

FINANCE Office

**Ray
Higgins**
Fiscal
Officer/
Treasurer

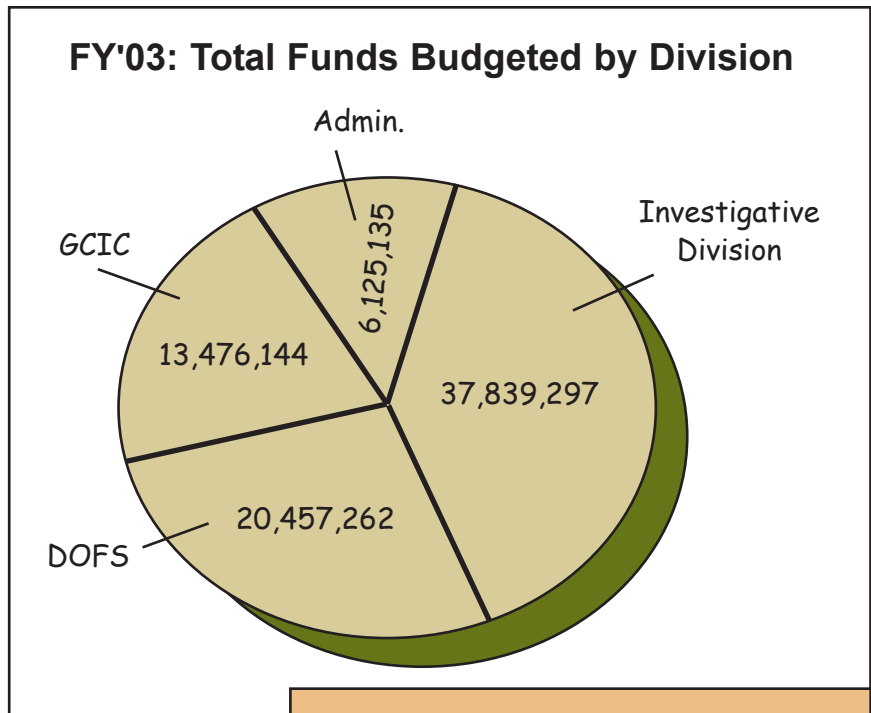


The primary mission of the GBI Finance Office is to provide sound, solid advice and financial management to the Director's Office, the Administrative Division, the Investigative Division, the Division of Forensic Sciences, and the Georgia Crime Information Center. GBI Finance also administers the funds for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. The Finance Office is supervised by the agency's fiscal officer/treasurer and consists of three main units: Budget, Accounting and Purchasing. The office is supported by 22 employees and is responsible for all financial transactions involving the agency.

BUDGET

The Budget Unit is supervised by a budget administrator and consists of four budget analysts. The unit is responsible for the development and management of the GBI budget. Likewise, this unit is responsible for monitoring all expenditures from work units as well as fund sources for the entire agency. Each member of the Budget Unit works directly with division personnel to provide guidance and approval of expenditures for travel and operating costs, including monitoring 27 grants. The unit also is responsible for processing all allotments through the Governor's Office of Planning and Budget to the Office of Treasury and Fiscal Services. All amendments to the Annual Operating Budget are developed and processed by the budget staff.

During FY'03, the budget



staff managed an overall Annual Operating Budget of \$80,717,925 (GBI only, CJCC not included), while creating and developing the FY'03 Amended, Information Technology, and FY'04 budget requests. The effort resulted in an

Criminal Justice Coordinating Council (CJCC)

State Funds	\$349,380
Federal Funds	\$53,389,514
Other Funds	\$6,726,431
Total	\$60,465,325

FY'04 state appropriation of \$61,590,913.

ACCOUNTING

The Accounting Unit is responsible for all accounting transactions, including the reconciliations of cash accounts, GA Fund I accounts, subsidiary ledgers, and the general ledger. The unit also handles all of the accounting transactions for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. CJCC accounts for a large portion of GBI revenue, including several federal grants as well as many cash disbursements and sub-grant payments. The Accounting Unit is a lead contact with the State Department of Audits, supervised by the accounting director, and is broken down into three main sections: Accounts Receivable, Accounts Payable, and Payroll. Two administrative staff positions provide critical support to all areas of the Finance Office.

