

# Commonwealth's Attorney

## DESCRIPTION

The Commonwealth's Attorney is an elected Constitutional Officer serving a four year term of office. This Office is responsible for providing Hanover County and the Commonwealth of Virginia with legal representation in the prosecution of criminal, traffic, and County ordinance violations in the Circuit, General District, and Juvenile and Domestic Relations Courts. The Commonwealth's Attorney is also charged with prosecuting asset forfeiture matters and collecting delinquent fines and court costs. Legal advice is provided to all local and State law enforcement agencies and their officers investigating matters in Hanover County.

## GOALS AND OBJECTIVES

- Continue to successfully prosecute criminal and traffic matters in all courts through the increased use of technology;
- Provide extensive training and advice to local law enforcement departments, including annual legal legislative updates, academy instruction, and in service training;
- Participate with County agencies, schools, citizens groups and other organizations to conduct education on issues related to public safety and courts;
- Supervise and monitor the aggressive collection of delinquent fines and court costs for all courts;
- Maximize funding, technology and programs designed to increase professionalism, job performance, and efficiency;
- To enhance the office's ability to respond to citizens, bring the ratio of attorneys to population from the current 1:15,000 to the regional average of 1:12,000;
- To improve the office's ability to quickly respond to law enforcement, bring the ratio of attorney to law enforcement from the current ratio of 1:33 to the regional average of 1:20; and
- Provide legal advice to County departments regarding rezoning, welfare fraud, and animal control matters.

## SERVICE LEVELS

	<b>FY03</b>	<b>FY03</b>	<b>FY04</b>	<b>FY04</b>	<b>FY05</b>
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Per capita cost of operating department	\$ 9.39	\$ 9.42	\$ 9.71		\$ 11.48
Population served per 1 attorney	17,000	17,000	18,000	15,000	16,000
Law enforcement served per 1 attorney	40	40	33	33	33

The following table is illustrative of the dramatic increase in work load experienced by this office over the last four years:

	2000	2001	2002	2003
Average attorney hours in court per week	53	64	75	89
Average staff hours in court preparation per week	70	77	83	92.5
Number of misdemeanor appeals per month	35	40	50	60

## BUDGET HIGHLIGHTS

### FY04

The increase in salaries and fringe benefits is due to the addition of a Victim Witness position during FY03. All other funding is maintenance level.

### FY05

Salaries and fringe benefits increased due to higher VRS contributions and health insurance costs along with the addition of an Administrative Assistant and an Assistant Commonwealth Attorney. The increase in operating expenditures, in addition to costs associated with these positions, can be attributed to higher maintenance and printing costs, books and subscriptions to aid in the research of court cases, and educational training costs.

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## BUDGET SUMMARY

### Expenditures

	<b>FY03</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>Percent</b>
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
<b>Commonwealth's Attorney</b>					
Salaries and Fringe Benefits	\$ 820,660	\$ 836,469	\$ 881,533	\$ 1,049,681	19.1%
Operating Expenditures	60,665	48,092	52,561	82,208	56.4%
Capital Outlay	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 881,325</b>	<b>\$ 884,561</b>	<b>\$ 934,094</b>	<b>\$ 1,131,889</b>	<b>21.2%</b>

### Revenue

State Share of Local Offices	\$ 533,000	\$ 492,327	\$ 448,000	\$ 448,000	0.0%
State Asset Forfeiture	28,000	6,831	-	-	0.0%
Categorical State Aid: Victim Witness	47,000	56,480	90,000	90,000	0.0%
Categorical Federal Aid: Justice Department	-	-	-	-	0.0%
<b>Total Department Generated Revenue</b>	<b>\$ 608,000</b>	<b>\$ 555,638</b>	<b>\$ 538,000</b>	<b>\$ 538,000</b>	<b>0.0%</b>
Generated Revenue Percent of Budget	69.0%	62.8%	57.6%	47.5%	

### **Other General Fund Revenue**

<b>Other General Fund Revenue</b>	<b>\$ 273,325</b>	<b>\$ 328,923</b>	<b>\$ 396,094</b>	<b>\$ 593,889</b>	<b>49.9%</b>
Other General Fund Percent of Budget	31.0%	37.2%	42.4%	52.5%	
Full-time Positions	10	10	12	14	16.7%
Part-time Positions	4	4	4	4	0.0%
Full-time Equivalents	12.5	12.5	14.5	16.5	13.8%

## FUTURE FUNDING ISSUES

	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>
	<b><u>Plan</u></b>	<b><u>Plan</u></b>	<b><u>Plan</u></b>	<b><u>Plan</u></b>
Salaries and Fringe Benefits	\$ 1,143,894	\$ 1,290,147	\$ 1,344,333	\$ 1,400,795
Operating Expenditures	82,290	89,012	91,415	93,884
Capital Outlay	-	17,850	7,500	20,000
<b>Total Expenditures</b>	<b>\$ 1,226,184</b>	<b>\$ 1,397,009</b>	<b>\$ 1,443,249</b>	<b>\$ 1,514,679</b>

### Revenue

State Share of Local Offices	\$ 455,000	\$ 466,000	\$ 478,000	\$ 490,000
State Asset Forfeiture	-	-	-	-
Categorical State Aid: Victim Witness	90,000	90,000	90,000	90,000
Categorical Federal Aid: Justice Department	-	-	-	-
<b>Total Department Generated Revenue</b>	<b>\$ 545,000</b>	<b>\$ 556,000</b>	<b>\$ 568,000</b>	<b>\$ 580,000</b>
Generated Revenue Percent of Budget	44.4%	39.8%	39.4%	38.3%

### **Other General Fund Revenue**

<b>Other General Fund Revenue</b>	<b>\$ 681,184</b>	<b>\$ 841,009</b>	<b>\$ 875,249</b>	<b>\$ 934,679</b>
Other General Fund Percent of Budget	55.6%	60.2%	60.6%	61.7%
Full-time Positions	14	16	16	16
Part-time Positions	4	4	4	4
Full-time Equivalents	15.5	17.5	17.5	17.5

The five year plan includes funding for an Assistant Commonwealth's Attorney and Administrative Assistant in FY07, a file server in FY08 and a vehicle replacement in FY09.