b>					
General Fund	1,266,330	1,352,850	337	1,353,187	(101,961)
Federal Funds	409,383	1,550,691	0	1,550,691	0
Special Funds	15,540	240,308	101,663	341,971	0
<b>Total</b>	<b>1,691,253</b>	<b>3,143,849</b>	<b>102,000</b>	<b>3,245,849</b>	<b>(101,961)</b>
<b>Capital Assets</b>					
Other Capital Payments	441,137	765,882	(30)	765,852	0
Extraordinary Repairs	0	0	0	0	0
Equipment Over \$5000	899,594	1,016,301	(317,076)	699,225	0
<b>Total</b>	<b>1,340,731</b>	<b>1,782,183</b>	<b>(317,106)</b>	<b>1,465,077</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	730,104	796,282	(30,430)	765,852	0
Federal Funds	272,901	807,901	(317,076)	490,825	0
Special Funds	337,726	178,000	30,400	208,400	0
<b>Total</b>	<b>1,340,731</b>	<b>1,782,183</b>	<b>(317,106)</b>	<b>1,465,077</b>	<b>0</b>
<b>Technology Project Carryover</b>					
Repairs	39,136	0	0	0	0
Fees - Professional Services	89,934	0	0	0	0
<b>Total</b>	<b>129,070</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Technology Project Carryover</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	129,070	0	0	0	0
<b>Total</b>	<b>129,070</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Medical Examinations</b>					
Printing	265	300	0	300	0
Fees - Professional Services	424,000	659,700	0	659,700	0
<b>Total</b>	<b>424,265</b>	<b>660,000</b>	<b>0</b>	<b>660,000</b>	<b>0</b>
<b>Medical Examinations</b>					

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Crime Lab		Reporting Level: 00-125-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	424,265	660,000	0	660,000	0
<b>Total</b>	<b>424,265</b>	<b>660,000</b>	<b>0</b>	<b>660,000</b>	<b>0</b>
<b>Federal Stimulus Funds - 2009</b>					
Salaries - Permanent	126,221	163,983	(163,983)	0	0
Overtime	0	0	0	0	0
Fringe Benefits	58,629	70,147	(70,147)	0	0
Travel	0	0	0	0	0
Bldg, Ground, Maintenance	0	0	0	0	0
Office Supplies	0	0	0	0	0
Postage	0	0	0	0	0
IT Equip Under \$5,000	0	0	0	0	0
Other Equip Under \$5,000	3,596	3,700	(3,700)	0	0
Office Equip & Furn Supplies	0	0	0	0	0
Insurance	201	500	(500)	0	0
Rentals/Leases - Bldg/Land	0	0	0	0	0
Repairs	6,152	7,000	(7,000)	0	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
IT - Data Processing	0	0	0	0	0
IT - Communications	0	0	0	0	0
Professional Development	0	0	0	0	0
Operating Fees and Services	0	5,500	(5,500)	0	0
Fees - Professional Services	4,500	0	0	0	0
Medical, Dental and Optical	7,779	8,500	(8,500)	0	0
Equipment Over \$5000	108,063	57,613	(57,613)	0	0
Grants, Benefits & Claims	0	0	0	0	0
<b>Total</b>	<b>315,141</b>	<b>316,943</b>	<b>(316,943)</b>	<b>0</b>	<b>0</b>
<b>Federal Stimulus Funds - 2009</b>					
General Fund	0	0	0	0	0
Federal Funds	315,141	316,943	(316,943)	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>315,141</b>	<b>316,943</b>	<b>(316,943)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>6,561,099</b>	<b>8,926,019</b>	<b>(209,206)</b>	<b>8,716,813</b>	<b>357,171</b>

