

State Fire Marshal—Continued

been able to register approximately 6,500. It will be necessary for the staff to complete registration for all tankers in the State and to renew registration every year.

We recommend approval of the deputy state fire marshal I position required for enforcement of fire and safety requirements in organized camps. Chapter 1929 of the Statutes of 1961 emphasized the fire marshal's obligation to perform this service for the camp program.

We recommend approval of the intermediate stenographer position required to maintain the minimum necessary ratio of stenographic to professional help in the State Fire Marshal's office.

Subject to the reductions recommended above we recommend approval of the item as requested.

Department of Justice

ITEM 202 of the Budget Bill

Budget page 548

FOR SUPPORT OF DEPARTMENT OF JUSTICE
FROM THE GENERAL FUND

Amount requested.....	\$11,199,738
Estimated to be expended in 1963-64 fiscal year.....	9,843,732
Increase (13.8 percent).....	\$1,356,006
Increase to maintain existing level of service.....	\$761,304
Increase to improve level of service.....	594,702
TOTAL RECOMMENDED REDUCTION.....	\$571,248

Summary of Recommended Reductions

	Amount	Page	Line
Division of Administration			
1 Intermediate clerk.....	\$4,242	549	9
1 Junior clerk.....	3,666	549	10
Division of Civil Law			
7 Attorneys.....	69,104	551	10
4 Senior legal stenographers.....	20,112	551	10
8 Clerical positions.....	36,000	551	10
Division of Criminal Law and Enforcement			
1 Civil Defense Operation officer.....	9,948	554	10
1 Intermediate stenographer-clerk.....	4,502	554	11
Bureau of Criminal Law			
- Operating expense—data processing.....	184,200	554	35
8 Attorneys.....	73,400	554	72
6 Senior legal stenographers.....	30,168	554	72
1 Assistant economist.....	7,080	554	61
3 Intermediate typist-clerks.....	8,526	554	57
1 Senior special investigator.....	7,080	554	54
1 Senior special investigator.....	7,080	554	69
7 Clerical positions.....	31,500	554	72
Bureau of Criminal Statistics			
3 Intermediate clerks.....	12,726	555	35
Bureau of Criminal Identification and Investigation			
1 Assistant chief.....	10,968	555	73
1 Intermediate stenographer.....	4,452	555	75
1 Teletype operator.....	4,674	555	74
4 Special agent I.....	32,784	556	10
1 Special agent II.....	9,036	556	11

Department of Justice—Continued

ANALYSIS

The department maintains and operates legal offices in Sacramento, San Francisco and Los Angeles. The executive office of the Attorney General and the general administrative offices are also located in the City of Sacramento.

The total requested appropriation for support of this department in 1964-65 is \$11,199,738. This is \$1,356,006 or 13.8 percent more than is now estimated to be expended in 1963-64.

The total department request embodies 144 proposed new positions at an annual salary and wage cost of \$865,758. However, an administrative reduction of 2.4 positions effected by the agency results in a net increase of 141.6 positions at an estimated salary and wage cost of \$845,174. This represents an over-all increase in staff of 12.5 percent.

Operating expenses are requested in the amount of \$2,650,469, an increase of \$171,868 or 6.9 percent over the amount estimated to be expended in the current year.

A major item of operating expense is the sum of \$184,200 requested for electronic equipment that is considered necessary to initiate the conversion from manual to automatic processing of documents in the Special Services Section of the Division of Criminal Law and Enforcement. Our comments pertaining to this request is submitted in a following portion of this analysis.

Equipment expenditures are scheduled at \$297,009 for 1964-65. This is an increase of \$103,554, or 53.5 percent over the amount estimated to be expended in 1963-64.

The budget as originally submitted by this department requested \$442,864 for equipment.

In conjunction with the agency and Department of Finance staff members, a review of equipment requests was made. As a result, equipment requests were modified to the extent that the total was reduced from \$442,864 to \$297,009, a saving of \$145,855, or 32.9 percent.

Any additional reductions in equipment that may be related to positions that we recommend be deleted will be discussed in our analysis of the respective division of the department that is affected.

In the current year the department effected a reorganization of its stenographic positions whereby they are now allocated to the respective legal offices in the areas in which they are located. This transfer of positions was necessitated in order for the agency to more accurately present the staffing complements of the area offices.

