

Instructions

Version 18.4





• Contact the Sentencing Commission to obtain a *SWIFT*! account.

Email and Password: Enter email and password, then click the Login button. If you have an Officer of the Court Remote Access (OCRA) account, your password will be the same as your OCRA account. Otherwise, after you apply for an account, you will receive a temporary password by email.



VIRGINIA CRIMINAL SENTENCING COMMISSION

Logged in as: Jody Fridley (3653)

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may deny access of the Office of E Technologies Age	ency.
may deny access of the Office of E Technologies Age	Ency.

2 Terms of Service: After you have logged into *SWIFT!*, the Terms of Service screen will appear. Click on the button indicating that you acknowledge the terms and certify that all the information is true.

		SION
Search Logout		Logged in as: Jody Fridley (3653)
	Guidelines Search	
	Record Type: New Drafts Court: County Court Type: Circuit General District Guidelines: Cover Sheet Defendant: Date range	

The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant.

A. **Record Type**: To create a new set of guidelines click "New" in the Record Type bar.

B. **Court**: Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.

C. **Court Type**: Select either "Circuit" or "General District" for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click "Circuit" to accurately connect court orders, to populate the docket number and other identifying information.

D. **Guidelines**: Leave "Cover Sheet" as the guidelines offense and the application will select the appropriate worksheet according to the search results. If court data will not be used, select the guidelines worksheet that is needed, leave the defendant field blank and click submit.

E. **Defendant**: Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on "Submit" and the system will display all pending charges for that individual.

*Blank PDF forms are currently available at www.vcsc.virginia.gov or mobile.vcsc.virginia.gov, but will be phased out as courts begin to utilize *SWIFT*'s electronic file transfer functions.

Record Type:	New O Drafts	
Court:	County	۲
Court Type:	Circuit General District	
Guidelines:	Cover Sheet	T
Defendant:	ones, john	
Dale range:	to	

Name		Docket no.		Charge	Offense Date	Hearing Date
JONES,	O	CR1600034201	1	REC/BUY STOLEN GOODS >\$200	2016-09-12	2017-06-13
JONES,	Ö	CR1600034202	1	ELUDE/DISREGARD POLICE-FELON	2016-09-12	2017-06-13
JONES,	O	CR1700000200	\checkmark	STRANGLE: WOUND/INJURY RESULT	2016-11-10	2017-06-13

Select Defendant and Charge: The system will return a list of all defendants with the identified name who have pending charges in the selected court. To select a specific defendant, click on any pending charge for that person. The charge you select will populate corresponding fields on the cover sheet of the sentencing guidelines.

Guidelines offenses will have a check mark (\checkmark) next to them, but all pending charges for the defendant selected will be transferred to the cover page for you to select the primary offense in the sentencing event.

Note: When selecting an offense try to select the primary offense based on sentencing guidelines rules. However, you will be able to identify and change the primary or most serious offense as you complete the sentencing guidelines worksheets.



