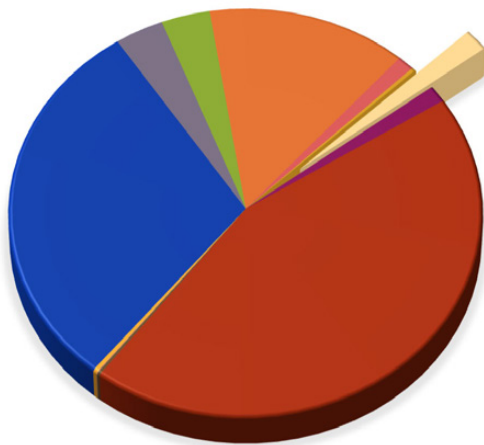


Commonwealth's Attorney

Mission Statement

The Commonwealth's Attorney, a locally elected Constitutional Officer for the Commonwealth of Virginia, 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:
\$381,017,218

Expenditure Budget:
\$6,653,538

1.7% of Public Safety

Programs:

- Commonwealth's Attorney/Legal:
\$5,617,134
- Victim Witness Support Program:
\$1,036,404

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)

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

Commonwealth's Attorney



Expenditure and Revenue Summary

Expenditure by Program	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
Commonwealth's Attorney/Legal	\$5,027,417	\$5,038,767	\$5,443,521	\$5,710,943	\$5,617,134	(1.64%)
Victim/Witness Support Program	\$609,021	\$1,305,684	\$709,374	\$907,645	\$1,036,404	14.19%
Total Expenditures	\$5,636,438	\$6,344,450	\$6,152,894	\$6,618,588	\$6,653,538	0.53%

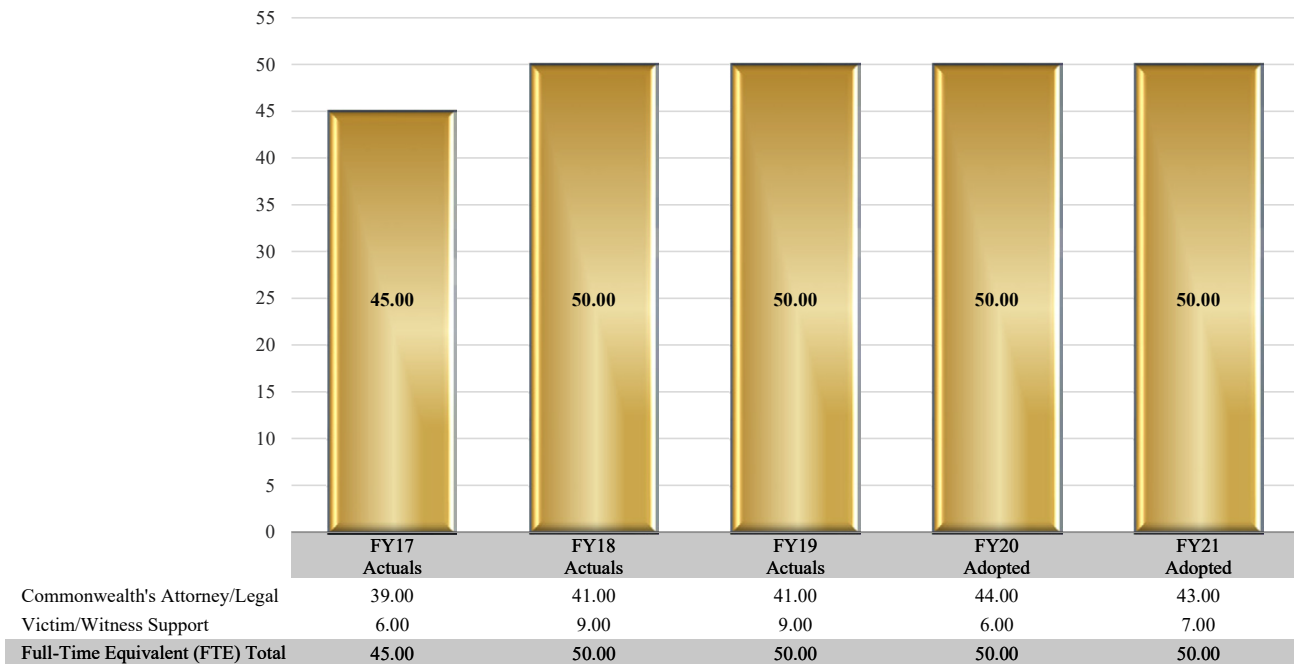
Expenditure by Classification

Salaries and Benefits	\$5,107,460	\$5,417,153	\$5,776,769	\$6,183,263	\$6,227,153	0.71%
Contractual Services	\$54,795	\$10,343	\$13,979	\$48,557	\$14,000	(71.17%)
Internal Services	\$183,125	\$193,351	\$191,492	\$173,574	\$180,206	3.82%
Purchase of Goods & Services	\$164,834	\$149,191	\$154,598	\$182,245	\$196,576	7.86%
Capital Outlay	\$112,800	\$0	\$0	\$337	\$337	0.00%
Leases & Rentals	\$13,424	\$13,913	\$16,056	\$30,611	\$35,266	15.21%
Transfers Out	\$0	\$560,500	\$0	\$0	\$0	-
Total Expenditures	\$5,636,438	\$6,344,450	\$6,152,894	\$6,618,588	\$6,653,538	0.53%