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Crime Lab		Reporting Level: 00-125-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>4,502,155</b>	<b>5,015,594</b>	<b>204,306</b>	<b>5,219,900</b>	<b>357,171</b>
<b>Federal Funds</b>					
G029 Justice Assistance Grants	470,059	316,943	(316,943)	0	0
G115 Midwest HIDTA	32,565	0	0	0	0
G116 Midwest HIDTA 2010	0	123,582	34,418	158,000	0
G165 Coverdell - Natl Forensic Improve F	86,363	780,000	(219,825)	560,175	0
G166 DOT Hwy. Safety Plan	0	275,001	21,649	296,650	0
G167 Crime Lab Improvement Project	295,759	200,000	0	200,000	0
G181 Crime Lab Forensic Casework DNA	143,603	635,900	(151,900)	484,000	0
G182 Crime Lab DNA Capacity Enhance.	16,449	0	0	0	0
G183 Convicted Offender DNA Backlog	107,545	500,691	0	500,691	0
STJ2 JAG Stimulus	0	0	0	0	0
<b>Total</b>	<b>1,152,343</b>	<b>2,832,117</b>	<b>(632,601)</b>	<b>2,199,516</b>	<b>0</b>
<b>Special Funds</b>					
239 Insurance Regulatory Trust Fund	424,265	660,000	0	660,000	0
250 Attorney General Refund Fund 250 F	353,266	418,308	219,089	637,397	0
322 Attorney General Fund 322	129,070	0	0	0	0
<b>Total</b>	<b>906,601</b>	<b>1,078,308</b>	<b>219,089</b>	<b>1,297,397</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>6,561,099</b>	<b>8,926,019</b>	<b>(209,206)</b>	<b>8,716,813</b>	<b>357,171</b>
<b>FTE Employees</b>	<b>24.00</b>	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	<b>3.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Crime Lab			Reporting Level: 00-125-300-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>One Time Budget Changes</b>						
A-B 31 Crime Lab Temporary Salaries		0.00	0	0	87,026	87,026
A-B 4 2013-15 Capital Assets - Base request		0.00	0	490,825	208,400	699,225
A-E 3 Remove 2011-13 Biennium Equipment		0.00	(30,400)	(807,901)	(178,000)	(1,016,301)
A-E 5 Remove Federal Stimulus line item		0.00	0	(82,813)	0	(82,813)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(30,400)</b>	<b>(399,889)</b>	<b>117,426</b>	<b>(312,863)</b>
<b>Ongoing Budget Changes</b>						
A-A 12 Add Crime Lab bond payments		0.00	765,852	0	0	765,852
A-A 32 Inflation Increases base budget		0.00	337	0	101,663	102,000
A-F 11 Remove 2011-13 Crime Lab bond payments		0.00	(765,882)	0	0	(765,882)
Base Payroll Change		0.00	234,399	(232,712)	0	1,687
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>234,706</b>	<b>(232,712)</b>	<b>101,663</b>	<b>103,657</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>204,306</b>	<b>(632,601)</b>	<b>219,089</b>	<b>(209,206)</b>
<b>Optional Budget Changes</b>						
<b>Ongoing Optional Changes</b>						
A-C 14 Federal Stimulus FTE's	1	2.00	276,932	0	0	276,932
A-C 29 Synthetic Drugs Forensic Scientist	5	1.00	146,039	0	0	146,039
A-C 300 Forensic Scientist Increases	9	0.00	85,401	0	0	85,401
<b>Total Ongoing Optional Changes</b>		<b>3.00</b>	<b>508,372</b>	<b>0</b>	<b>0</b>	<b>508,372</b>
<b>Total Optional Budget Changes</b>		<b>3.00</b>	<b>508,372</b>	<b>0</b>	<b>0</b>	<b>508,372</b>
<b>Optional Savings Changes</b>						
A-G 9 Required 3% General Fund Reductions		0.00	(151,201)	0	0	(151,201)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(151,201)</b>	<b>0</b>	<b>0</b>	<b>(151,201)</b>

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Consumer Protection**Reporting level:** 00-125-400-00-00-00-00000000**Program Performance Measures***Services provided by the Division include:*

Investigating consumer complaints and violations of antitrust, consumer fraud, non-profit corporation, transient merchant, and do-not-call laws, etc., and taking legal action to obtain injunctive relief, civil penalties, restitution and other equitable relief.

Investigation participation and prosecution of consumer criminal violations.

Statewide consumer fraud and education presentations to the elderly, students, civic and professional groups, etc., and providing consumer warnings.

Coordinating consumer protection investigations, enforcement and education with other federal, state and local law enforcement and regulatory agencies, including participation in multi-state investigations and legal actions.

Consumer fraud training for law enforcement.

Researching state and federal consumer fraud law and issues and assisting state and federal legislators in the development and implementation of consumer and antitrust issues legislation.

**Program Statistical Data**

During the 2009-2011 biennium, the Division opened 2,203 consumer complaints and investigations and closed 2,745 files. The Division recovered or collected \$3,452,897 (\$1,359,613 was for consumer restitution), an increase of 15.6% from the previous biennium. During the same period the Division took legal action against 118 companies or individuals. The Division also conducted 153 statewide consumer fraud and law enforcement presentations during the biennium.

In the area of do-not-call enforcement, the Division handled 345 do-not-call and prerecorded message complaints. The complaints resulted in 44 investigations, 37 legal actions, and collection of \$47,000 in civil penalties.

**Explanation of Program Costs**

This budget includes funding for the ongoing operation of the Division. The staff consists of the division director, two assistant attorneys general, 4 investigators and 3 administrative assistants. The Division averages 150 calls and 50 pieces of correspondence per day.

Of the approximately 1,300 complaints and investigations handled each year, approximately 600 cases, or 150 files per investigator, are pending at any one time. The Division conducts approximately 75 consumer fraud educational, law enforcement and training presentations each year, to limit or prevent consumer fraud. However, Internet fraud, Canadian cross border jurisdictional problems, creative con artists and crooks and more sophisticated consumer fraud scams utilizing advanced technology have increased the occurrence and consequences of fraud, causing more complex, costly and time consuming investigations and legal actions. In addition, changes, such as deregulation of telecommunications, have resulted in increases in consumer fraud complaints in those areas.

Implementation of North Dakota's do-not-call law has increased the Division's responsibilities and workload. The availability of the Division's toll free incoming telephone line has resulted in substantial utilization by consumers looking for the Division's assistance or referral to other appropriate agencies or organizations. Consumer protection issues continue to increase despite the office's efforts and consumer fraud scams proliferate in North Dakota and throughout the country. Many instances of

**PROGRAM NARRATIVE****125 Office of the Attorney General****Date:** 12/07/2012**Time:** 14:09:35**Program:** Consumer Protection**Reporting level:** 00-125-400-00-00-00-00000000

consumer fraud result in the loss of thousands of dollars for individual North Dakota consumers and businesses. As a result, an increased need for resources to protect consumers and combat consumer fraud is anticipated.

