



Sentencing Worksheets & Interactive File Transfer

Instructions

Version 20.1



Account information

Email:

Password:

Attention

This system is intended solely for the use of authorized attorney and probation personnel to prepare and submit Sentencing Guidelines and Worksheets in accordance with § 17.1-800, et seq., of the Code of Virginia. All other use is expressly prohibited. System access credentials are provided by Virginia Criminal Sentencing Commission personnel only. Requests for user accounts, maintenance of existing accounts and general questions about the system should be directed to the Commission by calling (804) 225-4398.

① Contact the Sentencing Commission to obtain a *SWIFT!* account.

Email and Password:

After you obtain an account, enter your 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. Contact the Commission at 804-225-4398 if you forget your password. Your initial password will be: **new2vacourts!**

Another Session in Use: If you forgot to logout of a previous session, SWIFT will allow you to immediately sign in. The system will log you out of your first session and you will need to login again. The login box will appear above the red message box. Enter your email and password and click LOGIN.



Terms of Service

I, **Jody Fridley (3653)**, affirm that I am an attorney or employed by an attorney in good standing with the Virginia State Bar, or employed by the Virginia Department of Corrections for the purpose of completing sentencing guidelines/reports, or employed by a **Virginia community-based probation services agency** required by the court to complete guidelines/reports, and authorized by the Virginia Criminal Sentencing Commission to access the system. I acknowledge and agree that any data accessed in this system may not be sold or posted on any other Internet Web Site or in any way redistributed to an unauthorized third party. I have reviewed and acknowledge both disclaimers regarding the circuit court and general district court case data utilized by this system. I further acknowledge and agree that the Virginia Criminal Sentencing Commission reserves the discretion to may deny access to ensure compliance with the Code of Virginia and Information Security Standards of the Office of Executive Secretary of the Supreme Court of Virginia and the Virginia Information Technologies Agency.

I acknowledge and certify the foregoing statement to be true.

Please cancel my request to access this site.

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.



Guidelines Search

Record Type: New Drafts

Court: _____ County

Court Type: Circuit General District

Guidelines: Cover Sheet

Defendant: _____

Date range: _____ to _____

③ 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.

Defendant Not Listed: If your defendant is not included in the list, you may create guidelines by:

1. Set “Record Type” to New
2. Identify the “Court” (e.g., Richmond City)
3. Set “Guidelines” to the worksheet you want to create (e.g., Assault)
4. Leave the “Defendant” and “Date Range” fields blank.
5. Click Submit and a blank worksheet will be created for you to enter all the required information

**See page 33 for additional instructions for printing blank worksheets and using SWIFT in jurisdictions not utilizing court data to populate fields.*

Guidelines Search

Record Type: New Drafts

Court:

Court Type: Circuit General District

Guidelines:

Defendant:

Date range: to

Search results: New-Henrico County-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
BROWN, JOHNSON	CR2000062100	✓ POSS.OF CONTROLLED SUBSTANCE	2019-04-24	2020-05-19
DOE, JOHN	CR0600229700	✓ GRAND LARCENY	2006-01-19	2020-06-02
DOE, JOHN	CR0600229800	✓ GRAND LARCENY	2006-01-24	2020-06-02
DOE, JOHN	CR0600229900	✓ STATUTORY BURGLARY	2006-01-29	2020-06-02
DOE, JOHN	CR0600230000	✓ STATUTORY BURGLARY	2006-02-04	2020-06-02
DOE, JOHN	CR0600230100	✓ GRAND LARCENY	2006-02-04	2020-06-02
DOE, JOHN	CR0600288300	✓ POSS MARIJ & COCAINE RESIDUE	2005-12-12	2020-06-02
JACKSON, JOHN	CR1900359600	✓ GRND LARCENY: >=\$500 NOT PE...	2019-02-18	2020-05-21
LAYNE, MILES JOHNSTON	CR1500239702	• CAP/SC REV/POSSESS HEROIN	2018-09-11	2020-06-03
MILLER, ANDREW JOHN	CR2000056600	✓ EMBEZZLEMENT >=\$500	2017-08-29	2020-05-28

Guidelines Offense ✓ Sentencing Guideline Offense • Probation Violation Offense

4 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 (✓) next to them, but all pending guidelines and non-guidelines offenses with the same hearing date for the defendant selected will be transferred to the convictions section on the Cover Sheet for you to select the primary offense in the sentencing event. Since Probation Violations are not to be scored as an additional offense on the sentencing guidelines, any violations with the same hearing date will not be transferred to the cover page.

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.



Save

Sentencing Guidelines • Larceny Cover Sheet

Sched. Sentencing: 06/02/20

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2019.

