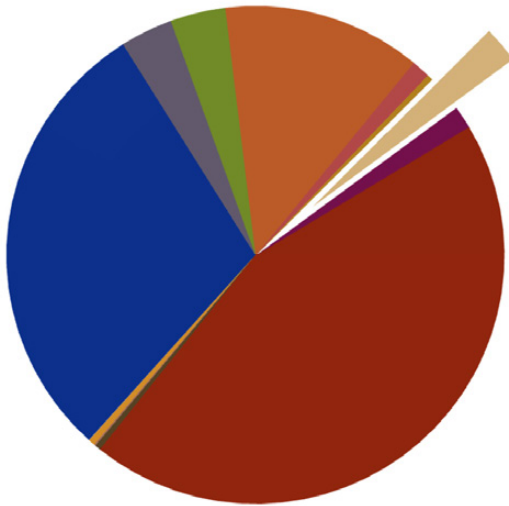


Commonwealth's Attorney

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:
\$472,166,990

Expenditure Budget:
\$11,181,686



2.4% of Public Safety

Programs:

- Commonwealth's Attorney/Legal:
\$9,467,739
- Victim/Witness Support Program:
\$1,713,947

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	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted	% Change Budget FY23/ Budget FY24
Commonwealth's Attorney/Legal	\$5,794,458	\$5,793,827	\$6,873,722	\$8,041,572	\$9,467,739	17.73%
Victim Witness Support Program	\$810,282	\$1,021,865	\$1,177,285	\$1,476,680	\$1,713,947	16.07%
Total Expenditures	\$6,604,740	\$6,815,691	\$8,051,007	\$9,518,252	\$11,181,686	17.48%

Expenditure by Classification

Salaries & Benefits	\$6,172,896	\$6,406,401	\$7,454,914	\$8,555,092	\$10,144,124	18.57%
Contractual Services	\$6,965	\$15,076	\$9,391	\$28,412	\$17,000	(40.17%)
Internal Services	\$206,625	\$223,108	\$291,350	\$497,566	\$545,455	9.62%
Purchase of Goods & Services	\$202,029	\$148,388	\$268,445	\$389,579	\$440,135	12.98%
Capital Outlay	\$0	\$0	\$0	\$337	\$337	0.00%
Leases & Rentals	\$16,226	\$22,717	\$26,907	\$47,266	\$39,183	(17.10%)
Reserves & Contingencies	\$0	\$0	\$0	\$0	(\$4,548)	-
Total Expenditures	\$6,604,740	\$6,815,691	\$8,051,007	\$9,518,252	\$11,181,686	17.48%

Funding Sources

Revenue from Federal Government	\$285,083	\$286,395	\$316,273	\$0	\$0	-
Revenue from Other Localities	\$382,920	\$331,691	\$349,501	\$469,480	\$500,564	6.62%
Miscellaneous Revenue	\$0	\$3,780	\$1,388	\$0	\$0	-
Charges for Services	\$16,689	\$16,883	\$12,312	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,123,744	\$2,107,640	\$2,257,653	\$2,455,074	\$2,465,652	0.43%
Transfers In	-	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$2,808,437	\$2,746,390	\$2,937,127	\$3,013,697	\$3,055,359	1.38%
Net General Tax Support	\$3,796,304	\$4,069,301	\$5,113,880	\$6,504,555	\$8,126,327	24.93%
Net General Tax Support	57.48%	59.70%	63.52%	68.34%	72.68%	

Staff History by Program



	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Commonwealth's Attorney/Legal	44.00	43.00	51.00	57.00	62.00
Victim Witness Support	6.00	7.00	8.00	10.00	12.00
Full-Time Equivalent (FTE) Total	50.00	50.00	59.00	67.00	74.00

Future Outlook

Staffing Standards – As the COVID-19 pandemic continues the Judicial Emergency Extensions from the Virginia Supreme Court has lifted the toll on Speedy Trial as of June 22, 2022. Meaning the backlog of jury trials demands additional judicial resources.

- 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.
- Backlog of cases due to ongoing State of Judicial Emergency during the COVID-19 pandemic.
- Current attorney caseloads exceed best practices of 45 assigned cases per attorney.
- Victim Witness average case manager workloads exceed best practices of 120 court support clients per year and 60 assigned active cases.
- Additional paralegal and administrative staff are needed to support critical administrative obligations.
- Effective July 1, 2021, new reforms regarding jury sentencing went into effect, increasing jury trials in the County.