VIRGINIA CRIMINAL SENTENCING COMMISSION

		Interne Constitution						
Search	Worksheet Logo	ut				Logged i	n as: Jody Fridle	y (3653
								Save
Cont	onoing Cu	idlinoo Laraanu C	aver Cha	-		Sel	had Santancing 0	6 12 1
Complet	te this form ONLY for	applicable felonies sentenced or	or after July 1	2015		50	neu. Sentericing. [0	
Offende		applicable felonies sentenced of	ror and outy 1	, 2010.				
	Name			CCRE: 9	3 <mark>1</mark> 9 [.]			
	First:	JOHN	CORIS	Offender ID:	(CD) -	un al Diuthadata a		
	Middle:	TODD		PSI#:	not vi	nd Birthdate a	ire populated, but ity reasons	are
	Last:	JONES		SSN:				
	Suffix:		D	ate of Birth:	1981	mm/dd/yyyy		
Court								
		Judicial Circuit:	25 FIPS C	ode: 005				
		City/County:						
		Sentencing Judge's Name:			For Office	Use only:		
	Prosecutir	ig Commonwealth's Attorney:						
		Defense Attorney:						
		Preparer Name:	Jody Fridley					
			Commonwea	Ilth's Attorney				
-			Probation Of	ficer				
Convict	ions							
Offens	se			Counts	VCC		Offense Date	
	Primary Offense	N 00000 - \$200		_			Month Day Year	
	Additional Offense	Dron-Down		•	LAR - 2	2808	9 12 16	
1.	REC/BUY STOLE	N GOODS >\$200		• 1	LAR - 2	2808 - F9	09 12 16	
2.	REC/BUY STOLE	N GOODS >\$200		▼ <u>1</u>	LAR - 2	2808 - F9	09 12 16	
Drimon	Offense Code Se	ation 6: 10.0.100		acket Number	001000240	01		
Primary	/ Offense Code Se	ction §. 18.2-108	S	ocket Number	CR16000342	01		
n the ex trangul ffense ending	xample, Receivi lation and Felor boxes are adde charges for the	ng Stolen Goods, \$200 o ny Elude Police Officer. Ir d to the cover sheet. The e defendant. Initially, all	r more was n addition to e number o will be labe	selected an o offender a f drop dowr eled as Rece	nd the defen and court inf a boxes will iving Stolen	idant also h formation, t be determir Goods, \$20	ad pending cha hree drop dow ned by the nun 00 or more, sin	arges /n nber o ce tha
as the	charge selected	d in the previous step.						
Search	Worksheet Logou	ıt				Logged in	as: Jody Fridley	(3653)
						Draft: 1 🔻 U	Ipdate New Final	PDF
Sent	encing Gu	idlines • Larceny Co	over Shee	t		Sche	ed. Sentencing: 06	13 17
Complete	e this form ONLY for	applicable felonies sentenced on	or after July 1,	2015.	A Se	entencing Da	te Must Be Ente	ered 🛧
AVE: C	lick "Save" and	the "Draft" option will a	ppear. This	draft optio	n allows you	u to generat	e and save as	many
ersions	as needed unt	il all parties agree on the	charges. I	t is also a qu	iick way to i	nclude char	ges that are ac	ded a
ne last	minute to the s	entencing event.	raft: 1 🔻	Update	lew Final	PDF		
				opune (
		S	elect draft	Update C	Create Copy for	r Print Draft		

1			1
Select draft	Update	Create	Copy for
Worksheet	Existing	New	Court
	Worksheet	Draft	

Offen	se	Counts	VCC	Offense Date
	Primary Offense			Month Day Year
	REC/BUY STOLEN GOODS >\$200	▼ <u>1</u>	LAR - 2808 -	F9 9 12 16
	Additional Offense 🗉 🛨 🖲 Manual 🔘 Drop-Down			
1.	STRANGLE:WOUND/INJURY RESULTS	▼ 1	ASL - 1347 -	F6 11 10 16
2.	ELUDE/DISREGARD POLICE-FELONY	▼ 1	REC - 6624 -	F6 09 12 16

Use the drop-down menu for each individual offense to select a different charge than the one that is populated. In this example, the primary offense is Receiving Stolen Goods and the additional offenses are Strangulation and Felony Elude. (Note: The VCC and offense dates are populated based on the information entered in the Court Automated Information System. **Correct any VCC or date that is not correct**. VCCs have no standing in law (§ 19.2-390.01) and must be corrected to reflect sentencing guidelines rules for selecting the primary offense and VCCs.

Manipulate the charges identified in this application to reflect the actual convictions in the sentencing event – add offenses that will be sentenced in the same event, remove offenses that will be nol prossed, etc. There is no continuation sheet, enter all the convictions on this screen.

6 Offense Not in the Drop-Down List? There are several options:

1. If the charge is not listed in the information populated with court data, manually change the VCC code. Add the correct counts, VCC and offense date and the system will automatically populate the offense description.

2. To **Delete** charges, check the box next to the charge you would like to delete, and then click on the minus symbol above the offense description.

3. Add additional charges by clicking the plus symbol next to the Additional Offenses field. You can also manually change the number of counts for each offense listed.

Note: The primary offense(s) must be in the first box and the order of additional offenses may be changed by using a series of drop down boxes and adding new additional offense boxes. The number of counts for each offense listed may be manually changed.