The Division is actively engaged in cooperative efforts with the National Association of Attorneys General, other attorneys general, private businesses, etc., in an effort to protect consumers' privacy in business, financial, Internet and other personal transactions. Identity theft is a serious and growing concern for North Dakota consumers. The Division has increased its consumer education efforts to protect consumers' social security numbers and other personal identifying information. The Division continues to protect consumers from identity theft by providing education, information, and assistance with identity theft protection tools such as security freeze legislation and implementation. In addition, the Division is a clearinghouse for North Dakota identity theft victims in assisting those victims who report the theft and in addressing the consequences or correcting resulting problems.

In addition, the Division is continuing its close working relationships with other state agencies such as the Department of Financial Institutions, the Insurance Department, the Public Service Commission, the Securities Department, the Secretary of State, and Workforce Safety and Insurance.

**Program Goals and Objectives**

The Consumer Protection and Antitrust Division has the following objectives:

Protect North Dakota consumers from misleading, deceptive, fraudulent and unfair trade practices in connection with the sale or advertisement of goods or services by enforcing the state's antitrust, consumer fraud (including false advertising, unfair trade practices, home solicitation sales, pyramid, contest prize notices), do-not-call, consumer credit counseling services, transient merchant, charitable solicitations, and nonprofit corporation laws.

Initiate investigations and pursue legal actions for violations of laws enforced by the Division.

Educate consumers and law enforcement personnel on consumer fraud prevention and enforcement.

Coordinate investigations and legal actions with local, state and federal law enforcement.

Mediate consumer complaints between consumers and businesses.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

<b>Program:</b> Consumer Protection	<b>Reporting Level:</b> 00-125-400-00-00-00-00000000
-------------------------------------	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	907,547	976,283	14,533	990,816	0
Temporary Salaries	940	3,000	0	3,000	0
Overtime	1,009	0	0	0	0
Fringe Benefits	316,620	370,563	11,612	382,175	0
Reduction In Salary Budget	0	0	0	0	(35,636)
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,226,116</b>	<b>1,349,846</b>	<b>26,145</b>	<b>1,375,991</b>	<b>(35,636)</b>

**Salaries and Wages**

General Fund	1,043,810	1,112,855	143,472	1,256,327	(35,636)
Federal Funds	0	0	0	0	0
Special Funds	182,306	236,991	(117,327)	119,664	0
<b>Total</b>	<b>1,226,116</b>	<b>1,349,846</b>	<b>26,145</b>	<b>1,375,991</b>	<b>(35,636)</b>

**Operating Expenses**

Travel	14,425	19,921	7,000	26,921	0
Supply/Material-Professional	2,034	5,079	5,000	10,079	0
Bldg, Ground, Maintenance	244	1,000	0	1,000	0
Miscellaneous Supplies	374	1,000	0	1,000	0
Office Supplies	10,959	13,000	0	13,000	0
Postage	12,385	15,000	0	15,000	0
Printing	6,616	8,000	0	8,000	0
Office Equip & Furn Supplies	22,585	10,000	0	10,000	0
Insurance	1,273	2,000	0	2,000	0
Rentals/Leases-Equip & Other	232	5,000	0	5,000	0
Rentals/Leases - Bldg/Land	132,008	143,704	40,000	183,704	0
Repairs	3,253	4,500	0	4,500	0
IT - Communications	18,632	22,000	7,000	29,000	0
Professional Development	2,105	5,000	0	5,000	0
Operating Fees and Services	16,498	106,492	0	106,492	0
Fees - Professional Services	6,818	20,000	0	20,000	0
<b>Total</b>	<b>250,441</b>	<b>381,696</b>	<b>59,000</b>	<b>440,696</b>	<b>0</b>

**Operating Expenses**

General Fund	62,106	53,704	0	53,704	0
Federal Funds	0	0	0	0	0
Special Funds	188,335	327,992	59,000	386,992	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General  
 Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Consumer Protection		Reporting Level: 00-125-400-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>250,441</b>	<b>381,696</b>	<b>59,000</b>	<b>440,696</b>	<b>0</b>
<b>Total Expenditures</b>	<b>1,476,557</b>	<b>1,731,542</b>	<b>85,145</b>	<b>1,816,687</b>	<b>(35,636)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,105,916</b>	<b>1,166,559</b>	<b>143,472</b>	<b>1,310,031</b>	<b>(35,636)</b>
<b>Special Funds</b>					
250 Attorney General Refund Fund 250 F	370,641	564,983	(58,327)	506,656	0
<b>Total</b>	<b>370,641</b>	<b>564,983</b>	<b>(58,327)</b>	<b>506,656</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>1,476,557</b>	<b>1,731,542</b>	<b>85,145</b>	<b>1,816,687</b>	<b>(35,636)</b>
<b>FTE Employees</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
 Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

