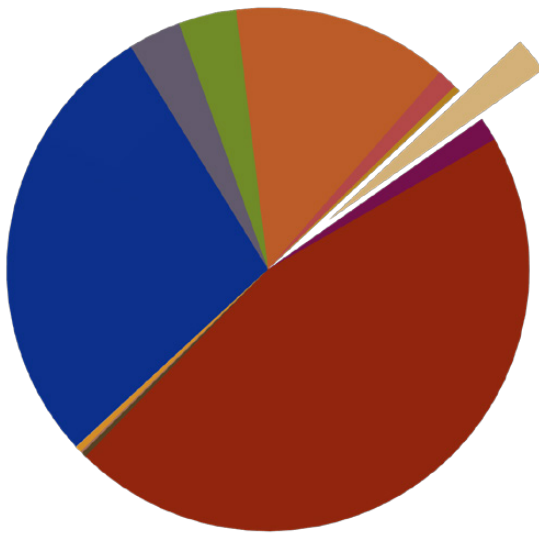


Commonwealth's Attorney

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:
\$434,689,650

Expenditure Budget:
\$9,518,252



2.2% of Public Safety

Programs:

- Commonwealth's Attorney/Legal:
\$8,041,572
- Victim/Witness Support Program:
\$1,476,680

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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted	% Change Budget FY22/ Budget FY23
Commonwealth's Attorney/Legal	\$5,443,521	\$5,794,458	\$5,793,827	\$6,878,397	\$8,041,572	16.91%
Victim Witness Support Program	\$709,374	\$810,282	\$1,021,865	\$1,186,471	\$1,476,680	24.46%
Total Expenditures	\$6,152,894	\$6,604,740	\$6,815,691	\$8,064,868	\$9,518,252	18.02%

Expenditure by Classification

Salaries & Benefits	\$5,776,769	\$6,172,896	\$6,406,401	\$7,266,986	\$8,555,092	17.73%
Contractual Services	\$13,979	\$6,965	\$15,076	\$18,560	\$28,412	53.08%
Internal Services	\$191,492	\$206,625	\$223,108	\$234,557	\$497,566	112.13%
Purchase of Goods & Services	\$154,598	\$202,029	\$148,388	\$297,162	\$389,579	31.10%
Capital Outlay	\$0	\$0	\$0	\$337	\$337	0.00%
Leases & Rentals	\$16,056	\$16,226	\$22,717	\$247,266	\$47,266	(80.88%)
Total Expenditures	\$6,152,894	\$6,604,740	\$6,815,691	\$8,064,868	\$9,518,252	18.02%

Funding Sources

Revenue from Federal Government	\$262,790	\$285,083	\$286,395	\$0	\$0	-
Revenue from Other Localities	\$332,364	\$382,920	\$331,691	\$349,501	\$469,480	34.33%
Miscellaneous Revenue	\$0	\$0	\$3,780	\$0	\$0	-
Charges for Services	\$20,490	\$16,689	\$16,883	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,084,590	\$2,123,744	\$2,107,640	\$2,377,593	\$2,455,074	3.26%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$2,700,233	\$2,808,437	\$2,746,390	\$2,816,237	\$3,013,697	7.01%
Net General Tax Support	\$3,452,661	\$3,796,304	\$4,069,301	\$5,248,631	\$6,504,555	23.93%
Net General Tax Support	56.11%	57.48%	59.70%	65.08%	68.34%	

Staff History by Program



	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted
Commonwealth's Attorney/Legal	41.00	44.00	43.00	51.00	57.00
Victim/Witness Support	9.00	6.00	7.00	8.00	10.00
Full-Time Equivalent (FTE) Total	50.00	50.00	50.00	59.00	67.00

Future Outlook

Staffing Standards – The Commonwealth's Attorney continues to lead the office during the COVID-19 pandemic and adapts as necessary to further the Office's mission. The following workload factors remain:

- 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.
- Starting July 1, 2021, new reforms regarding jury sentencing went into effect, increasing jury trials in the County.

Technology/Equipment – The County continues to work in accommodating computer refreshes, adjusting to the delay caused by the COVID-19 pandemic and the County's need for teleworking. Since June 2020 the Commonwealth's Attorney's Office has remained in person. Leased copiers and printers have also been identified as an outdated equipment need, due to expiring leases and capacity issues. Potential additional technology-based solutions are being explored and are required for data storage and maintenance.

Commonwealth's Attorney

Facility/Space Issues – The Office of the Commonwealth's Attorney is divided into three locations-Judicial Center, Old Courthouse, and leased space approximately two blocks south of the Judicial Center. The inefficiencies which necessarily result from dividing employees between three locations are significant. These inefficiencies are compounded by firm adherence to all compliance requirements necessitated to handle and store sensitive information for criminal prosecutions. It would provide a significant benefit to relocate staff with extra space for meetings and storage to one location within the courthouse.

