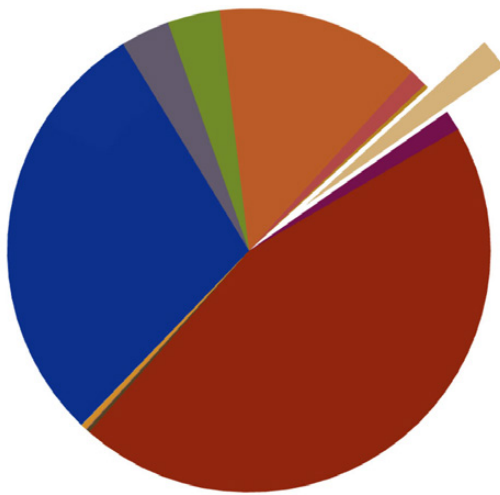


Commonwealth's Attorney

Mission Statement

The mission of the Office of the Commonwealth's Attorney is to protect the dignity of community members through the fair and equitable administration of justice. The Office of the Commonwealth's Attorney prosecutes criminal matters brought by the police, vigorously enforces the law, pursues the truth, communicates openly with community members, provides support to victims and witnesses of crimes, and works cooperatively with agency partners in law enforcement. As officers of the court, prosecutors for the Office of the Commonwealth's Attorney adopt the highest standard of ethical behavior. As stewards of the public trust, members of the Office are receptive to the evolving needs of the community, committed to the efficient use of government resources, and, above all, respect for the dignity of every person in the judicial process.



Public Safety Expenditure Budget:
\$398,851,206

Expenditure Budget:
\$8,064,868



2.0% of Public Safety

Programs:

- Commonwealth's Attorney/Legal:
\$6,878,397
- Victim/Witness Support Program:
\$1,186,471

Mandates

The Office of the Commonwealth's Attorney is authorized in the Constitution of Virginia, [Article VII, Section 4](#) (County and city officers). The Code of Virginia provides that every county shall have a courthouse with suitable space and facilities to accommodate the various courts and officials serving the county. Victim witness services are also mandated in the state code.

State Code: [15.2-1638](#) (County or city governing body to provide courthouse, clerk's office, jail and suitable facilities for attorney for the Commonwealth; acquisition of land), [42.1-85](#) (Records Management Program; agencies to cooperate; agencies to designate records officer), [GS-13](#) (Schedule Guidance), [19.2-11.1](#) (Establishment of Crime Victim-Witness Assistance Programs; Funding; Minimum Standards) [19.2-11.01](#) (Crime victim and witness rights)

2019 Budget Amendment: [HB1700 Item 70 #2c](#) (Commonwealth's Attorney – Body-Worn Cameras)

Commonwealth's Attorney



Expenditure and Revenue Summary

Expenditure by Program	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted	% Change Budget FY21/ Budget FY22
Commonwealth's Attorney/Legal	\$5,038,767	\$5,443,521	\$5,794,458	\$5,617,134	\$6,878,397	22.45%
Victim/Witness Support Program	\$1,305,684	\$709,374	\$810,282	\$1,036,404	\$1,186,471	14.48%
Total Expenditures	\$6,344,450	\$6,152,894	\$6,604,740	\$6,653,538	\$8,064,868	21.21%

