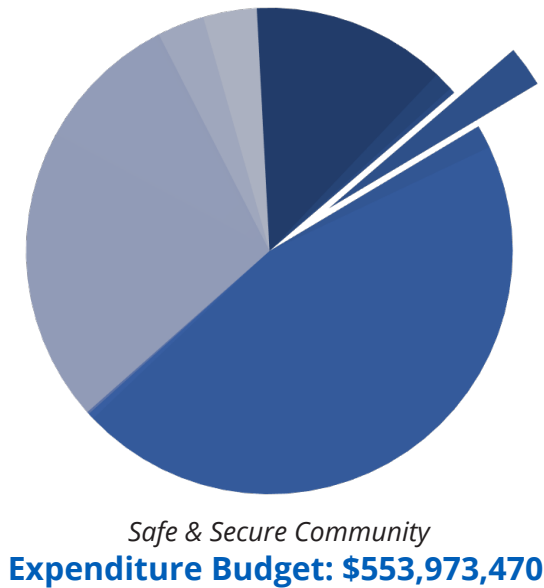


# Commonwealth's Attorney

## 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.



**Expenditure Budget:**  
**\$15,063,132**

*2.7% of Safe & Secure Community*

### Programs:

- Commonwealth's Attorney/Legal: \$13,144,851
- Victim/Witness Support Program: \$1,918,281

## 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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted	% Change Budget FY25/ Budget FY26
Commonwealth's Attorney/Legal	\$6,873,722	\$7,977,872	\$9,503,666	\$11,370,279	\$13,144,851	15.61%
Victim Witness Support Program	\$1,177,285	\$1,400,214	\$1,761,180	\$1,827,575	\$1,918,281	4.96%
<b>Total Expenditures</b>	<b>\$8,051,007</b>	<b>\$9,378,086</b>	<b>\$11,264,846</b>	<b>\$13,197,854</b>	<b>\$15,063,132</b>	<b>14.13%</b>

### Expenditure by Classification

Salaries & Benefits	\$7,454,914	\$8,417,454	\$10,012,087	\$11,898,081	\$13,619,230	14.47%
Contractual Services	\$9,391	\$3,511	\$66,093	\$40,100	\$78,260	95.16%
Internal Services	\$291,350	\$573,106	\$611,711	\$630,659	\$740,731	17.45%
Purchase of Goods & Services	\$268,445	\$305,472	\$465,144	\$544,042	\$399,379	(26.59%)
Capital Outlay	\$0	\$0	\$0	\$50,337	\$190,897	279.24%
Leases & Rentals	\$26,907	\$78,542	\$19,812	\$39,183	\$39,183	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$4,548)	(\$4,548)	0.00%
Transfers Out	\$0	\$0	\$90,000	\$0	\$0	-
<b>Total Expenditures</b>	<b>\$8,051,007</b>	<b>\$9,378,086</b>	<b>\$11,264,846</b>	<b>\$13,197,854</b>	<b>\$15,063,132</b>	<b>14.13%</b>

### Funding Sources

Revenue from Federal Government	\$316,273	\$305,133	\$416,701	\$0	\$0	-
Revenue from Other Localities	\$349,501	\$469,466	\$500,568	\$516,132	\$532,813	3.23%
Miscellaneous Revenue	\$1,388	\$217	\$1,106	\$0	\$0	-
Charges for Services	\$12,312	\$17,380	\$12,944	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,257,653	\$2,377,257	\$2,601,740	\$3,245,528	\$3,693,348	13.80%
Transfers In	\$0	\$0	\$90,000	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$2,937,127</b>	<b>\$3,169,453</b>	<b>\$3,623,059</b>	<b>\$3,850,803</b>	<b>\$4,315,304</b>	<b>12.06%</b>
<b>Net General Tax Support</b>	<b>\$5,113,880</b>	<b>\$6,208,633</b>	<b>\$7,641,787</b>	<b>\$9,347,051</b>	<b>\$10,747,828</b>	<b>14.99%</b>
<b>Net General Tax Support</b>	<b>63.52%</b>	<b>66.20%</b>	<b>67.84%</b>	<b>70.82%</b>	<b>71.35%</b>	