**Program:** Consumer Protection **Reporting Level:** 00-125-400-00-00-00-00-00000000

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
-------------	----------	-----	--------------	---------------	---------------	-------------

**Base Budget Changes**

**Ongoing Budget Changes**

A-A 32 Inflation Increases base budget		0.00	0	0	59,000	59,000
Base Payroll Change		0.00	143,472	0	(117,327)	26,145
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>143,472</b>	<b>0</b>	<b>(58,327)</b>	<b>85,145</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>143,472</b>	<b>0</b>	<b>(58,327)</b>	<b>85,145</b>

**Optional Savings Changes**

A-G 9 Required 3% General Fund Reductions		0.00	(35,636)	0	0	(35,636)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(35,636)</b>	<b>0</b>	<b>0</b>	<b>(35,636)</b>

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Gaming**Reporting level:** 00-125-500-00-00-00-00000000**Program Performance Measures**

*Services provided by the Division include:*

Administration, regulation, and provision of enforcement for the charitable gaming industry.

Assistance to local law enforcement officials, gaming organizations, distributors, manufacturers, and the general public regarding gaming laws and rules, recordkeeping, and preparation of tax returns.

State Gaming Commission assistance in drafting proposed gaming laws and rules and conducting public hearings.

Conducting outreach gaming training sessions for organization board members, gaming employees and volunteers.

Developing standard recordkeeping systems and model systems of internal control for gaming organizations.

A quarterly gaming newsletter.

Gaming compliance and financial office and field audits of licensees.

Gaming distributor records and gaming tax returns processing and reviews.

The collection of delinquent gaming taxes, interest, penalties, and monetary fines.

Illegal gaming activity and thefts investigations and coordination.

Criminal history record checks for potential gaming employees.

Laboratory testing bingo and pull-tab dispensing devices, bingo card marking devices, and bar code reading devices.

Gaming businesses manufacturing pull tabs and paper bingo cards inspections.

Gaming legislative research and legislative testimony at hearings.

Gaming administrative complaints, assesses monetary fines, and imposes appropriate sanctions.

Indian casinos inspections to ensure compliance with tribal-state Indian gaming compacts.

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Gaming**Reporting level:** 00-125-500-00-00-00-00000000**Program Statistical Data**

During the 2009-2011 biennium, there were approximately 900 active gaming sites; \$513 million was wagered; \$34 million was raised for charitable uses; \$16.5 million was collected in gaming and excise taxes; \$162,763 was collected in interest, penalties, monetary fines, criminal history record checks, sales of gaming stamps and publications; and \$198,481 was collected in Indian gaming investigative costs.

There were 60 administrative complaints and 21 incidents of suspected criminal activity channeled to local law enforcement officials. Approximately 330 organizations, 11 distributors, 11 manufacturers, and over 4,000 employees and volunteers were involved in the charitable gaming industry. Organizations filed about 2,500 gaming tax returns and distributors filed several thousand sales invoices and other records. Inspections at six Indian casinos were also conducted.

Staff members inspected two manufacturing facilities that produce pull tabs and paper bingo cards. Seven training sessions were conducted in five major cities. A total of 175 people representing 84 organizations attended the group training sessions. In addition to the group training, one-on-one training was provided to 65 people representing 38 organizations, and post audit training was provided to 26 people representing 9 organizations.

**Explanation of Program Costs**

During the 2009-2011 biennium, the Division opened 2,203 consumer complaints and investigations and closed 2,745 files. The Division recovered or collected \$3,452,897 (\$1,359,613 was for consumer restitution), an increase of 15.6% from the previous biennium. During the same period the Division took legal action against 118 companies or individuals. The Division also conducted 153 statewide consumer fraud and law enforcement presentations during the biennium.

In the area of do-not-call enforcement, the Division handled 345 do-not-call and prerecorded message complaints. The complaints resulted in 44 investigations, 37 legal actions, and collection of \$47,000 in civil penalties.

**Program Goals and Objectives**

The Gaming Division's goal is to establish and maintain an effective system of administration, regulation, and enforcement of the charitable gaming industry. Legal games include bingo, raffles, pull tabs, punchboards, sports pools, twenty-one, poker, calcuttas, and paddlewheels.

In addition, the Division timely processes applications; collects license fees, miscellaneous types of revenue, and taxes; and issues licenses for various North Dakota industries.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

<b>Program:</b> Gaming	<b>Reporting Level:</b> 00-125-500-00-00-00-00000000
------------------------	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	1,370,138	1,470,702	50,322	1,521,024	0
Overtime	149	0	0	0	0
Fringe Benefits	495,222	589,103	22,733	611,836	0
Reduction In Salary Budget	0	0	0	0	(58,407)
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,865,509</b>	<b>2,059,805</b>	<b>73,055</b>	<b>2,132,860</b>	<b>(58,407)</b>

**Salaries and Wages**

General Fund	1,697,635	1,866,805	63,666	1,930,471	(58,407)
Federal Funds	0	0	0	0	0
Special Funds	167,874	193,000	9,389	202,389	0
<b>Total</b>	<b>1,865,509</b>	<b>2,059,805</b>	<b>73,055</b>	<b>2,132,860</b>	<b>(58,407)</b>