Offender

Name	CCRE:
First: JOHN	CORIS Offender ID:
Middle:	PSI #:
Last: DOE	SSN:
Suffix:	Date of Birth: 1981 mm/dd/yyyy

SSN and Birthdate are populated, but are not visible for security reasons

Court

Judicial Circuit: 14 FIPS Code: 087

City/County:

Sentencing Judge's Name:

Prosecuting Commonwealth's Attorney:

Defense Attorney:

Preparer Name: CHRIS SNOW

Commonwealth's Attorney
 Probation Officer

Convictions

Offense	Counts	VCC	Offense Date	Docket No.
Primary Offense			MM DD YY	
GRAND LARCENY	3	LAR 2359 F9	1 19 06	CR0600229700
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down				
1. GRAND LARCENY	3	LAR 2359 F9	01 19 06	CR0600229700
2. GRAND LARCENY	3	LAR 2359 F9	01 19 06	CR0600229700

Primary Offense Code Section §: 18.2-95

In the example, Grand Larceny (3 counts) was selected and the defendant also had pending charges of two counts of Burglary and one count Possession of Schedule I/II Drug. In addition to offender and court information, three drop down offense boxes are added to the cover sheet. The number of drop down boxes will be determined by the number of pending charges (including number of counts) for the defendant. Initially, all will be labeled as Grand Larceny, since that was the charge selected in the previous step.

Draft: 1 Update Clone Delete Final PDF

Sentencing Guidelines • Larceny Cover Sheet

Sched. Sentencing: 07/01/20

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2020.

A Sentencing Date Must Be Entered ↑

SAVE: Click "Save" and the "Draft" option will appear. This draft option allows you to generate and save as many versions as needed until all parties agree on the charges. It is also a quick way to include charges that are added at the last minute to the sentencing event.

Draft: 1 Update Clone Delete Final PDF

Select draft Worksheet Update Existing Worksheet Create New Copy /Draft Delete for Court Finalize to Print Create PDF to Print

Convictions												
Offense				Counts		VCC			Offense Date			Docket No.
Primary Offense				3 +		LAR 2359 F9			MM DD YY			CR0600229700
GRAND LARCENY									1 19 06			
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down												
- 1.	STATUTORY BURGLARY			2 +		BUR 2216 F9			01 29 06			CR0600229900
- 2.	POSS MARIJ & COCAINE RESIDUE			1 +		NAR 3022 F5			12 12 05			CR0600288300
Primary	GRAND LARCENY STATUTORY BURGLARY POSS MARIJ & COCAINE RESIDUE											

METHOD OF ADJUDICATION

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 Grand Larceny (3 counts) and the additional offenses are two counts Burglary and one count Possess Cocaine. (Note: The number of counts for each offense, the VCC, the offense dates and docket numbers 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 (including number of counts) in the sentencing event – add offenses that will be sentenced in the same event, remove offenses that will be not prosed, etc. There is no continuation sheet, enter all the convictions on this screen.

To display multiple counts of each offense, click on the blue show/hide arrow  located to the far right of the Offense Counts column.

Convictions													
Offense				Counts		VCC			Offense Date			Docket No.	
Primary Offense				3 + ^		LAR 2359 F9			MM DD YY			CR0600229700 --	
GRAND LARCENY									1 19 06				
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down													
- 1.	STATUTORY BURGLARY			2 + ^		BUR 2216 F9			01 29 06			CR0600229900 --	
- 2.	POSS MARIJ & COCAINE RESIDUE			1 +		NAR 3022 F5			02 04 06			CR0600230100 --	
									01 24 06			CR0600229800 --	
									02 04 06			CR0600230000 --	
									12 12 05			CR0600288300	
Primary Offense Code Section §:				18.2-95									

5 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** an additional offense (including all associated multiple count entries), click on the blue **- 1.** to the left of the charge you would like to delete. This will delete all counts associated with this charge.

3. To **Delete** individual counts of a specific charge, click on the blue show/hide arrow **▾** next to the number of counts box. When all additional counts along with the offense date and corresponding docket number are displayed you can then select the minus button **-** to the right of the specific count you would like to delete.

Offense	Counts	VCC	Offense Date	Docket No.	
Primary Offense			MM DD YY		
GRAND LARCENY	4 + ^	LAR 2359 F9	1 19 06	CR0600229700 -	
			01 24 06	CR0600229800 -	
			02 04 06	CR0600230100 -	
					-
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down					
- 1. STATUTORY BURGLARY	2 + ▾	BUR 2216 F9	01 29 06	CR0600229900	
- 2. POSS MARIJ & COCAINE RESIDUE	1 +	NAR 3022 F5	12 12 05	CR0600288300	

Primary Offense Code Section §: 18.2-95

4. **Add** additional counts for specific offenses by clicking on the plus symbol next to the number of counts box for that specific offense. New input fields for Offense Date and Docket Number will appear.