The **Accounts Receivable Section** (AR) consists of four employees, including a supervisor. The section is responsible for all revenue received by the GBI. In FY'03 the unit collected and recorded more than \$138 million through 65,000 check deposits, and processed electronic fund transfers from several different fund sources, including state funds, governor's emergency funds, federal grants, and forfeitures. In conjunction with the Georgia

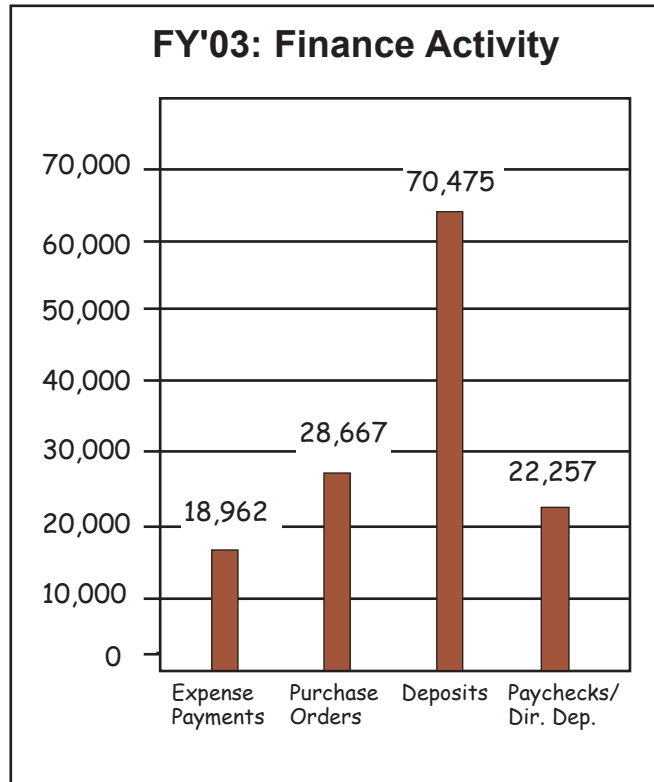
Crime Information Center (GCIC), the section received and recorded more than \$1.4 million in revenue collections for instant gun check, criminal history, and finger-

print-licensing programs. The section is responsible for transmitting all revenue collections to the state treasury on a monthly basis.

The **Accounts Payable Section** (AP) consists of three employees and a supervisor. This section is responsible for processing all payments for the GBI and CJCC. In FY'03, the section disbursed approximately 18,131 checks and made more than 852 electronic payments for sub-grant payments, travel reimbursements, and invoice payments. In addition to these day-to-day responsibilities, the section is

responsible for all 1099 processing and semi-annual prompt pay reports. AP also assists in travel and per diem expense reconciliations. Likewise, AP administers the American Express card travel program and enters payments for charges on our purchasing cards as well as payments for all rental space.

The **Payroll Section** has one employee and a payroll supervisor. This section processes the semi-monthly payroll for all employees of the GBI and the Criminal Justice Coordinating Council. During FY'03, payroll effectively processed approximately 3,469 paychecks and 18,600 direct deposits in a timely manner. In addition to the routine payroll operations, payroll also is responsible for financial entries to create deductions for items such as insurance premiums, contributions to the 401K program, payments to the credit unions and entries for all salary adjustments.



PURCHASING

The **Purchasing Section** of the Finance Office has three employees. The section is responsible for entering all purchase orders for the GBI and CJCC. Last year, purchasing entered approximately 2,384 purchase orders for var-

ious items, such as vehicle purchases, large equipment purchases, repairs and maintenance.

Similarly, Purchasing has the primary responsibility of overseeing the Visa Purchasing Card Program (P-Card) and training employees on the

use and reconciliation of the cards.

In FY'03, there were more than 8,700 transactions on the P-Card from more than 550 cardholders. As a result, approximately \$2 million in P-Card activity took place.

