Mission Statement
The Commonwealth's Attorneys' Services Council (CASC) provides continuing legal education, training and technical assistance to Virginia’s elected prosecuting attorneys to improve prosecutor effectiveness in enforcing the law and thereby strengthening the criminal justice system in the Commonwealth.

Vision Statement
The Commonwealth's Attorneys' Services Council aims for a corps of professional prosecutors armed with the knowledge, skills and support to promote the fair and effective administration of justice.

Values

Information Technology

Current Operational IT Investments

Factors Impacting the Current Agency IT

Proposed IT Solutions

Financial Overview

The Commonwealth's Attorneys' Services Council maintains all general fund accounts in the Commonwealth's Accounting and Reporting System (CARS). CASC follows all state regulations as stated in the Commonwealth Accounting Policies and Procedures (CAPP) manual.

<table>
<thead>
<tr>
<th>Budget Component</th>
<th>2013 GF</th>
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<th>2014 GF</th>
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Agency Goals

• Provide high quality continuing legal education training to prosecutors.

**Goal Summary and Alignment**

Commonwealth's Attorneys' Services Council seeks to encourage prosecutorial excellence by offering Virginia's prosecutors comprehensive continuing legal education and training specifically addressing the challenges of prosecuting criminal cases in the Commonwealth. Well-educated and trained prosecuting attorneys are better prepared to fulfill their responsibilities to effectively and ethically promote public safety and the fair and effective administration of justice.

**Long Term Goal**

Protect the public’s safety and security, ensuring a fair and effective system of justice and providing a prepared response to emergencies and disasters of all kinds.

• Provide all Virginia prosecutors an opportunity to meet professional requirements mandated by the Virginia State Bar to maintain their licenses to practice law.

**Goal Summary and Alignment**

Attorneys in Virginia must participate in continuing legal education to maintain professional licensure. The Virginia State Bar mandates attendance of at least 12 hours of Mandatory Continuing Legal Education (MCLE) annually, including 2 hours of ethics. CASC seeks to provide adequate opportunities for every Virginia prosecutor to satisfy MCLE requirements with timely training programs relevant to the prosecution of criminal cases.

**Long Term Goal**

Protect the public’s safety and security, ensuring a fair and effective system of justice and providing a prepared response to emergencies and disasters of all kinds.

Programs and Service Areas for Agency

• 32604: Prosecutorial Training
• 32606: Technical Assistance and Information Dissemination to Prosecutors
• 32607: Administrative Services

Customers

<table>
<thead>
<tr>
<th>Pre-Defined Customer Group</th>
<th>User Specified Customer Group</th>
<th>Customers Served Annually</th>
<th>Potential Annual Customers</th>
<th>Projected Trend in # of Customers</th>
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Key Risk Factors

Commonwealth's Attorneys' Services Council currently manages its core responsibilities with a small workforce—7 staff members and a modest budget. Maintaining CASC services at even its current level requires registration fees for major programs, grant funding, and 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.

Products and Services

Trends

Rankings & Customer Trends

The Commonwealth's Attorneys' Services Council focuses specifically on Virginia’s 120 independently elected Commonwealth’s Attorneys and their staffs collectively numbering approximately 689. Prosecutor’s needs vary within an ever-changing legal environment, 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.

The responsibility of providing adequate opportunities for professional training will require creative efforts to expand the size of annual programs and add alternative programs. The increased expense of traveling will require regional programs available to prosecutors in all corners of the Commonwealth.

Impact of Aging Population on CASC:
The agency is not affected directly in the nature and quality of the services it offers to its customers - Commonwealth's Attorneys and their assistants - by reason of the aging of Virginia's population. The age of the customer population served by CASC can be expected to remain fairly stable as an increase in the number of entry-level Assistant Commonwealth's Attorneys statewide likely will offset any aging trend among more experienced prosecutors. CASC recognizes the criminal justice interests in an aging population and includes elder law and elder abuse topical training in statewide programs.

Trend Name | Trend Area
--- | ---
No trends currently entered in plan

Performance Highlights: Service Performance & Productivity Initiatives

CASC offers prosecutors statewide and regional training courses to ensure cost-effective opportunities to meet Virginia's professional requirements regarding continuing legal education while improving prosecution skills and criminal law knowledge. In FY2012, attendance for three annual statewide prosecutor programs (Annual Meeting, Executive Program, and Spring Institute) exceeded 1000. Additional funding sources permitted CASC to offer regional programs, including two regional Advanced DUI Prosecution programs for prosecutors and law enforcement, four DUI-D (Drug) prosecution/law-enforcement regional trainings the "Red Flag" Insurance Fraud program, the "Top Gun" drug prosecution course, and the "Trauma to Trial" sexual assault investigation and prosecution course. CASC measures the quality of all programs through course evaluations from participants who rate overall program effectiveness and all subsidiary components on a five point scale (Poor, Needs Improvement, Fair, Good, and Excellent).