Division of General Administration

The appropriation requested for support of this division in 1964-65 is \$1,170,138. This is \$15,351, or 1.3 percent less than is now estimated to be expended in 1963-64.

This division is requesting six clerical positions, one of which represents the abolishment of a supervising teletype operator I position in the San Francisco office and the establishment of this position in Sacramento on the basis of a shift in the workload needs for this particular function.

Department of Justice—Continued

<i>Proposed position</i>	<i>Salaries and wages</i>
1 Accounting technician III (Budget page 549, line 8)-----	\$5,832
*3 Intermediate clerks (Budget page 549, line 9)-----	12,726
*1 Junior clerk (Budget page 549, line 10)-----	3,666
1 Supervising teletype operator I (Budget page 549, line 12)-----	6,120

* Recommended for deletion.

The agency requested the aforementioned positions on the basis of increased accounting and budgetary workload in the fiscal office during the past two years.

We recommend disapproval of one intermediate clerk and one junior clerk position reducing salaries and wages in the amount of \$7,908.

Information submitted by the agency pertaining to the additional workload created in its fiscal office, include new services now performed of auditing and processing claims submitted by the Commission on Peace Officers' Standards and Training, totaling \$435,494 in the current year. The increase in auditing and clerical related activities in this office justifies its request for the accounting technician III and two intermediate clerk positions. However, we can find no basis on which to approve the additional intermediate clerk and junior clerk position to provide additional filing and general messenger service to this office. The agency's two previous requests for the junior clerk position were denied by the Legislature.

Division of Civil Law

The department is requesting an appropriation of \$2,511,956 for support of this division in 1964-65. This is \$378,408, a 17.7 percent increase over the amount now estimated to be expended in 1963-64.

The division is requesting 56 new positions to augment its present staff to handle the increased workload in the budget year.

The following table reflects the proposed allocation of the positions requested :

Division of Civil Law
Proposed New Positions

<i>Section</i>	<i>Attorneys</i>	<i>Clerical</i>	<i>Investigators</i>
*Land law -----	6	4	-
Governmental law -----	1	1	-
*Tort and personnel law -----	6	4	1
*Administrative law -----	4	2	-
Business law -----	1	2	2
Central filing -----	-	9	-
Mail room -----	-	2	-
*Supervisory legal relief -----	-	8	-
Librarian II -----	-	1	-
Assistant to Librarian—Los Angeles -----	-	1	-
Assistant to Librarian—Sacramento -----	-	1	-
TOTAL -----	18	35	3

* Recommended for deletion.

On the basis of workload information and related documentation submitted by the agency certain positions requested are essential to handle the projected workload of the department. However, we can find no

Department of Justice—Continued

basis to justify the agency's request for the positions indicated by asterisk in the table above.

We, therefore, recommend disapproval of seven attorneys, four legal stenographers and eight supervising legal clerk relief positions, reducing salaries and wages in the amount of \$125,216 (budget page 551, line 10).

In requesting a certain legal position, the agency may stipulate it will be utilized for a specific function. However, we find when an attorney is provided, the subsequent assignment responsibility is vested in the chief of the division and in actual practice attorneys are assigned to a legal section or reassigned to another office on the basis of the workload that may develop in a specific unit. Therefore, our recommendations are related to the numbers of positions in each category affected.

Land Law Section

Six attorneys and related clerical staff were requested for the Land law section of the division. This involves condemnation proceedings related to the land acquisition program of the Department of Water Resources.

Three attorneys and clerical staff were provided on a temporary basis during the current year to handle the workload in this unit. The agency requests they be continued on a permanent basis. We are in accord with this request, but cannot recommend the three additional attorneys and two clerks requested solely on the basis of the "51 actions involving 570 parcels of land presently on file in the courts."

We recommend disapproval of three attorneys and two legal stenographer position requested for this unit.

Tort and Personnel Law Section

Six attorneys, one investigator and four stenographic positions are requested for this section.

The 1963 Legislature clarified the State's liability for tort actions.

The agency reports that 133 tort actions have been filed with a potential state liability totalling \$30,737,000.

