

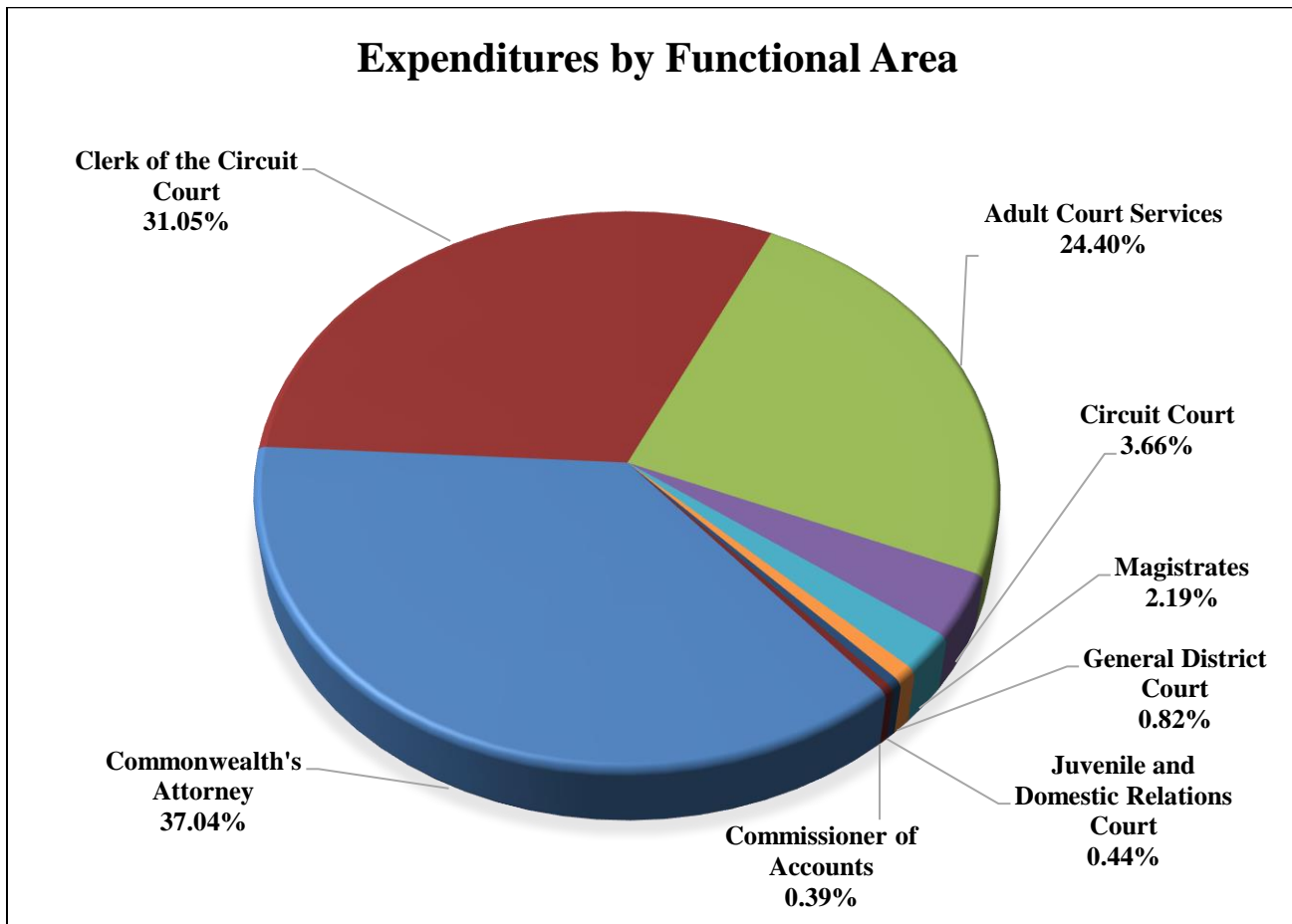
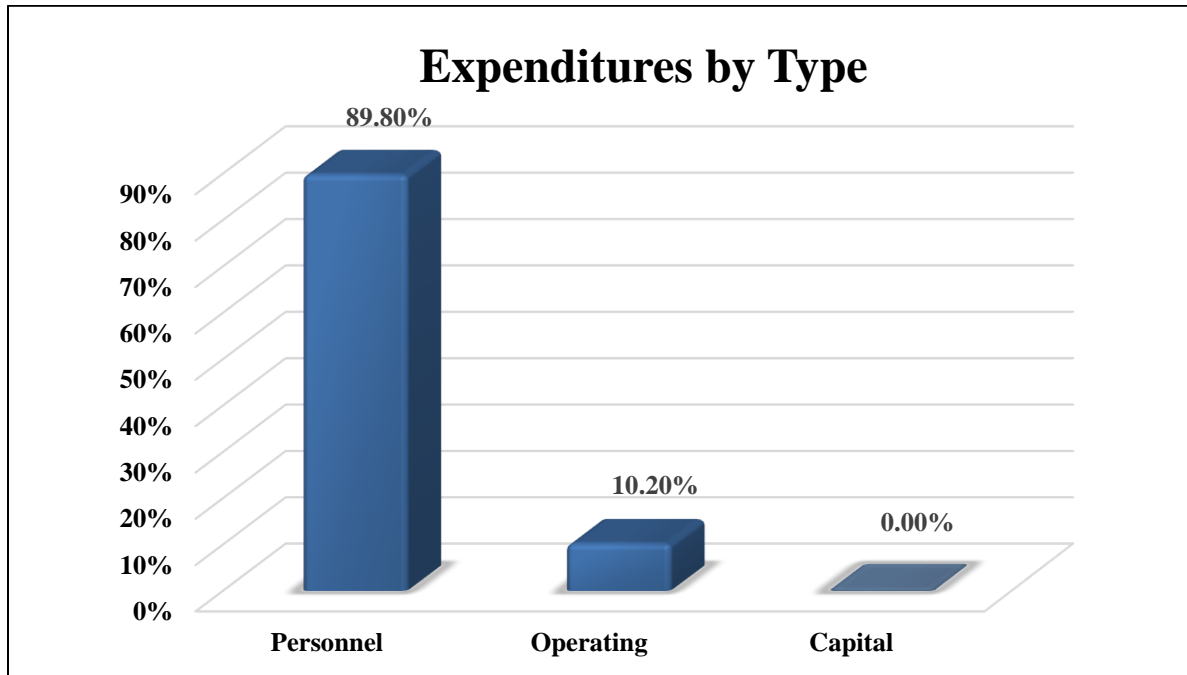
Judicial Administration