Search Worksheet Logout

Logged in as: Jody Fridley (3653)

Save

Final Disposition • Fill In After Sentence Has Been Pronounced

	Years Mos. Days
Total Time Imposed Before Suspension Life Sentence	+ yyy/mm/ddd
Total Effective Time To Serve	+ Sentenced to Time Served
Post Release Post Release Term § 18.2-10	
Post Release Supervision Period § 19.2-295.2(A)	
Probation Period (Supervised) § 19.2 - 303	e
Check all that apply Incarceration Sentence to Run Concurrently With Another Sentencing Event	
Written Plea Agreement Accepted (Rule 3A:8(c) (1) (A) or (C))	Recommendation Accepted (Rule 3A:8 (c) (1) (B))
Restitution \$ Fine \$	
Oral Sentence Recommendation Accepted	
Other Sentencing Programs (Check all that apply)	
Day Reporting Community-Based Program	
Diversion Center Incarceration	Ç
Electronic Monitoring Drug Court	
Unsupervised Probation/Good Behavior	Office Use Only: Other CBP
S 18.2-251/§ 18.2-258.1 Vouthful Offender	
Substance Abuse Treatment Other	·····
Reason For Departure • Must be completed pursuant to § 19.2-298.01(B)	Office Use Only:

6 Click "Next" to go to Final Disposition: This form will be completed by the court. Jurisdictions that have embraced a paperless system will complete the final disposition on-line and the sentencing guidelines will be electronically transferred by the Circuit Court Clerk.

Sentencing	Date			
	mm/dd/yy			
Attach Cour	rt Order and Mail • Pursuant	to § 19.2-298.01(E)	Office Us	e Only:
	After sentencing, send to:	Virginia Criminal Sentencing Commission 100 North Ninth Street Fifth Floor Richmond, Virginia 23219		

Prev Next

Click "Next" to go to Worksheet A: There are two ways to navigate this system. Clicking "Next" will advance to the next page (e.g., final disposition, worksheet A, etc.,). Click the boxes at the top to go to a specific page. Users may skip the Final Disposition by clicking on the third box.



VIRGINIA CRIMINAL SENTENCING COMMISSION

Search	Worksheet	Logout	
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Logged in as: Jody Fridley (3653)

Save

Larceny • Section A

Offender Name: JONES

Counts	A. Attempted or conspired larceny	
	B. Statutory maximum penalty equals 5 years	
	1 2 	
	C. Statutory maximum penalty equals 10 years	
	D. Grand larceny auto	
	2	
	E. Grand larceny from person 1	
	F. Grand larceny of a firearm	
	G. Failure of bailee to return animal, aircraft, vehicle or boat	
	H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years	
	12	Score
	2-3	0
ary Offe	nse Remaining Counts • Total the maximum penalties for counts of the primary not scored above	
Years	5-11	
	23 - 33	
	34 - 44	
	45 OF INDE	0

Years	Less than 10 1 - 111	
	12 - 22 2 23 - 33 3 24 - 44	
	4 45 or more	

Scoring Worksheet A: Manually enter scores, or click on the number of points you want to assign and the system will populate the box for that factor. The score will automatically total at the bottom. When you click the "Next" button on the bottom of the page, the application will advance to the next appropriate worksheet, either Worksheet B or C, based on the total score on worksheet A.

