

2014-16 Strategic Plan

Department of Criminal Justice Services [140]

Mission

The mission of the Department of Criminal Justice Services (DCJS) is to provide leadership to improve the criminal justice system in Virginia's communities through effective training, partnerships, research, regulation, and support.

Vision

To be the national leader and Virginia's premier criminal justice agency, creating dynamic system-wide solutions for public safety.

Values

Professionalism - We value integrity, honesty, accountability, dependability, dependability and a commitment to excellence in the actions we take to fulfill our mission.

Teamwork - We respect each other, blend our diverse talents and backgrounds and willingly share information and resources as we collaborate within the agency and with our partners outside of the agency.

Customer Service - We will deliver timely, efficient, quality service to both our internal and external customers with a positive attitude.

Innovation - We empower creativity, thoughtful risk-taking, progressive thinking and openness to changes as we constantly seek to improve the services we provide to our internal and external customers.

Fairness - We promote consistency and fairness in the assistance we provide our co-workers and our constituents and we make decisions without favoritism or prejudice.

Communication - We endeavor to provide accurate and up-to-date information to our co-workers and our constituents.

Finance

Financial Overview

The agency's primary funding source is general funds. Of our \$261,516,198 total budget for FY 2013, more than \$172 million is distributed to localities with police departments. The remainder of our budget is comprised of general and non-general funds that the agency administers and distributes to localities, state agencies, and nonprofit organizations to support local criminal justice system programs and services.

The FY 2012 base budget was \$261,729,599 with \$162 million being distributed to localities with police departments.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	211,603,531	53,561,022	211,663,192	53,582,738
Changes to Initial Appropriation	0	0	50,000	0

(Changes to Initial Appropriation will be 0 when the plan is created. They will change when the plan is updated mid-biennium.)

Customers

Anticipated Changes to Customer Base

Current Customer List

Predefined Group	User Defined Group	Number Served Annually	Potential Number of Annual Customers	Projected Customer Trend
Contract Employee	Special Conservators of Peace	764	764	Stable
Employer/ Business Owner	Bail Bondsmen	378	378	Stable
Employer/ Business Owner	Private Security Businesses	30	30	Stable
Employer/ Business Owner	Private Security Personnel	46,000	46,000	Stable
Employee	Attorneys (State & Local)	155	155	Stable

Employer/ Business Owner	Tow Truck Drivers	8,000	8,000	Stable
Local Government Employee	First Responders	5,000	20,000	Stable
Non-Profit Agency (Boards/Foundations),	Nonprofit Organizations	20	50	Stable
Local or Regional Government Authorities	Regional Training Academies	38	38	Stable
Local or Regional Government Authorities	Commonwealth's Attorneys and Public Defender Offices	155	155	Stable
Local or Regional Government Authorities	Criminal Justice Services Board	29	29	Stable
Local or Regional Government Authorities	Private Police	12	12	Stable
Local Government Employee	Jail Officers	5,000	5,000	Stable
Local or Regional Government Authorities	General Districts Courts	125	125	Stable
Local or Regional Government Authorities	Local and State Law Enforcement Agencies, DOC, DJJ	325	325	Stable
Local or Regional Government Authorities	Local CASA programs; Child Advocacy Centers; National CASA; other advocacy groups	47	75	Stable
Local or Regional Government Authorities	Local government officials, legislators, and staff.	300	300	Stable
Local or Regional Government Authorities	Juvenile and Domestic Relations Courts	124	124	Stable
Local or Regional Government Authorities	Probation officers, detention administrators and staff, program administrators, etc.	503	503	Stable
Non-Profit Agency (Boards/Foundations),	Juvenile Justice Practitioners	3,000	3,000	Stable
Non-Profit Agency (Boards/Foundations),	Victim Advocacy Organizations	272	272	Stable
Local or Regional Government Authorities	Federal, state, and local government entities.	400	400	Increase
State Agency(s),	Includes State and Federal agencies	400	400	Increase
State Agency(s),	Secretary of Public Safety and Homeland Security	1	1	Stable
State Agency(s),	Private Security Training Schools	15	150	Increase
State Government Employee	Bail Enforcement Agents	200	200	Stable
Local or Regional Government Authorities	Governmental officials	300	300	Stable
Local Government Employee	Secondary Public School Personnel	1,259	1,259	Stable
State Agency(s),	Local, state, and federal Law Enforcement Agencies	125	325	Increase
Victim	Crime Victims	70,000	7,000	Increase