Funding Sources

Revenue from Federal Government	\$217,404	\$302,584	\$262,790	\$177,712	\$0	(100.00%)
Revenue from Other Localities	\$278,352	\$332,364	\$332,364	\$382,914	\$331,694	(13.38%)
Miscellaneous Revenue	\$0	\$0	\$0	\$35,971	\$0	(100.00%)
Charges for Services	\$18,684	\$17,496	\$20,490	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$1,962,764	\$2,069,215	\$2,084,590	\$2,014,598	\$2,285,350	13.44%
Transfers In	\$0	\$0	\$0	-	-	-
Total Designated Funding Sources	\$2,477,204	\$2,721,659	\$2,700,233	\$2,700,338	\$2,706,187	0.22%
Net General Tax Support	\$3,159,234	\$3,622,791	\$3,452,661	\$3,918,250	\$3,947,351	0.74%
Net General Tax Support	56.05%	57.10%	56.11%	59.20%	59.33%	

Staff History by Program



Future Outlook

Staffing Standards – Amendments to the state budget approved by the 2019 General Assembly requires localities using body worn cameras (BWCs) among their local law enforcement agencies to provide staff resource funding to the Commonwealth's Attorney's Office to address the added workload impact of camera footage. The language approved allows for one full-time entry-level Assistant Commonwealth's Attorney at a rate of one Assistant for up to 75 BWCs employed for use by local law enforcement officers, and one Assistant Commonwealth's Attorney for every 75 thereafter. Based on a study report presented to the General Assembly the recommended staffing standards for the Commonwealth's Attorney's Office is the equivalent of seven new additional full-time entry-level Assistants. The Commonwealth's Attorney's Office entered into a Memorandum of Understanding ("MOU") in FY20. The County funded the salary of three full-time entry-level Assistant Commonwealth's Attorney positions for a total, additional salary of \$232,656 during the FY20 budget process, in addition to the Assistant Commonwealth's Attorney and Paralegal positions funded in FY18 at a total, current salary amount of \$132,626. These additions increases the total number of positions to five and increases funding to \$365,282 to meet the objective of the BWC MOU. The amendments approved by the General Assembly and MOU do not address additional need for administrative support staff that will be needed to assist with the daily increase in workload created by additional assistants and additional sworn officers equipped with BWCs in the various law enforcement agencies within the jurisdiction.

Facility/Space Issues – Space has become a major issue for the Commonwealth's Attorney's office. The staff has grown to 53 and is currently operating out of three different locations. It would be beneficial to relocate the entire office staff and victim witness case managers to one location within the courthouse or in a relatively close proximity to the courthouse for efficiency. The space should include adequate staff space, multiple conference rooms, a proper law library, and storage space for courtroom equipment.

General Overview

- A. Compensation Studies Implementation** – Prince William County (PWC) implemented the findings of two compensation studies during the past three years. The Public Safety Retention and Recruitment Study findings for public safety sworn personnel were completed in FY20. Findings from the Classification and Compensation Study for general, non-sworn employees began implementation in FY20 and funding is included in the FY2021 Budget for completion in FY21. Salary and benefits increases in the FY2021 Budget are due to implementation of both studies. Please refer to the Compensation section of this document for more information.
- B. Revenue Decrease 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 decreased \$51,220.

Program Summary

Commonwealth's Attorney/Legal

The Office of the Commonwealth's Attorney is responsible for the prosecution of all criminal offenses occurring within PWC and the Cities of Manassas and Manassas Park, and the Towns of Dumfries, Haymarket, Quantico, and Occoquan. In addition, the Office reviews criminal investigations, certain election matters, conflicts of interest matters, institute civil proceedings in forfeiture matters related to drug crimes, and renders legal opinions and advice, all within the guidelines established by the State Supreme Court.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Crime rate	13.7	14.0	12.9	14.5	14.0
Juvenile criminal arrests as percentage of overall arrests	12.9%	14.0%	14.0%	13.0%	13.0%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Legal/Executive Management Support	\$5,027	\$5,039	\$5,444	\$5,711	\$5,617
Felony cases prosecuted	5,653	6,178	6,337	-	6,300
Grand jury indictments processed	2,954	3,802	2,987	-	3,000
Misdemeanors and traffic cases prosecuted	79,950	89,314	95,685	88,000	90,000
Felony cases prosecuted/Grand Jury indictments processed	5,653	6,178	6,337	6,300	-

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	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Crime rate	13.7	14.0	12.9	14.5	14.0

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Victim/Witness Support	\$349	\$359	\$365	\$406	\$586
Clients served	7,536	8,898	9,004	9,300	9,350
Cost per client*	\$46.37	\$40.33	\$40.54	\$42.61	\$43.42
Sexual Assault Victims Advocacy Service (SAVAS)	\$260	\$947	\$344	\$501	\$450
Total SAVAS clients	883	746	631	800	800
New SAVAS clients	443	352	336	350	350

*In the 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.