



MENDOCINO COUNTY DISTRICT ATTORNEY'S OFFICE

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DATE: June 12, 2026

TO: Mendocino County Board of Supervisors

FROM: James Schnitizius
Chief DA Investigator 

RE: Request to Maintain DA Victim Witness Status Quo

The District Attorney is prepared to move forward with filling the Staff Assistant II position in the Victim Witness Unit.

Recent staffing losses, combined with increased responsibilities resulting from changes in state law have significantly intensified the workload of the remaining team. Without restoring the Staff Assistant II position, the office's ability to meet legally required, grant-mandated obligations-and to provide timely and effective assistance to victims and witnesses-will be placed at serious risk.

The Staff Assistant II in the Victim Witness Program serves as the crucial first point of contact for individuals navigating the justice system. Key responsibilities include:

- Screening visitors
- Answering and routing phone calls
- Scheduling appointments for victim advocates.
- Managing advocate calendars
- Process essential paperwork
- Directing victims and witnesses to immediate support resources.

These services have a direct, measurable impact on the safety, recovery, and well-being of crime victims, witnesses, and the broader Mendocino County community. The Board of Supervisors has consistently recognized and praised the exemplary work of the Victim Witness Unit. Maintaining the status quo levels is essential to uphold that high standard of service.

For these reasons, the Staff Assistant II position (formerly Position No. 2485) should be reinstated in the District Attorney's position table to allow immediate recruitment for a full-time Staff Assistant II.