Adult Court Services	\$	975,803
Circuit Court		146,447
Clerk of the Circuit Court		1,241,676
Commissioner of Accounts		15,600
Commonwealth's Attorney		1,481,184
General District Court		32,700
Juvenile and Domestic Relations Court		17,726
<u>Magistrates</u>		<u>87,773</u>
Total	\$	3,998,909



**Old Courthouse
Warrenton, Virginia**

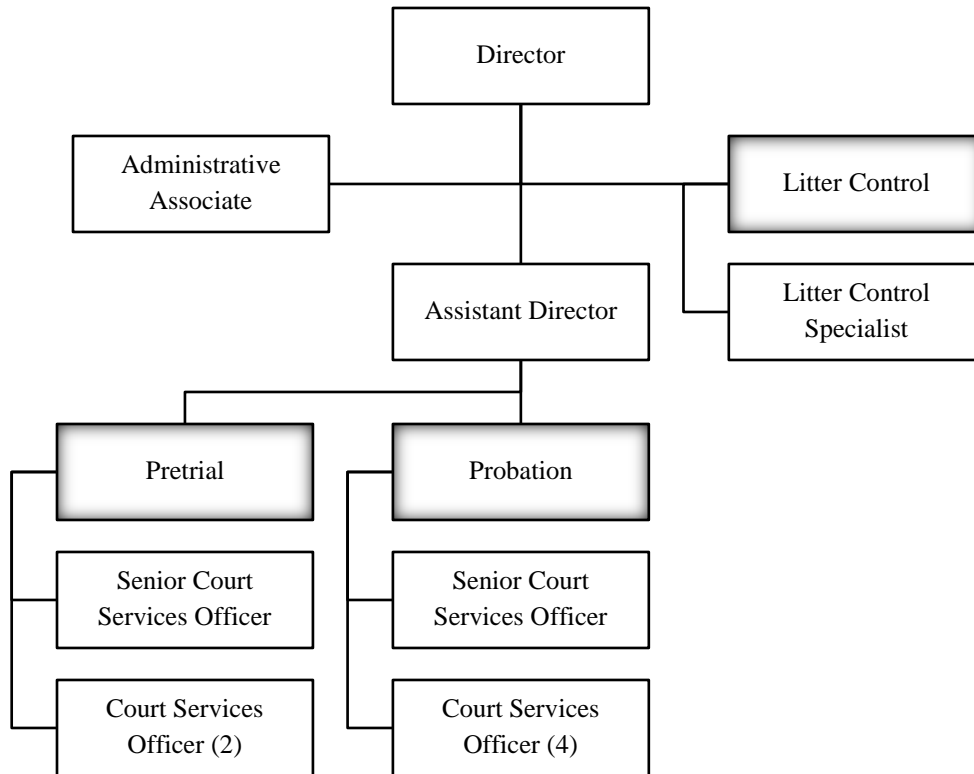
Judicial Administration



Adult Court Services

ORGANIZATIONAL PURPOSE:

The Office of Adult Court Services enhances public safety, reduces jail overcrowding, and increases accountability of criminal offenders by providing criminal justice services to the local courts and the community. These services include, but are not limited to, probation services, pretrial investigation and supervision services, litter control programs, criminal justice grant administration, staff support for the Fauquier/Rappahannock Community Criminal Justice Board, staff support for the Board of Supervisors' Public Safety Committee, and collection and analysis of system data to assess the need for new programs and services, as well as the effectiveness of current services.