# Commonwealth's Attorney



## Staff History by Program



## Future Outlook

**Staffing Standards** – In 2022, the General Assembly funded a workload study and report to justify changing staffing standards for prosecutors' offices across the state. The General Assembly appropriates funds to the Compensation Board (Comp Board) to support annual budgets of Constitutional Officers and uses staffing standards and other objective criteria as guides for setting appropriate budgets for the Commonwealth's Attorney's Office.

The National Center for State Courts, funded by the General Assembly, implemented a prosecutor workload study and analyzed the data, finding severe shortages for staffing across the Commonwealth.

Based on the results of the workload study, the new standard for 2023 for Prince William County was 49.00 FTE Attorneys, 12.00 FTE Paralegals (based on 1:4 ratio), and 25.00 FTE Administrative Staff (based on 1:2 ratio).

Based on the workload study for 2024, the new standard for Prince William County is 61.00 FTE Attorneys, 15.00 FTE Paralegals, and 30.00 FTE Administrative Staff.

The new staffing standard is based on a weighted caseload methodology consisting of: (1) Case filings and the number of new cases/type opened each year; (2) Average amount of time required to prosecute a case/over the life of the case; and (3) Amount of time each full-time prosecutor has available for case-related work in one year after subtracting time for non-case specific responsibilities.

**Specialty Diversion Dockets** – The specialty diversion dockets provide non-traditional methods of resolving criminal offenses. Helping to reduce recidivism and allowing participants the opportunity to sustain sobriety after completing the program. These dockets include Veteran's Court, Recovery Court, and Behavioral Health Treatment dockets.

**Jury Trials** – Effective July 1, 2021, new reforms regarding jury sentencing went into effect. Jury trial demand increased immediately and PWC Circuit Court added a seventh judge. The number of jury trial preparation in FY23 to FY25 has increased 347%.

# Commonwealth's Attorney

**Juvenile & Domestic Relations Court (J&DR)** – Crimes committed by juvenile offenders has increased substantially in the past few years, and in FY25 a sixth J&DR judge was added. Thus, increasing the number of dockets needed to be staffed by prosecutors and increasing the demand on the Commonwealth's Attorney's Office.

## General Overview

- A. Increased Compensation Board Funding for Additional Commonwealth's Attorney Positions (4.00 FTEs)** – In FY25, the Commonwealth's Attorney's Office was awarded an additional \$302,820 by the Compensation Board of the Commonwealth of Virginia. This revenue increase is attributed to the Compensation Board funding an additional four full-time positions in the Commonwealth's State budget. In October, the Commonwealth's Attorney's Office went before the Board of County Supervisors (BOCS) and requested through [BOCS Resolution 24-669](#) that the recurring revenue from the Compensation Board be used to create four new positions: one Assistant Commonwealth's Attorney, one Paralegal, one Administrative Specialist, and one Human Services Specialist. The Commonwealth's Attorney's Office used Criminal Forfeiture Funds to purchase the computer equipment for the new positions at a one-time cost of \$15,000. The County's additional general fund cost in FY26 for the four positions is estimated at \$93,000, reflecting the full-year salary and benefits costs of approximately \$396,000.
- B. Removal of One Time Costs** – One-time costs of \$266,794 associated with the Commonwealth's Attorney's Office staffing plan added in FY25 have been removed in the FY2026 Budget. One-time costs associated with the positions include office furniture, equipment, and two vehicles. The staffing plan consisted of 8.00 FTEs: four Senior Assistant Attorneys, one Paralegal Supervisor, one Paralegal, and two Administrative Specialists.
- C. Revenue Increase for Shared Services (City) Billing** – The billing represent reimbursement from the City of Manassas for services rendered in the previous year. Services rendered include activities within all functional areas except for Government Operations, Performance & Innovation. Amounts are calculated using the Consumer Price Index for All Urban Consumers (CPI-U) for the Washington-Arlington-Alexandria area (2024 CPI-U increased 3.2%). As a result of the annual report, the Commonwealth's Attorney's Office allocation increased \$16,681.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Commonwealth's Attorney Staffing Plan – Commonwealth's Attorney/Legal and Victim/Witness Support Program