We were informed three attorneys, one investigator and three related clerical positions will be provided on a temporary basis in the current year and they are also included in the agency's request for permanent positions in 1964-65.

On the basis of workload information submitted, and with the expiration of the moratorium on these actions, we are in accord with the agency's request for four attorneys, one investigator and three clerical positions.

Until definitive workload information based on experience is submitted we can find no basis for recommending approval of the additional positions requested for this unit.

We recommend disapproval of two attorneys and one legal stenographer positions requested for this unit.

Department of Justice—Continued

by this one position. There was no specific data presented as to what was wrong with the current civil defense plans of this agency and what additional planning was needed. The agency does not set forth the deficiency of the staff now devoted to planning and liaison and what duties these positions would perform if they were freed of civil defense duties proposed for this new position.

On the basis of the information submitted we are not in accord with the request for this position.

2 Intermediate stenographers (budget page 554, line 11)----- \$9,004

These two proposed new positions are to provide clerical assistance to the electronic data processing personnel added in the 1963-64 fiscal year. The determination of the need for these two positions as well as the eight positions previously authorized will depend upon the decision made in regard to our recommended deletion of the electronic data processing system immediately following.

Electronic Data Processing Program

The amount of \$184,200 is requested for the 1964-65 fiscal year. The only justification is the following statement that appears on page 551 of the Governor's Budget:

"In order to continue the conversion from manual to automated processing of documents in the Special Services Section of this division, the sum of \$184,200 has been included in 1964-65 to finance the rental of electronic equipment essential to the operations. The Department of General Services as well as the Department of Finance are cooperating with this department on a consulting basis."

We recommend deletion of this request for \$184,200. The following facts support this recommendation:

1. At the time of writing this analysis, the Department of Justice has not made a decision as to the equipment essential to the operations.
2. The manual documents, referred to in the justification, are now partially automated and the Department of Justice has stated that these functions are being performed satisfactorily and adequate services are being rendered to law enforcement agencies.
3. The above justification and the money is confined to the functions of the special services section and does not include the functions of the records section and fingerprint section where the necessity for automation is critical and has been for some time.

Reasons for automating records section and fingerprint section:

1. These two sections contain millions of documents, i.e., the criminal records of individuals and the fingerprints of individuals. It is estimated that a million fingerprints are received annually in the bureau; a million and a half name checks are processed against the soundex file and more than a million rapsheets are sent to local law enforcement agencies.

Department of Justice—Continued

2. In our analysis of the 1963-64 Budget, we called attention to the never-ending increase of the activities of this bureau. Actual cost for 1961-62 was \$2,949,664 as compared to \$3,634,970 for 1963-64 fiscal year. This is an increase of \$695,306 or 23.7 percent in a two-year period. It can be predicted that these costs will continue to increase in the future. Continuance of the present manual system means more employees will be needed and requested, and it is inevitable that more space will be needed to house these voluminous records. Assuming that the activities of this bureau continue to increase as they have in the past, it is estimated that the cost to perform the duties of this bureau will approximate \$4.5 million in 1965-66.

3. Local law enforcement agencies are keeping duplicate records, which is an added cost and, we believe, unnecessary. Officials of these local agencies are now demanding that the State install a system which will provide them with a security file to be maintained by the State and also give them the service that will meet their needs. If such a system is installed by the bureau, these agencies can eliminate the duplicate records they are now keeping, personnel servicing these records and other related costs.

What has the State done to meet this problem?

The bureau has been well aware of this problem for years but did not have sufficient personnel to devote time to a study of this problem. We are advised that in October of 1960 the Department of Finance assigned a systems analyst, from the organization and cost control section, to the bureau for the purpose of studying the problem and recommending a system. It is our understanding that this analyst was subsequently withdrawn from this project in December 1960.

A report of the Electronic Data Processing Committee of the bureau dated February 1, 1963, in part contains the following statement:

“Inquiries concerning the possible application of electronic data processing to the work of the Bureau of Criminal Identification and Investigation commenced in the spring of 1960. Feasibility studies were made by representatives of various manufacturers during 1960 and 1961. It was felt more tangible returns could be achieved by issuance of an invitation to submit bids based on general specifications prepared by the bureau. This was done and on April 23, 1962, representatives of nine firms met at the bureau to arrange schedules for making their studies. Proposals for automating property, gun, and modus operandi files in the special services section were to be submitted by July 1, 1962, while proposals for automating all feasible bureau files, including the special services section, were to be submitted by November 1, 1962. By the latter date, five proposals were received—from International Business Machines Corporation, Philco Corporation, National Cash Register Company, General Electric Company as a joint venturer with Magnavox Corporation, and Addressograph-Multigraph Corporation.”

