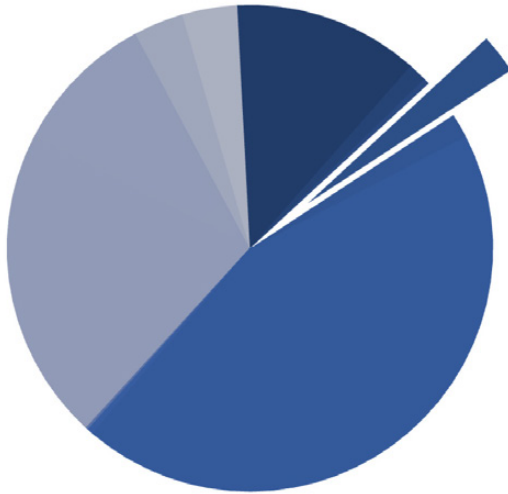


Commonwealth's Attorney

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.



Safe & Secure Community
Expenditure Budget: \$504,030,146

Expenditure Budget: **\$13,197,854**

2.6% of Safe & Secure Community

Programs:

- Commonwealth's Attorney/Legal: \$11,370,279
- Victim/Witness Support Program: \$1,827,575

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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted	% Change Budget FY24/ Budget FY25
Commonwealth's Attorney/Legal	\$5,793,827	\$6,873,722	\$7,977,872	\$9,467,739	\$11,370,279	20.09%
Victim Witness Support Program	\$1,021,865	\$1,177,285	\$1,400,214	\$1,713,947	\$1,827,575	6.63%
Total Expenditures	\$6,815,691	\$8,051,007	\$9,378,086	\$11,181,686	\$13,197,854	18.03%