		CRIMINAL SENTENCING COMMISSIO	DN	
Search <u>Wor</u>	ssheet Logout		Logged in as: Je	ody Fridley (3653
				Save
arcenv	Section A	Offender Name:	JONES	
rimary Offe	NSC (counts for attempted/conspl	red offenses are in parenthesis)		
Counts	A. Attempted or conspired la	irceny		
	(1) B. Statutory maximum penal	Ity equals 5 years	1	
	1			
	3			
	C. Statutory maximum penal 1	ity equals 10 years	3	
	D. Grand larceny auto		-	
	1			
	3 E. Grand Jarcony from porto			
	1			
	 F. Grand larceny of a firearm 	1		
	1	animal sizes in unbials or boot	1	
	1		4	
	H. Larceny of bank notes, ch penalty of 20 years	necks or any book of accounts; Any other larceny offense	with maximum	
	1		G 2	Score
	4			2
rimary Offe	nse Remaining Counts - Tot	tal the maximum penalties for counts of the primary not scored abo	ove	
Years	5 -11		1	
	12 - 22 23 - 33			
	34 - 44 45 or more			0
della se el co	V			
Vears	Tenses • Total the maximum pen	alties for additional offenses, including counts	0	
16410	1 - 11		F 1	
	23 - 33			
	34 - 44 45 or more			1
Prior Convid	tions/Adjudications - Total the	e maximum penalties for the 5 most recent and serious prior record e	events	
Years	Less than 2		0	
	2 - 11 12 - 20			
	21 - 36 37 or more		(F	4
Prior Felony	Larceny Convictions/Adjud	lications		
Counts	1		2	
	2 - 3 4 or more			3
Other Prior	Felony Property Convictions	e/Adjudications		
Counts	1 - 4			
	5 or more		2	0
Prior Felony	Convictions/Adjudications	Against Person		
Counts	1		1	0
	2 01 11010			
Prior Misde	meanor Convictions/Adjudic	ations(Excludes Traffic)		
Counts	5 - 8		2	
	9 or more			1
Prior Incaro	erations/Commitments - If YE	ES, add 5		4
Prior Juveni	le Record - If YES, add 1			0
Legally Res	trained at Time of Offense			
Logany roo	None		0	
	Other than parole/post-relea Parole/post-release, supervi	se, supervised probation or CCCA sed probation or CCCA		1
	SCORE THE FOLLOWIN	NG FACTOR ONLY IF PRIMARY OFFENSE IS H-EMBE771 FM	IENT (§ 18.2-111)	
Amount of E	imbezzlement			
	Less than \$10,000		0	
	a10.000 - S19.999			
	\$20,000 - \$74,999		6	
	\$20,000 - \$74,999 \$75,000 - \$119,999 \$120,000 or more			0

Prev Next

Scoring Worksheet A *continued*: The application will sum the points assigned and based on the total points will automatically advance to the appropriate worksheet (i.e., B, C or Cover Sheet). **Worksheet B functions the same as Worksheet A.** As described in the next section, there is a different way to score three factors Worksheet C.

Note: There are edits on each worksheet to prevent errors. In the future, there will be more complex edit checks added.



earch <u>Wor</u>	<u>ksheet</u> Logout		Log	ged in as: Jo	dy Fridley (3653
			Draft:	1 • Update	New Final PDF
arceny	 Section C 	Offender	Name: JONE	S	
imary Offe	INSE (counts for attempted/conspired offen	ses are in parenthesis) Prior Rec	ord Classification		
A. Attempte	d or conspired larceny	Category I 🔍 Ca	tegory II 🔘	Other ®	
3. Statutory	(1 count) maximum penalty equals 5 or 10 year			2	
	1 count				
	3 counts			10	$\langle \rangle$
C. Grand lar	ceny auto	32	16	8	
	2 - 3 counts		28		
D. Grand lar	ceny from person				
	1 count				
	3 counts				
E. Grand lar	ceny of a firearm 1 count	68	34	17	
F. Failure of	bailee to return animal, aircraft, vehicle	or boat			
Larconv	1 count	of accounts	14	7	
er curceny (1 - 2 counts	32	16		
. Any othe	3 counts larceny offense with a maximum pena	96	48		
	1 count	28	14		Score
	2 counts				7
imary Offe	ense Remaining Counts · Assign poin	ts to each count of the primary not scored abo	ve and total the pr	pints.	
Years	Maximum Penalty				
	5, 10 20 or more			1	0
dditional C	ffenses - Assign points to each additional	offense (including counts) and total the points	e.		
Years	Less than 5			0	
	20			2	
	40 or more			5	2
rior Convid	tions/Adjudications + Assign points to t	he 5 most recent and serious prior record even	its and total the po	ints.	
Years	Maximum Penalty				
	Less than 10 10, 20				
	30 40 or more				2
rior Felony	Larceny Convictions/Adjudication	3			
Counts	1	•		1	
	2				
	4 or more			4	2
ther Prior	Felony Property Convictions/Adjud	ications			
Counts	1			0	
	4 or more			2	0
rior Felony	Convictions/Adjudications Agains	Person			
Counts	1			2	
	3 or more			6	0
rlor Felony	Drug Convictions/Adjudications				
Counts	1-2			1	
	3			2	0
rior luver	le Record a la vez antes				0
nor suveni	ie record + ii res, add s				U
egally Res	trained at Time of Offense				
Counts	None Other than parole/post-release, supe	rvised probation or CCCA		0	
	Parole/post-release, supervised prol	ation or CCCA			3
	SCORE THE FOLLOWING FAC	TOR ONLY IF PRIMARY OFFENSE IS H:EP	MBEZZLEMENT (§ 18.2-111)	
	mbezziement				
mount of E	Loss than \$29,000	and the second of the second second second second second		0	
mount of E	Less than \$28,000 \$28,000 - \$89,999				