GOALS:

- Provide probation services to more than 700 court-referred offenders.
- Secure at least \$500,000 in State or Federal grant revenue for criminal justice services.
- Investigate at least 350 pretrial detainees and supervise at least 400 offenders.
- Place and monitor at least 5,500 hours of free community service labor for the County.
- Continue programs to reduce DUI recidivism, mainly the Victim Impact Panel.
- Reduce litter in the County by maintaining the litter control program and implement education programs that discourage littering.

Adult Court Services

KEY PROJECTS FOR FY 2018:

- Provide court-ordered probation to offenders in lieu of costly jail detention.
- Provide pretrial investigation services to the judiciary in order to ensure better informed bail-making decisions.
- Provide pretrial supervision and monitoring of defendants released to the custody of the department while awaiting trial, preserving bed space at the local jail which reduces jail costs.
- Place and monitor court-ordered community service labor in Fauquier and Rappahannock Counties.
- Manage a litter control program, utilizing court ordered community service workers.
- Collect court costs, fines, and restitution to the victims of crime.
- Serve as lead staff to the Board of Supervisors' Public Safety Committee.
- Act as lead staff and planner for the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees and task forces.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$871,928	\$879,352	\$873,106	\$897,836
Operating	\$79,672	\$70,675	\$77,857	\$77,967
Capital	\$0	\$0	\$0	\$0
Total	\$951,600	\$950,027	\$950,963	\$975,803
Revenue	\$505,446	\$255,332	\$505,446	\$511,707
Net Local Revenue	\$446,154	\$694,695	\$445,517	\$464,096
Full-time Equivalents	12.00	12.00	12.00	12.00

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for Adult Court Services includes personnel expenditure increases due to rising benefit costs and a mid-FY 2017 two-percent cost-of-living adjustment for permanent staff. In addition, the FY 2018 Adopted Budget includes an increase in their state funding allocation based on the Commonwealth's adopted budget.

PROGRAM 1: *Local Probation*

- Provide probationary supervision of court-referred, convicted offenders in lieu of jail detention.
- Provide court reports, testimony, and investigations as ordered.
- Place and monitor court-ordered community service labor.
- Drug screen offenders to ensure compliance with court-imposed conditions.
- Collect fines, costs, and restitution for the victims of crime.
- Refer offenders to the appropriate remedial resources.

Adult Court Services

SERVICE VOLUME	FY 2015 Actual	FY 2016 Actual	FY 2017 Projected	FY 2018 Projected
Community service hours performed	6,000	5,123	5,500	5,500
Fines, costs, restitution monitored/ collected	\$160,000	\$140,000	\$165,000	\$150,000
Average daily caseload	450	315	425	400
Cases closed	925	640	800	700

OBJECTIVE:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2015 Actual	FY 2016 Actual	FY 2017 Goal	FY 2018 Goal
Rate of successful closure	75%	74%	75%	75%
Referrals to Probation	700	635	675	650

PROGRAM 2: Pretrial Services

- Provide pretrial investigation of defendants awaiting trial.
- Provide pretrial reports and recommendations to courts at arraignment.
- Provide supervision to pretrial defendants released to the custody of the department.
- Provide monitoring of general and special conditions of bail; reports violations to the courts.
- Apply for arrest warrants in cases of potential safety risk or flight risk from prosecution.
- Conduct indigence verifications for court-appointed counsel.

SERVICE VOLUME	FY 2015 Actual	FY 2016 Actual	FY 2017 Projected	FY 2018 Projected
Pretrial investigations	400	338	350	350
Average daily caseload	120	88	100	100
Indigence verifications	300	300	300	300

OBJECTIVE:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2015 Actual	FY 2016 Actual	FY 2017 Goal	FY 2018 Goal
Pretrial placements	400	429	400	425
Successful pretrial placements	82%	81%	85%	85%

Adult Court Services

PROGRAM 3: *Litter Control*

- Reduce the amount of trash on the County’s roadways by providing a cost effective litter control program.
- Utilize court-ordered community service workers to collect litter.
- Target “problem” areas in the County that have increased litter control needs.
- Report progress of litter pickup to the Courts and the Board of Supervisors.
- Implement education programs to reduce litter.

