

## 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.

## Quadrant Area

% of Safe & Secure Community

3.2%

**Quadrant Expenditure Budget:**

**\$564,891,411**

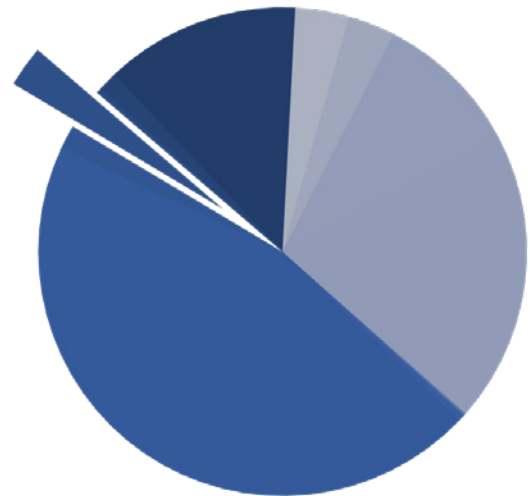
## Programs

Commonwealth's Attorney/Legal \$15,444,101

Victim Witness Support Program \$2,374,162

**Agency Expenditure Budget:**

**\$17,818,262**



## 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)

## Expenditure and Revenue Summary



Expenditure by Program	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed	% Change Budget FY26/ Budget FY27
Commonwealth's Attorney/Legal	\$7,977,872	\$9,503,666	\$11,673,364	\$13,144,851	\$15,444,101	17.49%
Victim Witness Support Program	\$1,400,214	\$1,761,180	\$1,952,651	\$1,918,281	\$2,374,162	23.77%
<b>Total Expenditures</b>	<b>\$9,378,086</b>	<b>\$11,264,846</b>	<b>\$13,626,015</b>	<b>\$15,063,132</b>	<b>\$17,818,262</b>	<b>18.29%</b>

