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113 KB

RE: Freedom of Information Act Request for Personnel and Resource Data

Dear FOIA Officer:

Pursuant to the Michigan Freedom of Information Act ("FOIA"), MCL 15.231 et seq.,I hereby request access to and copies of personnel and resource data from the Delta County Prosecutors Office for the specified period below.

DOCUMENTS REQUESTED

I am requesting all documents, reports, and data sets containing information regarding personnel levels, resource allocation, and financial operations, including but not limited to:

1. Staffing Level Data

- **Organizational Charts** current and historical for the past [X] years
- **Staffing Reports** showing number of employees by department, division, and role
- **Position Classification Lists** detailing job titles, grades, and salary ranges
- **Vacancy Reports** showing unfilled positions and time-to-fill statistics
- **Part-time vs. Full-time Staff** breakdown by department
- **Contract Staff Information** including temporary and seasonal employees

2. Attorney Caseload Data

- **Caseload Assignment Reports** showing average number of cases per attorney
- **Case Distribution Statistics** by case type, complexity, and attorney experience level
- **Workload Balance Reports** comparing caseloads across attorneys or divisions
- **Productivity Metrics** including cases opened, closed, and pending per attorney
- **Specialization Reports** showing which attorneys handle specific types of cases
- **Performance Evaluation Summaries** (non-confidential portions) related to caseload management

3. Training and Professional Development Data

- **Training Records** showing courses attended by staff, dates, and costs
- **Professional Development Budgets** allocated and spent by fiscal year
- **Continuing Legal Education (CLE) Records** for attorneys including hours completed
- **Conference Attendance Records** including event names, locations, and expenses
- **Certification and Specialization Training** completed by staff
- **Internal Training Programs** conducted, attendance rosters, and effectiveness metrics

4. Budget and Expenditure Data

- **Annual Budget Documents** including line-item allocations by department
- **Quarterly and Monthly Expenditure Reports** showing actual spending vs. budget
- **Operating Expense Breakdowns** by category (salaries, equipment, facilities, etc.)
- **Capital Expenditure Records** for equipment purchases and facility improvements
- **Overtime and Additional Compensation Records** by department and employee category
- **Audit Reports** related to financial operations and budget compliance

5. Grant Funding Data

- **Grant Applications** submitted to federal, state, and private funding sources
- **Grant Awards Received** including amounts, sources, and award periods
- **Grant Expenditure Reports** showing how grant funds were utilized
- **Grant Compliance Reports** submitted to funding agencies
- **Performance Metrics** required for grant reporting
- **Grant Administration Costs** including staff time allocated to grant management

TIME PERIOD

I request these documents for the following timeframe:

- **Primary Period:** Fiscal years 2020] through 2024
- **Current Fiscal Year:** Year-to-date data through the most recent reporting period
- **Comparative Data:** If available, include the prior fiscal year for baseline comparison

SPECIFIC DATA POINTS REQUESTED

For each category above, I request the following specific data points where available:

Staffing Specifics:

- Total number of employees by department
- Attorney vs. support staff ratios
- Salary ranges and average compensation by role
- Turnover rates by department
- Diversity and demographic statistics (aggregate, non-confidential)

Caseload Specifics:

- Average cases per attorney by month/quarter/year
- Case distribution by offense type and severity
- Time allocation statistics (court time, preparation, administrative duties)
- Specialization patterns and cross-assignment practices

Training Specifics:

- Total training budget and actual expenditures
- Training hours per employee category
- External vs. internal training costs
- Training effectiveness assessments and outcomes

Financial Specifics:

- Total annual budget by fiscal year
- Expenditure breakdown by functional category
- Cost per case handled
- Resource utilization rates and efficiency metrics

Grant Specifics:

- Total grant funding received by source and year
- Grant-funded positions and programs
- Matching fund requirements and compliance
- Grant performance outcomes and reporting requirements

FORMAT AND DELIVERY

- **Format:** Please provide all documents in electronic format (Excel/CSV preferred for data sets, PDF for reports)
- **Data Organization:** Organize by fiscal year and department where applicable
- **Completeness:** Include all supporting schedules, appendices, and backup documentation
- **Cost Notification:** Please inform me in advance if any fees will exceed $[amount]
- **Data Separation:** If any information is exempt, please provide all non-exempt portions

PUBLIC INTEREST JUSTIFICATION

This request serves important public interests including:

- **Fiscal Accountability:** Ensuring taxpayer funds are used efficiently and appropriately
- **Resource Management:** Understanding how prosecutorial resources are allocated to serve the community
- **Performance Evaluation:** Assessing whether staffing levels and training investments match community needs
- **Transparency:** Providing public insight into government operations and decision-making processes
- **Comparative Analysis:** Supporting research on prosecutorial resource management best practices

If the Office Claims This Request Is "Burdensome"

If your office believes that producing *all* of the above categories in a single response is unduly burdensome, **please do not deny the request.** I am fully willing to **re-submit these categories as separate, individual FOIA requests** so long as you identify which portions you believe require separate processing.

This is not a waiver of my rights under FOIA; it is simply an offer of cooperation to facilitate timely compliance.

CERTIFICATION

I certify that I am requesting these records as a member of the public and that I will use them exclusively for non-commercial purposes related to research, education, and public interest analysis.

Respectfully submitted,

[redacted]
3989 [redacted] Circle
[redacted] CO [redacted]
Email: [redacted]
Phone: [redacted]

Date: November 25th, 2025

CERTIFICATE OF SERVICE

I hereby certify that on November 25th, 2025, I served a copy of this FOIA to:

Delta County Prosecutor's Office
FOIA Coordinator
Emily Delsavo
edesalvo@deltacountymi.org
310 Ludington Street, Suite 237
FAX: 1-906-789-5197
Escanaba, MI 49829