Then go to Section D Nonviolent Risk Assessment and follow the instructions.

9 Scoring Worksheet C: Worksheet C is scored the same as worksheet A and B, except for Primary Offense Remaining Counts, Additional Offenses, and Prior Convictions. For these factors you must manually enter the total points, because preparers must assign points for each count and total the points.

Fraud, Larceny and Drugs click "Next" to go to Worksheet D, the Nonviolent Risk Assessment. For all other offenses click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation. Note: Scoring Sex Offender Risk Assessment functions the same as a Worksheet A.

	VIRGINIA CRIMINAL SENTENCING	COMMISSIO	N
Search Worksheet Logout			Logged in as: Jody Fridley (3653)
Nonviolent Risk Assessm	1ent • Section D	Offender Name:	Draft 1 V Update New Final PDF JONES
Ineligibility Conditions			
 A. Was the offender recommended for Prob B. Are any prior record offenses violent (Cat C. Are any of the offenses at sentencing vio D. Do any of the offenses at sentencing required 	ation/No Incarceration on Section agory I/II listed in Appendix A of the lent (Category I/II listed in Appendix uire a mandatory term of incarceration	B? Guidelines Manual) A of the Guidelines I on?	 ○ Y ○ N
If answered YES to ANY, "Not Applicable" w If answered NO to ALL, complete remainde	/ill be checked under "Nonviolent Ris r of Section D worksheet.	sk Assessment Reco	ommendations" on the cover sheet.

O Nonviolent Risk Assessment: All the "Ineligibility Conditions" must be answered. If the answer to any question is "YES" – the Nonviolent Risk Assessment does not apply. If the answer to all the questions are "NO" – the Nonviolent Risk Assessment will become active and must be completed. Once all the questions are answered, click on the first gray box at the top to return to the cover sheet and to populate the guidelines recommendation.

Prev Next

Offender Ag	e at Time of Offense		
	Younger than 21 years 21 to 29 years 30 to 43 years Older than 43 years		Score
Gender			
	Offender is Female		Score 9
Prior Adult F	elony Convictions		
Counts	0 1 - 2 3 or more		Score 15
Prior Adult II	ncarcerations		
Number	0 1 - 9 10 or more		Score
Legally Rest	trained at Time of Offense • If YES, add 6		0
	Total Score • If 31 or less, the offender will be recommended for If 32 or more, the offender will NOT be recommended for	or alternative punishment. or alternative punishment.	50 Clear Form



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Note that when you return to the Cover Sheet, the Guidelines Recommendation is populated – Section B or Section C and the Nonviolent Risk Assessment or the Sex Offender Risk Assessment when required.

Section B	Section C
 Probation/No Incarceration Incarceration 1 Day to 3 Months Incarceration 1 Day to 6 Months Incarceration 3 to 6 Months Probation/No Incarceration or Incarceration to 6 M 	 Life Sentence Incarceration (Enter Midpoint and Range Below) Range Midpoint: 1 4 0 yyy/mm/ddd Sentence Range: 0 9 0 to 2 0 0 onths
Mandatory Minimum: yyy/mm/ddd	Recommendation Adjusted for Mandatory Minimum
ONVIOLENT RISK ASSESSMENT	
Recommended for Alternative Punishment	Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)

Remember to save the worksheet, finalize it for the court and/or print a copy.