### Expenditure by Classification

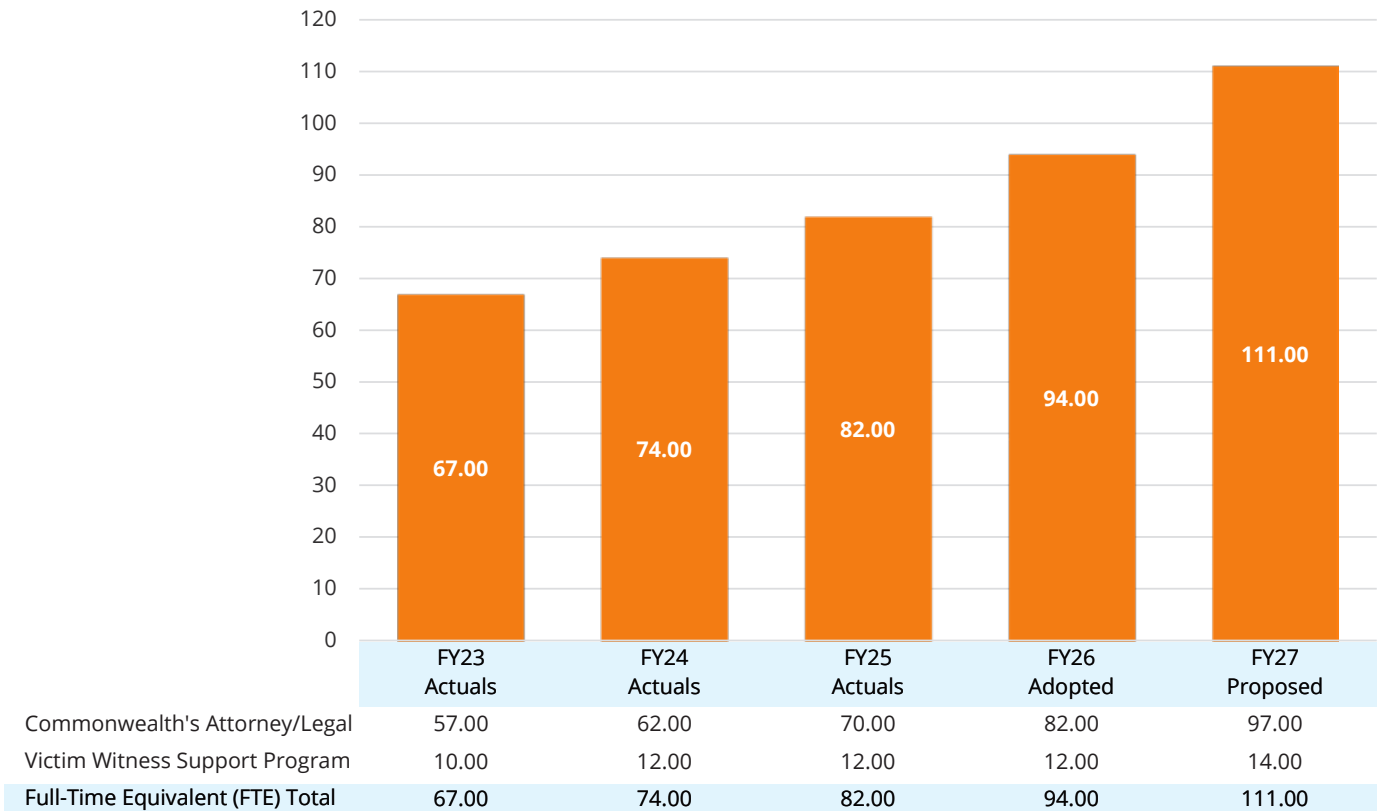
Salaries & Benefits	\$8,417,454	\$10,012,087	\$12,204,834	\$13,619,230	\$15,765,851	15.76%
Contractual Services	\$3,511	\$66,093	\$80,441	\$78,260	\$251,140	220.90%
Internal Services	\$573,106	\$611,711	\$698,549	\$740,731	\$1,056,044	42.57%
Purchase of Goods & Services	\$305,472	\$465,144	\$558,934	\$399,379	\$503,354	26.03%
Capital Outlay	\$0	\$0	\$54,930	\$190,897	\$207,239	8.56%
Leases & Rentals	\$78,542	\$19,812	\$28,326	\$39,183	\$39,183	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$4,548)	(\$4,548)	0.00%
Transfers Out	\$0	\$90,000	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$9,378,086</b>	<b>\$11,264,846</b>	<b>\$13,626,015</b>	<b>\$15,063,132</b>	<b>\$17,818,262</b>	<b>18.29%</b>

### Funding Sources

Revenue from Federal Government	\$305,133	\$416,701	\$294,658	\$0	\$0	\$0
Revenue from Other Localities	\$469,466	\$500,568	\$516,120	\$532,813	\$545,601	2.40%
Miscellaneous Revenue	\$217	\$1,106	\$2,573	\$0	\$0	\$0
Charges for Services	\$17,380	\$12,944	\$10,519	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,377,257	\$2,601,740	\$3,419,164	\$3,693,348	\$4,563,669	23.56%
Transfers In	\$0	\$90,000	\$0	\$0	\$0	\$0
<b>Total Designated Funding Sources</b>	<b>\$3,169,453</b>	<b>\$3,623,059</b>	<b>\$4,243,034</b>	<b>\$4,315,304</b>	<b>\$5,198,413</b>	<b>20.46%</b>
<b>Net General Tax Support</b>	<b>\$6,208,633</b>	<b>\$7,641,787</b>	<b>\$9,382,981</b>	<b>\$10,747,828</b>	<b>\$12,619,849</b>	<b>17.42%</b>
<b>Net General Tax Support</b>	<b>66.20%</b>	<b>67.84%</b>	<b>68.86%</b>	<b>71.35%</b>	<b>70.83%</b>	



## Staff History by Program



## Future Outlook

**Staffing Standards** – In 2022, the General Assembly funded a workload study through the National Center for State Courts (NCSC) to identify critical staffing needs. NCSC collected and analyzed the data then presented their findings which justified changing staffing standards for prosecutors' offices across the state. The General Assembly appropriates funds to the Compensation Board of the Commonwealth of Virginia (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 (CWAO).

The 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.

