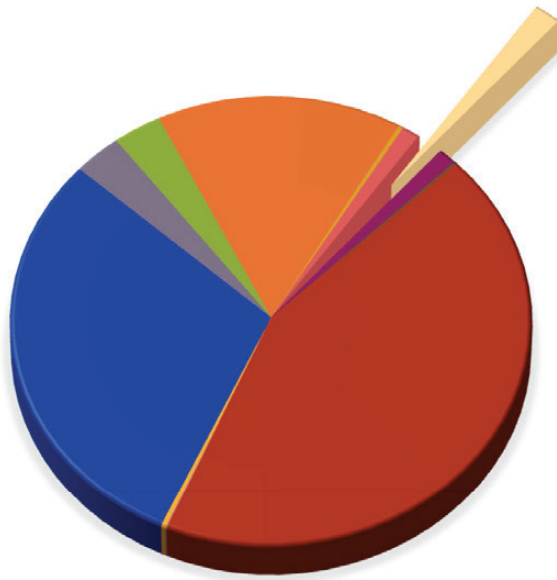


Commonwealth's Attorney

Mission Statement

The Commonwealth's Attorney prosecutes criminal and traffic matters in the General District Court, criminal and delinquency matters in the Juvenile and Domestic Relations District Court, and all felony cases in the Circuit Court. The Office is responsible for the prosecution of all felony cases for Prince William County, 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 Prince William County and the City of Manassas. The Commonwealth's Attorney is responsible for assisting the Electoral Board with certain election matters, advising on matters involving conflict of interests, as well as review criminal investigations and render legal opinions and advice, all within the guidelines established by the State Supreme Court. The Office maintains a 24-hour availability to law enforcement agencies for emergencies or other situations requiring immediate assistance or legal advice. We will continue to provide services to the community by maintaining the victim witness program which provides victims and witnesses of crimes with support, guidance, and information concerning the criminal justice system and to provide assistance with restitution and support services as needed.



Public Safety Expenditure Budget:
\$383,324,676



Expenditure Budget:
\$6,618,588

1.7% of Public Safety

Programs:

- Commonwealth's Attorney/Legal: \$5,710,943
- Victim Witness Support Program: \$907,645

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); [19.2-11.01](#) (Crime victim and witness rights)

Commonwealth's Attorney



Expenditure and Revenue Summary

Expenditure by Program	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted	% Change Budget FY19/ Budget FY20
Commonwealth's Attorney/Legal	\$4,894,984	\$5,027,417	\$5,038,767	\$5,356,812	\$5,710,943	6.61%
Victim/Witness Support Program	\$526,036	\$609,021	\$1,305,684	\$913,443	\$907,645	(0.63%)
Total Expenditures	\$5,421,020	\$5,636,438	\$6,344,450	\$6,270,255	\$6,618,588	5.56%

Expenditure by Classification

Salaries and Benefits	\$5,128,147	\$5,107,460	\$5,417,153	\$5,878,024	\$6,183,263	5.19%
Contractual Services	\$2,254	\$54,795	\$10,343	\$48,557	\$48,557	0.00%
Internal Services	\$169,435	\$183,125	\$193,351	\$164,259	\$173,574	5.67%
Purchase of Goods & Services	\$108,355	\$164,834	\$149,191	\$148,467	\$182,245	22.75%
Capital Outlay	\$0	\$112,800	\$0	\$337	\$337	0.00%
Leases & Rentals	\$12,683	\$13,424	\$13,913	\$30,611	\$30,611	0.00%
Transfers Out	\$147	\$0	\$560,500	\$0	\$0	0.00%
Total Expenditures	\$5,421,020	\$5,636,438	\$6,344,450	\$6,270,255	\$6,618,588	5.56%