The Purchasing Section is responsible for coordinating the entire procure-

ment process by ensuring the Finance Office has all appropriate documentation. Purchasing also acts as the print coordinator for the agency and handles all in-house procurements by coordinating the bid process.

LEGAL Services

The Legal Services Division is staffed with six full-time employees, including two attorneys (the director and deputy director); an assistant deputy director (ADD); two legal assistants, and a records management technician.

subpoenas, 30 court orders, 112 production of document requests, and orchestrated the release of more than 89 biological specimens.

Mark B. Jackson
Director



OPEN RECORDS

The **Open Records Unit**, which includes archives, is within Legal Services and functions under the direction of the ADD. The ADD has a legal assistant and a records management technician to assist in the processing of open records and archives requests. The open records requests have continued to increase, from 2,014 in FY'02 to 2,445 in FY'03. In addition to the requests, the Open Records Unit processed 65

FY'03: Open Records Activity

Open Record Requests.....	2,445
Subpoenas Processed.....	65
Court Orders.....	30
Production of Documents.....	112
Biological Specimens.....	89
Training Sessions....	20

The Open Records Unit continued to provide training sessions to various agencies throughout the state regarding the Open Records Act.

In addition to the open records function, Legal Services provides legal counsel to the GBI and its employees via training and legal updates. The office conducted 34 training sessions for current agents, new agents and supervisors. During FY'03, four new civil cases were filed

and 16 civil cases were resolved. The office coordinated with the Georgia Attorney General's Office in handling these cases.

The Legal Services Division also drafted significant proposed legislation. These bills included amendments to the Protective Order Registry and revisions to the authority of medical examiners.

FY'03: Legal Services Activity

Training Sessions.....	34
Civil Cases Resolved.....	16
New Civil Cases.....	4

PROFESSIONAL Standards

The Office of Professional Standards (OPS) is responsible for investigating allegations of misconduct made against GBI employees. The office reviews and investigates all complaints, determining whether they have legitimacy or lack merit. Each year the complaints are reviewed and studied to identify any patterns of misconduct. Based on those findings, OPS then recommends appropriate actions and/or training. In FY'03, OPS documented its investigations through three primary means: Internal Affairs Investigations, Preliminary Inquiries, and Reviews of Incidents. OPS also reviews all use of force and conducts all exit interviews.



During FY'03, the Office of Professional Standards:

- Conducted 17 internal affairs investigations
- Conducted 18 preliminary inquiries
- Conducted five reviews of incidents
- Conducted 12 reviews of use of force
- Conducted 62 exit interviews.

PERSONNEL Office

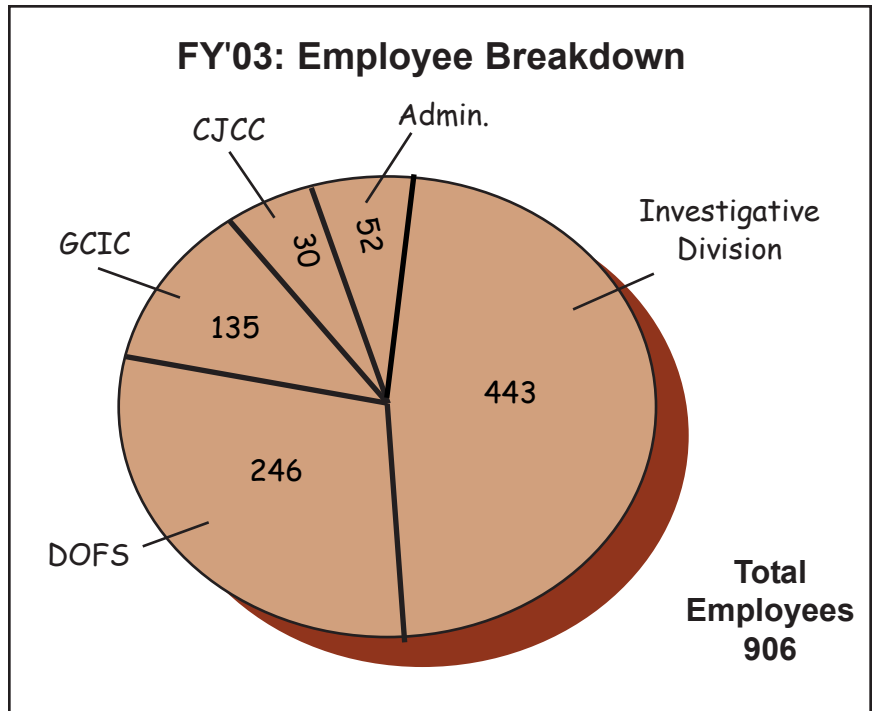
The Personnel Office is comprised of one part-time and eight full-time employees. The office is responsible for providing support to the three divisions and the Administrative Section of the GBI in all human resource matters. The routine responsibilities include the following: recruiting and



