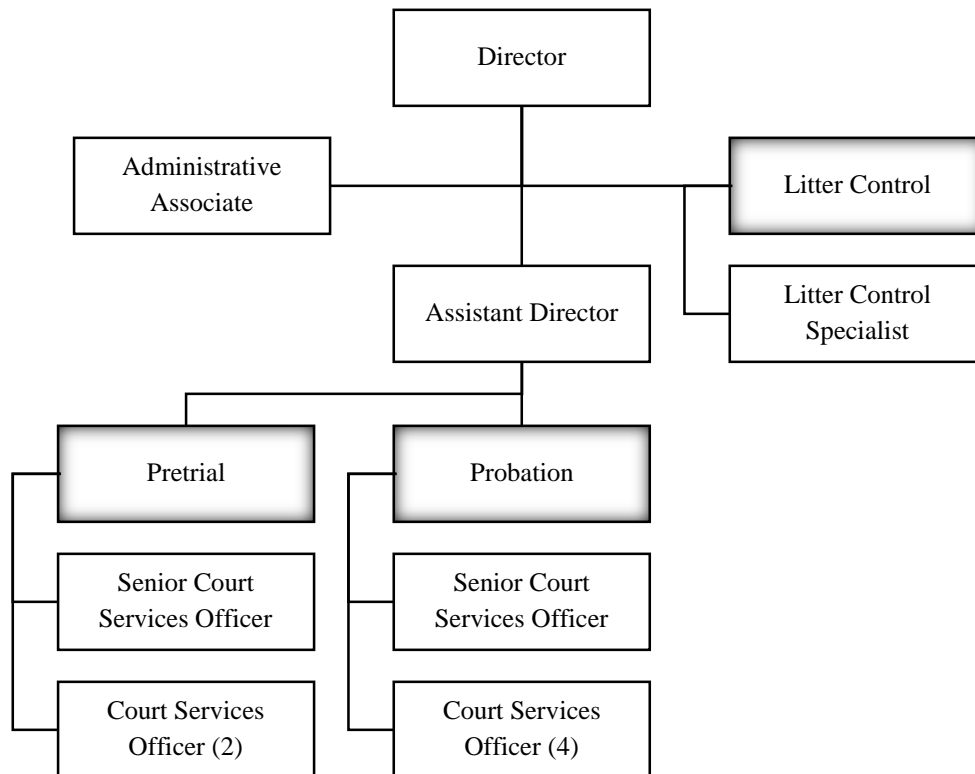


# ADULT COURT SERVICES

## 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

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### KEY PROJECTS FOR FY 2017 AND 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:

|                              | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Costs:                       |                           |                           |                            |                            |                             |                            |                             |
| Personnel                    | \$870,547                 | \$871,928                 | \$878,960                  | \$893,961                  | \$873,106                   | \$900,801                  | \$877,666                   |
| Operating                    | \$70,389                  | \$79,672                  | \$80,798                   | \$77,857                   | \$77,857                    | \$77,967                   | \$77,967                    |
| Capital                      | \$7,033                   | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                 | <b>\$947,969</b>          | <b>\$951,600</b>          | <b>\$959,758</b>           | <b>\$971,818</b>           | <b>\$950,963</b>            | <b>\$978,768</b>           | <b>\$955,633</b>            |
| Revenue                      | \$504,696                 | \$505,446                 | \$505,446                  | \$510,663                  | \$510,663                   | \$510,663                  | \$510,663                   |
| <b>Net Local Revenue</b>     | <b>\$443,273</b>          | <b>\$446,154</b>          | <b>\$454,312</b>           | <b>\$461,155</b>           | <b>\$440,300</b>            | <b>\$468,105</b>           | <b>\$444,970</b>            |
| Full Time Staff              | 12.00                     | 12.00                     | 12.00                      | 12.00                      | 12.00                       | 12.00                      | 12.00                       |
| Part Time Staff              | 0.00                      | 0.00                      | 0.00                       | 0.00                       | 0.00                        | 0.00                       | 0.00                        |
| <b>Full-time Equivalents</b> | <b>12.00</b>              | <b>12.00</b>              | <b>12.00</b>               | <b>12.00</b>               | <b>12.00</b>                | <b>12.00</b>               | <b>12.00</b>                |

### BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Adult Court Services includes an adjustment to personnel expenditures due to changes in benefit costs.