Partners

Name	Description
None	

Agency Goals

- Provide financial assistance to improve the function of the criminal justice system

Summary and Alignment

Virginia must use its fiscal resources in a way that maximizes the public safety services it provides to its citizens.

Objectives

- » **Use all available federal and state funds to provide grants to eligible localities, state agencies, and non-profit organizations to support efforts to reduce crime.**

Description

This objective strives to identify and administer state and federal funding that can be passed through to government and nonprofit organizations to fund programs that strengthen public safety in the Commonwealth of Virginia.

Objective Strategies

- DCJS will involve its stakeholders in identifying issues and award grant funds for projects to address them.
- DCJS will work with the Virginia General Assembly and federal agencies to effectively utilize financial support of public safety.

Measures

- ♦ Average cost to award each \$100 of grant funds.

• Provide training to all segments of the criminal justice system

Summary and Alignment

Virginians working in the criminal justice system should be afforded the resources necessary to carry out their duties with skill and confidence.

Objectives

- » **Provide training and education on best practices and techniques and emerging issues and trends to criminal justice practitioners and allied professionals**

Description

Provide training to criminal justice practitioners and professionals.

Objective Strategies

- DCJS will assess the education and training needs of criminal justice practitioners and allied professionals and provide leadership for the development of innovative and effective training.
- DCJS will use staff members that are subject matter experts to conduct training within its scope of authority and contract with contractors that are subject matter experts when internal expertise is not available.

Measures

- ♦ Number of virtual training courses completed
- ♦ Percentage of criminal justice practitioners and professionals that rated the value of agency delivered training and education as satisfactory or above.

• Conduct agency business in an effective and proficient manner contributing to the successful productivity of our employees and constituents

Summary and Alignment

Effective and efficient general and administrative support is necessary for the program service areas to fulfill their program objectives.

Associated State Goal

Government and Citizens: Be recognized as the best-managed state in the nation.

Associated Societal Indicator

Bond Rating

Objectives

- » **Compliance With Prompt Payment Act Requirements**

Description

This objective evaluates the percentage and number of vendor payments made on time.

Objective Strategies

- DCJS will manage internal policies that govern the completion and routing of receiving reports and invoices to ensure invoices are paid on time.

Measures

- ◆ Percentage of vendor payments made on time

- **Provide financial assistance to improve the function of the criminal justice system**

Summary and Alignment

Virginia must use its fiscal resources in a way that maximizes the public safety services it provides to its citizens.

Objectives

- » **To ensure that resources are used efficiently and programs are managed effectively, and in a manner consistent with applicable state and federal requirements.**

Description

This objective strives to provide core agency services in the most cost effective and efficient manner possible.

Objective Strategies

- DCJS will use data driven decision making whenever possible to assist in making grant award decisions.

Measures

- ◆ Percentage of Byrne grants awarded based on Data Driven Decision Making (3DM)
- ◆ Percentage of Comprehensive Community Corrections and Pretrial Services (CCCA/PTS) grantees implementing Data Driven Decision Making (3DM).
- ◆ Percentage of grant progress reports reviewed within 45 days of receipt by the Department of Criminal Justice Services.
- ◆ Percentage of grants monitored
- ◆ Percentage of Payments and dollars made on time.
- ◆ Percentage of Pre and Post Incarceration Services (PAPIS) grantees implementing Data Driven Decision Making (3DM)

Major Products and Services

Distribution of state and federal grant funds, and other financial assistance, to support criminal justice programs and services in state and local government agencies and nonprofit organizations, and monitoring the recipients' use of the funds.