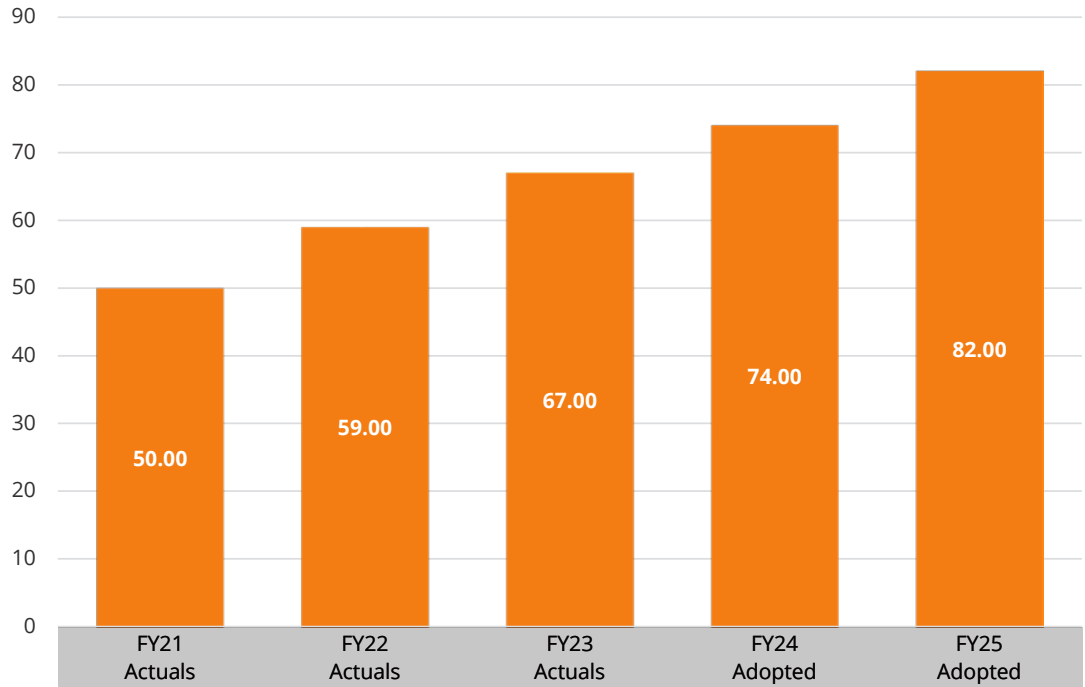
Expenditure by Classification

Salaries & Benefits	\$6,406,401	\$7,454,914	\$8,417,454	\$10,144,124	\$11,898,081	17.29%
Contractual Services	\$15,076	\$9,391	\$3,511	\$17,000	\$40,100	135.88%
Internal Services	\$223,108	\$291,350	\$573,106	\$545,455	\$630,659	15.62%
Purchase of Goods & Services	\$148,388	\$268,445	\$305,472	\$440,135	\$544,042	23.61%
Capital Outlay	\$0	\$0	\$0	\$337	\$50,337	14,836.80%
Leases & Rentals	\$22,717	\$26,907	\$78,542	\$39,183	\$39,183	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$4,548)	(\$4,548)	0.00%
Total Expenditures	\$6,815,691	\$8,051,007	\$9,378,086	\$11,181,686	\$13,197,854	18.03%

Funding Sources

Revenue from Federal Government	\$286,395	\$316,273	\$305,133	\$0	\$0	-
Revenue from Other Localities	\$331,691	\$349,501	\$469,466	\$500,564	\$516,132	3.11%
Miscellaneous Revenue	\$3,780	\$1,388	\$217	\$0	\$0	-
Charges for Services	\$16,883	\$12,312	\$17,380	\$89,143	\$89,143	0.00%
Revenue from Commonwealth	\$2,107,640	\$2,257,653	\$2,377,257	\$2,465,652	\$3,245,528	31.63%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$2,746,390	\$2,937,127	\$3,169,453	\$3,055,359	\$3,850,803	26.03%
Net General Tax Support	\$4,069,301	\$5,113,880	\$6,208,633	\$8,126,327	\$9,347,051	15.02%
Net General Tax Support	59.70%	63.52%	66.20%	72.68%	70.82%	

Staff History by Program



	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Commonwealth's Attorney/Legal	43.00	51.00	57.00	62.00	70.00
Victim Witness Support Program	7.00	8.00	10.00	12.00	12.00
Full-Time Equivalent (FTE) Total	50.00	59.00	67.00	74.00	82.00

Future Outlook

Implementing Efficiencies – In 2020, the Commonwealth's Attorney created five specialized prosecution units focusing on the crimes that cause the most harm to the community.

- **Violent Crime Unit** – focusing on crimes involving murder, manslaughter, aggravated and malicious wounding, carjacking and robbery.
- **Special Investigations Unit** – focusing on gang violence, human trafficking, and large-scale narcotic operations.
- **Special Victims Unit** – focusing on rape, sexual assaults, and child physical/sexual abuse.
- **Domestic Violence Unit** – focusing on crimes involving intimate partner abuse and abuse within the family structure. This unit not only prosecutes serious and repeat offenses, but also strives to end domestic violence within the households by reviewing each and every domestic violence charge that gets filed. Cases that are less serious and after consultation with the victim and the arresting officer, offers an offender the possibility of avoiding criminal conviction if they complete services intended to prevent future violence. This “Early Diversion” program won the 2022 Virginia Association of Counties Award and is being considered for implantation by other jurisdictions.

Juvenile Unit – focusing on delinquent acts committed by juveniles with an eye toward rehabilitating the juvenile and preventing future criminal activity.

Commonwealth's Attorney

Compensation Board (Comp Board) Staffing Study – On June 29, 2023, the Comp Board developed new staffing standards for the allocation of Assistant Commonwealth's Attorney positions based upon the National Center for State Courts workload study of Virginia Prosecutors. Jurisdictions across the Commonwealth contributed to the study with 95% participation, and Prince William County's office was included in the data collection. The results show the Commonwealth's Attorney's Office (CWAO) is understaffed and additional full-time employees are required to perform the duties mandated by law. Currently, the CWAO has 37 Comp Board positions, with 35 positions receiving funding from the state. Based on the workload study and if approved by the General Assembly, the Comp Board will fund 9 new attorney positions.