## ADULT COURT SERVICES

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### 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.

| SERVICE VOLUME                                    | FY 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Projected | FY 2017<br>Projected | FY 2018<br>Projected |
|---|-------------------|-------------------|----------------------|----------------------|----------------------|
| Community service hours performed                 | 5,423             | 6,000             | 6,000                | 5,500                | 5,750                |
| Fines, costs, restitution monitored/<br>collected | \$177,000         | \$160,000         | \$160,000            | \$165,000            | \$165,000            |
| Average daily caseload                            | 425               | 450               | 450                  | 425                  | 425                  |
| Cases closed                                      | 905               | 925               | 925                  | 800                  | 800                  |

### OBJECTIVE:

- Maintain successful closure rate of probation cases.

| OUTCOME MEASURES           | FY 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Goal | FY 2017<br>Goal | FY 2018<br>Goal |
|----------------------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| Rate of successful closure | 71%               | 75%               | 75%             | 75%             | 75%             |
| Referrals to Probation     | 755               | 700               | 700             | 675             | 675             |

### 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 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Projected | FY 2017<br>Projected | FY 2018<br>Projected |
|-------------------------|-------------------|-------------------|----------------------|----------------------|----------------------|
| Pretrial investigations | 393               | 400               | 400                  | 350                  | 350                  |
| Average daily caseload  | 108               | 120               | 120                  | 100                  | 100                  |
| Indigence verifications | 300               | 300               | 300                  | 300                  | 300                  |

## ADULT COURT SERVICES

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**OBJECTIVE:**

- Maintain rate of successful pretrial placements.

| <b>OUTCOME MEASURES</b>        | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Goal</b> | <b>FY 2017<br/>Goal</b> | <b>FY 2018<br/>Goal</b> |
|--------------------------------|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
| Pretrial placements            | 508                       | 400                       | 400                     | 400                     | 400                     |
| Successful pretrial placements | 82%                       | 82%                       | 82%                     | 85%                     | 85%                     |

**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.

| <b>SERVICE VOLUME</b>              | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Projected</b> | <b>FY 2017<br/>Projected</b> | <b>FY 2018<br/>Projected</b> |
|------------------------------------|---------------------------|---------------------------|------------------------------|------------------------------|------------------------------|
| Community service workers utilized | 259                       | 259                       | 200                          | 250                          | 250                          |

**OBJECTIVE:**

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

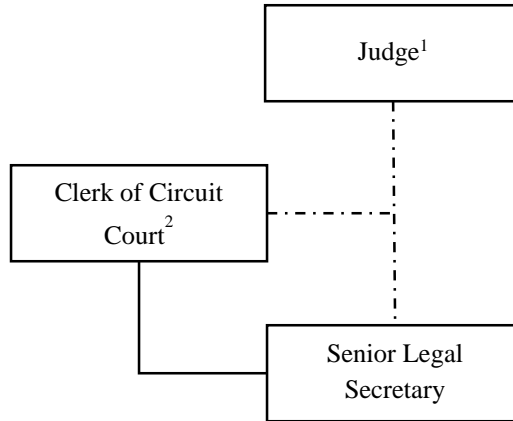
| <b>OUTCOME MEASURES</b>           | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Goal</b> | <b>FY 2017<br/>Goal</b> | <b>FY 2018<br/>Goal</b> |
|-----------------------------------|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
| Litter retrieved (tons)           | 51.3                      | 60                        | 60                      | 60                      | 60                      |
| Community Service Hours completed | 2,210                     | 2,500                     | 2,500                   | 2,500                   | 2,500                   |

# CIRCUIT COURT

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## 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.



<sup>1</sup>State-funded position.