Provision of training, technical assistance and program development services to criminal justice agencies, public schools and institutions of higher education, local probation and pretrial services agencies in Virginia.

Establishing minimum training standards for law enforcement and other criminal justice personnel and assuring compliance with them, investigation and prosecution of child abuse, school and campus safety.

Licensing and regulation of the private security industry and other private sector professions as specified in the *Code of Virginia*.

Developing and carrying out policy and planning initiatives such as the Anti-Human Trafficking Coordinating Committee and implementation of evidence-based practices in local and pretrial services programs.

Conducting research on targeted issues affecting the criminal justice system and evaluation of criminal justice programs.

Performance Highlights

- DCJS took actions to consolidate, repeal, and update its regulatory responsibilities in accordance with the Governor's Reform Initiative. 18 VAC sections are slated to be repealed.
- DCJS provided both technical and subject matter support to the Governor's School Safety Task Force. The Task Force has focused on changes to the law, additional training for school and law enforcement personnel, and additional grant funding to protect school buildings in response to the Newtown tragedy.
- DCJS, with our law enforcement and state agency partners, planned, coordinated, and facilitated three large conferences on Gang Issues in Virginia; Gang Intelligence Roundtable, Executive Level Gang Summit, and Interagency Gang Consortium.
- DCJS successfully deployed a grant funding strategy to increase the number of localities participating in efforts to address Internet

Crimes Against Children.

- The Auditor of Public Accounts found no issues that warranted a written finding in their 2013 agency audit.
- DCJS awarded 778 grants in 2014 totaling more than \$61 million dollars to all parts of the criminal justice system in Virginia.
- DCJS held trainings on Human Trafficking in Virginia. This was a partnership between DCJS and the Office of the Attorney General, Departments of Social Services and Education, and local Victim Service providers.
- DCJS sponsored and coordinated conferences and trainings directed to colleges and universities including: Annual School and Campus Training Forum, Campus Violence and Sexual Assault Prevention Forum, and Symposium on Campus Threat Assessment Teams.
- DCJS sponsored the Virginia Victim Assistance Academy with support from the Criminal Injuries Compensation Fund. The Academy annually trains personnel to work in local programs that provide direct services to victims of crime.
- DCJS facilitated stakeholder meetings for Sexual Assault and Victim Witness
- DCJS organized the Heroine Task Force
- DCJS facilitated a task force for combating gun violence
- DCJS adopted Evidence Based Practices for Comprehensive Community Corrections Act and Pretrial Services, Byrne, and other grant programs.

Staffing

Authorized Maximum Employment Level (MEL)	117
Salaried Employees	98
Wage Employees	19
Contracted Employees	8

Key Risk Factors

Fluctuating Federal Funding. DCJS administers federal funds from several grant programs and uses the money to make grants that support programs and services in local and state agencies. The federal funds have declined in recent years and may continue to do so. This could affect the agency's ability to continue its support for programs ranging from juvenile justice system improvements, offender re-entry services and improvements in law enforcement.

Unfunded Mandates. DCJS regularly receives new responsibilities through legislation or the Appropriation Act. When no additional funding is provided, the agency must incorporate the new duties and responsibilities into its existing portfolio. The agency attempts to compensate by increasing efficiencies through process improvements, automation, and position redefinition.

Outdated Information Technology (IT) Architecture – updating current applications used to support agency programs to newer more effective technologies.

Staff Attrition. Employee turnover, retirements, and position reductions due to budget cuts have resulted in the critical loss of institutional knowledge. The agency has had some success recruiting and hiring highly skilled professionals to fill key positions within the organization.

Management Discussion

General Information About Ongoing Status of Agency

DCJS completed its strategic plan during FY2013 and developed four strategic goals. The strategic plan focused on reducing crime and recidivism, and promoting a safe, fair, and efficient criminal justice system across the Commonwealth.