Department of Justice—Continued

In our analysis of the 1963 Budget Act, we pointed out that electronic data processing offers the only hope of containing the accelerating cost increases which are inherent under the present system. We also pointed out that the evaluating decision and scheduling phases of the program could easily be accomplished to permit the actual conversion to start at an earlier date than mid-1965.

We recommend that expert technical electronic data processing staff be acquired to assist in the evaluation, decision making and scheduling phase and to form a nucleus of personnel needed for the conversion and operation phase.

The first phase proposals were received on July 2, 1962, and the second phase proposals were received on November 1, 1962.

The Legislature approved additional staff, recommended by the Legislative Analyst, for the bureau.

Summary

Considerable time has been spent by state personnel and representatives of manufacturers of electronic data processing equipment.

Considerable loss has occurred to the State due to the length of time spent in evaluating the proposals of the vendors, which were received as specified above, July 2, 1962, and November 1, 1962. The evaluating of the proposals and the report took almost one year. The report from the Department of General Services was not sent to the Attorney General's office until October 24, 1963, and covered only phase one of the proposals and did not cover phase two, which is the most essential and critical need of the overall project.

The positions recommended by the Legislative Analyst for the bureau have not been established and a decision as to a system desired by the Department of Justice has not been made.

These delays will occasion requests for additional personnel to perform the duties manually *which is costly. Each year's delay increases the cost of conversion*, to the State, from a manual method to an automated system.

The local law enforcement agencies must continue the costly functions of keeping duplicate files.

We recommend deletion of the item of operating expense for data processing in the amount of \$184,200 (budget page 554, line 35).

Bureau of Criminal Law

This operating unit has offices at Los Angeles, Sacramento, San Francisco and consists of five sections: criminal appeals and writs, antitrust, charitable trusts, consumer frauds, and constitutional rights. The total amount requested for this bureau represents an increase of \$289,644 or 31.8 percent over estimated 1963-64 expenditures. A total of 34 new positions including 12 attorneys, 2 investigators and 19 clerical positions are requested for this bureau.

The 34 proposed new positions are shown by section of assignment as follows:

Department of Justice—Continued

Section	Assistant			
	Attorneys	economist	Investigators	Clerical
Criminal appeals and writs	* 8 (delete 4)	—	—	* 6 (delete 3)
Antitrust	* 1	* 1	—	* 1
Charitable trust	* 1	—	—	* 3 (delete 2)
Consumer fraud	* 2	—	* 1	* 2
Constitutional rights	—	—	* 1	—
Supervisory legal relief	—	—	—	* 7
Totals	12	1	1	19

* Recommended for deletion.

12 Attorneys (budget page 554, line 72) _____ \$110,100

9 Senior legal stenographers (budget page 554, line 72) ___ 45,252

The above 12 attorneys plus 9 stenographic positions are requested for the various sections as reflected in the above table.

We recommend deletion of eight of the attorneys and six of the stenographic positions for a total reduction in salary costs of \$103,568.

Criminal appeals and writ section. Eight of the proposed 12 attorneys and 6 of the 9 senior legal stenographers are requested for the criminal appeals and writs section. The positions are requested on the basis of an estimated increase in appeals and writs.

We note that the projected workload increase in this particular area from 1963-64 to 1964-65 amounts to 250 appeals and writs or 12 percent. The section is currently provided with 34 attorneys. The addition of eight more attorneys to this section would constitute a 23.5 percent increase in staff as compared to the 12 percent increase in projected workload. The 12 percent projected increase in workload will not support a 23.5 percent increase in staff. We are recommending the deletion of four of the attorneys and three of the stenographers requested for this section and included in the total recommended reduction set forth above.

Antitrust section. The three proposed new positions for this section include one attorney and one senior legal stenographer recommended for deletion above and one assistant economist.