Additionally, the Comp Board's new calculation is a 2:1 ratio of administrative staff per attorney and a 4:1 ratio of paralegal staff to attorney. Additional support staff are needed to assist in preparing dockets for courts, helping attorneys with trial preparation, and other administrative duties in furtherance of the mission. The study also showed that the CWAO needs an additional 11 administrative positions to meet the new staffing standards of the Comp Board.

General Overview

- A. Removal of One-Time Costs** – One-time costs of \$146,780 associated with the CWAO's staffing plan added in FY24 have been removed in the FY2025 Budget. The final year of the staffing plan consisted of 7.00 FTEs: two Senior Assistant Attorneys, three Assistant Attorneys, and two Human Services Specialist.
- B. 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 all functional areas except for Government Operations, Performance & Innovation. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the CWAO allocation increased \$15,568.

Budget Initiatives

A. Budget Initiatives

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

Expenditure	\$1,261,508
Revenue	\$0
General Fund Impact	\$1,261,508
FTE Positions	8.00

- a. Description** – This initiative funds the first year of a two-year staffing plan for the Commonwealth's Attorney's Office. In the FY2025 Budget there is funding for eight positions to include four Senior Assistant Commonwealth's Attorneys, one Paralegal Supervisor, one Paralegal, and two Administrative Specialists. With over 30,000 cases a year, additional staff are needed in support of the Office's mission. The current caseload exceeds best practices for both attorneys and victim witness case managers with the implementation of community-based programs and the increase in jury demanded trials. These positions will help address the increased case workload as well as support the victims and family members going through the judicial process. This cost includes \$994,714 in ongoing funding and \$266,794 in one-time costs associated with the positions, to include office furniture, equipment, and two vehicles. As shown in the staffing chart below, FY26 funding total request of \$1,205,740 funding an additional eight positions. At the completion of the staffing plan 16.00 FTEs will be added to the Office.

Description	FTE	FY25	FY26
FY25 Staffing Plan	8.00	\$1,261,508	\$994,714
FY26 Staffing Plan	8.00	\$0	\$1,205,740
Total	16.00	\$1,261,508	\$2,200,454

- b. Service Level Impacts** – This initiative improves workload and addresses case management. It supports the Safe and Secure Community Objective SS-1 and action strategy SS1:E in the [2021-2024 Strategic Plan](#) by improving closure rates for violent crime and decreasing recidivism.

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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Successful prosecution rate of murders	100.0%	93.3%	87%*	100.0%	-
Number of cases prosecuted	16,838	18,413	20,551	-	21,000
Felony DV cases by adult offenders in JDRC assigned to DV ACAs**	83.0%	65.0%	60.0%	100.0%	100.0%
Misdemeanor DV cases by adult offenders in JDRC assigned to DV ACAs**	16.0%	39.0%	17.0%	75.0%	75.0%

* Ratio 20:23

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

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Legal/Executive Management Support	\$5,794	\$6,874	\$7,978	\$9,468	\$11,370
Felony DV cases by adult offenders in JDRC	206	230	195	250	250
Misdemeanor DV cases by adult offenders in JDRC	1,154	1,484	1,407	1,450	1,450
DV ACA average monthly caseload	62	66	47	45	35
Average monthly GDC case files prepared*	578	629	644	600	600
Average monthly GDC case files prepared per administrative staff*	231	252	322	240	322

* General District Court

Commonwealth's Attorney

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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Clients receiving court support	1,669	1,830	2,692	2,050	2,050
Clients receiving court support per case manager	209	183	269	205	205

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Victim/Witness Support	\$597	\$854	\$943	\$1,249	\$1,477
Total clients served	8,417	9,107	9,833	9,750	9,950
Sexual Assault Victims Advocacy Service (SAVAS)	\$425	\$323	\$458	\$465	\$350
Total SAVAS clients	869	800	723	950	800
New SAVAS clients	199	300	173	450	150