Technology/Equipment – The Commonwealth's Attorney's Office (CWAO) case management system was migrated to cloud hosting based on DoIT's recommendation, which includes a per user maintenance fee. Additional technology needs include licensing fees accessed each fiscal year for intern accounts and upgrading the CWAO's remaining desktop computers to laptops based on supply chain delays and portability.

Commonwealth's Attorney

Approved Capital Improvement Plan (CIP) for the Judicial Center – The following capital projects are part of the Judicial Center renovation project.

- **Facility/Space Issues** – The CIP includes renovating the CWAO suite within the courthouse. No additional offices will be created. However, the space will be brought up to code and compliant with other regulations. The CWAO occupies rental space for attorneys and staff not located at the courthouse. That lease will expire in 2023 and Property Management will need to renegotiate the current space or find comparable space elsewhere.
- **Storage/Furniture** – The Courthouse space will be reconfigured, and new file storage is needed to accommodate General District Court, Juvenile and Domestic Relations Court, and Circuit Court files. This would include an electronic rolling file system. Additional furniture is needed for workstations within the Commonwealth's Attorneys space as well. This includes the reception area/staff cubicles and mobile workstations.

General Overview

- A. **Removal of One-Time Costs** – One-time costs of \$108,196 associated with the Commonwealth's Attorney's staffing plan added in FY23 have been removed in the FY24 budget. The second-year staffing plan consisted of 8.00 FTEs, two Senior Assistant Attorneys, two Assistant Attorneys, one Paralegal, one Administrative Specialist, one Senior Human Services Specialist, and one Human Services Specialist.
- B. **Revenue Increase for Shared Services (City) Billings Fund** – The billings represent reimbursement from the City of Manassas 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 CWAO allocation increased \$31,084.

Budget Initiatives

A. Budget Initiatives

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

Expenditure	\$913,493
Revenue	\$0
General Fund Impact	\$913,493
FTE Positions	7.00

- a. **Description** – This initiative funds the completion of the three-year staffing plan for the CWAO. Funding is provided in the FY2024 Budget for seven positions to include two Senior Assistant Attorneys, three Assistant Attorneys, and two Human Services Specialists. These positions will help address the increased case workload as well as support the expanded discovery rules regarding Police and Sheriff BWCs. This addition includes \$766,713 in ongoing funding and \$146,780 in one-time costs associated with the positions. The staffing plan has provided 24.00 FTEs to the CWAO over the course of the last three fiscal years at a cost of \$3.4 million.
- b. **Service Level Impacts** – This initiative improves workload and addresses case management. It supports the [Safe and Secure Community](#) strategic goal by preventing and reducing crime by meeting demands for service.

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	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Successful prosecution rate of murders	-	100.0%	93.3%	100.0%	100.0%
Felony DV cases by adult offenders in JDRC assigned to DV ACAs*	84.0%	83.0%	65.0%	100.0%	100.0%
Misdemeanor DV cases by adult offenders in JDRC assigned to DV ACAs*	25.0%	16.0%	39.0%	75.0%	75.0%

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

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Legal/Executive Management Support	\$5,794	\$5,794	\$6,874	\$8,042	\$9,468
Felony DV cases by adult offenders in JDRC	-	206	230	200	250
Misdemeanor DV cases by adult offenders in JDRC	-	1,154	1,484	1,200	1,450
DV ACA average monthly caseload	74	62	66	75	45
Average monthly GDC case files prepared*	-	578	629	600	600
Average monthly GDC case files prepared per administrative staff*	-	231	252	240	240

* General District Court

Victim Witness Support Program

In accordance with the Virginia Crime Victim and Witness Rights Act, the Victim Witness Assistance Program (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	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Clients receiving court support	1,609	1,669	1,830	1,925	2,050
Clients receiving court support per case manager	201	209	183	175	205

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Victim/Witness Support	\$430	\$597	\$854	\$997	\$1,249
Total clients served	8,539	8,417	9,107	9,750	9,750
Sexual Assault Victims Advocacy Service (SAVAS)	\$380	\$425	\$323	\$480	\$465
Total SAVAS clients	923	869	800	800	950
New SAVAS clients	364	199	300	300	450