General Overview

A. Redistribution of Internal Service Fund (ISF) Technology Budget – The County annually allocates all information technology (IT) costs to agencies through an ISF, using the approved cost basis for each technology activity. Technology activities include 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 radio. The cost basis is calculated through a formula derived from the Department of Information Technology's (DoIT) ISF fee schedule.

For FY23, ISF costs have been revised to align and more accurately reflect overall technology activities with current department specific technology services. Costs are adjusted to reflect agency technology usage more accurately, as tracked by DoIT billing systems using the updated methodology. In FY23, the Commonwealth's Attorney technology bill increases by \$213,497. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive. For additional information on the countywide impact and methodology of redistributing technology charges, please see the Budget Highlights section of this document.

B. Property Management Lease Expense Adjustments – The FY2023 Budget includes a shift of \$200,000 from the Commonwealth's Attorney Legal program to the Facilities & Fleet Management Property Management program. This new lease funding was included in the Commonwealth's Attorney's FY2022 Budget as part of the Commonwealth's Attorney's multi-year staffing plan. The funding covers additional leased space to include three new suites.

C. Revenue Increase for Shared Services (City) Billings – 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, Commonwealth's Attorney revenue increased \$119,979.

D. Removal of One-Time Costs – One-time costs of \$91,412 associated with the Commonwealth's Attorney's staffing plan added in the FY2022 Budget have been removed in the FY2023 Budget.

Budget Initiatives

A. Budget Initiatives

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

Expenditure	\$1,011,656
Revenue	\$0
General Fund Impact	\$1,011,656
FTE Positions	8.00

- a. **Description** – This initiative funds the second year of a three-year staffing plan for the Commonwealth's Attorney's Office. In the FY2023 Budget funding is provided for eight positions to include two Senior Assistant Attorneys, two Assistant Attorneys, one Paralegal, one Administrative Specialist, one Senior Human Services Specialist, and one Human Services Specialist. These positions will help address the increased case workload as well as support the expanded discovery rules regarding Police and Sheriff body-worn cameras. This addition includes \$903,460 in ongoing funding and \$108,196 in one-time costs associated with the positions. At the completion of this staffing plan in FY2024 24.0 FTEs will have been added to the Office.

Description	FTE	FY23	FY24
FY23 Staffing Plan	8.00	\$ 1,011,656	\$ 903,460
FY24 Staffing Plan	7.00	\$ -	\$ 765,117
Total	15.00	\$ 1,011,656	\$ 1,668,577

- 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.

2. Case Management System Update – Commonwealth's Attorney/Legal

Expenditure	\$50,000
Revenue	\$0
General Fund Impact	\$50,000
FTE Positions	0.00

- a. **Description** – This initiative will integrate the current case management system with up-to-date technology, ensuring cyber-security and compliance with current data storage maintenance. Having an electronic case management program allows for efficiency that is otherwise impossible with a paper-based system. The current system is only compatible with Internet Explorer and there are serious security vulnerabilities using the Internet Explorer web browser, exposing information to remote targeted devices capable of seizing administrative privileges, making the Office susceptible to hackers. Without an electronic case management program, the Office would have to return to utilizing a primarily paper system to create and manage case files.
- b. **Service Level Impacts** – This initiative improves cyber-security and compliance with current data storage. It supports the [Safe and Secure Community](#) strategic goal by providing appropriate staffing, equipment & resources to public safety departments.

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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted
Successful prosecution rate of murders	-	-	100.0%	100.0%	100.0%
Felony DV cases by adult offenders in JDRC assigned to DV ACAs*	-	84.0%	83.0%	100.0%	100.0%
Misdemeanor DV cases by adult offenders in JDRC assigned to DV ACAs*	-	25.0%	16.0%	75.0%	75.0%

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

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted
Legal/Executive Management Support	\$5,444	\$5,794	\$5,794	\$6,878	\$8,042
Felony DV cases by adult offenders in JDRC	-	-	206	181	200
Misdemeanor DV cases by adult offenders in JDRC	-	-	1,154	928	1,200
DV ACA average monthly caseload	-	74	62	45	75
Average monthly GDC case files prepared*	-	-	578	647	600
Average monthly GDC case files prepared per administrative staff*	-	-	231	216	240

* General District Court

Commonwealth's Attorney

Victim/Witness Support Program

In accordance with the Virginia Crime Victim and Witness Rights Act, the Victim Witness Assistance Program provides support to individuals who are crime victims, families of crime victims, and witnesses to crimes. The Victim Witness Assistance Program 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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted
Clients receiving court support	-	1,609	1,669	1,600	1,925
Clients receiving court support per case manager	-	201	209	120	175

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Adopted
Victim/Witness Support	\$365	\$430	\$597	\$746	\$997
Total clients served	9,004	8,539	8,417	9,350	9,750
Sexual Assault Victims Advocacy Service (SAVAS)	\$344	\$380	\$425	\$440	\$480
Total SAVAS clients	631	923	869	800	800
New SAVAS clients	336	364	199	300	300