hiring of new employees; processing personnel trans-

actions; handling employee relations matters; classifying positions; developing new and revising existing agency jobs; monitoring the compensation structure; establishing minimum job qualifications; administering Equal Employment Opportunity (EEO) services; administering the agency's drug screening program; overseeing the performance management process; assisting employees with benefits; serving as the liaison for workers' compensation; coordinating the student internship and youth apprenticeship programs; and managing the Employee Assistance Program (EAP).

The Office of Personnel provided management training in evaluating employee performance; made concerted efforts to ensure that equal employment opportunities were available to a diverse population by making



its job vacancy notices available to a variety of audiences and organizations; provided recruitment information via private and government web sites; and received job applications over the Internet.

In addition to their regular responsibilities, staff in the Office of Personnel provided information and assistance for the national re-accreditation process through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the state certification process through the Georgia Association of Chiefs of Police. Applicable policies and procedures were reviewed for necessary changes, as one-third of the standards established by this program are personnel-related. The office also played a key role in coordinating and providing data for the GBI's Work force Plan.

FY'03: Personnel Office Activity

- Approximately **1,833** applications for employment were received and processed.
- Approximately **812** personnel transactions were completed and processed (promotions, new appointments, transfers, retirements, separation, etc.).
- Approximately **130** applications were processed for the internship program, with **35** college students placed.
- **One** special agent hiring process was held, with Basic Agent School conducted in August of 2002.

PUBLIC Affairs

Disseminating information to the media and the public falls under the domain of the Public Affairs Office. The staff of two employees acts as a liaison between the agency and the media/public, coordinating the release of information on investigations, missing persons, fugitives, agency achievements, programs, and any other items of interest that may arise.

Along with its daily duties, the office also writes articles for law enforcement publications, publishes the annual report and recruiting brochures, compiles a quarterly newsletter for employees and retirees, schedules speaking engagements, and produces informational and training videos. The Public Affairs director also represents the agency at the Georgia General Assembly, maintains the GBI Web site, and responds to the public's requests for information via electronic mail.



WEB SITE

During FY'03, more than 7.6 million hits were recorded to the GBI Web site. The site can be viewed at www.ganet.org/gbi.

FY'02: Web Site Hits

Sex Offender Registry	6,213,936
Employment	62,836
Unidentified Remains	30,511
Criminal History	30,100
Wanted Persons	27,044
GCIC	29,212
Uniform Crime Reporting	22,334
Investigative	18,827
DOFS	18,136
Missing Persons	16,210
Unsolved homicides	15,529

The above statistics represent the most visited pages on the GBI Web site and is not cumulative.

STAFF Services

Staff Services provides a variety of support functions for the GBI, including facility management, fleet management, asset management, telecommunications, agent supply, and mail.

The Facility Management Section worked on the following projects during FY'03:

- **Northeast Regional Crime Lab & Region-8 Investigative Office, Cleveland:**

These two facilities are being built on a single contract on approximately eight acres of land near Cleveland. The building shells are complete and installation of the mechanical and electrical systems are well underway. Interior partitions are about complete and installation of casework will be the next major effort to start. Once completed and staffed, the crime laboratory will be able to provide forensic services locally to the north-east region of the state.