Update: This function works the same as save. Click to update any work you want to save under the current draft.

New: This function will save your current draft and create a new draft using the original data from the court. After saving a new draft, the new numeric draft value will appear in the draft menu.

Final: In future versions, this function will be used to submit the case to the court. Attorneys, judges and probation officers connected to this case will be able to see the final version of the guidelines. The preparer will still be able to edit the form. Currently this function removes the DRAFT watermark.

PDF: This function will print a copy of the worksheet with a DRAFT watermark. In the future, this will allow you to share preliminary guidelines with other attorneys, probation officers and staff members.

Sched. Sentencing: Keep this current to allow the courts to better manage documents needed during the sentencing phase. This initial date is populated by court records, but is not updated after the initial transfer of data to the sentencing guidelines. (A sentencing date must be entered or the worksheet will not save)



	· · · ·						
Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES, JONES,	600034201 600034201	REC/BUY STOLEN GO REC/BUY STOLEN GO	LAR-2808-F9 LAR-2808-F9	09/12/16 09/12/16	001-04-00 001-04-00	06/13/17 06/13/17	2 1

1. To locate a draft, click on "Search" which will activate Guidelines Search window. Click "Draft" and select the court name from the drop-down list. Enter the defendant's name or partial name. You can further narrow your search by entering a Date Range (based on scheduled sentencing dates).

2. Search Results for your county will return the number of drafts created for the defendant. To expand the list for details, click on the case highlighted in blue. A list of all drafts will be highlighted in green.

3. Once you have modified a draft, you can save the changes or create a new draft. When you are ready, you can print a PDF copy with a draft watermark or finalize it as the official guidelines and print without the draft watermark.

Note: You can identify different drafts by the primary offense, midpoint or sentencing date. For example, if the receiving stolen property was reduced to petit larceny third, the primary and guidelines recommendation will be different.

Printing out a Copy of Guidelines

To print a copy of the Guidelines worksheets, you must first save and select the draft you want to print.

SAVE: Click "Save" and the "Draft" option will appear. This draft option allows you to generate and save as many versions as needed by clicking NEW. Each time you select NEW, a new draft will be added. UPDATE will write over the previous version of the draft. The PDF option also appears at this time, which will allow you to print a copy of your draft with a draft watermark.



PRINTING DRAFTS: When you save a guidelines draft and print a PDF copy, the word "DRAFT" will appear on each page.



To print a PDF copy of your saved draft without the word "draft" on each page, you will need to click the "FINAL" button after you have saved the draft you would like to print. After you have clicked on the "FINAL" button, click on the PDF button. The function of the "FINAL" button is to indicate that the draft is ready for court review and removes the draft watermark. In the future, this will allow you to electronically transfer the sentencing guidelines to the court. Finalized drafts can still be edited up until the time they are accepted by the court and signed by the judge.

		INIA IINAL SENTENCING COMM	lission
Search Wor	ksheet Logout		Logged in as: Kimberly Storni (3967)
			Draft: 1 V Update New Final PDF
Senten Complete this	cing Guidlines • Robber	y Cover Sheet ed on or after July 1, 2017.	Sched. Sentencing: 09 15 17
Offender			
	Name	CCRE:	
	First: Test	CORIS Offender ID:	

Printing worksheets without the word "DRAFT", continued.

When you click on the PDF button after clicking on the "Final" button the worksheets will print without the word "draft."

		Draft: 1 V Update New Final PDF
tencing Guidlines • Robb	ery Cover Sheet tenced on or after July 1, 2017.	Sched. Sentencing: 09 15 17
er		
Name	CCRE:	
First Test	CORIS Offender ID:	
Sentencing Guidelines Coversheet Under Information Advanced Information (Con- Under Information (Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con- Con		
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© Sentencing Revocation Report & Probation Violation Guidelines



Search Worksheet Logout

Logged in as: Kimberly Storni (3967)

Guidelines Search	
Record Type: New Drafts	
Court: City Court Type: O Circuit O General District	~
Guidelines: Cover Sheet Defendant: JOHNSON Date range to	~
Submit	

Search results: New-Norfolk City-Cire	cuit			Ó
Name	Docket no.	Charge	Offense Date	Hearing Date
JOHNSON, I JOHNSON, I	CR1100236003 CR1100236004	VIOL PROBATION ON FEL OFFVIOL PROBATION ON FEL OFF	2011-06-01 2011-06-01	2017-04-19 2017-04-19
		✓ Sentencing Guideline Of	fense • Probation	Violation Offense

① The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant.