**Operating Expenses**

Travel	34,514	57,003	0	57,003	0
Supply/Material-Professional	6	1,500	0	1,500	0
Bldg, Ground, Maintenance	0	1,550	0	1,550	0
Miscellaneous Supplies	826	3,700	0	3,700	0
Office Supplies	9,552	14,588	0	14,588	0
Postage	11,203	12,300	0	12,300	0
Printing	19,301	20,100	0	20,100	0
Office Equip & Furn Supplies	12,455	7,750	0	7,750	0
Insurance	1,696	2,800	0	2,800	0
Rentals/Leases-Equip & Other	3,399	4,875	0	4,875	0
Rentals/Leases - Bldg/Land	6,053	8,600	0	8,600	0
Repairs	733	1,100	0	1,100	0
IT - Data Processing	1,071	2,000	0	2,000	0
IT - Communications	16,916	19,167	0	19,167	0
Professional Development	4,275	4,600	0	4,600	0
Operating Fees and Services	1,469	17,350	0	17,350	0
Fees - Professional Services	342	62,331	0	62,331	0
<b>Total</b>	<b>123,811</b>	<b>241,314</b>	<b>0</b>	<b>241,314</b>	<b>0</b>

**Operating Expenses**

General Fund	43,299	32,766	0	32,766	0
Federal Funds	0	0	0	0	0
Special Funds	80,512	208,548	0	208,548	0

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Gaming		Reporting Level: 00-125-500-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>123,811</b>	<b>241,314</b>	<b>0</b>	<b>241,314</b>	<b>0</b>
<b>Grants</b>					
Grants, Benefits & Claims	497,075	510,000	0	510,000	0
<b>Total</b>	<b>497,075</b>	<b>510,000</b>	<b>0</b>	<b>510,000</b>	<b>0</b>
<b>Grants</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	497,075	510,000	0	510,000	0
<b>Total</b>	<b>497,075</b>	<b>510,000</b>	<b>0</b>	<b>510,000</b>	<b>0</b>
<b>Gaming Commission</b>					
Salaries - Permanent	1,425	2,184	0	2,184	0
Temporary Salaries	0	0	0	0	0
Fringe Benefits	112	160	58	218	0
Travel	2,497	2,355	(58)	2,297	0
Printing	0	465	0	465	0
Rentals/Leases - Bldg/Land	0	0	0	0	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
IT - Communications	61	0	0	0	0
Operating Fees and Services	2,045	2,144	0	2,144	0
Fees - Professional Services	0	60	0	60	0
<b>Total</b>	<b>6,140</b>	<b>7,368</b>	<b>0</b>	<b>7,368</b>	<b>0</b>
<b>Gaming Commission</b>					
General Fund	6,140	7,368	0	7,368	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>6,140</b>	<b>7,368</b>	<b>0</b>	<b>7,368</b>	<b>0</b>
<b>Total Expenditures</b>	<b>2,492,535</b>	<b>2,818,487</b>	<b>73,055</b>	<b>2,891,542</b>	<b>(58,407)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,747,074</b>	<b>1,906,939</b>	<b>63,666</b>	<b>1,970,605</b>	<b>(58,407)</b>

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General  
 Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Gaming		Reporting Level: 00-125-500-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Special Funds</b>					
250 Attorney General Refund Fund 250 F	198,936	261,128	9,389	270,517	0
322 Attorney General Fund 322	49,450	140,420	0	140,420	0
446 Gaming And Excise Tax Alloc 446	497,075	510,000	0	510,000	0
<b>Total</b>	<b>745,461</b>	<b>911,548</b>	<b>9,389</b>	<b>920,937</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>2,492,535</b>	<b>2,818,487</b>	<b>73,055</b>	<b>2,891,542</b>	<b>(58,407)</b>
<b>FTE Employees</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Gaming			Reporting Level: 00-125-500-00-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes**

**Ongoing Budget Changes**

A-A 32 Inflation Increases base budget		0.00	(58)	0	0	(58)
Base Payroll Change		0.00	63,724	0	9,389	73,113
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>63,666</b>	<b>0</b>	<b>9,389</b>	<b>73,055</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>63,666</b>	<b>0</b>	<b>9,389</b>	<b>73,055</b>

**Optional Savings Changes**

A-G 9 Required 3% General Fund Reductions		0.00	(58,407)	0	0	(58,407)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(58,407)</b>	<b>0</b>	<b>0</b>	<b>(58,407)</b>

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Fire Marshal**Reporting level:** 00-125-600-00-00-00-00000000**Program Performance Measures**

*Services provided by the Division include:*

Fire inspections in educational facilities, state buildings, child-care facilities, flammable material storage sites, and assembly occupancies.

On-scene fire investigations.

Technical support in arson cases.

Technical support for incidents involving hazardous material releases.

Compiling fire incident and property loss information to determine statewide fire problem.

Public fire education programs.

Interpreting the state fire code.

Training local officials in fire investigations, hazardous material incident response, and fire prevention.

Providing National Fire Incident Reporting System training and support to fire departments.

Processing, testing, enforcement, and oversight activities regarding the Reduced Ignition Propensity for Cigarettes.