The first goal was to improve the business model and practices in the division of Regulatory Affairs. Three major strategies were identified to accomplish this goal, developing an online licensing and registration system, installing a new telephone system, and improving or replacing the current law enforcement records management system.

These strategies will allow us to reduce the time for the issuance of credentials to applicants, improve customer service, and provide our constituents with accurate and timely training records. Each strategy addresses a weakness identified in our constituent survey that was the precursor to the strategic plan.

Our second goal was the implementation of our strategic plan which has been completed. It was distributed to staff, our board, advisory board, and the Secretary of Public Safety in February.

The Department of Planning and Budget used our strategic plan as an example of how agencies could marry their internal plan to the Performance Budgeting System's plan at one of their Strategic Planning Focus Group meetings.

Our third goal was to enhance and revise training and audit processes and provide training to all segments of the Criminal Justice System. Although several strategies have been developed to accomplish this goal, we expect to continue our work well in to the 2014-2016 biennium.

Revising our plan regularly will allow us to realize our fourth goal of maintaining our relevance as a criminal justice agency.

Information Technology

A new credentialing management system (CMS) software solution was selected for Business Regulation division through a Request for Proposal (RFP) process. A contract has been executed and we have begun implementation. The project team expects to complete Phase I of the implementation in February 2015. The second phase includes customer self service and online availability of regulatory applications and renewals.

The records management system (RMS) software solution for the Law Enforcement division also was also selected through an RFP (Request for Proposal) process. We are negotiating a contract with this vendor; and, expect to begin implementation in 2015.

We have replaced one of the legacy systems (Comet) in our Financial Assistance division, with an off the shelf product, CasaManager. Several other legacy systems are still being used in that division; and, we will continue to maintain them using in-house analysts and programmers.

These software implementations will replace legacy applications that no longer meet the agency's needs.

Legacy systems in our Finance and Administration division will also be reviewed to determine whether they need to be rebuilt or replaced with off the shelf solutions.

We are implementing SharePoint Services within the agency. This will provide an environment for creating collaboration sites, developing workflows, creating a document library, and providing a development environment. This environment will also allow users to manage the content for web sites.

Estimate of Technology Funding Needs

Workforce Development

While the agency periodically continues to have a number of retirements and resignations of staff with significant subject matter experience and state service, there is a general trend for many state employees to stay beyond their initial eligibility for unreduced retirement. This trend has served to somewhat abate the impact on agency programs and services. The agency has been able to successfully recruit and transition new employees to fill vacant positions. Currently approximately 10% of the workforce are approaching, are at, or are beyond eligibility for unreduced retirement. Several of these individuals are in key administrative positions.

The availability of qualified employees is regarded to be somewhat better than it has been in many years due to employment market conditions. Hiring new staff has not impacted service delivery and has led to some new and innovative ways of delivering our programs and services to our constituents.

The agency continues to emphasize the development of systems, processes, and cross training to help maintain continuity of services and to bridge the potential loss of personnel and knowledge. Core training such as customer service and effective communication skills has been provided to the entire staff. In addition, the entire agency participated in developing key components of the Strategic Plan.

Physical Plant

Supporting Documents

Title	File Type
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Law Enforcement Training and Education Assistance [30306]

Description of this Program / Service Area

DCJS establishes and enforces minimum training standards, and maintains training and certification records, for all law enforcement and correctional officers, court security officers, dispatchers and jailers. Additionally, the agency provides specialized training for: campus and school security officers, school resource officers, law enforcement officers and others. DCJS also represents the interests of law enforcement in preparedness and homeland security planning, develops and updates model policies for law enforcement agencies, audits criminal records systems, operates crime prevention and law enforcement accreditation programs, conducts school safety audits of public schools throughout the state; and, in partnership with the Department of Behavioral Health and Developmental Services, assists communities seeking to establish Crisis Intervention Teams.