A. Record Type: To create a new set of guidelines click "New" in the Record Type bar.

B. **Court**: Using the drop-down menu click on the specific court where the conviction(s) occurred. Also, the guidelines will be submitted to the court identified.

C. **Court Type**: Select either "Circuit" or "General District" for Court Type. General District is only used to develop preliminary guidelines. If a case has been certified to Circuit Court, click "Circuit" to accurately connect court orders, to populate the docket number and other identifying information.

D. **Guidelines**: Leave "Cover Sheet" as the guidelines offense and the application will select the appropriate worksheet. You may also select "Probation Violation" as the Guidelines. If court data will not be used, select "Probation Violation."

E. **Defendant**: Search for the defendant by entering last name, first name (e.g., Jones, John). You can also search by last name only, or partial last name, but this will increase the search time. Click on "Submit" and the system will display all pending charges for that individual.

Note: The system will identify all pending charges. \checkmark indicates a new pending guidelines offense and • indicates a probation violation. If you select a record that has neither a \checkmark or a • the results will only include the cover sheet and final disposition page.

	GINIA MINAL SENTENCING CO	DMMISSION
Search Worksheet Logout		Logged in as: Kimberly Storni (3967)
Sentencing Revocation Report • P	robation Violation Cover Shee	Save IMSP Case Sched. Sentencing: 04 19 17
Name First: Middle: Last: JOHNSON Suffix:	SID/CCRE:CORIS Offender ID: CORIS Offender ID: SSN: Date of Birth:	
Court		
Judicial Circuit: 4 City/County: Sentencing Judge's Name:	FIPS Code: 710 For O For O	ffice Use only.
Most Serious Original Felony Offense Informat	ion	
Primary Offense GRAND LARCENY PSI Number:	Drop-Down O Manual V(CC Original Sentencing Date AR - 2359 - F9 8 24 11 mm/dd/yy
Original Disposition Information		
No Incarceration	☐ Jail or Prison arceration (no active incarceration)	
Type Of Revocation • Check All That Apply		
Probation Post-Release Good Behavior	□ Suspended Sen □ Community-Bas	tence ed Program
Conditions Cited In Violation • Check All That Apply		
 1. Fail to obey all Federal, State, and local law 2. Fail to report any arrests within 3 days to pro 	s and ordinances	Complete if there are any new law or ordinance violations

2 Selecting the Most Serious Offense

If your court follows established docket numbering protocols, the system will identify all the original offenses related the probation violation docket numbers. Select the most serious offense from the drop-down list.

Primary Offense		VCC	Original Sentencing Dat
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POSS BURGLARIOUS TOOLS			
VIOL PROBATION ON FEL OFF			

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③ Complete the Front of the Sentencing Revocation Report

Identify the original disposition, type of revocation, conditions cited, including the appropriate VCCs for any Condition 1 violation.

original Disposition Information		
No Incarceration	Jail or Prison	
Detention or Diversion Center Incarceration	on (no active incarceration)	
vpe Of Revocation • Check All That Apply		
✓ Probation	Suspended Sentence	
Post-Belease	Community-Based Progra	m
Good Behavior		
		1
onditions Cited In Violation • Check All That Apply		
1. Fail to obey all Federal, State, and local laws and c 1. Fail to report any arrests within 3 days to probation 3. Fail to maintain employment or to report changes in 4. Fail to report as instructed 5. Fail to allow probation officer to visit home or place 6. Fail to follow instructions and be truthful and coope 7. Use alcoholic beverages 8. Use, possess, distribute controlled substances or p	ordinances	Complete if there are any new law or ordinance violations VCCs For Most Serious Convictions
9. Use, own, possess, transport or carry firearm		
10. Change residence or leave State of Virginia witho	ut permission	Out Of State or Federal
11. Abscond from supervision		
12. Fail to follow special conditions (specify below)		
	$\langle \rangle$	

If not a Condition 1 Violation,Complete the Probation Violation Guidelines Worksheets

After completing Worksheet A, the system will take you to Worksheet C, if appropriate, and generate the guidelines recommendation.