<sup>2</sup>Position 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 2017 AND 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 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Adopted | FY 2017<br>Request | FY 2017<br>Proposed | FY 2018<br>Request | FY 2018<br>Proposed |
|------------------------------|-------------------|-------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
| Costs:                       |                   |                   |                    |                    |                     |                    |                     |
| Personnel                    | \$77,492          | \$82,704          | \$88,398           | \$89,324           | \$87,695            | \$111,222          | \$88,075            |
| Operating                    | \$43,153          | \$45,026          | \$58,000           | \$58,000           | \$58,000            | \$58,000           | \$58,000            |
| Capital                      | \$0               | \$0               | \$0                | \$0                | \$0                 | \$0                | \$0                 |
| <b>Total</b>                 | <b>\$120,645</b>  | <b>\$127,730</b>  | <b>\$146,398</b>   | <b>\$147,324</b>   | <b>\$145,695</b>    | <b>\$169,222</b>   | <b>\$146,075</b>    |
| Revenue                      | \$28,350          | \$35,929          | \$41,500           | \$41,500           | \$36,500            | \$41,500           | \$36,500            |
| <b>Net Local Revenue</b>     | <b>\$92,295</b>   | <b>\$91,801</b>   | <b>\$104,898</b>   | <b>\$105,824</b>   | <b>\$109,195</b>    | <b>\$127,722</b>   | <b>\$109,575</b>    |
| Full Time Staff              | 1.00              | 1.00              | 1.00               | 1.00               | 1.00                | 1.00               | 1.00                |
| Part Time Staff              | 0.00              | 0.00              | 0.00               | 0.00               | 0.00                | 0.67               | 0.00                |
| <b>Full-time Equivalents</b> | <b>1.00</b>       | <b>1.00</b>       | <b>1.00</b>        | <b>1.00</b>        | <b>1.00</b>         | <b>1.67</b>        | <b>1.00</b>         |

### BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Circuit Court includes adjustments to personnel expenditures due to changes in benefit costs. In addition, revenue has been adjusted to more accurately reflect current revenue projections and historical collections.

### PROGRAM 1: *Circuit Court*

| SERVICE VOLUME                                | CY 2014<br>Actual | CY 2015<br>Actual | CY 2016<br>Goal | CY 2017<br>Goal | CY 2018<br>Goal |
|---|-------------------|-------------------|-----------------|-----------------|-----------------|
| Civil cases completed                         | 640               | 561               | 650             | 700             | 750             |
| Miscellaneous petitions/applications reviewed | 207               | 317               | 350             | 400             | 450             |
| Criminal cases completed                      | 1,211             | 1,123             | 1,300           | 1,400           | 1,500           |
| Criminal defendants                           | 557               | 476               | 525             | 550             | 600             |
| Jury days                                     | 30                | 22                | 40              | 50              | 50              |
| Cases ended by trial before Judge             | 404               | 320               | 450             | 450             | 450             |
| Settlement conferences                        | 63                | 55                | 50              | 50              | 50              |