Based on the most recent workload study for 2025, the new standard for Prince William County is 71 Attorneys, 18 Paralegals (based on 1:4 ratio), and 36 Administrative Staff (based on 1:2 ratio).

**Specialty Diversion Dockets** – Currently, there are two specialty diversion dockets in Prince William County (PWC). The Veteran's Court was established in 2019 and the Recovery Court in 2022 has been hugely successful. 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. The County is in the planning stage for a third specialty diversion docket for Behavioral Health Treatment. The stakeholders will be attending training in early 2026 for implementation sometime in FY2027.

**Court and Trial Needs** – The CWAO has experienced an increase across all three Courts with the changes and growth within PWC. In the last three years the Thirty-First Judicial District has added a new judge in all levels of court, which increased the number of prosecutors needed to staff dockets and the need for administrative staff to prepare for court. Compounded with jury reforms the demand for jury trials has substantially increased each year.

- A. Increased Comp Board Funding for Additional Commonwealth's Attorney Positions** – In May 2025, the CWAO was awarded an additional \$858,200 by the Comp Board. This revenue increase is attributed to the Comp Board funding an additional ten full-time attorney positions in the Commonwealth's State budget. The CWAO went before the Board of County Supervisors (BOCS) and requested through [BOCS Resolution 25-355](#) that the recurring revenue from the Comp Board be used to create six new Assistant Commonwealth's Attorney positions. In conjunction with the CWAO reclassified the four Senior Commonwealth's Attorney positions approved in the FY26 budget to Assistant Commonwealth's Attorney positions to meet the Comp Boards budget guidance. The Office also used Criminal Forfeiture Funds to purchase the computer equipment for the new positions at a one-time cost of \$120,000. The County's additional general fund cost in FY27 for the six positions is supported by revenue from the Comp Board.
- B. Removal of One Time Costs** – One-time costs of \$223,360 associated with the CWAO staffing plan added in FY26 have been removed in the Proposed FY2027 Budget. One-time costs associated with the positions included office furniture, computer and equipment. The staffing plan consisted of eight positions: four Senior Assistant Attorneys, one Paralegal Supervisor, one Paralegal, and two Administrative Specialists.
- C. Redistribution of Internal Service Fund (ISF) Technology Budget** – The County allocates information technology (IT) costs to agencies through an ISF for all technology activities including computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radios.

In FY26, funding was allocated in Non-Departmental to support the FY26 internal services fund billings for the Department of Information Technology, and in FY27 this funding is being reallocated to specific agencies to better represent the functional areas supported by these initiatives. In FY27, the CWAO technology bill increased by \$172,380. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Administrative and Paralegal Support – Commonwealth's Attorney/Legal and Victim/Witness Support Program

Expenditure	\$708,912
Revenue	\$0
General Fund Impact	\$708,912
FTE Positions	7.00

- a. Description** – This initiative funds 7 positions for the CWAO, including three Paralegals, three Administrative Specialists, and one Human Services Specialist. In 2022, the National Center for State Courts conducted a workload study funded by the General Assembly, with data updated in 2025. The study concluded that the Office is significantly understaffed in both paralegal and administrative support functions. The established staffing formula recommends one paralegal for every four attorneys and one administrative position for every two attorneys, currently the CWAO has 8 paralegal and 20 administrative positions. Based on this formula, the Office should have 18 paralegals and 36 administrative positions. Currently, attorneys are performing administrative and research duties in addition to their legal responsibilities. While staffing plans included in prior fiscal years focused on addressing attorney staffing needs, this initiative shifts attention to critical support positions. Funding these roles will reduce the administrative burden on attorneys, allowing them to focus on core prosecutorial functions and improving overall operational efficiency. Furthermore, these positions will provide support to victims and their families as they navigate the judicial process. The total cost for these positions is \$708,912, comprised of \$543,880 in ongoing operational costs and \$165,032 in one-time costs for office furniture and computer equipment. As part of this initiative there are 2 positions partially funded in FY27, one Paralegal and one Administrative Specialist with a hire month of January 2027.
- b. Service Level Impacts** – Funding this initiative will help maintain service levels across all levels of the Court and aligns with the CWAO mission.