Offense	Counts	VCC	Offense Date	Docket No.	
Primary Offense			MM DD YY		
GRAND LARCENY	4 +	LAR 2359 F9	1 19 06	CR0600229700 -	
			01 24 06	CR0600229800 -	
			02 04 06	CR0600230100 -	
					-
Additional Offense + <input checked="" type="radio"/> Text <input type="radio"/> Drop-Down					
- 1. STATUTORY BURGLARY	2 + ▾	BUR 2216 F9	01 29 06	CR0600229900	
- 2. POSS MARIJ & COCAINE RESIDUE	1 +	NAR 3022 F5	12 12 05	CR0600288300	

Primary Offense Code Section §: 18.2-95

5. **Add** additional charges by clicking the plus symbol next to the Additional Offenses field.

Convictions												
Offense				Counts		VCC			Offense Date			Docket No.
Primary Offense									MM DD YY			
GRAND LARCENY				3		LAR	2359	F9	1	19	06	CR0600229700
Additional Offense <input type="radio"/> Text <input checked="" type="radio"/> Drop-Down												
1.	STATUTORY BURGLARY			2		BUR	2216	F9	01	29	06	CR0600229900
2.	POSS MARIJ & COCAINE RESIDUE			1		NAR	3022	F5	12	12	05	CR0600288300
3.				1								
Primary Offense Code Section §: 18.2-95												

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.



Save

Final Disposition • Fill In After Sentence Has Been Pronounced

SENTENCE

Total Time Imposed Before Suspension..... Rectangular Life Sentence + Years Mos. Days *yyy/mm/ddd*

Total Effective Time To Serve..... Life Sentence + Years Mos. Days Sentenced to Time Served

Post Release

Post Release Term § 18.2-10 Years Mos. Days

Post Release Supervision Period § 19.2-295.2(A) Years Mos. Days

Probation Period (Supervised) § 19.2 - 303 Indefinite Years Mos. Days

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)) Plea and 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 Detention Center Incarceration

Electronic Monitoring Drug Court

Unsupervised Probation/Good Behavior Intensive Probation Office Use Only: Other CBP

§ 18.2-251/§ 18.2-258.1 Youthful 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. The sentencing judge will fill in the actual sentencing date.

Sentencing Date

mm/dd/yy

Attach Court Order and Mail - Pursuant to § 19.2-298.01(E) Office Use Only:

After sentencing, send to: **Virginia Criminal Sentencing Commission**
100 North Ninth Street
Fifth Floor
Richmond, Virginia 23219

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7 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.

Cover, Final, WS A, WS B, WS C, WS D



Save

Larceny • Section A

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

Counts	A. Attempted or conspired larceny		
	(1)	1	
	B. Statutory maximum penalty equals 5 years		
	1	1	
	2	4	
	3	6	
	C. Statutory maximum penalty equals 10 years		
	1	3	
	D. Grand larceny auto		
	1	5	
	2	7	
	3	10	
	E. Grand larceny from person		
	1	4	
	2	11	
	F. Grand larceny of a firearm		
	1	1	
	G. Failure of bailee to return animal, aircraft, vehicle or boat		
	1	4	
	H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years		
1	2		
2-3	4		
4	6		
		Score	<input type="text" value="0"/>

Primary Offense Remaining Counts • Total the maximum penalties for counts of the primary not scored above

Years	5 - 11	1	
	12 - 22	2	
	23 - 33	3	
	34 - 44	4	
	45 or more	5	
			<input type="text" value="0"/>

Additional Offenses • Total the maximum penalties for additional offenses, including counts

Years	Less than 1	0	
	1 - 11	1	
	12 - 22	2	
	23 - 33	3	
	34 - 44	4	
	45 or more	5	
			<input type="text" value="0"/>

8 Scoring Worksheet A: Manually enter scores by using the tab button to move down the worksheet score boxes, or click on the number of points you want to assign and the system will populate the box for that factor. You can also click on and highlight the zero with your mouse to manually enter a score. 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.