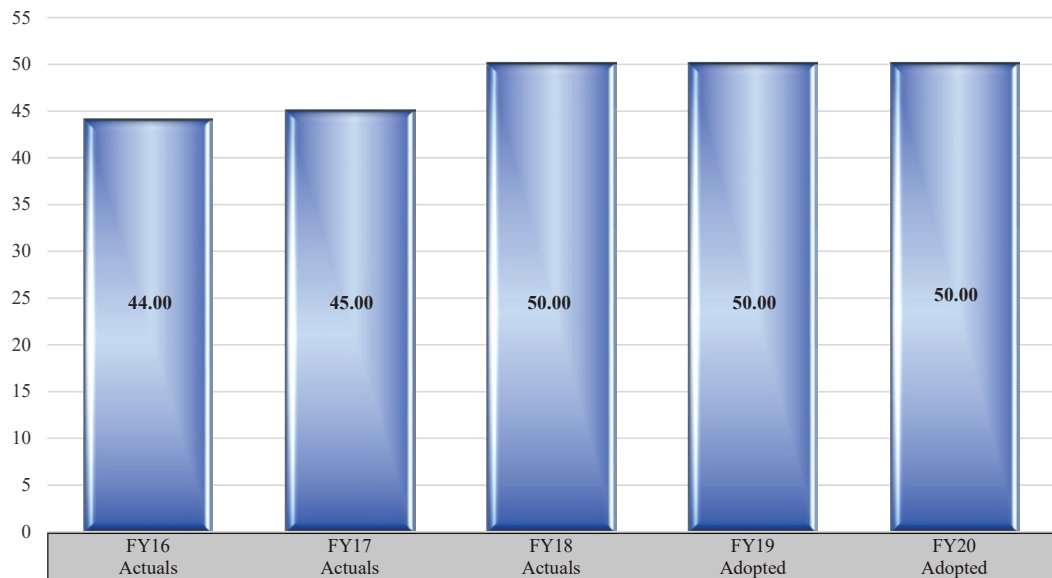
Funding Sources

Revenue from Federal Government	\$191,629	\$217,404	\$302,584	\$177,712	\$177,712	0.00%
Use of Money & Property	\$6,802	\$0	\$0	\$0	\$0	0.00%
Revenue from Other Localities	\$343,428	\$278,352	\$332,364	\$332,359	\$382,914	15.21%
Miscellaneous Revenue	\$0	\$0	\$0	\$35,971	\$35,971	0.00%
Charges for Services	\$18,834	\$18,684	\$17,496	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$1,914,155	\$1,962,764	\$2,069,215	\$1,987,590	\$2,014,598	1.36%
Transfers In	\$0	\$0	\$0	\$0	\$0	0.00%
Total Designated Funding Sources	\$2,474,848	\$2,477,204	\$2,721,659	\$2,622,775	\$2,700,338	2.96%
Net General Tax Support	\$2,946,171	\$3,159,234	\$3,622,791	\$3,647,480	\$3,918,250	7.42%
Net General Tax Support	54.35%	56.05%	57.10%	58.17%	59.20%	

Commonwealth's Attorney



Staff History by Program



	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Commonwealth's Attorney/Legal	38.00	39.00	41.00	41.00	44.00
Victim/Witness Support	6.00	6.00	9.00	9.00	6.00
Full-Time Equivalent (FTE) Total	44.00	45.00	50.00	50.00	50.00

Future Outlook

Staffing Standards – Effective July 1, 2019, new rules and mandates will go into effect regarding the criminal discovery process. The new discovery process will add more complexity to the already strained workload of the Commonwealth's Attorney's Office. The Police body camera program has transitioned from a pilot phase to full implementation. There are currently 525 body cameras in service in the Police Department this increase in users has had a direct impact on the number of hours and workload required by staff and prosecutors to review footage, prepare, and respond to court ordered discovery. The staffing of a permanent 6th Circuit Court Judge will generate more work, due primarily to being able to participate in the entire judicial process of the court. The increase in staffing standards will help offset the daily workload and dockets that will be created with the implementation of new criminal discovery process, full implementation of body camera program, and the permanent position of the 6th Circuit Court Judge.

Technology/Equipment – The increased caseload will have a negative impact on the current equipment standards within the office. The State Compensation Board no longer funds equipment replacement; therefore, the County will have to backfill this funding. Several of the network printers will be obsolete in the near future and will require replacement and leased equipment will require upgrades.

Facility/Space Issues – The office has grown to 25 full-time Attorneys, 13 support staff, 1 in-house detective, and 10 full time Victim/Witness Case Managers and at least 2 or 3 interns, 6 attorneys, 1 support staff member and 2 victim witness staff have relocated to a separate office outside of the courthouse to accommodate the growing needs. The Victim/Witness Office is at a third location. Additional meeting/conference room space is necessary to provide adequate meeting space for all parties. One large conference room also serves as a law library and storage for electronic courtroom equipment. One small conference room, which can accommodate up to six individuals, is not an ideal meeting space for meetings between prosecutors, officers, witnesses,

Commonwealth's Attorney

victims, and their family members, and a victim/witness advocate. It would be beneficial to relocate the entire office staff, and victim witness advocates to one location within the courthouse or in a relatively close proximity to the courthouse for efficiency in performing the day-to-day duties, including the necessary appearances before judges and meeting with defense counsel, law enforcement agencies, victims/witness, as well as inmates.