## CIRCUIT COURT

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**OBJECTIVE:**

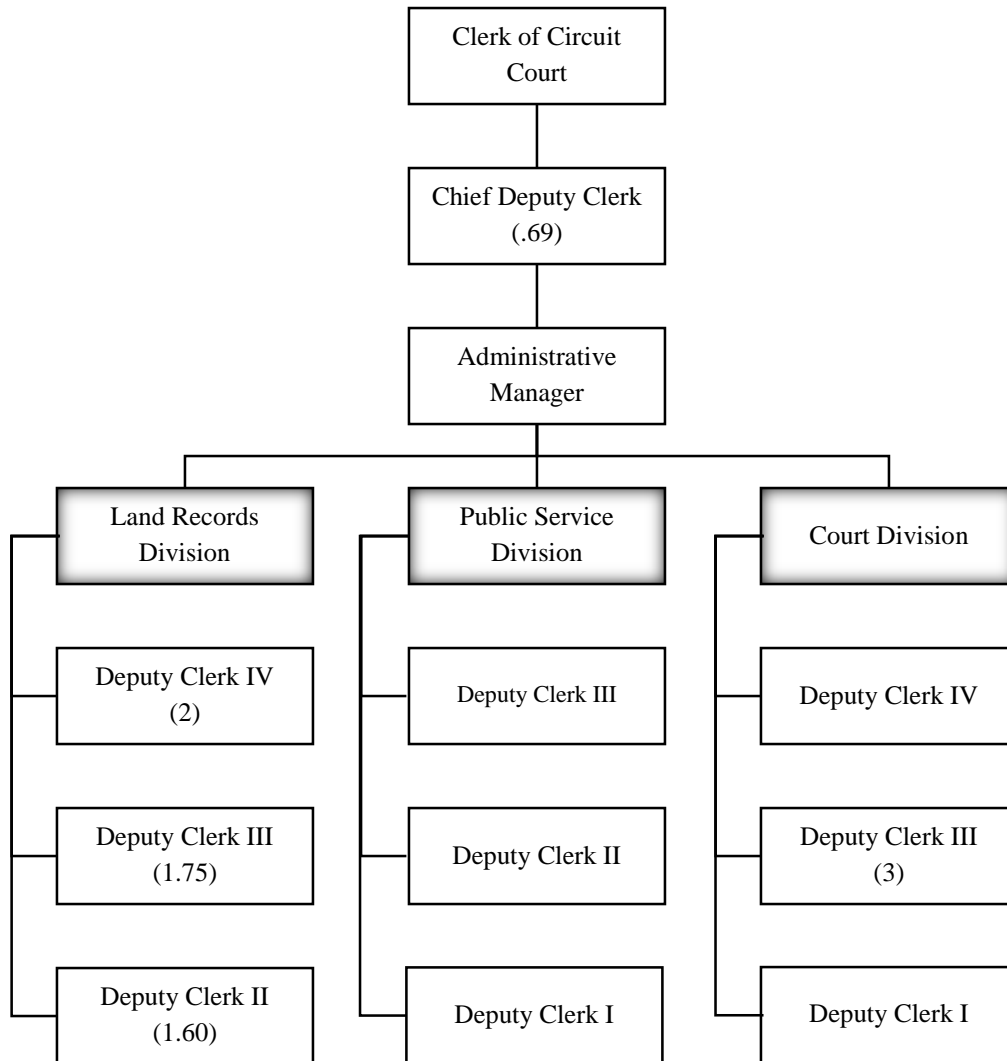
- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

| <b>OUTCOME MEASURES</b>                   | <b>CY 2014<br/>Actual</b> | <b>CY 2015<br/>Actual</b> | <b>CY 2016<br/>Goal</b> | <b>CY 2017<br/>Goal</b> | <b>CY 2018<br/>Goal</b> |
|---|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
| Cases referred to Neutral Case Evaluation | 40                        | 43                        | 40                      | 40                      | 40                      |
| Cases heard by Neutral Case Evaluation    | 22                        | 23                        | 20                      | 20                      | 20                      |
| Cases settled by Neutral Case Evaluation  | 15                        | 20                        | 15                      | 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

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## 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 2017:

- Upgrade Court records management system to capture data for retrieval for re-issuance of permits and updating of court orders.
- Convert current Financial Management System (FMS) to Financial Accounting System (FAS) to upgrade computerized financial accounting for better access to data and for more streamlined production of forms to collect fines and costs.
- Continue to provide remote access to land records and to court records by paid subscription.

## CLERK OF CIRCUIT COURT

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- 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.
- Upgrade jury management system to streamline the current process.

