

COMMONWEALTH'S ATTORNEY

DESCRIPTION

The Commonwealth's Attorney is an elected Constitutional Officer responsible for prosecuting criminal offenses that occur in Henrico County, handling some civil matters, and maintaining public safety in the community by way of prevention measures and community outreach. Trials and hearings are held in the Circuit, General District, and Juvenile and Domestic Relations Courts. Additionally, the Commonwealth's Attorney's Office provides legal advice and training to the Division of Police, State Police, Richmond Airport Police, as well as other law enforcement agencies.

OBJECTIVES

- To enforce criminal laws in Henrico County.
- To operate the Victim/Witness program.
- To cooperate on behalf of Henrico County in the operation of two investigative multi-jurisdictional grand juries.
- To promote a better understanding of the criminal justice system among citizens.
- To proactively investigate and prosecute drug dealers with increased concentration/focus on the opioid epidemic and human trafficking.
- To prosecute criminal cases and include using diversion programs when appropriate.
- To work with other agencies to strengthen crime prevention.
- To train local law enforcement agencies in criminal law and criminal procedures.

FISCAL YEAR 2023 SUMMARY

Annual Fiscal Plan

Description	FY21	FY22	FY23	Change
	Actual	Original	Proposed	22 to 23
Personnel	\$ 5,663,797	\$ 5,827,685	\$ 6,328,684	8.6%
Operation	130,300	170,387	171,125	0.4%
Capital	0	0	5,142	0.0%
Total	<u>\$ 5,794,097</u>	<u>\$ 5,998,072</u>	<u>\$ 6,504,951</u>	<u>8.5%</u>
Personnel Complement	56	55	56	1

* Includes the addition of a diversion oversight position.

PERFORMANCE MEASURES

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>Change 22 to 23</u>
Workload Measures				
Circuit Court Defendants	1,125	1,150	1,175	25
Show Cause Hearings	858	875	900	25
Misdemeanor Appeals	342	350	375	25
General District Court Criminal Cases	47,538	47,550	47,575	25
General District Court Traffic Cases	78,521	78,525	78,550	25
Juvenile Court Misdemeanors	1,980	1,990	1,995	5
Juvenile Court Felonies	864	875	900	25
Effectiveness Measure				
Circuit Court Indictments	1,886	1,900	1,925	25

BUDGET HIGHLIGHTS

The Commonwealth's Attorney's office budget for FY23 totals \$6,504,951, representing an overall increase of \$500,999, or 8.6%, when compared to the FY22 budget. One position, added in FY22 to manage the diversion program, increased the personnel budget by \$69,145 or 1.2%, and the remaining increase of \$431,854 or 7.4% is related to salary and benefit rates. The operating and capital components increased by \$5,880 or 3.5% for items supporting the new position, though funds were shifted between accounts to address anticipated operational requirements.

The table below presents a historical depiction of budgeted State funding for the Commonwealth's Attorney's office. While State funding has grown 23% since FY14, the County's share of funding has increased from 58% to 63%.

Fiscal Year	State Funding	County Funding	% County
FY14	1,861,682	2,591,214	58%
FY15	2,041,679	2,573,112	58%
FY16	2,092,617	2,602,046	58%
FY17	2,157,727	2,554,003	56%
FY18	2,202,720	2,743,141	57%
FY19	2,207,444	2,862,655	57%
FY20	2,293,347	3,227,026	60%
FY21	2,293,876	3,500,221	60%
FY22	2,275,000	3,723,072	62%
FY23	2,390,000	4,114,951	63%

DEPARTMENTAL HIGHLIGHTS

The Henrico Commonwealth's Attorney's office, along with all 120 prosecutor offices in the Commonwealth, are participating in a time study with the National Center for State Courts from February to May 2022. This is an effort to identify a more appropriate staffing formula to be integrated by the Compensation Board and thus reflect a more accurate figure of the State's responsibility for public safety.

In FY23, the Commonwealth's Attorney's Office will continue to prosecute traffic and criminal cases, both misdemeanors and felonies, in all the Henrico County Courts. Aggressive prosecution of those who commit violent crimes will remain the number one priority. The Office will continue to work closely with the Police Division to reduce crime, not being just reactive to crime that has occurred, but being proactive with our communities to identify areas of concern and working collaboratively on solutions. The Commonwealth's Attorney's Office will continue pursuing narcotic traffickers using two multi-jurisdictional grand juries. Additionally, the Commonwealth's Attorney's Office will continue providing legal training to the Police Division in its basic academies and through regular in-service training. The Office will continue to devise alternative resolutions to ensure second chances and rehabilitation. Special efforts will also continue to reduce domestic violence, human trafficking, and opioid overdoses.

The Office continues to work with the Sheriff's Office to find alternative treatment and other diversion opportunities to keep the jail population reserved for those who are serving active sentences or for those whose release may jeopardize public safety. The Office continues to provide the necessary resources in working with other agencies to support public safety needs.

On March 17, 2020, the Office began to work in conjunction with all County Departments in devising work plans that continue public service while balancing the health and safety of our employees during the COVID-19 outbreak. Employees returned to true in-office staffing in April 2021 but maintained a backup plan of telework to address the ever-changing COVID impacts. Developments in utilizing more technology to present cases in court has continued to present day. The need for better technology, equipment, i.e., laptops, faxing, and scanning capabilities, were met and we continue to work with technology changes.

Staff continues to work with IT to purchase computer equipment and to work with IT towards a digital/fileless system (CATS).



**Department Operating Budget
Henrico County, Virginia
FY2022-23
COMMONWEALTH'S ATTORNEY**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	4,152,052	4,356,477	4,675,196	318,719	7.3%
50101 Full-Time Salaries and Wages - Overtime	7,244	5,000	5,000	0	0.0%
50104 Temporary Salaries and Wages - Regular	71,494	38,137	38,137	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	7,410	9,523	9,580	57	0.6%
50109 Vacancy Savings	0	-155,882	-166,367	-10,485	-6.7%
50110 FICA	312,651	333,492	356,606	23,114	6.9%
50111 Retirement VRS	598,888	609,907	772,087	162,180	26.6%
50112 Hospital/Medical Plans	458,754	570,912	572,992	2,080	0.4%
50113 Group Insurance - Life (VRS)	55,304	60,119	65,453	5,334	8.9%
50200 Medical Services	3,300	2,400	3,500	1,100	45.8%
50201 Legal Services	1,900	500	1,200	700	140.0%
50220 Lease/Rent Of Equipment	10,619	11,300	11,500	200	1.8%
50240 Printing and Binding	0	250	250	0	0.0%
50270 Other Contractual Services	504	750	750	0	0.0%
50410 Postal Services	1,312	2,000	1,500	-500	-25.0%
50412 Telecommunications	17,749	16,500	16,843	343	2.1%
50431 Education and Training	16,247	40,000	35,000	-5,000	-12.5%
50450 Dues And Association Memberships	26,652	29,500	29,000	-500	-1.7%
50500 Office Supplies	35,713	52,037	50,250	-1,787	-3.4%
50512 Books and Subscriptions	10,498	9,300	10,500	1,200	12.9%
50521 Computer Software	5,806	5,850	10,832	4,982	85.2%
50812 Furniture and Fixtures-New Less Than \$5000	0	0	400	400	100.0%
50815 Computer Equipment-New Less Than \$5000	0	0	4,742	4,742	100.0%
Total Department	5,794,097	5,998,072	6,504,951	506,879	8.5%