

# Diversity, Opportunity and Inclusion Report

Per Va. Code § 2.2-602

And January 19, 2022 Executive Order 10 of Governor Youngkin

## 2026 Annual Report

**AGENCY:** Commonwealth’s Attorneys’ Services Council (CASC – 00957)

**YEAR:** 2026

### 2026 ACCOMPLISHMENTS

#### Plan Goal 1: Access & Success

- CASC has a staff of 6 FTE’s and 2 P14s.
- CASC had no job vacancies in 2026.

#### Plan Goal 2: Welcoming & Respectful Culture

- No new employees were onboarded.
- CASC employees all completed anonymous employment surveys, none of which disclosed any dissatisfaction with work culture, interoffice communication, or the agency complaint process.
- CASC will hold its regular annual staff retreat in June in which there is open communication and opportunity to express any concerns.

#### Plan Goal 3: State Agency DEI Infrastructure & Training

- CASC is too small to have a human resources department.
- CASC is in the business of providing statewide mandatory continuing legal education training for Virginia’s prosecutors. CASC staff attorneys have access to all training events. CASC management and leadership training topics include best practices to provide crime victims and witnesses the opportunity to report criminal offenses and participate in the criminal justice system to achieve justice and hold offenders accountable.
- CASC endeavors to provide instruction in multiple formats and using a variety of educational tools and approaches, in order to reach all learners of all abilities.

### 2025 AGENCY DOI GOALS

#### Agency Goal 1

In the event of a vacancy in the agency, increase access to diverse populations for recruiting.

#### Agency Goal 2

Maintain a healthy, welcoming, and respectful culture within the agency.

#### Agency Goal 3

Provide high quality training and career development for agency staff.

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COMMONWEALTH'S ATTORNEYS' SERVICES COUNCIL  
*Training Virginia's Prosecutors for the 21st Century*

**DIVERSITY, EQUITY & INCLUSION PLAN**

**Commonwealth's Attorneys' Services Council (CASC – 00957)**

Per Va. Code § 2.2-602

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**MISSION**

The Commonwealth's Attorneys' Services Council (CASC) is the executive branch state agency created to provide training, education and services to Virginia's Commonwealth's Attorneys. Agency operations are governed by a 16+ member supervisory Council comprised of one Commonwealth's Attorney per congressional district. CASC's officers mirror those elected by the Virginia Association of Commonwealth's Attorneys (VACA). *Virginia Code §2.2-2617*. Council appoints and supervises a fulltime administrator. *Virginia Code §2.2-2619*.

While CASC does not provide any direct services to the public, CASC serves all of Virginia's prosecutors and many law enforcement agencies. The prosecutor's duty to justice extends to victims of crime, witnesses of crime and to those accused of committing crimes. Therefore, by extension, CASC's education, training and support of prosecutors impacts citizens from all walks of life, in all regions of our Commonwealth.

**DIVERSITY, EQUITY & INCLUSION POLICY**

In order to provide the highest quality training that will ultimately impact the public in enormous ways, is imperative that CASC be committed to creating a diverse, welcoming and culturally aware office staff.

## **CASC OFFICE & STAFF**

CASC is a small state agency with six fulltime employees and two hourly employees. In addition to the administrator, CASC has four fulltime staff attorneys, one fulltime fiscal officer, and two part-time (hourly) program specialists. As of June 2023, all four fulltime staff attorneys telecommute, while the remaining staff live and work in Williamsburg. CASC is housed in a small suite at the College of William & Mary Law School in Williamsburg.

## **HIRING CHALLENGES**

### *Small Pool of Qualified Candidates*

Due to the size of the agency, CASC rarely has job vacancies. When the agency is hiring, it is almost always for a staff attorney position. CASC's only fulltime support person has been with the agency for more than 27 years.

Staff attorney positions at CASC require a very particular skill set. Qualified candidates comprise a tiny segment of the Virginia legal community. CASC staff attorneys must have an extensive background in the practice of criminal law and prosecution, as well as the skills necessary to produce and provide top quality legal training and written materials.

### *Comparatively Low and Unstable Salaries*

One of CASC's greatest challenges is funding competitive salaries for attorneys. CASC attorney salaries are very low compared to what individuals with this skill set could earn in a Commonwealth's Attorney's Office, the Office of the Attorney General, or in the private practice of law. Additionally, CASC's general fund appropriation is insufficient to fully fund employee salaries. One of CASC attorney positions is funded in whole by grants that could potentially disappear.

### *Limited Options*

Because CASC has a specific set of job requirements and offers relatively low salaries, on the rare occasion that CASC does have vacancy, the agency receives very few qualified applications. By necessity, CASC draws from the prosecution world, which itself struggles to find diverse employees. In response to the most recently posted staff attorney advertisement, CASC received only two applications from attorneys who met the advertised criteria. Upon interviewing with CASC staff, only one individual was identified as being qualified for the position.

## **STRATEGIES FOR DIVERSE, EQUITABLE AND DIVERSE HIRING**

### **Advertising**

Reach a broad audience by advertising on the Commonwealth of Virginia's Human Resources employment site, CASC's website employment page, on prosecutor listservs, as well as in *Virginia Lawyer's Weekly* newspaper/website and among specialty Bar Associations.

### **Outside Opportunities**

Identify diversity-focused attorney job fairs and ensure that CASC is represented at these fairs when there are openings available.

### **Equal Opportunity Employer**

Highlight equal opportunity employment in the language of the advertisements.

### **Increase Salaries**

Seek increased salary funding so that CASC can compete for candidates on a level playing field.

### **Flexible Employment**

Offer expanded telecommuting opportunities to allow for a greater geographical pool of applicants.

### **Employee Training**

Provide newly hired CASC staff with training on issues related to diversity, equity and inclusion, to include implicit bias and cultural competency training. Such training also will be provided to all staff on an annual basis.