SERVICE VOLUME	FY 2015 Actual	FY 2016 Actual	FY 2017 Projected	FY 2018 Projected
Community service workers utilized	259	322	250	300

OBJECTIVE:

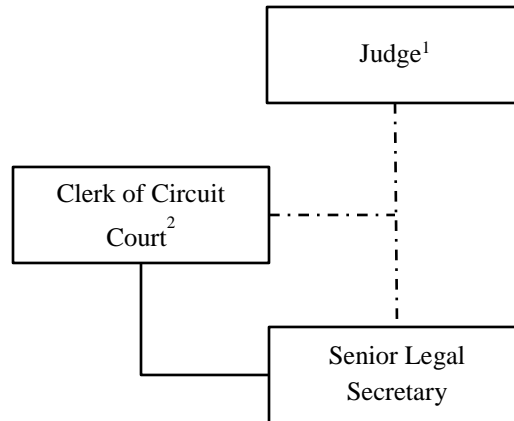
- Reduce litter in the County by increasing community service hours assigned and completed.

OUTCOME MEASURES	FY 2015 Actual	FY 2016 Actual	FY 2017 Goal	FY 2018 Goal
Litter retrieved (tons)	56	62	60	60
Community Service Hours completed	2,236	2,488	2,500	2,500

Circuit Court

ORGANIZATIONAL PURPOSE:

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims exceeding \$25,000. In addition to adjudicating all felonies, the Circuit Court hears cases appealed from the General District Court, the Juvenile and Domestic Relations District Court, administrative agencies, and the Board of Zoning Appeals. The Circuit Court handles family matters, including divorce, equity matters, and condemnations. The Circuit Court Judge supervises Grand Jury proceedings within the County. The Judge of the Circuit Court also makes appointments to various Boards.



¹State-funded position.

²Position funded in Clerk of Circuit Court budget.

GOALS:

- Administer justice in Fauquier County in a fair, efficient, and timely manner to all litigants, according to law.
- Conduct court hearings openly, except as provided by statute.
- Schedule the trial of cases and close cases in accordance with the timelines set out by the Supreme Court of Virginia.

KEY PROJECTS FOR FY 2018:

- Issue legal opinions for a variety of matters before the Court based upon the review of legal precedents.
- Administer the neutral case evaluation program--designed to resolve cases without trial and thereby relieve the civil trial docket--and review other options for referral of cases to mediation.
- Oversee selection of the jury pool for the trial of civil and criminal cases and maintain the grand jury list for consideration of indictments.
- Schedule criminal and civil cases to insure the expeditious processing of these cases.

Circuit Court

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$82,704	\$80,944	\$87,695	\$88,447
Operating	\$45,026	\$49,755	\$58,000	\$58,000
Capital	\$0	\$0	\$0	\$0
Total	\$127,730	\$130,699	\$145,695	\$146,447
Revenue	\$35,929	\$37,419	\$36,500	\$36,500
Net Local Revenue	\$91,801	\$93,280	\$109,195	\$109,947
Full-time Equivalents	1.00	1.00	1.00	1.00

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the Circuit Court includes personnel expenditure increases due to rising benefit costs.

PROGRAM 1: *Circuit Court*

SERVICE VOLUME	CY 2015 Actual	CY 2016 Actual	CY 2017 Goal	CY 2018 Goal
Civil cases completed	561	687	700	750
Miscellaneous petitions/applications reviewed	317	342	400	450
Criminal cases completed	1,123	974	1,400	1,500
Criminal defendants	476	554	550	600
Jury days	22	38	50	50
Cases ended by trial before Judge	320	357	450	450
Settlement conferences	55	77	50	50

OBJECTIVE:

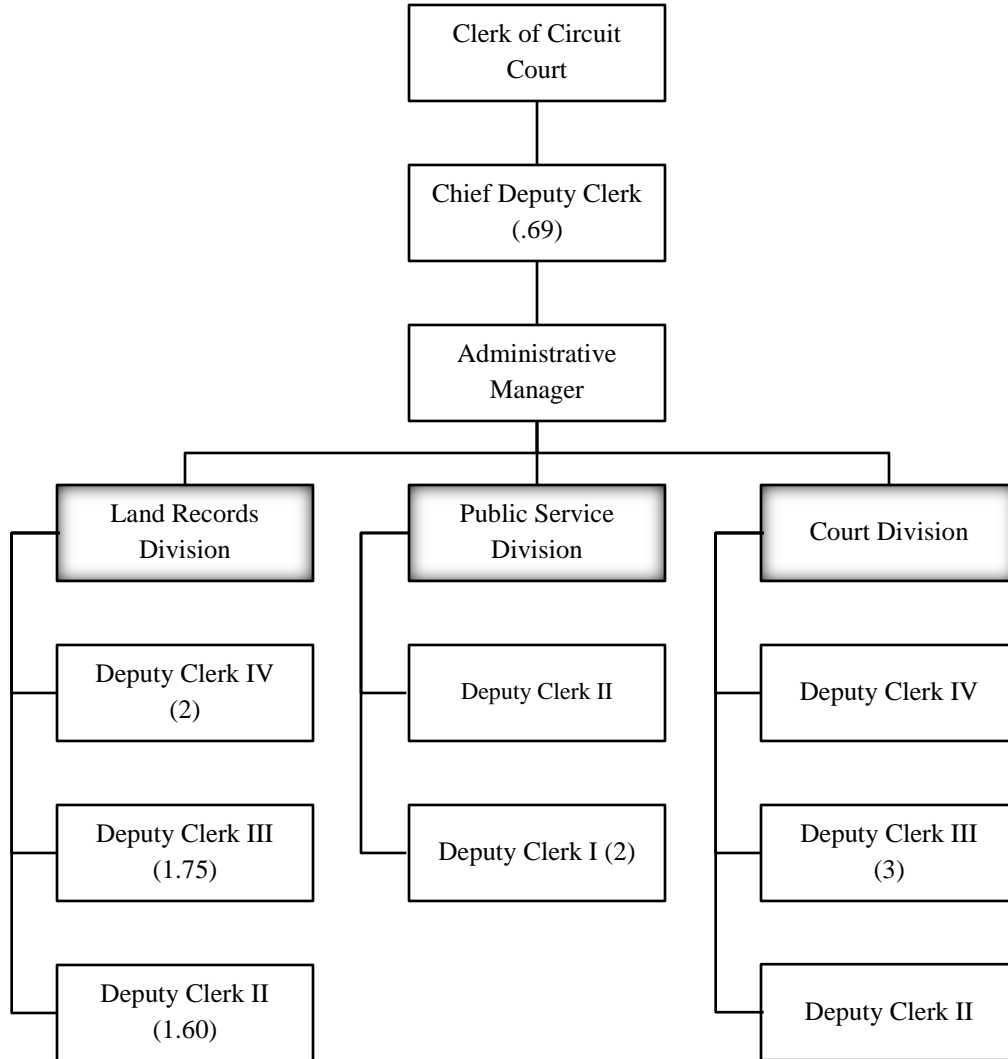
- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

OUTCOME MEASURES	CY 2015 Actual	CY 2016 Actual	CY 2017 Goal	CY 2018 Goal
Cases referred to Neutral Case Evaluation	43	35	40	40
Cases heard by Neutral Case Evaluation	23	23	20	20
Cases settled by Neutral Case Evaluation	20	13	15	15

Clerk of Circuit Court

ORGANIZATIONAL PURPOSE:

The Clerk's Office is the custodian of the Fauquier County land records dating to 1759 and the Circuit Court records. The Clerk of the Circuit Court is a Constitutional Officer elected by the voters of Fauquier County for a term of eight years. The Clerk performs roles in the areas of public safety, court administration, land and business records, public service, and records preservation. The Clerk collects various State and County taxes set by law and transfers revenue to the State and locality. The Clerk has authority to issue marriage licenses, probate wills, grant administrations of estates, and appoint guardians for a minor's personal estate.



Clerk of Circuit Court

GOALS:

Public Safety

- Issue warrants of arrest for defendants on new indictments from grand jury, for defendants in violation of the terms of their recognizance or for probationers who have serious violations of the terms of their release.
- Prepare court orders for criminal cases; enter conviction data for electronic transmission to Virginia State Police, Department of Motor Vehicles, and the Department of Corrections.

Court Administration

- Coordinate roles of law enforcement and prosecutors in criminal cases.
- Maintain various jury pools for regular trial juries, for grand jury, for special grand jury, and for multi-jurisdictional grand jury and select jurors for service
- Schedule court hearings and summon jurors and witnesses to provide earliest possible resolution of cases.
- Provide web access to case information and hearings.
- Scan court filings to improve access to records.
- Calculate criminal costs and collect fines, costs, and restitution for distribution to victims.

Land and Business Records

- Record, index, and maintain land records, including deeds, deeds of trust, certificates of satisfaction, plats, covenants, and easements.
- Record and index trade names for individual businesses, partnerships, limited liability companies, and corporations.
- Provide remote access to land records.

Public Service

- Probate wills and record various estate documents, such as lists of heirs, inventories, and accounts.
- Issue marriage licenses.
- Provide prompt response to customer inquiries and requests.
- Preserve permanent records in an appropriate environment for current and future use.
- Cross-train staff to enhance public service and work production.
- Maintain close contact with many agencies, State and local, to work together to receive and provide better services.

KEY PROJECTS FOR FY 2018:

- Continue to provide remote access to land records and to court records by paid subscription.
- Continue review of pending court cases to meet case processing guidelines.
- Continue archival records preservation plan.
- Enhance storage needs for court and fiduciary files.
- Purge records as dictated by retention schedules set out by the Library of Virginia.