Expenditure by Classification

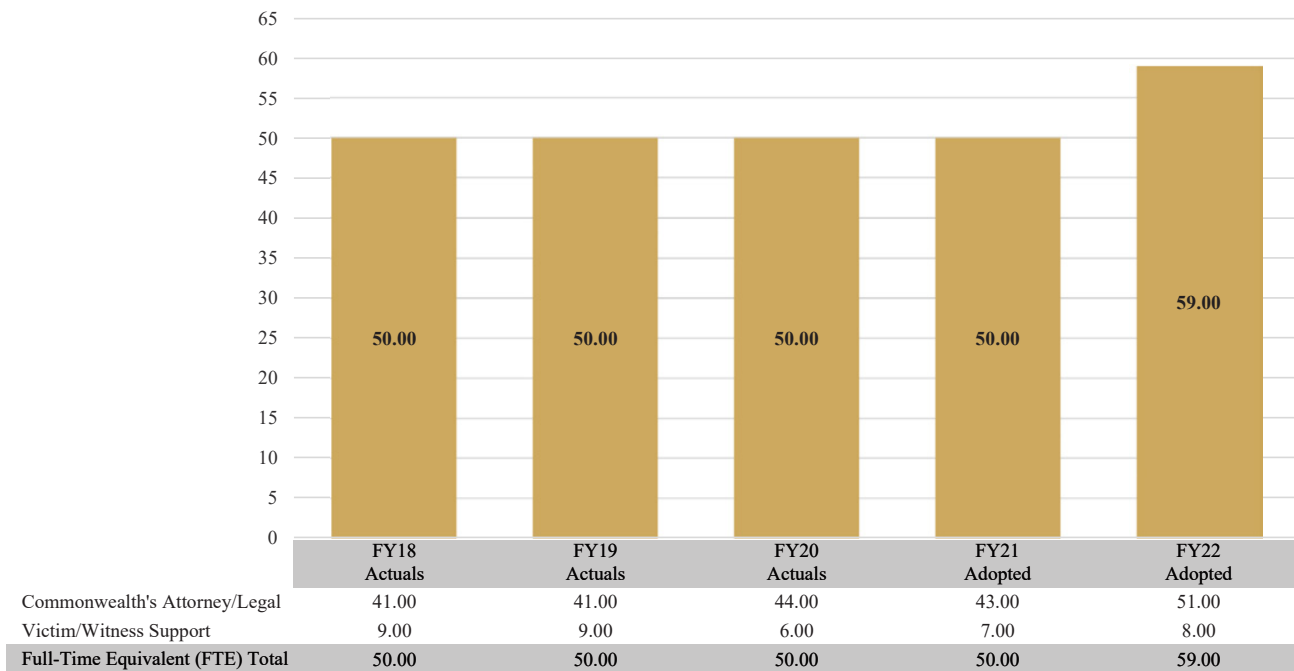
Salaries & Benefits	\$5,417,153	\$5,776,769	\$6,172,896	\$6,227,153	\$7,266,986	16.70%
Contractual Services	\$10,343	\$13,979	\$6,965	\$14,000	\$18,560	32.57%
Internal Services	\$193,351	\$191,492	\$206,625	\$180,206	\$234,557	30.16%
Purchase of Goods & Services	\$149,191	\$154,598	\$202,029	\$196,576	\$297,162	51.17%
Capital Outlay	\$0	\$0	\$0	\$337	\$337	0.00%
Leases & Rentals	\$13,913	\$16,056	\$16,226	\$35,266	\$247,266	601.15%
Transfers Out	\$560,500	\$0	\$0	\$0	\$0	-
Total Expenditures	\$6,344,450	\$6,152,894	\$6,604,740	\$6,653,538	\$8,064,868	21.21%

Funding Sources

Revenue from Federal Government	\$302,584	\$262,790	\$285,083	\$0	\$0	-
Revenue from Other Localities	\$332,364	\$332,364	\$382,920	\$331,694	\$349,501	5.37%
Charges for Services	\$17,496	\$20,490	\$16,689	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,069,215	\$2,084,590	\$2,123,744	\$2,285,350	\$2,377,593	4.04%
Transfers In	\$0	\$0	\$0	-	-	-
Total Designated Funding Sources	\$2,721,659	\$2,700,233	\$2,808,437	\$2,706,187	\$2,816,237	4.07%
Net General Tax Support	\$3,622,791	\$3,452,661	\$3,796,304	\$3,947,351	\$5,248,631	32.97%
Net General Tax Support	57.10%	56.11%	57.48%	59.33%	65.08%	



Staff History by Program



Future Outlook

Staffing Standards – In January 2020, a new Commonwealth's Attorney was elected. At that time, staff was reorganized to eliminate redundancies and increase overall efficiency. While efficiencies have been identified there are several workload factors affecting the office. The following challenges include:

- Increase in felony, misdemeanor, and traffic cases.
- Increase in hours needed to comply with new expanded discovery rules and to review, redact, and prepare Body Worn Camera (BWC) footage.
- Residual trial cases from Declared State of Judicial Emergency during the COVID-19 pandemic.
- Possible need to reduce handling of misdemeanor and traffic cases; potentially aligning service levels to satisfy mandated functions exclusively.
- Reduced service levels if staffing standard does not satisfy requirements for competent representation and adherence to ethical standards in existing and mandated matters.
- Current attorney caseload exceeds best practice of 45 cases per attorney.
- Victim Witness average case manager workload exceeds best practices of 120 court support clients per year.
- Additional paralegal and administrative staff are needed to support critical administrative obligations.
- Starting July 1, 2021, new reforms regarding jury sentencing go into effect which will increase jury trials in the County.

Technology/Equipment – The COVID-19 pandemic identified technology gaps in the Commonwealth's Attorney's office. To work effectively under the state's mandates, it was identified that office computers need to be upgraded. Working with the Department of Information Technology the office was able to borrow equipment, so the office could have tele-work opportunities. Leased copiers and printers have also been identified as an

Commonwealth's Attorney

outdated equipment need, due to expiring leases and capacity issues. The potential to implement additional technology-based solutions is being explored.

Facility/Space Issues – The Office of the Commonwealth's Attorney is divided into three locations-Judicial Center, Old Courthouse, and leased space approximately two blocks south of the Judicial Center. The inefficiencies which necessarily result from dividing employees between three locations are significant. These inefficiencies are compounded by firm adherence to all compliance requirements necessitated to handle and store sensitive information needed to conduct criminal prosecutions. It would provide a significant benefit to relocate staff with extra space for meetings and storage to one location within the courthouse.

General Overview

- A. **Revenue Increase for Shared Services (City) Billings** – The billings represent reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Services rendered include activities within public safety, community development, and human services functional areas. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the Commonwealth's Attorney allocation increased \$17,807.