Mission Alignment

These services support the department’s mission to improve the criminal justice system in Virginia's communities through effective training, partnerships, research, regulation and support by setting training standards for law enforcement and other personnel, providing training, technical assistance and other services to agencies responsible for preventing crime and maintaining public safety.

Products and Services

Description of Major Products and Services

Oversight and management of criminal justice training standards, regulations, and grant programs for law enforcement agencies and criminal justice training academies

Administration of the law enforcement certification examination

Specialized training for law enforcement officers, school resource officers, and campus and school security officers

Technical assistance to law enforcement agencies, schools and colleges

Annual conferences on school safety

School safety audits

Records system audits

Operation of the Law Enforcement Accreditation Program

Serving on and/or providing staffing support to various advisory committees, councils, boards, and study committees (ongoing and ad-hoc)

Anticipated Changes

New regulations governing training for juvenile correctional officers and auxiliary police officers

Factors Impacting

Increased demand by our customer base and the legislature for services, with no corresponding increase in resources

Financial Overview

The primary funding for this service area is general funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	1,684,653	35,000	1,684,653	35,000
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**

Criminal Justice Research, Statistics, Evaluation, and Information Services [30504]

Description of this Program / Service Area

DCJS provides research, statistical information, and related technical support to state and local officials in the criminal justice system. Examples of the agency's work in this area include a crime trends analysis, jail population forecast, and surveys on various topics, including the school safety survey.

Mission Alignment

Provides information, research, and technical expertise which is used to inform decision makers on what and how policies, programs, and training impact public safety in Virginia. Based on this information, policies, programs, and or training is implemented or modified to improve public safety.

Products and Services

Description of Major Products and Services

Statistical/research reports on criminal justice

Summary statistical report products are provided to state, local and federal government agencies.

Detailed research reports

Survey research and reports of results

Annual jail population forecast

Serving on and/or providing staffing support to various advisory committees, councils, boards, and study committees (ongoing and ad-hoc)

Evaluations of criminal justice programs

Calculations of financial assistance ("599" funds) provided to localities for law enforcement activities

Statewide criminal justice plan

Agency Annual Report

Crime Trend Analysis

Anticipated Changes

Decreased (federal) funding will further limit our capability.

Factors Impacting

Insufficient financial resources to retain and / or recruit competent staff.

Financial Overview

This service area is fully funded with general funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	439,292	0	439,292	0
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**

Service Area Plan

Coordination of Asset Seizure and Forfeiture Activities [30602]

Description of this Program / Service Area

The Department of Criminal Justice Services manages the process by which Virginia law enforcement agencies dispose of assets seized in drug cases and make use of the proceeds. Proceeds are used to further law enforcement activities. This program, entitled the Asset Forfeiture and Seizure Program, is coordinated at the local level by law enforcement agencies and the Commonwealth's Attorneys.

Mission Alignment

Promotes public safety in the Commonwealth by providing funds from the disposal of seized assets to support local law enforcement agencies and prosecutors.

Products and Services

Description of Major Products and Services

Program guidelines, reporting process training

Anticipated Changes

The Department of Criminal Justice Services (DCJS) has designed a web-based data entry application (Phase I) for the Asset Seizure and Forfeiture Program. DCJS is currently performing the in-house testing of the application and will begin testing selected users from law enforcement agencies within the first quarter of FY 2013.

Factors Impacting

Number of drug cases in which assets are seized and the value of assets seized.

Financial Overview

This service area is fully funded through special revenue derived from administration of the Asset Seizure Program.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	0	5,940,538	0	5,940,538
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title File Type

Financial Assistance for Administration of Justice Services [39001]

Description of this Program / Service Area

DCJS provides grants to various state, local and non-profit entities for the administration of justice in areas related to: juvenile delinquency prevention and intervention; adult corrections; victim/witness service adjudication; and law enforcement. The agency also provides technical assistance, training, and other programmatic supports which are directly tied to the effective and efficient provision of financial assistance.