### 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.

### BUDGET SUMMARY:

|                             | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Costs:                      |                           |                           |                            |                            |                             |                            |                             |
| Personnel                   | \$1,022,624               | \$1,038,893               | \$1,100,228                | \$1,123,416                | \$1,098,395                 | \$1,171,337                | \$1,104,492                 |
| Operating                   | \$84,181                  | \$93,087                  | \$120,474                  | \$120,474                  | \$120,474                   | \$120,474                  | \$120,474                   |
| Capital                     | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                | <b>\$1,106,805</b>        | <b>\$1,131,980</b>        | <b>\$1,220,702</b>         | <b>\$1,243,890</b>         | <b>\$1,218,869</b>          | <b>\$1,291,811</b>         | <b>\$1,224,966</b>          |
| Revenue                     | \$2,199,973               | \$2,060,435               | \$2,104,924                | \$2,332,424                | \$2,112,524                 | \$4,412,524                | \$2,112,524                 |
| <b>Net Local Revenue</b>    | <b>(\$1,093,168)</b>      | <b>(\$928,455)</b>        | <b>(\$884,222)</b>         | <b>(\$1,088,534)</b>       | <b>(\$893,655)</b>          | <b>(\$3,120,713)</b>       | <b>(\$887,558)</b>          |
| Full Time Staff             | 13.00                     | 13.00                     | 14.00                      | 14.00                      | 14.00                       | 16.00                      | 14.00                       |
| Part Time Staff             | 2.04                      | 2.04                      | 2.04                       | 2.04                       | 2.04                        | 0.69                       | 2.04                        |
| <b>Full-time Equivalent</b> | <b>15.04</b>              | <b>15.04</b>              | <b>16.04</b>               | <b>16.04</b>               | <b>16.04</b>                | <b>16.69</b>               | <b>16.04</b>                |

### BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Clerk of the Circuit Court includes adjustments to personnel expenditures due to changes in benefit costs. In addition, revenue has been adjusted to more accurately reflect current revenue projections and historical collections.

## CLERK OF CIRCUIT COURT

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### PROGRAM 1: *Clerk of Circuit Court*

| SERVICE VOLUME                           | CY 2014<br>Actual | CY 2015<br>Actual | CY 2016<br>Goal | CY 2017<br>Goal | CY 2018<br>Goal |
|--|-------------------|-------------------|-----------------|-----------------|-----------------|
| Deed Book recording                      | 10,188            | 11,986            | 14,000          | 15,000          | 16,000          |
| Wills and fiduciary filings <sup>1</sup> | 410               | 377               | 400             | 400             | 400             |
| Marriages                                | 469               | 477               | 500             | 500             | 500             |
| Financing statements                     | 168               | 185               | 180             | 200             | 200             |
| Trade names                              | 291               | 247               | 280             | 300             | 300             |
| Judgments                                | 1,927             | 1,555             | 1,900           | 2,000           | 2,000           |
| Civil cases filed                        | 862               | 777               | 800             | 850             | 900             |
| Criminal cases filed                     | 1,221             | 950               | 1,200           | 1,300           | 1,400           |
| Concealed handgun permits                | 1,078             | 1,218             | 900             | 1,100           | 1,500           |
| Notary Public                            | 320               | 359               | 350             | 350             | 350             |

<sup>1</sup>Fiduciary 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.

#### 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](http://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 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Goal | FY 2017<br>Goal | FY 2018<br>Goal |
|--|-------------------|-------------------|-----------------|-----------------|-----------------|
| Paid subscriptions for remote access to land records | 88                | 110               | 120             | 130             | 140             |
| Paid subscriptions to remote access to court records | 12                | 18                | 22              | 30              | 40              |

## COMMISSIONER OF ACCOUNTS

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### 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 2017 AND FY 2018:

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

### BUDGET SUMMARY:

|                               | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|-------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Costs:                        |                           |                           |                            |                            |                             |                            |                             |
| Personnel                     | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| Operating                     | \$2,400                   | \$2,400                   | \$2,400                    | \$2,400                    | \$2,400                     | \$2,400                    | \$2,400                     |
| Capital                       | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                  | <b>\$2,400</b>            | <b>\$2,400</b>            | <b>\$2,400</b>             | <b>\$2,400</b>             | <b>\$2,400</b>              | <b>\$2,400</b>             | <b>\$2,400</b>              |
| Revenue                       | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Net Local Revenue</b>      | <b>\$2,400</b>            | <b>\$2,400</b>            | <b>\$2,400</b>             | <b>\$2,400</b>             | <b>\$2,400</b>              | <b>\$2,400</b>             | <b>\$2,400</b>              |
| Full Time Staff               | 0.00                      | 0.00                      | 0.00                       | 0.00                       | 0.00                        | 0.00                       | 0.00                        |
| Part Time Staff               | 0.00                      | 0.00                      | 0.00                       | 0.00                       | 0.00                        | 0.00                       | 0.00                        |
| <b>Full-time Equivalent</b> s | <b>0.00</b>               | <b>0.00</b>               | <b>0.00</b>                | <b>0.00</b>                | <b>0.00</b>                 | <b>0.00</b>                | <b>0.00</b>                 |

### BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Commissioner of Accounts includes no budgetary adjustments in comparison to prior years.