General Overview

- A. Reclassification of Three County Positions to Grant Positions** – Victim Witness relies on grant funding to provide services to the County. Three positions that are 100% grant supported were created before the County began using a new classification for grant positions, which do not count toward an agency's FTE allocation. These positions are reclassified in the FY2020 Budget as grant positions and removed from Victim Witness's FTE allocation. This reclassification has no impact on the individuals in those positions, and does not change the expenditure total in the FY2020 Budget because funding for these positions is dependent on grants, not local tax support.
- B. 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 \$50,555.

Budget Initiatives

A. Budget Initiatives

1. Assistant Commonwealth Attorneys – Legal Program

Expenditure	\$357,091	General Fund Impact	\$357,091
Revenue	\$0	FTE Positions	3.00

- a. Description** – This initiative adds three Assistant Commonwealth Attorney positions to the FY2020 Budget. During the state budget process, the General Assembly passed budget amendment item [70 #2c](#) concerning localities use of body worn cameras (BWC) as part of their law enforcement process. The Supreme Court of Virginia similarly disseminated [new rules and mandates](#) in the criminal discovery process regarding BWCs that takes effect on July 1, 2019. The BWC budget amendment was intended to help accommodate the additional workload on the Commonwealth's Attorney's Office resulting from the requirements to review, redact, and present footage from the use of BWCs.

The budget item incorporates additional staffing for the Commonwealth's Attorney's Office based on the number of BWCs used by that locality. The state formula mandates a locally funded, entry-level Assistant Commonwealth Attorney for every 75 BWCs deployed by a locality unless both parties mutually agree to an annual alternative funding formula. The County worked with the Commonwealth's Attorney's Office to create a Memorandum of Understanding to outline how Prince William County will meet this new requirement. The FY2018 Budget previously added two positions, an Assistant Commonwealth's Attorney and Paralegal. Therefore, there are a total of five positions (attorneys and paralegal) in the Commonwealth's Attorney's Office resulting from the County's use of BWCs.

Commonwealth's Attorney

- b. **Service Level Impacts** – This initiative improves workload and increasing case management associated with the use of BWCs by law enforcement. It supports the Safe and Secure Community strategic goal by improving closure rates for violent crime and decreasing recidivism. It also supports the Wellbeing strategic goal by decreasing the waitlist of Diversion Intercepts for Varied Emergency Responses and Treatment (DIVERT). DIVERT is a specialized court docket for individuals requiring mental health evaluations pending trial.

Program Summary

Commonwealth's Attorney/Legal

The Office of the Commonwealth's Attorney is responsible for the prosecution of all criminal offenses occurring within Prince William County and the Cities of Manassas and Manassas Park. In addition, the Office reviews criminal investigations, certain election matters, conflicts of interest matters and renders legal opinions and advice, all within the guidelines established by the State Supreme Court.

Key Measures	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Crime rate	14.7	13.7	14.0	14.5	14.5
Juvenile criminal arrests as percentage of overall arrests	12.8%	12.9%	14.0%	13.0%	13.0%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Legal/Executive Management Support	\$4,895	\$5,027	\$5,039	\$5,357	\$5,711
Felony cases prosecuted/Grand Jury indictments processed	5,308	5,653	6,178	6,000	6,300
Misdemeanors and traffic cases prosecuted	84,317	79,950	89,314	86,000	88,000

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Victim/Witness Support Program

The Victim Witness Assistance Program assists victims and witnesses of crime by providing support, guidance, and information concerning the criminal justice system. This includes assistance with restitution, notification, and support services as needed.

Key Measures	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Crime rate	14.7	13.7	14.0	14.5	14.5

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Victim/Witness Support	\$342	\$349	\$359	\$395	\$406
Clients served	7,498	7,536	8,898	8,750	9,300
Cost per client*	\$45.63	\$46.37	\$40.33	\$45.12	\$42.61
Sexual Assault Victims Advocacy Service (SAVAS)	\$184	\$260	\$947	\$519	\$501
Total SAVAS clients	1,095	883	746	1,000	800
New SAVAS clients	688	443	352	500	350

*In FY2019 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.