## 2. Assistant Commonwealth Attorneys – Commonwealth's Attorney/Legal

Expenditure	\$641,296
Revenue	\$0
General Fund Impact	\$641,296
FTE Positions	4.00

- a. **Description** – This initiative funds four Assistant Commonwealth Attorney positions to address a calculated staffing shortage identified in a 2025 workload study conducted by the National Center for State Courts. The study suggested that the new standard for Prince William County is 71 attorney positions based on current caseloads. The current caseload exceeds best practices for attorneys with the implementation of community-based programs and the increase in jury demanded trials. The County has continued to show its commitment to addressing staffing shortages by approving multi-year staffing plans from FY22 through FY26. The addition of the four Assistant Commonwealth Attorney positions will help address the increased case workload going through the judicial process. The total cost for these positions is \$641,296, comprised of \$537,936 in ongoing funding and \$103,360 in one-time costs for office furniture and computer equipment.
- b. **Service Level Impacts** – Funding this initiative will help maintain service levels across all levels of the Court and aligns with the CWAO mission, which is to protect the dignity of community members through the fair and equitable administration of justice.

## 3. AXON Enterprise Evidence System – Commonwealth's Attorney/Legal and Victim/Witness Support Program

Expenditure	\$146,415
Revenue	\$0
General Fund Impact	\$146,415
FTE Positions	0.00

- a. **Description** – AXON Enterprise, Inc. is a leading developer of connected public safety technologies. Multiple County and state agencies including Police, Fire & Rescue, Sheriff, and State Police use AXON Enterprise public safety products. The CWAO utilizes Axon Justice PSO (Public Safety Officer), which is a subscription within the Axon Justice ecosystem. Specifically, Axon Justice Premier provides a centralized, cloud-based platform for receiving, reviewing, and disclosing digital evidence such as body-worn camera footage, closed-circuit television video, audio recordings, and documents between law enforcement agencies and legal professionals, eliminating the need for physical media such as USB drives or DVDs.  
  
Currently, the CWAO is using the free version of the platform, which has limited user access and storage capacity which has been exceeded in the course of prosecuting cases. This initiative provides funding to transition to a multi-year contract that will address Axon Enterprise compliance requirements, secure user licenses, and allow for unlimited storage. The total cost for this initiative is \$146,415, comprised of \$116,415 in ongoing operational costs, and a one-time implementation cost of \$30,000.
- b. **Service Level Impacts** – This initiative addresses a system compliance issue, as well as supports the Safe and Secure Community goal's Key Objective 3, by promoting fair administration of the justice system in the County's [2025-2028 Strategic Plan](#).

## 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 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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
Number of cases prosecuted	20,551	20,997	20,288	21,000	21,000
Felony DV cases by adult offenders in JDRC assigned to DV ACAs*	60%	48%	70%	100%	100%
Misdemeanor DV cases by adult offenders in JDRC assigned to DV ACAs*	17%	23%	18%	75%	75%

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

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
<b>Legal/Executive Management Support</b>	<b>\$7,978</b>	<b>\$9,505</b>	<b>\$11,673</b>	<b>\$13,145</b>	<b>\$15,444</b>
Felony DV cases by adult offenders in JDRC	195	248	267	250	260
Misdemeanor DV cases by adult offenders in JDRC	1,407	1,528	1,604	1,500	1,600
DV ACA average monthly caseload	47	38	28	35	35
Average monthly GDC case files prepared*	644	686	668	700	700
Average monthly GDC case files prepared per administrative staff*	322	229	223	240	240

\* General District Court

## 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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
Clients receiving court support	2,692	2,743	2,622	2,300	2,300
Clients receiving court support per case manager	269	211	201	120	120

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
<b>Victim/Witness Support</b>	<b>\$1,400</b>	<b>\$1,761</b>	<b>\$1,953</b>	<b>\$1,918</b>	<b>\$2,374</b>
Total clients served	9,833	10,962	11,316	10,900	10,900
Total SAVAS clients*	723	300	-	-	-
New SAVAS clients*	173	129	-	-	-

\*As part of the FY26 reimagined Community Partners Program SAVAS was removed from the program, this was not captured in the Commonwealth's Attorney's FY26 budget.