The new Investi-

gative office will replace an older facility located in Gainesville that no longer meets operational needs.

- **Central Regional Crime Lab:** Construction is nearly complete on a new 15,000-square-foot Central Regional Crime Lab in Macon. This facility will replace an existing 21-year-old, 7,000-square-foot building and provide much needed modern laboratory space and a morgue. The facility consists of two structures, the lab building and a free-standing morgue

building.

- **Coastal Regional Crime Lab:**

Construction was completed on a lab annex and morgue at the Coastal Regional Crime Lab in Savannah. The 10,000-square-foot addition provides additional toxicology lab space, a medical examiner suite and morgue.

- **Southwestern Regional Crime Lab:** The architectural firm has completed the design for a laboratory and morgue annex to the Southwestern Regional Crime Lab

in Moultrie.

Construction will start soon. Like the Coastal Regional Crime Lab Annex, this 10,000-square-foot addition provides additional toxicology lab space, a medical examiner suite and morgue.

- **Crime Analysis Garages:** This project provides for the building of free-standing Crime Analysis Garages at six of regional investigative offices. These "garages" will

**Jon
Paget**
Director



Cleveland Lab: Construction on the new Cleveland lab is expected to be complete in 2004.

provide office space, a garage bay, and lab space for regional crime scene specialists. Three of these garages were completed at regional offices in Perry, Thomasville, and Kingsland. A fourth, in Athens, will be completed in March 2004. Evidence will be brought to these specialized garages and processed in a controlled environment.

- **Headquarters Lab Renovation:** When Chemistry, Toxicology, the Medical Examiners Office and laboratory administration moved into the new lab annex, office space was left vacant in the existing facility. The vacant space is undergoing renovation and will provide new laboratories for the remaining lab sections and offices for Personnel and some Investigative

units. Special features will include a bullet recovery system (shoot tank) and a firing range for muzzle and target testing. This project is being delivered with a design/build process, which is new for GBI.

- **GCIC Renovation:** Open office space currently occupied by GCIC is being renovated to provide a more efficient layout, updated furniture, and revised power, phone and computer distribution. Georgia Correctional Industries is currently installing the workstations and removing the existing systems. Required power, phone and computer modifications are simultaneously being performed.

SUPPLY & MAILROOM

The staff of the Supply and Mailroom Section consists of three full-time employees and one temporary employee. This section maintains approximately \$500,000-worth of agent inventory to include weapons, body armor, and radio gear, along with other equipment and supplies needed by the agents. The section also maintains a record on equipment issued, returned, lost and stolen.

The mailroom processes and sends out approximately 3,000 pieces of mail weekly, including inter-office mail throughout the state. It also provides a courier service.

During FY'03 this section worked closely with Investigative Staff Services on the following special details:

- Verified the equipment needs for two new agent classes and issued the items as well as verifying with the agents that all items were accounted for.
- Received and prepared equipment to be issued for the new Clandestine Laboratory Response Team and child abuse specialists.
- Verified outdated radios and prepared for surplus to allow new radios to be purchased.
- Completed an inventory of weapons.

FLEET & ASSET

The Fleet and Asset Section manages the GBI's fleet of more than 500 vehicles and GBI assets totaling nearly 5,000 items valued in excess of \$32 million.

The section managed and supported GBI staff in the use of the Fleet Anywhere software. Fleet Anywhere provides GBI staff with

information regarding status of the fleet. Reports on current and projected use of vehicles have proven invaluable in the preparation of strategic budget planning.

Other services provided by this section included management of the surplus property program, accident reporting, commercial fuel

card management, and management of undercover commercial accounts. An additional position was added this fiscal year in order to help manage and account for the growing inventory and surplus program.

OTHER SUPPORT SERVICES

Staff Services is responsible for the administration of the Headquarters' security personnel and maintenance contracts. This past year was the final year of the maintenance contract with CB Richard Ellis. A new request for proposal was written and successfully executed. The new contract was awarded to CB Richard Ellis.

Staff Service is also responsible for:

- Telecommunications management
- Risk management
- Security and access management
- Contract administration.