Management Discussion & Analysis

Future Direction, Expectations, and Priorities

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 - and expanding these services to meet the growing numbers of prosecutors will continue as CASC priorities.

CASC has identified a need to provide regional trainings as opportunities are found to make sure the agency’s services are geographically available throughout the Commonwealth.

CASC also acts as a clearinghouse for gang information collected by state agencies to be made available for law enforcement purposes.
32604: Prosecutorial Training

Description
Provide continuing legal education opportunities for all Commonwealth’s Attorneys and Assistant Commonwealth’s Attorneys in Virginia. Prosecutors depend upon CASC training programs focused on the prosecution of criminal cases in Virginia to meet annual mandatory continuing legal education (MCLE) requirements established by the Virginia State Bar for professional licensure. CASC provides at least 6 statewide training programs per year. Additional regional programs are provided as funding permits.

Mission Alignment and Authority
Commonwealth’s Attorneys’ Services Council strives to ensure that all prosecutors have the opportunity, through CASC sponsored training and education programs, to exceed the minimum annual continuing legal education requirements mandated by the Virginia State Bar. Attorneys are required to attend 12 hours of approved training annually and 2 hours must be ethics related.

Customers for this Service Area

Anticipated Changes to Customers Base
The total number of assistant Commonwealth’s Attorneys has declined in recent years. No additional positions or funding have been approved by the General Assembly for Commonwealth’s Attorneys’ offices since FY 2008. The number of funded positions has declined as a result of unrestored budget reductions from previous years. There are 30 attorney assistant positions now without funding because of budget reductions. Additionally, recruitment and retention of highly qualified assistants is made more difficult by relatively low compensation: the statewide starting salary for assistant prosecutors continues to lag behind that of assistant public defenders, magistrates, and legal aid attorneys.

Current Customer Base

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<td>Local or Regional Government Authorities</td>
<td>120 Locally-elected Commonwealth’s Attorneys and their assistants</td>
<td>689</td>
<td>689</td>
<td>Stable</td>
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Partners for this Service Area

No partners currently entered in plan

Factors Impacting the Products and/or Services
Additional topical training is offered as funding becomes available and specific needs are identified.

Anticipated Changes to the Products and/or Services

Listing of Products and/or Services
CASC provides mandatory continuing legal education (MCLE) training programs to Virginia prosecutors to satisfy Virginia State Bar professional licensing requirements and to develop prosecution skills and legal knowledge. Annually, CASC provides MCLE training for the Spring Institute, the Virginia Association of Commonwealth’s Attorneys Annual Meeting, and the Commonwealth’s Attorneys’ Executive Program. CASC also offers specialized multi-day training programs on particular topics: drug offense prosecutions (Top Gun), murder prosecutions (Homicide), trial skills in a domestic violence context (Trial Advocacy), sexual assaults (Trauma to Trial), Advanced DUI, and Insurance fraud (Red Flag).

Financial Overview
The Commonwealth’s Attorneys’ Services Council receives general fund appropriations from the General Assembly and federal grant funds. Grants are not a predictable source of funding that can be projected reliably because they are dependent upon available funds and must be applied for annually. During FY2012, CASC was awarded more than $265,000 (excluding state match) in grant funds for projects including Violence Against Women resource prosecutor, Trauma to Trial, Red Flag, Trial Ad, DUI, and Traffic Safety resource prosecutor. These funds may cover several fiscal years.

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Objectives for this Service Area
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Objective
Ensure all Virginia prosecutors receive quality continuing education through Council sponsored training programs to meet the annual MCLE requirements.

Description
Increase attorney satisfaction with Commonwealth's Attorneys' Services Council training programs.

Objective Strategies
None for this Objective

Alignment to Agency Goals
- Provide high quality continuing legal education training to prosecutors.

Measures
- Percentage of Commonwealth's Attorneys rating CASC training programs good or excellent.

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<th>Increase</th>
<th>Frequency</th>
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Data Source and Calculation
Participants in all CASC programs complete performance evaluations rating the overall satisfaction of each program using a 5 point scale ranging from "Excellent" to "Poor." Evaluation scores are collected and reported cumulatively on a quarterly basis. Commonwealth's Attorneys' Services Council program participants complete performance evaluations that include an "overall program quality" rating as "Poor", "Needs Improvement", "Fair", "Good" or "Excellent". For each CASC program, CASC collects and maintains evaluations and prepares a performance evaluation summary aggregating rating responses for each category. From these aggregated rating responses CASC calculates a percentage of overall program quality ratings of "Good" and "Excellent" combined for each program. The "Good" and "Excellent" percentages for all programs are combined to calculate and report as an annual (mean) average.

- Number of CLE programs offered.

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Data Source and Calculation
Data based on calculation of number of CASC programs presented annually. This measure is calculated by identifying the number of CASC training programs offering Virginia State Bar approved mandatory continuing legal education (MCLE) credit during the preceding fiscal year. The measure may include multiple live presentations of a program at different times and locations.