The attorney position and stenographic assistance is requested due to purported workload increase and failure to provide needed services. The agency claims that the antitrust section in Los Angeles utilized a total of 661 overtime hours from January 1 to July 31, 1963. This amounts to approximately one hour per day on the average for each of the four attorneys assigned. The San Francisco antitrust staff is reported to experience the same rate of overtime on occasion. The exact amount of overtime utilized by the San Francisco office was not specifically set forth. The requested positions are for the Los Angeles office.

The 661 hours of overtime would justify less than one-third of an attorney position and not the full position requested. It is doubtful that overtime could be completely eliminated due to the unforeseen situations and other circumstances which may arise in this type of work.

Department of Justice—Continued

The agency maintains that the additional position is needed due to lack of staff to process potential cases and the filing of new cases. The agency offered no specific data or workload estimates of such potential workload, which could be used to determine the need for any additional positions. The agency has had experience in the field of law handled by this section, which should be sufficient to supply estimated or potential workload data sufficient to justify any needed increase in positions. We are unable to recommend additional positions on the basis of the generalized statements submitted.

Charitable trusts section. The agency is requesting one additional attorney for this section. The position is included in the eight attorney positions recommended for deletion above.

The agency sets forth in the material submitted with the request for the position, that it has had four years experience in this field. Such experience should be sufficient to establish some workload criteria for attorneys working in this area of law. The agency reports that there has been a tremendous increase in the number of charitable trust registrations. This is borne out by figures presented with the request for additional clerical help for the Registry of Charitable Trusts. While the increase in registrations may entail additional legal work, such legal time need not be in proportion to the increase in registrations. Trusts may entail widely varying amounts of legal servicing.

There were no specific data submitted as to any substantial deficiency of services being rendered or overtime required. The agency also did not set forth any backlog or other deficiency to be overcome other than that one case had not been filed and the investigation of another was stopped due to the lack of personnel. The agency also reported that several projects of major importance were unassigned and awaiting the availability of personnel. The potential workload involved in the case wherein investigation was stopped as well as those awaiting assignment was not set forth by the agency. There is no specific mention of the number of cases referred to the legal staff by the Registrar of Charitable Trusts or the number of cases handled or remaining to be handled by presently authorized staff. We are not able to recommend approval of this position due to the lack of specific workload data as to the nature and extent of the backlog of cases or other deficiency to be overcome.

Consumer fraud section. Two attorneys and two senior legal stenographers are requested to expand services in this area.

We recommend deletion of these four positions which are included in the total recommended reduction above.

The material submitted does not specifically detail the workload increase on which the request is purportedly based. It merely makes the generalized statement that there are heavy workload demands on existing positions. The agency does set forth that the Los Angeles office has received 336 complaints, one-half of which were disposed of by telephone call or reply upon initial examination. The agency states the remaining 168 were considered of such seriousness that a file was

Department of Justice—Continued

opened and the matters pursued beyond preliminary inquiry. There was no information presented relative to the magnitude of work generated by these 168 complaints and the number of investigations emanating therefrom.

Apprehension of law violators and the enforcement of criminal statutes is a local responsibility with the county district attorney occupying the role of prosecutor. There has not been a showing of workload increase in this section to warrant the increase in staff requested.

1 Assistant economist (budget page 554, line 61)----- \$7,080

The position is requested to aid the attorneys of the antitrust section by analyzing statistical data and to relieve the attorneys from tabular and statistical detail.

We recommend deletion of the position reducing salaries and wages \$7,080.

This recommended deletion is in addition to the recommendation above concerning attorneys and stenographers.

There is no specific workload submitted of the volume of material to be reviewed or of the workload currently being performed by attorneys which would be assumed by the proposed position. The agency should set forth from its experience the amount of such workload involved so that a proper evaluation of the agency's needs can be made.

We are unable to recommend the approval of this position due to the insufficiency of the information submitted. Unless the agency can show, on a workload basis, the need for this position, the approval of the position would constitute an improvement in the level of service.

3 Intermediate typist-clerks (budget page 554, line 57)---- \$12,726

The positions are requested on the basis of purported workload increase in the Registry of Charitable Trusts.