Mission Alignment

The promotion of evidence-based and best practices through our grant programs and the use of the same in the provision of technical assistance, training, and other programmatic supports are intended to improve the effectiveness of our customers' programs and services, which supports with the agency's mission to improve the criminal justice system in Virginia's communities through effective training, partnerships, research, regulation, and support.

Products and Services

Description of Major Products and Services

Administration of various federal and state grant funded programs and management of special funds: • Byrne/Justice Assistance Grant Program • Children's Justice Act Program • Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act • Court-Appointed Special Advocates (CASA) Program • Internet Crimes Against Children Program • Juvenile Accountability Block Grant Program • JJDP Act Title II Formula Grant Program • JJDP Act Title V Delinquency Prevention Grant Program • Offender Re-Entry and Transitional Services Grant Program • Residential Substance Abuse Treatment (RSAT) Grant Program • Sexual Assault Grant Program • Sexual Assault Services Program • Victim/Witness Fund • Victims of Crime Act (VOCA) Program • Violence Against Women (V-Stop) Program • Virginia Sexual and Domestic Violence Victim Fund • John R. Justice Grant Program

Provision of technical assistance

Development, delivery and support of training

Compliance and regulatory auditing

Program monitoring

Development of policies, guidelines and standards

Development and distribution of written resources

Development and provision of web-based resources

Management of an automated database and case management system for local community corrections and pretrial services programs

Provision of direct services to crime victims via the Virginia Crime Victim Assistance Infoline

Monitoring legislation

Serving on and/or providing staffing support to various advisory committees, councils, boards, and study committees (ongoing and ad-hoc)

Anticipated Changes

Federal funding from Office of Juvenile Justice and Delinquency Prevention (OJJDP) decreased dramatically in federal fiscal year (FFY) 2011 and again in FFY2012 which has translated into reduced funding for Virginia; this will impact the agency's ability to fund juvenile justice and delinquency prevention programming and provide related services.

Federal funding available under the Byrne Justice Assistance Grant (JAG) program was decreased for FFY2011 and FFY2012 which has translated into reduced funding for Virginia; this will impact the agency's ability to fund various state and local criminal justice initiatives and provide related services.

Federal funding for Court Appointed Special Advocates (CASA) programs was reduced in FFY2012 which impacts the agency's ability to fund local programs and provide related services.

The reauthorization of the Juvenile Justice Delinquency Prevention (JJDP) Act is pending; anticipated changes will impact what is required of state administrative agencies.

Increasing demand for anti-human trafficking information, training and technical assistance

Federal funding for Residential Substance Treatment (RSAT) has been reduced, thus reducing the agency's ability to fund treatment programs.

Factors Impacting

The availability of federal and state funding

Changes in federal and state legislation

Unfunded federal and state legislative mandates

Appropriation Act directives

Increased caseloads, needs, and special populations (such as non-English speaking) at the local level

Special study committees and councils

Special focus issues that arise at the federal and state levels (e.g. human trafficking, re-entry, gangs)

Staff reductions and vacancies

Financial Overview

43 percent of the funding for this service area consists of general funds and the remaining 57 percent is a combination of special, federal, agency trust, and dedicated special revenue funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	35,922,292	43,087,779	35,922,292	43,087,779
Changes to Initial Appropriation	0	0	50,000	0

Supporting Documents

Title **File Type**

General Management and Direction [39901]

Description of this Program / Service Area

This service area encompasses the agency's administrative sections that provide management and support services to the entire agency. This includes the director, chief deputy, policy, and senior management staff, human resources, finance, budget, procurement, the personal services budget for information technology, and grants management.

Mission Alignment

Provides overall management and direction to the agency and the infrastructure necessary for agency program sections to achieve their goals and objectives.

Products and Services

Description of Major Products and Services

Strategic Planning products, services, and reports, human resource services and reports, financial reports, vendor payments, services and reports, accounts receivable processing and reports, purchasing services and reports. grants management, services, and reports, fixed asset accounting and reports.