Budget Initiatives

A. Budget Initiatives

1. Commonwealth's Attorney Staffing Plan – Commonwealth's Attorney/Legal

Expenditure	\$1,184,594
Revenue	\$0
General Fund Impact	\$1,184,594
FTE Positions	9.00

- a. **Description** – This initiative funds the first year of a three-year staffing plan for the Commonwealth's Attorney's office. In the FY22 Budget there is funding for nine positions to include two Senior Assistant Attorneys, three Assistant Attorneys, two Paralegals, one Human Services Specialist, and one Administrative Specialist. These positions will help address the increased case workload as well as support the expanded discovery rules regarding BWCs. Due to space limitations in the Courthouse Complex funding is also included for additional leased space. This cost includes \$1,093,182 in ongoing funding and \$91,412 in one-time costs associated with the positions. As shown in the staffing chart below, FY23 funding total request of \$850,554 and FY24 funding total request of \$742,310. At the completion of this staffing plan 24.0 FTEs will have been added to the Office.

Description	FTE	FY22	FY23	FY24
FY22 Staffing Plan	9.00	\$ 984,594	\$ 893,182	\$ 893,182
FY23 Staffing Plan	8.00	\$ -	\$ 850,554	\$ 772,482
FY24 Staffing Plan	7.00	\$ -	\$ -	\$ 742,310
Leased Space		\$ 200,000	\$ 200,000	\$ 200,000
Total	24.00	\$ 1,184,594	\$ 1,943,736	\$ 2,607,974

Commonwealth's Attorney

- b. Service Level Impacts** – This initiative improves workload and addresses case management. It supports the Safe and Secure Community strategic goal by improving closure rates for violent crime and decreasing recidivism.

Program Summary

Commonwealth's Attorney/Legal

The Attorney for the Commonwealth and appointed deputies and assistants are primarily responsible for the prosecution of all felony cases for Prince William County (PWC), the Cities of Manassas and Manassas Park, Towns of Dumfries, Haymarket, Quantico, and Occoquan and responsible for the prosecution of misdemeanor and traffic offenses within PWC and the City of Manassas. There are numerous additional mandatory duties set forth in the Mandates section of the budget.

Key Measures	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Successful prosecution rate of murders	-	-	-	-	100%
Felony domestic violence cases by adult offenders in JDRC assigned to domestic violence attorney	-	-	84%	-	100%
Misdemeanor domestic violence cases by adult offenders in JDRC assigned to domestic violence attorney	-	-	25%	-	75%
Juvenile criminal arrests as percentage of overall arrests	14.0%	14.0%	14.7%	13.0%	-
Crime rate	14.0	12.9	11.9	14.0	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Legal/Executive Management Support	\$5,039	\$5,444	\$5,794	\$5,617	\$6,878
Felony domestic violence cases by adult offenders in JDRC	-	-	-	-	181
Misdemeanor domestic violence cases by adult offenders in JDRC	-	-	-	-	928
Domestic violence attorney average monthly caseload	-	-	74	-	45
Average monthly General District Court case files prepared	-	-	-	-	647
Average monthly General District Court case files prepared per administrative staff member	-	-	-	-	216
Felony cases prosecuted	6,178	6,337	NA	6,300	-
Grand jury indictments processed	3,802	2,987	NA	3,000	-
Misdemeanors and traffic cases prosecuted	89,314	95,685	NA	90,000	-
Felony cases prosecuted/Grand Jury indictments processed	6,178	6,337	NA	-	-

Commonwealth's Attorney

Victim/Witness Support Program

In accordance with the Virginia Crime Victim and Witness Rights Act, the Victim Witness Assistance Program provides support to individuals who are crime victims, families of crime victims, and witnesses to crimes. The Victim Witness Assistance Program reaches victims and witnesses of crimes by conducting community outreach to include engaging with partner agencies, such as local police departments and domestic violence and sexual assault intervention programs.

The Program was established with the primary goal of assisting individuals and families throughout the criminal justice process and to ensure that they receive fair and compassionate treatment. Victim Witness Case Managers provide guidance, information, and explanations of the criminal justice process; referrals for counseling and available financial aid; accompaniment to hearings, trials, and meetings with prosecutors; and other services to help prevent further victimization. Victim cooperation in cases leads to more favorable outcomes in criminal prosecutions.

Key Measures	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Clients receiving court support	-	-	1,609	-	1,600
Clients receiving court support per case manager	-	-	201	-	120
Crime rate	14.0	12.9	11.9	14.0	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Victim/Witness Support	\$359	\$365	\$430	\$586	\$746
Total clients served	8,898	9,004	8,539	9,350	9,350
Cost per client*	\$40.33	\$40.54	\$47.66	\$43.42	-
Sexual Assault Victims Advocacy Service (SAVAS)	\$947	\$344	\$380	\$450	\$440
Total SAVAS clients	746	631	923	800	800
New SAVAS clients	352	336	364	350	300

*In the FY2020 Budget, cost per client was calculated based on the entire budget to include grant funds, it was determined to remove grant funds and only show County funding.