We recommend the deletion of two of the three requested positions reducing salaries and wages \$8,526.

The purported workload increase on which the positions are based is a 70 percent increase in total number of charitable trusts registered since December 31, 1960. Therefore, the agency is requesting a 75 percent increase in staff.

Total registrations are only a portion of the workload of this function according to the survey made by the Organization and Cost Control Division of the Department of Finance in 1960. Projected figures for 1964-65, in the work area categories utilized in the 1960 survey were not presented in the request for these three positions, but the agency states that the 1960 survey was the basis used to formulate the request for the three positions.

The agency also sets forth that improvements in office procedure, more efficient supervision and more experienced personnel has resulted in greatly improved overall efficiency. Therefore, in our opinion, the

Department of Justice—Continued

workload factors utilized in the 1960 survey may be generous as compared to more recent operations.

Utilizing the 1960 work units applicable at that time and on the basis of the workload figures available, we have estimated that the agency will need one of the three requested positions for 1964-65.

1 Senior special investigator (budget page 554, line 54)----- \$7,080

The position is requested for the consumer frauds section.

We recommend deletion of the position reducing salaries and wages \$7,080.

The above recommendation is based primarily on our recommended deletion of professional and clerical positions for this section discussed above. The agency did not supply sufficient workload data to justify this additional position.

1 Senior special investigator (budget page 554, line 69)----- \$7,080

The proposed new position is requested for the constitutional rights section for investigation into matters regarding alleged discrimination in the field of housing and employment.

We recommend deletion of the position reducing salaries and wages \$7,080.

The agency requests this proposed position to investigate alleged discriminatory practices in the following general areas.

1. Housing
2. Employment
3. Law enforcement
4. Related community problems.

No specific workload justification was submitted, other than reference to five situations requiring investigative time. There was no estimate of time required to perform these investigations. Two of the five cases relate to housing, two to employment, and one is not specifically identified.

As to employment practices, the Attorney General is given authority to file complaints with the Fair Employment Practices Commission, but the latter agency has the primary obligation to carry out the provisions of the act.

No estimate was presented of investigative time involved or projected workload in these areas. Without more detailed justification of the workload involved, we are unable to recommend approval of the position.

7 Clerical positions (budget page 554, line 72)----- \$31,500

The seven proposed new positions are requested to relieve the supervisory legal positions of administrative detail.

We recommend the deletion of these seven positions reducing salaries and wages \$31,500.

The 7 clerical positions requested are a part of a total complement of 15 positions requested by the department to provide relief for the supervisory legal positions.

Department of Justice—Continued

We have stated in a preceding portion of this analysis that no specific information has been submitted by the agency to indicate a backlog of work, overtime or other deficiencies that have accrued under the presently approved staffing formula for legal stenographers. Furthermore, the positions requested for central filing, with which we are in accord, should materially improve the overall efficiency of the agency's offices.

Bureau of Criminal Statistics

The total amount requested for this bureau in 1964-65 is \$372,063. This represents an increase of \$44,662 or 13.6 percent over the estimated 1963-64 expenditures of \$327,401. The primary cause of this increase is the eight proposed new positions totaling \$26,414.

6 *Intermediate clerks (budget page 555, line 35)*----- \$25,452

These six positions are requested on the basis of purported workload increase.

We recommend the deletion of three out of the six requested positions for a total reduction of \$12,726.

The agency bases its needs for new positions on the workload increase from 1959 using the staffing then authorized as standard. We are recommending staffing on the basis of their 1962 performance. On this basis only three additional positions are required.

Bureau of Criminal Identification and Investigation

The total amount requested for this bureau for 1964-65 is \$3,962,590. This represents an increase of \$331,870 or 9.1 percent over the 1963-64 estimated expenditures of \$3,630,720.

The primary cause of this increase is found in increased salary costs of \$291,935. This increase is due to merit salary increases and other adjustments on existing positions totaling \$83,119, 34 proposed new positions at \$178,362, and increased staff benefits of \$50,654 partially offset by an increase in salary savings of \$20,200.

1 *Assistant chief (budget page 555, line 73)*----- \$10,968

1 *Intermediate stenographer (budget page 555, line 75)*----- 4,452

The proposed new assistant chief plus clerical assistance is requested to provide for a reorganization of this bureau.