# COMMONWEALTH'S ATTORNEY

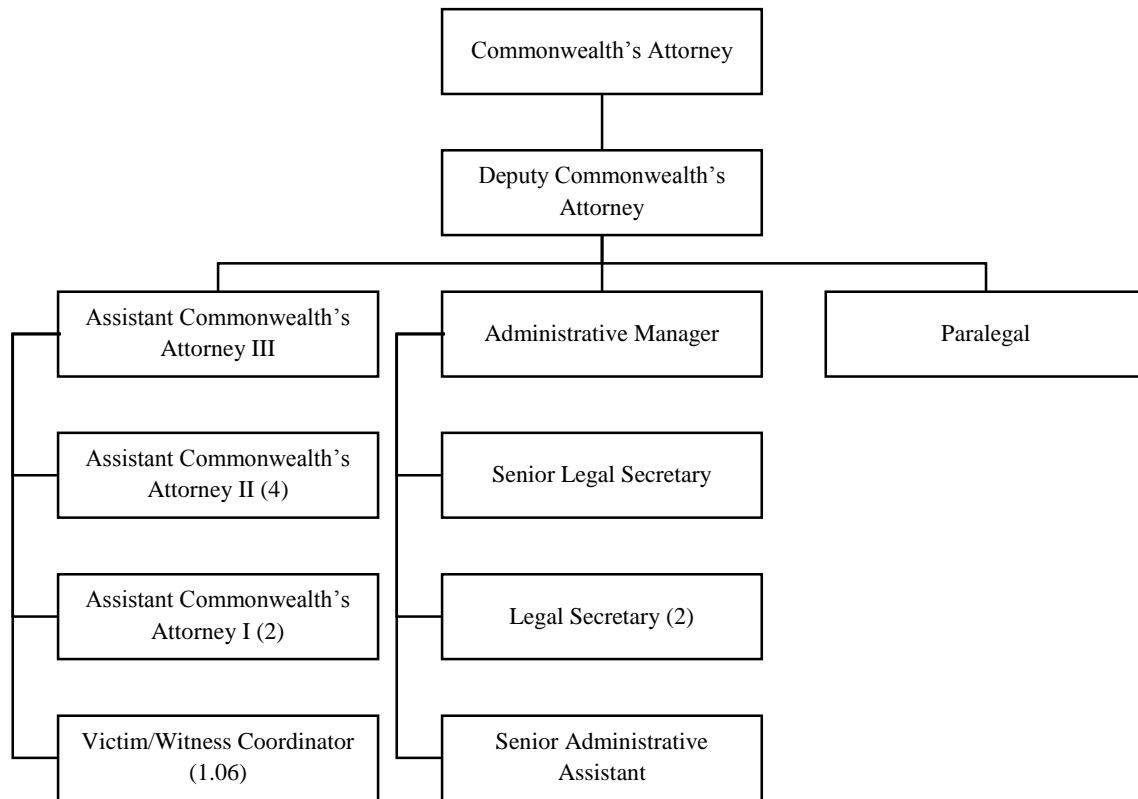
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## ORGANIZATIONAL PURPOSE:

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.

In Fauquier County, the C.A. is committed to full service as to all mandatory matters assigned for representation and/or prosecution by the General Assembly, as well as all discretionary matters. Such full service is to some degree dependent upon funding, but is nonetheless deemed by the C.A. to be in the best interests of the citizens of the local community.



## COMMONWEALTH'S ATTORNEY

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### 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 2017 AND FY 2018:

- Enroll seven past unsolved homicide cases into the newly empaneled Special Grand Jury investigative process.
- Adopt the Special Grand Jury as a relatively new, but robust tool of investigation for all criminal cases that fit this type of enforcement mechanism.