**Program Statistical Data**

The Division conducted 1,096 fire safety inspections during the 2009-2011 biennium in educational facilities, public assemblies, child-care facilities, state buildings, flammable material storage sites, and in other public places throughout the year.

For the 2009-2011 biennium, 139 fire investigations were conducted to assist local fire and law officials in fire cause determination and arson mitigation. Of these, arson was determined to be the cause in 23% of the investigations.

Approximately 100 hazardous material incidents occur each year, and assistance is provided to the local emergency responders.

About 1,800 fire incident reports are compiled each year for the purpose of determining the fire problem, tracking arson trends, developing fire safety programs, and educating local fire departments about fire issues to promote their suppression and prevention programs.

Multiple fire code interpretations are performed daily/weekly. Persons assisted include business owners, homeowners, fire officials, building officials, school districts.

Approximately 20 pre-construction plans are reviewed for fire code compliance each year.

Approximately 45 public education sessions are conducted annually to target audiences for the promotion of fire safety.

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Fire Marshal**Reporting level:** 00-125-600-00-00-00-00000000

The Division assists with providing National Fire Incident Reporting System (NFIRS) training. Nearly 400 fire departments throughout the state receive ongoing NFIRS support from this Division.

**Explanation of Program Costs**

The salaries and wages request funds 8 staff members to address the program objectives. Operating expenses fund main and field office rental space, necessary travel, professional services, emergency equipment, investigation supplies, and other needed items. These expenses support efforts of local officials via fire prevention, fire investigation, and training.

**Program Goals and Objectives**

The objectives of the Fire Marshal Division include:

Enforcing all state laws dealing with fire prevention; the storage, sale, and use of combustibles and explosives; fire protection equipment; the means and adequacy of public assembly exits; and ignition propensity for cigarettes.

Implementing programs to suppress arson.

Providing public education regarding the hazards of fire.

Compiling fire statistics to address fire problems and promote fire prevention.

Assisting in mitigating the effects of incidents involving hazardous materials.

Investigating fires to determine cause and assisting in arson prosecution.

Educating local officials in fire origin and cause, fire prevention, and hazardous material incident response.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Fire Marshal		Reporting Level: 00-125-600-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	796,870	868,794	58,494	927,288	0
Salaries - Other	0	0	0	0	14,220
Temporary Salaries	12,898	21,930	(5,930)	16,000	0
Overtime	3,718	30	(30)	0	0
Fringe Benefits	297,201	324,994	24,912	349,906	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,110,687</b>	<b>1,215,748</b>	<b>77,446</b>	<b>1,293,194</b>	<b>14,220</b>
<b>Salaries and Wages</b>					
General Fund	912,501	970,865	74,243	1,045,108	14,220
Federal Funds	0	0	0	0	0
Special Funds	198,186	244,883	3,203	248,086	0
<b>Total</b>	<b>1,110,687</b>	<b>1,215,748</b>	<b>77,446</b>	<b>1,293,194</b>	<b>14,220</b>
<b>Operating Expenses</b>					
Travel	55,269	146,892	0	146,892	0
Supply/Material-Professional	4,787	5,500	0	5,500	0
Food and Clothing	2,238	2,600	0	2,600	0
Bldg, Ground, Maintenance	352	500	0	500	0
Miscellaneous Supplies	64	1,000	0	1,000	0
Office Supplies	3,410	7,500	0	7,500	0
Postage	3,495	17,000	0	17,000	0
Printing	2,150	33,000	0	33,000	0
Other Equip Under \$5,000	710	1,500	0	1,500	0
Office Equip & Furn Supplies	660	1,000	0	1,000	0
Insurance	1,638	2,000	0	2,000	0
Rentals/Leases-Equip & Other	0	50	0	50	0
Rentals/Leases - Bldg/Land	63,553	65,000	0	65,000	0
Repairs	297	1,000	0	1,000	0
IT - Communications	11,769	20,000	0	20,000	0
IT Contractual Svcs and Rprs	9,438	75,000	0	75,000	0
Professional Development	4,700	7,000	0	7,000	0
Operating Fees and Services	565	48,921	0	48,921	(34,343)
Fees - Professional Services	2,282	199,850	0	199,850	0
<b>Total</b>	<b>167,377</b>	<b>635,313</b>	<b>0</b>	<b>635,313</b>	<b>(34,343)</b>

**Operating Expenses**

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Fire Marshal		Reporting Level: 00-125-600-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
General Fund	93,066	106,892	0	106,892	(34,343)
Federal Funds	118	0	0	0	0
Special Funds	74,193	528,421	0	528,421	0
<b>Total</b>	<b>167,377</b>	<b>635,313</b>	<b>0</b>	<b>635,313</b>	<b>(34,343)</b>
<b>Total Expenditures</b>	<b>1,278,064</b>	<b>1,851,061</b>	<b>77,446</b>	<b>1,928,507</b>	<b>(20,123)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,005,567</b>	<b>1,077,757</b>	<b>74,243</b>	<b>1,152,000</b>	<b>(20,123)</b>
<b>Federal Funds</b>					
G033 Nat'L Fire Incident Rptg. Sys. - NF	118	0	0	0	0
<b>Total</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Funds</b>					
322 Attorney General Fund 322	262,942	373,304	3,203	376,507	0
374 Reduced Cigarette Ignition Propensi	9,437	300,000	0	300,000	0
386 Fire Prevention & Public Safety Fun	0	100,000	0	100,000	0
<b>Total</b>	<b>272,379</b>	<b>773,304</b>	<b>3,203</b>	<b>776,507</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>1,278,064</b>	<b>1,851,061</b>	<b>77,446</b>	<b>1,928,507</b>	<b>(20,123)</b>
<b>FTE Employees</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Fire Marshal				Reporting Level: 00-125-600-00-00-00-00000000			
-----------------------	--	--	--	---	--	--	--