We recommend the deletion of these two positions for a total reduction of \$15,420.

The plan of reorganization is to divide the bureau functions into two units with an assistant chief in charge of each unit. No specific details of deficiency in the current operations of their present organization were set forth by the agency.

2 *Teletype operators (budget page 555, line 74)*----- \$9,348

The positions are requested for the teletype operations on the basis of claimed workload increase.

We recommend the deletion of one of the two positions reducing salaries and wages \$4,674.

Department of Justice—Continued

The teletype operation is currently being performed by five teletype operators and part-time services of various other positions at this agency. An additional two positions represent an increase of 40 percent in staff which has not been justified by the agency on the basis of the increase in teletype workload. The total amount of time devoted to this function by other employees was not set forth by the agency. The agency also did not state what deficiency results to other units by temporarily assigning employees to this unit. Without such specific information we are not in accord with the total increase in positions requested by the agency.

4 Special agent I (budget page 556, line 10)-----	\$32,784
1 Special agent II (budget page 556, line 11)-----	9,036

The agency is requesting five additional special agents for this unit in 1964-65.

We recommend disapproval of the request reducing salaries and wages in the amount of \$41,820.

This request represents a 33 percent increase to the present investigative staff of the section. It is noted that the agency effected a change in operating procedures recommended in the 1963-64 analysis whereby investigators will now be under the supervision of the respective supervising special agent in the three area offices of the department.

The agency has stated it has transferred investigative personnel between offices during the current year to meet workload requirements.

However, no specific information has been submitted to indicate any specific backlog of work or other deficiencies in the current investigations assigned to the unit that would justify the positions requested. On the basis of the information submitted, we cannot recommend approval of these positions.

The remaining positions are recommended for approval on the basis of presently approved workload staffing formula for this section.

Bureau of Narcotic Enforcement

The total amount requested for this bureau for 1964-65 is \$1,574,722. This represents an increase of \$76,310 or 5.1 percent over the estimated 1963-64 expenditure total of \$1,498,412. The increase is caused primarily by increased salary costs and increased equipment.

The substantial increase in equipment requests is primarily due to replacement of automotive equipment.

The agency is requesting two new clerical positions, one for the Los Angeles office and one for the headquarters office. *These positions appear to be needed on the basis of the workload justifications submitted.*

Department of Justice

COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING

ITEM 203 of the Budget Bill

Budget page 558

FOR SUPPORT OF THE COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING FROM THE PEACE OFFICERS' TRAINING FUND

Amount requested	\$73,102
Estimated to be expended in 1963-64 fiscal year	70,230
Increase (4.1 percent)	\$2,872
TOTAL RECOMMENDED REDUCTION	None

ANALYSIS

The commission is supported by and administers and allocates the Peace Officers' Training Fund which is derived from an assessment on criminal fines that were increased from five to 10 percent by the 1963 Legislature.

The commission proposes an expenditure of \$73,102 for operations during the 1964-65 fiscal year. They estimate approximately \$781,000 will be apportioned to local jurisdictions to defray expenses of enforcement personnel qualified to participate in this program.

We recommend approval of the item as submitted.

MILITARY DEPARTMENT

ITEMS 204 and 205 of the Budget Bill

Budget page 560

FOR SUPPORT OF THE MILITARY DEPARTMENT FROM THE GENERAL FUND

Amount requested—Support	\$3,174,204
Amount requested—Military retirement	70,530
Total	\$3,244,734
Estimated to be expended in 1963-64 fiscal year	3,092,103
Increase (4.9 percent)	\$152,631
Increase to maintain existing level of service	\$86,050
Increase to improve level of service	20,160
Increase for new service	17,328
TOTAL RECOMMENDED REDUCTION	\$67,584

Summary of Recommended Reductions

	Amount	Budget	
		Page	Line
1 Assistant personnel analyst	\$7,080	561	22
1 Lieutenant colonel—chief of branch	13,080	561	25
Increase in reimbursements either from budget of Governor's office or Department of General Services	47,424		

ANALYSIS

The National Guard of the State of California was first designated as such in 1866 although a state military organization actually came in to being when California first achieved statehood. The present organization including the National Guard reserve and the California Cadet