Probati	on Violation • Section A	Offender Name:	
Original Dis	position was Incarceration • If YES, add 1		0
Driginal Felo	ony Offense Type • Select the type of most serious original fe	elony offense	
	A Person B Property C. Traffic/Weapon D. Other E. Drug		15 3 24 1 Score 13 3
Previous Ad	ult Probation Revocation Events		
Counts	1 - 2 3 or more		
New Felony	Arrests		
Counts	1 - 3 4 or more		4 18 0
Never Repo	rted to/Unsuccessful Discharge from following Pro	ograms	
	Community service, day reporting, employment progr Detention or Diversion Center	ams and/or residential programs	15 18 0
Condition Vi	Olated • Score only the violation receiving the highest points		
	 Fail to report any arrests within 3 days to probation Fail to maintain employment/report changes in emp 4. Fail to report as instructed Fail to allow probation officer to visit home or place Fail to follow instructions and be truthful and coope Tube alcoholic beverages to excess Use, possess, distribute controlled substances or p Use, own, possess, transport or carry firearm Change of residence or leave Commonwealth of 11. Abscond from supervision Fail to follow special conditions (sex offender) Fail to follow special conditions (other than sex offender) 	officer Joyment of employment rative araphernalia Airginia	17 17 18 17 18 17 18 17 31 17 34 19 11 17
Absconded	13 months or more • If YES, add 5		0
Tot	al Score • If total is 36 or less, the recommendation is Probatio	on/No Incarceration. If total is 37 or more, go to Section	on C. 20

Prev Next

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Probation/No Incarceration	Probation Violation Guidelines Do Not Apply
Incarceration (Enter Range Below)	(Check Reason Below)
Sentence Range: to yyy/mm/ddd	Condition 1 Violation
Recommendation Exceeds Revocable Time of: yyy/mm/ddd	O Deferred Finding/Sentence If checked, do not complete this form. Complete original sentencing guidelines.
	⊖ Parole Eligible Case

★ Instructions for Printing Blank Worksheets Not Utilizing Court Data to Populate the Fields

		IISSION
Search Worksheet Logout	They can	Logged in as: Jody Fridley (3653)
	Guidelines Search	
	Record Type: New Drafts	
	Court: City •	
	Court Type: Circuit General District	
	Guidelines: Probation Violation	
	Date range	
	Submit	

To utilize SWIFT without populating the fields with existing court data, set Record Type to "NEW," identify the Court and Court Type, and set Guidelines to the worksheet you want to create, leave all other search fields blank and click submit. In the example, we are printing a blank Probation Violation worksheet.

Once created, remember to include a <u>valid scheduled sentencing date</u> before scoring the guidelines draft. You will save and transfer the worksheet the same as for a worksheet created using court data. Since a docket number is not transferred to the guidelines, you will be required to include a valid court docket number on the cover page. Use the exact same docket format, including leading zeros, used by the court.

Sentencing Revocation Report - Probation Violation Cover Sheet UNSP Case Sched Serbencing Offender SiDicCRE Fist Suffx CORIS Offender ID Last Suffx CORIS Offender ID Last Suffx Date of Birth remodayyyy Court Judicial Circuit IPPS Code 700 CityCounty Sentencing Judge's Name re offens use etc Most Serious Original Felory Offense Information Primary Offense Original Disposition Information IND Incarceration Detention or Diversion Center Incarceration (m active incarceration) Type Of Revocation - Circle At This Apply I Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fail to report any ances within 3 days to probation cifcar J Fai	Sentencing Revocation Report - Probation Violation Cover Sheet Offender Mane First First GORI Offender Control Last Suffix Court Judicial Circuit FIPS Code SSN Court Court Souther SSN Court Court Court Souther SSN Court Cou	Search M	orksheet Logout				Logged in	as: Jody Fridley (365
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