Expenditure	\$1,225,414
Revenue	\$0
General Fund Impact	\$1,225,414
FTE Positions	8.00

- a. Description** – This initiative supports the final year of a two-year staffing plan for the Commonwealth's Attorney's Office. The FY2026 Budget allocates funding for eight positions, including four Senior Assistant Commonwealth's Attorneys, two Paralegals, and two Administrative Specialists. This staffing increase addresses the rising number of criminal prosecutions, particularly in cases involving violent crime and juvenile delinquency. In the Prince William County Police Department [2023 Annual Report](#), the Department reported a rise in total criminal arrests, climbing from 8,258 in 2022 to 9,679 in 2023, with juvenile arrests increasing by 184. The Commonwealth's Attorney's Office is responsible for prosecuting cases brought by the police, and the current caseload already exceeds best practices for attorney workload based on a workload study funded by the Commonwealth in 2022 (see Future Outlook section for more information). Additionally, there has been a rise in jury-demanded trials and the implementation of community-based programs.

The addition of these positions will help manage the increased caseload, ensuring timely and effective prosecution. Furthermore, these positions will provide support to victims and their families as they navigate the judicial process. The total cost for these positions is \$986,534 in ongoing funding, plus \$238,880 in one-time expenses for office furniture and computer and phone equipment.

- b. Service Level Impacts** – Funding this initiative maintains service levels at all levels of Court and comports with the Commonwealth's Attorney's Office mission.

# Commonwealth's Attorney

## Program Summary

### Commonwealth's Attorney/Legal

The Attorney for the Commonwealth and appointed deputies and assistants (ACA) 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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Number of cases prosecuted	18,413	20,551	20,997	21,000	21,000
Felony DV cases by adult offenders in JDRC assigned to DV ACAs*	65%	60%	48%	100%	100%
Misdemeanor DV cases by adult offenders in JDRC assigned to DV ACAs*	39%	17%	23%	75%	75%

\* Domestic Violence (DV), Juvenile & Domestic Relations Court (JDRC)

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Legal/Executive Management Support</b>	<b>\$6,874</b>	<b>\$7,978</b>	<b>\$9,505</b>	<b>\$11,370</b>	<b>\$13,145</b>
Felony DV cases by adult offenders in JDRC	230	195	248	250	250
Misdemeanor DV cases by adult offenders in JDRC	1,484	1,407	1,528	1,450	1,500
DV ACA average monthly caseload	66	47	38	35	35
Average monthly GDC case files prepared*	629	644	686	600	700
Average monthly GDC case files prepared per administrative staff*	252	322	229	322	240

\* General District Court

# Commonwealth's Attorney

## Victim Witness Support Program

In accordance with the Virginia Crime Victim and Witness Rights Act, the VWAP provides support to individuals who are crime victims, families of crime victims, and witnesses to crimes. The VWAP 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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Clients receiving court support	1,830	2,692	2,743	2,050	2,300
Clients receiving court support per case manager	183	269	211	205	120

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Victim/Witness Support</b>	<b>\$854</b>	<b>\$943</b>	<b>\$1,331</b>	<b>\$1,477</b>	<b>\$1,545</b>
Total clients served	9,107	9,833	10,962	9,950	10,900
<b>Sexual Assault Victims Advocacy Service (SAVAS)</b>	<b>\$323</b>	<b>\$458</b>	<b>\$430</b>	<b>\$350</b>	<b>\$374</b>
Total SAVAS clients	800	723	300	800	240
New SAVAS clients	300	173	129	150	120