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
-------------	----------	-----	--------------	---------------	---------------	-------------

**Base Budget Changes**

**Ongoing Budget Changes**

Base Payroll Change		0.00	74,243	0	3,203	77,446
---------------------	--	------	--------	---	-------	--------

<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>74,243</b>	<b>0</b>	<b>3,203</b>	<b>77,446</b>
-------------------------------------	--	-------------	---------------	----------	--------------	---------------

<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>74,243</b>	<b>0</b>	<b>3,203</b>	<b>77,446</b>
----------------------------------	--	-------------	---------------	----------	--------------	---------------

**Optional Budget Changes**

**One Time Optional Changes**

A-D 100 Oil Impact Assistance	8	0.00	14,220	0	0	14,220
-------------------------------	---	------	--------	---	---	--------

<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>14,220</b>	<b>0</b>	<b>0</b>	<b>14,220</b>
--	--	-------------	---------------	----------	----------	---------------

<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>14,220</b>	<b>0</b>	<b>0</b>	<b>14,220</b>
--------------------------------------	--	-------------	---------------	----------	----------	---------------

**Optional Savings Changes**

A-G 9 Required 3% General Fund Reductions		0.00	(34,343)	0	0	(34,343)
---	--	------	----------	---	---	----------

<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(34,343)</b>	<b>0</b>	<b>0</b>	<b>(34,343)</b>
---------------------------------------	--	-------------	-----------------	----------	----------	-----------------

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Lottery**Reporting level:** 00-125-800-00-00-00-00000000**Program Performance Measures***Services provided by the Division include:*

Processing Lottery retailer license applications; collecting application, license, credit check, and record check fees; and selecting eligible retailers.

Forecasting lottery tickets sales and state general fund revenue transfers.

Training Lottery retailers to promote games and training retailer employees on sales strategies and how to redeem winning lottery tickets.

Paying certain lottery tier prizes directly to players.

Lottery news releases, quarterly retailer newsletters, and quarterly and annual financial statements.

New lottery rules and laws proposals and enforcing laws and rules compliance.

Working with the Lottery Advisory Commission, on-line gaming system vendor, advertising agency, and the security firm.

Working with 25 state agencies on a lottery prize debt setoff program.

Applying security policies and procedures to protect Lottery assets.

Complying with the Multi-State Lottery Association's computer gaming system and computer internal control system requirements, game security standards, system standards for new lottery implementations, and game rules.

**Program Statistical Data**

In March 2011, the Lottery Division of the Office of Attorney General completed its 7<sup>th</sup> year of operation. Through fiscal year 2011 North Dakota players have won over \$58 million in prizes and Lottery retailers have earned over \$8 million in sales and bonus commissions. In addition, the Lottery has contributed \$41.3 million to the general fund, along with \$1.6 million to the compulsive gambling prevention and treatment fund, and \$1.69 million to the multi-jurisdictional drug task force grant fund.

For the 2011-13 biennium, the Lottery projected sales of \$46.5 million and net proceeds of \$12.2 million. The Lottery is ahead of projected sales and net proceeds for the first year of the biennium. Sales were significantly impacted by the record-setting \$656 million Mega Millions jackpot.

The Lottery selects and annually licenses 400 businesses as lottery retailers. There is approximately one lottery terminal for each 1,700 residents.

The Lottery's product mix includes five games – Powerball®, Mega Millions®, Hot Lotto®, Wild Card 2®, and 2by2® – along with gift certificates and subscriptions. The Lottery's Give-A-Gift service provides players an opportunity to purchase lottery gift certificates in values of \$1, \$5, \$10, and \$20 to give as gifts to family members and friends for special occasions. The Lottery's subscription service provides players an opportunity to prepay and be automatically entered into draws for 13, 26, or 52 weeks. Currently there are 2,132 subscribers and 2,783 subscriptions. Subscription sales for the fiscal year ended June 30, 2011 accounted for 2.2% of total sales.

During the 2011-13 biennium, the Lottery plans to: (1) re-launch the game of Wild Card 2; (2) conduct innovative marketing promotions and public awareness campaigns; (3) implement a retailer sales enhancement pilot program to introduce new point-of-sale items that actively promote the sale of tickets; (4) upgrade terminal software to

**PROGRAM NARRATIVE**

125 Office of the Attorney General

**Date:** 12/07/2012**Time:** 14:09:35**Program:** Lottery**Reporting level:** 00-125-800-00-00-00-00000000

allow retailers to print subscription application forms with discounted prices during special promotions; (5) redesign the website to make it more innovative, user-friendly, and helpful; (6) expand social media contact through Facebook, Twitter, and text messaging; (7) enhance security features to ensure the integrity and fairness of the operation; and (8) strategically reposition the Lottery's brand to bring about change and refresh its look.