Clerk of Circuit Court

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$1,038,893	\$1,103,677	\$1,098,395	\$1,121,202
Operating	\$93,087	\$99,700	\$120,474	\$120,474
Capital	\$0	\$0	\$0	\$0
Total	\$1,131,980	\$1,203,377	\$1,218,869	\$1,241,676
Revenue	\$2,060,434	\$2,274,649	\$2,116,700	\$2,104,077
Net Local Revenue	(\$928,454)	(\$1,071,272)	(\$897,831)	(\$862,401)
Full-time Equivalents	15.04	16.04	16.04	16.04

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the Clerk of the Circuit Court includes personnel expenditure increases due to rising benefit costs and a mid-FY 2017 two-percent cost-of-living adjustment for permanent staff. Revenue has been adjusted to more accurately reflect revenue projections based on current real estate market trends for recordations, number of transactions, and values. In addition, revenue increases for the Clerk of the Circuit Court include increases in State Compensation Board funding allocations based on the Commonwealth's adopted budget.

PROGRAM 1: *Clerk of Circuit Court*

SERVICE VOLUME	CY 2015 Actual	CY 2016 Actual	CY 2017 Goal	CY 2018 Goal
Deed Book recording	11,986	12,515	15,000	16,000
Wills and fiduciary filings ¹	377	373	400	400
Marriages	477	471	500	500
Financing statements	185	185	200	200
Trade names	247	279	300	300
Judgments	1,555	1,290	2,000	2,000
Civil cases filed	777	818	850	900
Criminal cases filed	950	1,082	1,300	1,400
Concealed handgun permits	1,218	1,417	1,100	1,500
Notary Public	359	355	350	350

¹Fiduciary filings include accountings filed by trustees performing foreclosure sale. The number of foreclosures has continued to decline since CY 2011 and it is anticipated that this trend will continue.

Clerk of Circuit Court

OBJECTIVES:

- Create revenue stream to maintain computer hardware & software.
- Provide access to land records through remote access subscriptions.
- Provide access to court records to lawyers through remote access subscriptions.
- Provide access to information about Clerk's Office procedures by posting forms, calendars, and procedures on the County website.
- Provide docket information for court records online at www.courts.state.va.us (Circuit Court Case Information).
- Convert microfilm and paper images to digital images to improve access to records and reduce storage requirements.

OUTCOME MEASURES	FY 2015 Actual	FY 2016 Actual	FY 2017 Goal	FY 2018 Goal
Paid subscriptions for remote access to land records	110	97	130	140
Paid subscriptions to remote access to court records	18	18	30	40

Commissioner Of Accounts

ORGANIZATIONAL PURPOSE:

The Commissioner of Accounts oversees the certification of wills by administrators and executors before being released for their qualifications, as courteously and expeditiously as possible.

GOALS:

- Monitor and assist, as necessary, to facilitate the certification process.

KEY PROJECTS FOR FY 2018:

- Oversee the process of certification of wills by administrators and executors.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$2,400	\$2,400	\$2,400	\$15,600
Capital	\$0	\$0	\$0	\$0
Total	\$2,400	\$2,400	\$2,400	\$15,600
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$2,400	\$2,400	\$2,400	\$15,600
Full-time Equivalent	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

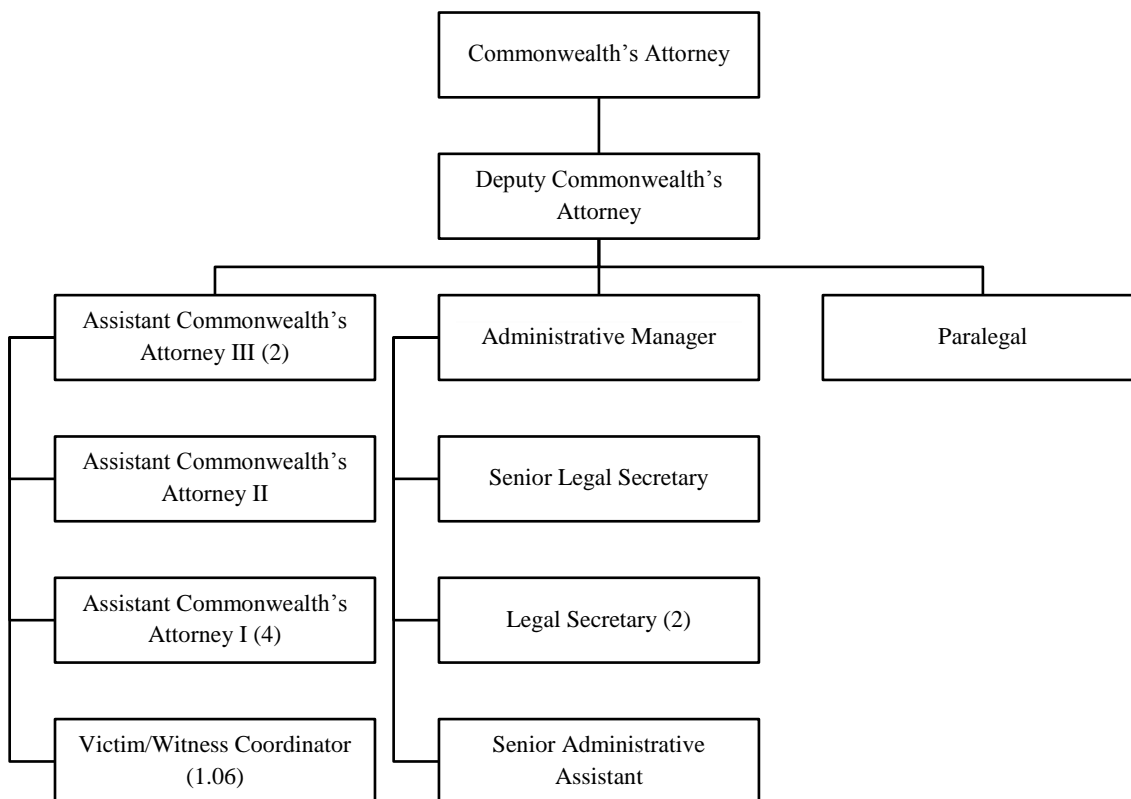
The FY 2018 Adopted Budget for the Commissioner of Accounts includes adjustments to reflect current rental rates, which have been unadjusted for a significant number of years.