### BUDGET SUMMARY:

|                              | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Costs:                       |                           |                           |                            |                            |                             |                            |                             |
| Personnel                    | \$1,322,281               | \$1,359,396               | \$1,364,626                | \$1,587,383                | \$1,394,018                 | \$1,597,849                | \$1,400,236                 |
| Operating                    | \$47,539                  | \$53,449                  | \$52,925                   | \$113,025                  | \$63,025                    | \$113,025                  | \$63,025                    |
| Capital                      | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                 | <b>\$1,369,820</b>        | <b>\$1,412,845</b>        | <b>\$1,417,551</b>         | <b>\$1,700,408</b>         | <b>\$1,457,043</b>          | <b>\$1,710,874</b>         | <b>\$1,463,261</b>          |
| Revenue                      | \$478,042                 | \$493,983                 | \$495,502                  | \$498,513                  | \$498,513                   | \$498,513                  | \$498,513                   |
| <b>Net Local Revenue</b>     | <b>\$891,778</b>          | <b>\$918,862</b>          | <b>\$922,049</b>           | <b>\$1,201,895</b>         | <b>\$958,530</b>            | <b>\$1,212,361</b>         | <b>\$964,748</b>            |
| Full Time Staff              | 14.00                     | 15.00                     | 15.00                      | 17.00                      | 15.00                       | 17.00                      | 15.00                       |
| Part Time Staff              | 1.07                      | 1.07                      | 1.07                       | 1.07                       | 1.07                        | 0.00                       | 1.07                        |
| <b>Full-time Equivalents</b> | <b>15.07</b>              | <b>16.07</b>              | <b>16.07</b>               | <b>18.07</b>               | <b>16.07</b>                | <b>22.00</b>               | <b>16.07</b>                |

### BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Commonwealth's Attorney includes increased operating expenditures to more accurately reflect current operations, and adjustments to personnel expenditures due to changes in benefit costs.

## COMMONWEALTH'S ATTORNEY

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### **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.

| <b>SERVICE VOLUME &amp; OUTCOME MEASURES<sup>1</sup></b>                                  | <b>CY 2014 Actual</b> | <b>CY 2015 Estimated</b> | <b>CY 2016 Projected</b> | <b>CY 2017 Projected</b> | <b>CY 2018 Projected</b> |
|---|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Juvenile & Domestic Relations District Court (JDR) Cases Heard                            | 2,210                 | 2,876                    | 2,900                    | 2,900                    | 2,900                    |
| General District Court (GDC) Cases Heard <sup>3</sup>                                     | 17,026                | 14,827                   | 17,026                   | 17,026                   | 17,026                   |
| Circuit Court hearings (not including Bench Trials or Jury Trials or Misdemeanor Appeals) | 5,085                 | 4,713                    | 5,085                    | 5,085                    | 5,085                    |
| Circuit Court Jury Trials, Bench Trials and Misdemeanor Appeals                           | 376                   | 380                      | 376                      | 376                      | 376                      |

<sup>1</sup>Measures 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

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### 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 2017 AND FY 2018:

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

### BUDGET SUMMARY:

|                              | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| <b>Total</b>                 |                           |                           |                            |                            |                             |                            |                             |
| Costs:                       |                           |                           |                            |                            |                             |                            |                             |
| Personnel                    | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| Operating                    | \$12,664                  | \$40,205                  | \$32,700                   | \$32,700                   | \$32,700                    | \$32,700                   | \$32,700                    |
| Capital                      | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                 | <b>\$12,664</b>           | <b>\$40,205</b>           | <b>\$32,700</b>            | <b>\$32,700</b>            | <b>\$32,700</b>             | <b>\$32,700</b>            | <b>\$32,700</b>             |
| Revenue                      | \$29,878                  | \$31,111                  | \$43,500                   | \$30,000                   | \$30,000                    | \$30,000                   | \$30,000                    |
| <b>Net Local Revenue</b>     | <b>(\$17,214)</b>         | <b>\$9,094</b>            | <b>(\$10,800)</b>          | <b>\$2,700</b>             | <b>\$2,700</b>              | <b>\$2,700</b>             | <b>\$2,700</b>              |
|                              |                           |                           |                            |                            |                             |                            |                             |
| <b>Full-time Equivalents</b> | <b>0.00</b>               | <b>0.00</b>               | <b>0.00</b>                | <b>0.00</b>                | <b>0.00</b>                 | <b>0.00</b>                | <b>0.00</b>                 |

### BUDGET ANALYSIS:

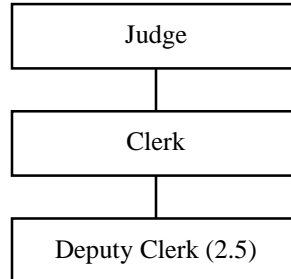
The FY 2017-FY 2018 Proposed Budget for the General District Court includes revenue adjustments to more accurately reflect current revenue projections and historical collections.

