

TO: Commonwealth's Attorneys Addressed

SUBJECT: Career Prosecutor Program

I write with regard to your participation in the Compensation Board Career Prosecutor Program.

No additional funding for the Commonwealth's Attorneys' Career Prosecutor program is available. Any office that had positions classified as career prosecutors at the end of FY02 will retain funding for those positions, but there is no further funding available for the career prosecutor program for any positions that had not been classified as career prosecutor as of May 1, 2002. Any office wishing to have positions reclassified to career prosecutor in the future will need to follow a procedure to opt-in to the program, and additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly. **To opt into the program, submit the Career Prosecutor form to the Compensation Board by July 1 of each year for approval of funding for the program the following July 1 (i.e. offices without funding for Career Prosecutors should submit the opt-in form by July 1, 2005 to request participation and funding effective July 1, 2006).**

The form is attached. Please complete and sign it, and fax it to Paige Curtis at 804-371-0235 not later than June 30, 2005. The Career Prosecutor Program document is available on our website at <http://www.scb.state.va.us/docs/mncdprog.pdf>. If you have any questions or need additional information, please email or call Paige Curtis (804-786-0786 x 217 or paige.curtis@scb.virginia.gov <<mailto:paige.curtis@scb.virginia.gov>>). Please note that the Career Prosecutor Program is limited to full-time Compensation Board funded positions classified as ATTI or JATTI.

Certification of Career Prosecutor Program
(Effective May 1, 2002)

Commonwealth's Attorney	Locality
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The Career Development Plan for ATTI Assistants currently in effect for this office incorporates the following criteria:

- Certification of participation in an employee evaluation plan meeting the minimum criteria established by the Compensation Board;
- Competitive selection process in which the Commonwealth's Attorney makes the final decision regarding selection;
- Minimum length of service requirement of three years as an Assistant Commonwealth's Attorney in Virginia;
- Job performance including two evaluations which meet above average ratings, and no Virginia State Bar disciplinary action in the past three years;
- Additional education requirements of forty hours above the minimum Virginia State Bar MCLE credits in the last three years preceding selection, and educational requirements above minimum Virginia State Bar MCLE requirements have been established to maintain career prosecutor status;
- A procedure for the removal of Assistants from the CDP for inadequate job performance, disciplinary action, a Virginia State Bar disciplinary action, or failure to maintain minimum additional educational requirements;
- Equal opportunity for all Assistants;
- Statement of Purpose;
- Scope of the Plan;
- Understanding of employment status as an Assistant Commonwealth's Attorney;
- Additional Compensation.

This is to certify that the Career Prosecutor plan in this office meets the minimum criteria for such plans as established by the Compensation Board. I understand that funding to provide a salary increase associated with the selection as Career Prosecutor is contingent upon the approval of additional funding by the General Assembly.

The following ATTI Assistant(s) in this office is/are expected to meet all criteria for selection as Career Prosecutor on the date(s) shown:

<u>Name of Incumbent</u>	<u>Position #</u>	<u>Anticipated Date of Selection</u>

Signature of Commonwealth's Attorney

Date