Commonwealth's Attorney

ORGANIZATIONAL PURPOSE:

The Commonwealth's Attorney ("C.A.") is a County-wide elected official whose office is created by the Constitution of Virginia. The C.A. is charged by State law with the duty of prosecuting all felonies on behalf of the Commonwealth of Virginia which are committed within the geographic confines of Fauquier County, including the incorporated municipalities therein. The C.A. may prosecute misdemeanors and traffic infractions on a discretionary basis. All of the above enumerated matters originate in three separate trial court systems where final orders are potentially appealed to two different appellate courts in Virginia. The C.A. represents the Commonwealth in limited statutory appeals to the Virginia appellate courts, but in all cases provides the initial representation in appellate matters by serving as counsel during the appellate petition process by properly drafting and filing briefs in opposition to appeal in connection with the cases that we have successfully prosecuted in the trial court(s). In addition, the C.A. is empowered to sue civilly for drug asset forfeiture in appropriate cases.

There are also over 400 additional statutorily mandated duties imposed upon the C.A. Among these are a variety of sundry matters such as advising and representing the local registrar and board of elections, giving binding conflicts of interest opinions to local officials, reviewing autopsy reports of all unattended deaths in the locality for irregularities, and many other matters.



Commonwealth's Attorney

GOALS:

- Maintain a high degree of professional competence, training and mission dedication of eight Assistant Commonwealth's Attorneys and a similarly competent support staff for such attorneys.
- Continually enhance the administration of justice.
- Continually promote enhanced law enforcement by partnering with policing agencies (the Fauquier County Sheriff's Office, Virginia State Police, and the Town of Warrenton).
- Bring new and innovative procedures, policies, training and techniques to case investigations which increase the likelihood of constitutionally correct apprehension, prosecution, and conviction of criminal suspects who have violated Virginia or local law.

KEY PROJECTS FOR FY 2018:

- Enroll seven past unsolved homicide cases into the newly empaneled Special Grand Jury investigative process.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$1,359,396	\$1,420,452	\$1,394,018	\$1,409,443
Operating	\$53,449	\$62,049	\$63,025	\$71,741
Capital	\$0	\$0	\$0	\$0
Total	\$1,412,845	\$1,482,501	\$1,457,043	\$1,481,184
Revenue	\$502,588	\$540,317	\$502,818	\$514,289
Net Local Revenue	\$910,257	\$942,184	\$954,225	\$966,895
Full-time Equivalents	16.07	16.07	16.07	16.07

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the Commonwealth's Attorney includes personnel expenditure increases due to rising benefit costs and a mid-FY 2017 two-percent cost-of-living adjustment for permanent staff. In addition, the FY 2018 Adopted Budget includes operating expenditure increases due to the establishment of three fleet vehicles mid-FY 2017 and the related maintenance costs. Revenue increases for the Commonwealth's Attorney include increases in State Compensation Board funding allocations based on the Commonwealth's adopted budget.

Commonwealth's Attorney

PROGRAM 1: Court Appearances

The Commonwealth's Attorney prepares for and appears in the General District Court, Juvenile and Domestic Relations District Court, and Circuit Court on all criminal matters. There also are some civil matters, i.e., Overweight Citations and Asset Forfeiture actions, which are prepared for and appeared on which are not reflected in these numbers.