# JUVENILE AND DOMESTIC RELATIONS COURT

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## 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 2017 AND 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:

| Total                        | FY 2014<br>Actual | FY 2015<br>Actual | FY 2016<br>Adopted | FY 2017<br>Request | FY 2017<br>Proposed | FY 2018<br>Request | FY 2018<br>Proposed |
|------------------------------|-------------------|-------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
| Costs:                       |                   |                   |                    |                    |                     |                    |                     |
| Personnel                    | \$0               | \$0               | \$0                | \$0                | \$0                 | \$0                | \$0                 |
| Operating                    | \$13,419          | \$12,942          | \$17,726           | \$17,726           | \$17,726            | \$17,726           | \$17,726            |
| Capital                      | \$0               | \$0               | \$0                | \$0                | \$0                 | \$0                | \$0                 |
| <b>Total</b>                 | <b>\$13,419</b>   | <b>\$12,942</b>   | <b>\$17,726</b>    | <b>\$17,726</b>    | <b>\$17,726</b>     | <b>\$17,726</b>    | <b>\$17,726</b>     |
| Revenue                      | \$287             | \$169             | \$250              | \$250              | \$250               | \$250              | \$250               |
| <b>Net Local Revenue</b>     | <b>\$13,132</b>   | <b>\$12,773</b>   | <b>\$17,476</b>    | <b>\$17,476</b>    | <b>\$17,476</b>     | <b>\$17,476</b>    | <b>\$17,476</b>     |
| <b>Full-time Equivalents</b> | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>        | <b>0.00</b>        | <b>0.00</b>         | <b>0.00</b>        | <b>0.00</b>         |

## BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Juvenile and Domestic Relations Court includes no budgetary adjustments in comparison to prior years.

# MAGISTRATES

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## 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 2017 AND 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:

|                              | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Adopted</b> | <b>FY 2017<br/>Request</b> | <b>FY 2017<br/>Proposed</b> | <b>FY 2018<br/>Request</b> | <b>FY 2018<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| <b>Total</b>                 |                           |                           |                            |                            |                             |                            |                             |
| Costs:                       |                           |                           |                            |                            |                             |                            |                             |
| Personnel                    | \$57,156                  | \$57,156                  | \$73,946                   | \$73,946                   | \$73,946                    | \$73,946                   | \$73,946                    |
| Operating                    | \$12,053                  | \$12,217                  | \$13,827                   | \$13,827                   | \$13,827                    | \$13,827                   | \$13,827                    |
| Capital                      | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Total</b>                 | <b>\$69,209</b>           | <b>\$69,373</b>           | <b>\$87,773</b>            | <b>\$87,773</b>            | <b>\$87,773</b>             | <b>\$87,773</b>            | <b>\$87,773</b>             |
| Revenue                      | \$0                       | \$0                       | \$0                        | \$0                        | \$0                         | \$0                        | \$0                         |
| <b>Net Local Revenue</b>     | <b>\$69,209</b>           | <b>\$69,373</b>           | <b>\$87,773</b>            | <b>\$87,773</b>            | <b>\$87,773</b>             | <b>\$87,773</b>            | <b>\$87,773</b>             |
| <b>Full-time Equivalents</b> | <b>0.00</b>               | <b>0.00</b>               | <b>0.00</b>                | <b>0.00</b>                | <b>0.00</b>                 | <b>0.00</b>                | <b>0.00</b>                 |

## BUDGET ANALYSIS:

The FY 2017-FY 2018 Proposed Budget for the Magistrates includes no budgetary adjustments in comparison to prior years.