

Trends

No Data Available

Legend:

↑ Increase, ↓ Decrease, ↔ Steady

Key Performance Areas

No Data Available

Productivity

No Data Available

Legend:

↑ Improving, ↓ Worsening, ↔ Maintaining

For more information on administrative key, and productivity measures, go to [www.vaperforms.virginia.gov/agencylevel/index.cfm](http://www.vaperforms.virginia.gov/agencylevel/index.cfm)

**Background & History**

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The Commonwealth's Attorneys' Services Council (CASC) was established as a state agency in 1978 to upgrade the criminal justice administration by providing training and other services for Virginia's prosecutors. CASC conducts prosecutor training and mandatory continuing legal education programs, disseminates information of interest to Virginia's prosecutors, and coordinates with other state agencies, the Judicial Council, and the Attorney General, concerning matters relative to upgrading the professional status of attorneys for the Commonwealth. Virginia Code §2.2-2617. The Council is comprised of 14 Commonwealth's Attorneys. CASC staff consists of an agency director, 3 staff attorneys, a program specialist, a computer systems engineer, and a fiscal officer/administrative coordinator.

**Primary Product & Services**

CASC offers prosecutors cost effective opportunities to meet Virginia's professional requirements regarding continuing legal education while improving prosecution skills and criminal law knowledge. Our major product is our training.

The CASC website, [www.cas.state.va.us](http://www.cas.state.va.us), provides current information on prosecutor training opportunities and on-line program registration, prosecutor position announcements, and a public Commonwealth's Attorney locator. CASC staff collects gang information reported from public safety agencies for distribution to prosecutors and law enforcement. Commonwealth's Attorneys receive a weekly email update of court decisions, legislative actions, and topical news, along with information about training opportunities. CASC also provides Commonwealth's Attorneys with an annual legislative update and a program for training local law enforcement on new laws.

CASC provides technical support to 60 local Commonwealth's Attorneys' offices using the Virginia Commonwealth's Attorneys' Information System (VCAIS), a prosecutorial case management system.

**Customer Base**

CASC focuses specifically on Virginia's 120 independently elected Commonwealth's Attorneys and their staffs - currently about 689 prosecutors. The number of assistants has declined slightly due to budgetary cutbacks since FY2008.

Training needs vary, but all prosecutors benefit from quality training for relevant core knowledge and skills, supplemented by specialized training and information in response to emerging legislative, judicial and societal developments. Providing adequate training opportunities in lean budget times will require creative efforts to expand the size of programs and add alternative programs. The increased expense of traveling has prompted the agency to expand the availability of regional programs closer to our customers. In the long term, CASC expects increased reliance on distance learning alternatives to central site training programs.

**Customer Listing**

No Data Available

**Key Agency Statistics**

No Data Available

## Agency Executive Progress Report

### Finances

Despite budget cutbacks, CASC has been able to continue the DUI training programs, Trial Advocacy, insurance fraud and sexual assault prosecution training with the assistance of grant funding. For the past 3 years, CASC has charged prosecutors a \$50 registration fee for attending each of the 3 major statewide training programs: Spring Institute, Annual Summer Conference and Executive Program.

### Fund Sources

No Data Available

### Revenue Summary Statement

CASC's general fund appropriations cover the agencies personnel costs. Registration fees collected from prosecutors attending the 3 major statewide programs are intended to cover the costs of those programs.

### Key Risk Factors

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The Commonwealth's Attorneys' Services Council currently manages its core responsibilities with a small workforce – 7 staff members and a modest budget. Four of six CASC staff will be eligible to retire with unreduced benefits within five years. Maintaining CASC services at even its current level requires registration fees for major programs, grant funding, volunteer program faculty drawn from among Commonwealth's Attorneys and public safety agencies, and a highly efficient and well-motivated staff. Alternative (grant) funding resources and partnering opportunities have proved valuable to CASC, but do not offer a stable and predictable foundation for planning training and related services. Well-planned training programs require substantial lead time in preparation and as much as two years advance commitment to a meeting location.

The Virginia Commonwealth's Attorneys' Information System (VCAIS) administered by CASC is now in its 15<sup>th</sup> year of use and has been installed in approximately 60 local Commonwealth's Attorneys offices. As of now, VCAIS remains a stable and reliable case management system, but its continued viability cannot be guaranteed and it currently is supported by one CASC computer systems engineer. The agency is preparing for the need to transition offices to different case management solutions.

### Performance Highlights

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CASC offers prosecutors cost-effective opportunities to meet Virginia's professional requirements regarding continuing legal education while improving prosecution skills and criminal law knowledge. In FY2012, CASC presented 22 programs. Attendance for 3 annual statewide prosecutor programs exceeded 1000. More than 670 prosecutors and other government attorneys attended the Spring Institute. CASC conducts a week-long Trial Advocacy program for prosecutors and a variety of specialty and regional programs for teams of prosecutors and law enforcement officers, including Advanced DUI Prosecution (2locations), DUI-D (Drug) Prosecution (4 locations), an Insurance Fraud program, the "Top Gun" drug prosecution course, the "Trauma to Trial" sexual assault investigation and prosecution course, and a Child Fatalities investigation and prosecution course. CASC partnered with other public safety agencies and the Office of the Attorney General to present gang training for law enforcement officers and prosecutors.

CASC closely monitors the quality of the programs from student evaluations. In FY2012, 100 percent of attendee evaluations rated CASC programs as "Excellent" or "Good."

### Performance Measures

## Management Discussion & Analysis

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### General Information about the Ongoing Status of the Agency

CASC focuses on its training activities. Prosecutors need targeted training to improve their trial skills and knowledge of the criminal law. There are few opportunities for Virginia prosecutors to obtain this training from other sources and CASC intends to continue to be the resource of choice for all of Virginia's prosecutors. Maintaining core services of the agency - professional training and information support services – within limited budgetary resources will continue as CASC's priority.

### Information Technology

CASC continues to support the VCAIS case management system but has begun to plan for the next solution for local prosecutors' case management needs by investigating commercially available products that local offices may choose as a replacement.

### Workforce Development

CASC has benefitted from a stable workforce but, within 5 years, more than half of the CASC staff will be eligible for retirement. Because of the agency's small size, most CASC staff members already are cross trained on a variety of functions and the agency is able to continue operations while new personnel are trained.

### Physical Plant

CASC offices are located in the William & Mary Law School in Williamsburg.