SERVICE VOLUME & OUTCOME MEASURES¹	CY 2015 Actual	CY 2016 Actual	CY 2017 Projected	CY 2018 Projected
Juvenile & Domestic Relations District Court (JDR) Cases Heard	2,876	2,600	2,700	2,700
General District Court (GDC) Cases Heard ³	14,827	15,304	16,000	16,000
Circuit Court hearings (not including Bench Trials or Jury Trials or Misdemeanor Appeals)	4,781	4,261	5,085	5,085
Circuit Court Jury Trials, Bench Trials and Misdemeanor Appeals	381	342	420	420

¹Measures are provided by the offices of the clerks in the cases of the District Courts; Circuit Court measures were assessed by numerical hand-count by the Office of the Commonwealth's Attorney.

General District Court

ORGANIZATIONAL PURPOSE:

The Fauquier County General District Court presides over all legal proceedings and assures the public is treated fairly and impartially in all of these proceedings before the court. There are three divisions that comprise the functions held in the court: civil, traffic and criminal.

GOALS:

- Provide adequate space, safety, and professional help for the public at all times.

KEY PROJECTS FOR FY 2018:

- Preside over all legal proceedings before the court.
- Continue maintenance on the old courthouse.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$40,205	\$21,793	\$32,700	\$32,700
Capital	\$0	\$0	\$0	\$0
Total	\$40,205	\$21,793	\$32,700	\$32,700
Revenue	\$31,111	\$35,627	\$33,500	\$33,500
Net Local Revenue	\$9,094	(\$13,834)	(\$800)	(\$800)
Full-time Equivalent	0.00	0.00	0.00	0.00

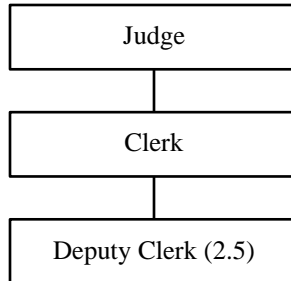
BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the General District Court includes no budgetary adjustments in comparison to prior years.

Juvenile and Domestic Relations Court

ORGANIZATIONAL PURPOSE:

The Fauquier County Juvenile and Domestic Relations District Court strives to be constantly aware of and address the ever-changing needs of the citizens of Fauquier County, especially the at-risk juveniles, troubled adults, and their families.



All Juvenile and Domestic Relations Court positions are State-funded positions.

GOALS:

- Strive to save the at-risk youth and assist their families, in order for them to reach their maximum potential.
- Offer at-risk youth every available opportunity to succeed, as this is the right of every individual in our society.
- Protect the community from these troubled youth.

KEY PROJECTS FOR FY 2018:

- Work with at-risk youth and their families to help mitigate the threat these youth pose to themselves, as well as to the surrounding community.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$12,942	\$13,447	\$17,726	\$17,726
Capital	\$0	\$0	\$0	\$0
Total	\$12,942	\$13,447	\$17,726	\$17,726
Revenue	\$169	\$215	\$250	\$250
Net Local Revenue	\$12,773	\$13,232	\$17,476	\$17,476
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the Juvenile and Domestic Relations Court includes no budgetary adjustments in comparison to prior years.

Magistrates

ORGANIZATIONAL PURPOSE:

Magistrates are appointed by chief circuit court judges for four year terms. The number of magistrates in each district is authorized by the Committee on District Courts. While magistrates do not possess trial jurisdiction, they are an integral part of the judicial system and are judicial officers of the Commonwealth of Virginia. The principal function of the magistrate is to provide an independent, unbiased review of complaints brought by police officers, sheriff deputies, and citizens. Magistrates are not police officers, nor do they provide law enforcement; magistrates are issuing officers who serve as a buffer between law enforcement and society. Magistrates may assist the public by providing information on the judicial system processes and procedures. Magistrates have no authority except that which has been expressly conferred by statute.

GOALS:

- Provide services as required by the Supreme Court of Virginia to serve the citizens of Fauquier County.

KEY PROJECTS FOR FY 2018:

- Issue arrest warrants, search warrants, civil warrants, other warrants, and subpoenas.
- Admit to bail or commit to jail.
- Administer oaths and take acknowledgements.
- Act as a conservator of the peace.
- Accept prepayment for certain offenses.
- Issue emergency custody orders, emergency protective orders, civil or criminal temporary mental detention orders, and out of service orders.

BUDGET SUMMARY:

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted
Costs:				
Personnel	\$57,156	\$57,374	\$73,946	\$73,946
Operating	\$12,217	\$28,711	\$13,827	\$13,827
Capital	\$0	\$0	\$0	\$0
Total	\$69,373	\$86,085	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$69,373	\$86,085	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2018 Adopted Budget for the Magistrates include no budgetary adjustments in comparison to prior years.