For the 2011-13 biennium, the Lottery will transfer \$400,000 to the compulsive gambling prevention and treatment fund to be utilized by the Department of Human Services for treatment services, media/awareness, and certification training for counselors and transfer \$845,000 to the multi-jurisdictional drug task force grant fund to be utilized by the Office of Attorney General for defraying the expenses and operating costs incurred by the multi-jurisdictional drug task forces.

**Explanation of Program Costs**

The Lottery's 2013-15 biennium budget includes salaries and fringe benefits for 9.5 FTEs, temporary draw operators and Lottery Advisory Commission members, and operating expenses.. The Lottery has a continuing appropriation for variable expenses of prizes, retailer commissions, on-line gaming system vendor fees, and Multi-State Lottery Association related game group dues which have a direct incremental relationship to sales and are unable to be predetermined.

The budget request funds 8 FTE positions in the Lottery Division, 1 FTE position in the Information Technology Division, and .5 FTE position in the Finance and Administration Division. Also, the request funds 3 part-time draw operators and 5 members who serve on the Lottery Advisory Commission.

**Program Goals and Objectives**

The mission of the North Dakota Lottery is to maximize net proceeds for the benefit of the state by promoting entertaining games; providing quality customer service to retailers and players; achieving the highest standards of integrity, security, and accountability; and maintaining public trust.

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General

Bill#: HB1003

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:35

Program: Lottery		Reporting Level: 00-125-800-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>North Dakota Lottery</b>					
Salaries - Permanent	958,493	1,010,857	46,439	1,057,296	0
Temporary Salaries	23,386	44,100	(4,800)	39,300	0
Overtime	172	0	0	0	0
Fringe Benefits	342,071	399,408	9,318	408,726	0
Travel	69,590	130,000	0	130,000	0
Supplies - IT Software	1,900	20,000	0	20,000	0
Supply/Material-Professional	6	2,000	0	2,000	0
Food and Clothing	171	500	0	500	0
Bldg, Ground, Maintenance	18,107	1,000	0	1,000	0
Miscellaneous Supplies	1,877	5,000	0	5,000	0
Office Supplies	18,949	20,000	0	20,000	0
Postage	21,238	40,000	0	40,000	0
Printing	29,705	40,000	0	40,000	0
IT Equip Under \$5,000	2,634	9,000	0	9,000	0
Other Equip Under \$5,000	9,193	2,000	0	2,000	0
Office Equip & Furn Supplies	12,824	3,000	0	3,000	0
Insurance	1,119	4,000	0	4,000	0
Rentals/Leases-Equip & Other	513	1,000	0	1,000	0
Rentals/Leases - Bldg/Land	81,764	102,000	0	102,000	0
Repairs	187	4,000	0	4,000	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
IT - Data Processing	43,994	36,000	0	36,000	0
IT - Communications	23,239	25,000	0	25,000	0
IT Contractual Svcs and Rprs	25,538	15,000	350,000	365,000	0
Professional Development	38,572	45,000	0	45,000	0
Operating Fees and Services	935,836	1,600,000	0	1,600,000	0
Fees - Professional Services	100,533	141,377	0	141,377	0
Equipment Over \$5000	28,200	0	0	0	0
<b>Total</b>	<b>2,789,811</b>	<b>3,700,242</b>	<b>400,957</b>	<b>4,101,199</b>	<b>0</b>
<b>North Dakota Lottery</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	2,789,811	3,700,242	400,957	4,101,199	0
<b>Total</b>	<b>2,789,811</b>	<b>3,700,242</b>	<b>400,957</b>	<b>4,101,199</b>	<b>0</b>

Lottery Division

**REQUEST DETAIL BY PROGRAM**

125 Office of the Attorney General  
Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Lottery		Reporting Level: 00-125-800-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Fees - Professional Services	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Lottery Division</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>2,789,811</b>	<b>3,700,242</b>	<b>400,957</b>	<b>4,101,199</b>	<b>0</b>
<b>Funding Sources</b>					
<b>Special Funds</b>					
292 Lottery Fund 292	2,789,811	3,700,242	400,957	4,101,199	0
<b>Total</b>	<b>2,789,811</b>	<b>3,700,242</b>	<b>400,957</b>	<b>4,101,199</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>2,789,811</b>	<b>3,700,242</b>	<b>400,957</b>	<b>4,101,199</b>	<b>0</b>
<b>FTE Employees</b>	<b>9.50</b>	<b>9.50</b>	<b>0.00</b>	<b>9.50</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

125 Office of the Attorney General

Biennium: 2013-2015

Bill#: HB1003

Date: 12/07/2012

Time: 14:09:35

Program: Lottery Reporting Level: 00-125-800-00-00-00-00-00000000

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>Ongoing Budget Changes</b>						
A-A 8 Lottery changes		0.00	0	0	350,000	350,000
Base Payroll Change		0.00	0	0	50,957	50,957
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,957</b>	<b>400,957</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,957</b>	<b>400,957</b>