Anticipated Changes

Factors Impacting

Availability of state and federal funds.

Financial Overview

This service area has a combination of general and special funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	965,834	807,110	1,013,850	822,301
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**

Information Technology Services [39902]

Description of this Program / Service Area

This service area's personal services budget is included in the Administrative and Support Program area. The budget reflected here is a special appropriation approved by the Joint Legislative Audit and Review Commission due to changes in utilization, service, and rates. This unit maintains agency specific computer applications that support DCJS' many regulatory and reporting responsibilities and is also tasked with managing the transformation of agency network services to the VITA/Northup Grumman shared environment.

Mission Alignment

Provides the infrastructure necessary for the entire agency to more effectively and efficiently provide and obtain information to and from its customers, constituents, and stakeholders and to meet its regulatory, oversight, and reporting responsibilities.

Products and Services

Description of Major Products and Services

The primary service that this service area provides is the restoration of connectivity and functionality of agency specific computer applications, internet, and intranet.

Anticipated Changes

Factors Impacting

Understanding and maintaining the boundaries between DCJS and VITA / Northup Grumman duties and responsibilities and responding to their ever changing and constant requests for information and process changes.

Financial Overview

This service area is funded with all general funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	178,623	651	190,268	7,176
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**

Business Regulation Services [56033]

Description of this Program / Service Area

The agency is responsible for registration, certification, and licensure of the private security industry, special conservators of the peace, property and surety bail bondsmen, and bail enforcement agents. DCJS processes applications for registration, certification, and licensure; ensures that each individual and/or business/training school meets applicable requirements and establishes entry level and in-service training requirements. The agency also receives complaints, investigates and adjudicates cases, and provides initial and in-service training for segments of the industry.

Mission Alignment

DCJS ensures that industry personnel meet established standards of knowledge and conduct. Regulatory oversight ensures that businesses and individuals are licensed to do business in Virginia and ensures their compliance with the applicable laws and regulations.

Products and Services

Description of Major Products and Services

Processing applications for registration, certification, and licensure • ensuring that each individual, and / or business and training school meets applicable requirements • establishing minimum entry and in-service training requirements • conducting training • investigating and adjudicating cases • auditing businesses and training schools for compliance

Anticipated Changes

During the 2012 legislative session, registration of tow truck drivers was moved to DCJS effective January 1, 2013.

Factors Impacting

- Increased demand for licensure and registration
- Hiring restrictions during economic downturn despite growing service demand
- Changes in statutory authority
- Reliability of automated licensing and registration system

Financial Overview

This service area is fully funded through special revenue derived from regulatory fees.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	0	3,116,201	0	3,116,201
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**

Financial Assistance to Localities Operating Police Departments [72813]

Description of this Program / Service Area

DCJS distributes state law enforcement assistance (known as “599” funds) to 175 cities, counties, and towns with police departments. The amount each locality receives is determined by a statutorily prescribed formula that uses population, crime, and welfare data or Appropriation Act language. The Department annually certifies the eligibility of the recipient localities, biennially collects and verifies the data needed for the formula, and applies either the formula to the “599” appropriation for each year of the biennium or implements the Appropriation Act language. In cooperation with the State Police, the Department also monitors localities' compliance with applicable crime reporting requirements. Funds are distributed via electronic transfer in equal quarterly payments.

Mission Alignment

This is a support service for the criminal justice system.

Products and Services

Description of Major Products and Services

Annual verification of localities' eligibility for funds

Application of the prescribed distribution formula to each fiscal year's appropriation to determine localities' amounts

Distribution of quarterly payments.

Anticipated Changes

Changes in the State appropriation for the program.

Factors Impacting

Availability of the data required for the distribution formula

Changes in the State appropriation for the program.

Financial Overview

This service area is fully funded with general funds.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	172,412,837	0	172,412,837	0
Changes to Initial Appropriation	0	0	0	0

Supporting Documents

Title **File Type**