Save

Larceny • Section A

Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

Counts	A. Attempted or conspired larceny (1).....	1	
	B. Statutory maximum penalty equals 5 years		
	1.....	1	
	2.....	4	
	3.....	6	
	C. Statutory maximum penalty equals 10 years		
	1.....	3	
	D. Grand larceny auto		
	1.....	5	
	2.....	7	
	3.....	10	
	E. Grand larceny from person		
	1.....	4	
	2.....	11	
	F. Grand larceny of a firearm		
	1.....	1	
	G. Failure of bailee to return animal, aircraft, vehicle or boat		
	1.....	4	
	H. Larceny of bank notes, checks or any book of accounts; Any other larceny offense with maximum penalty of 20 years		
	1.....	2	
	2-3.....	4	
	4.....	6	
			Score 2

Primary Offense Remaining Counts - Total the maximum penalties for counts of the primary not scored above

Years	5 - 11.....	1	
	12 - 22.....	2	
	23 - 33.....	3	
	34 - 44.....	4	
	45 or more.....	5	0

Additional Offenses - Total the maximum penalties for additional offenses, including counts

Years	Less than 1.....	0	
	1 - 11.....	1	
	12 - 22.....	2	
	23 - 33.....	3	
	34 - 44.....	4	
	45 or more.....	5	1

Prior Convictions/Adjudications - Total the maximum penalties for the 5 most recent and serious prior record events

Years	Less than 2.....	0	
	2 - 11.....	1	
	12 - 20.....	2	
	21 - 36.....	3	
	37 or more.....	4	4

Prior Felony Larceny Convictions/Adjudications

Counts	1.....	2	
	2 - 3.....	3	
	4 or more.....	4	3

Other Prior Felony Property Convictions/Adjudications

Counts	1 - 4.....	1	
	5 or more.....	2	0

Prior Felony Convictions/Adjudications Against Person

Counts	1.....	1	
	2 or more.....	2	0

Prior Misdemeanor Convictions/Adjudications(Excludes Traffic)

Counts	1 - 4.....	1	
	5 - 8.....	2	
	9 or more.....	3	1

Prior Incarcerations/Commitments - If YES, add 5

Prior Juvenile Record - If YES, add 1

Legally Restrained at Time of Offense

	None.....	0	
	Other than parole/post-release, supervised probation or CCCA.....	1	
	Parole/post-release, supervised probation or CCCA.....	2	1

SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (§ 18.2-111)

Amount of Embezzlement

	Less than \$10,000.....	0	
	\$10,000 - \$19,999.....	3	
	\$20,000 - \$74,999.....	6	
	\$75,000 - \$119,999.....	9	
	\$120,000 or more.....	14	0

Total Score - If total is 15 or less, go to Section B. If total is 16 or more, go to Section C.

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8 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 on Worksheet C.

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

 **VIRGINIA
CRIMINAL SENTENCING COMMISSION**

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

Draft: 1 Update New Final PDF

Larceny • Section C Offender Name: JONES

Primary Offense (counts for attempted/conspired offenses are in parenthesis)

		Prior Record Classification			
		Category I	Category II	Other	
A. Attempted or conspired larceny					
(1 count)		8	4	2	
B. Statutory maximum penalty equals 5 or 10 years					
1 count		20	10	5	
2 counts		28	14	7	
3 counts		40	20	10	
C. Grand larceny auto					
1 count		32	16	8	
2 - 3 counts		56	28	14	
4 counts		72	36	18	
D. Grand larceny from person					
1 count		40	20	10	
2 counts		56	28	14	
3 counts		68	34	17	
E. Grand larceny of a firearm					
1 count		68	34	17	
F. Failure of bailee to return animal, aircraft, vehicle or boat					
1 count		28	14	7	
G. Larceny of bank notes, checks, etc. or any book of accounts					
1 - 2 counts		32	16	8	
3 counts		96	48	24	
H. Any other larceny offense with a maximum penalty of 20 years					
1 count		28	14	7	
2 counts		44	22	11	
3 counts		56	28	14	
Score					7

Primary Offense Remaining Counts - Assign points to each count of the primary not scored above and total the points.

Years	Maximum Penalty		
5, 10	1	
20 or more	2	0

Additional Offenses - Assign points to each additional offense (including counts) and total the points.

Years			
Less than 5	0	
5, 10	1	
20	2	
30	3	
40 or more	5	2

Prior Convictions/Adjudications - Assign points to the 5 most recent and serious prior record events and total the points.

Years	Maximum Penalty		
Less than 10	0	
10, 20	1	
30	2	
40 or more	3	2

Prior Felony Larceny Convictions/Adjudications

Counts			
1	1	
2	2	
3	3	
4 or more	4	2

Other Prior Felony Property Convictions/Adjudications

Counts			
1	0	
2 - 3	1	
4 or more	2	0

Prior Felony Convictions/Adjudications Against Person

Counts			
1	2	
2	4	
3 or more	6	0

Prior Felony Drug Convictions/Adjudications

Counts			
1 - 2	1	
3	2	
4 or more	3	0

Prior Juvenile Record - If YES, add 3 0

Legally Restrained at Time of Offense

Counts			
None	0	
Other than parole/post-release, supervised probation or CCCA	3	
Parole/post-release, supervised probation or CCCA	4	3

SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS H:EMBEZZLEMENT (§ 18.2-111)

Amount of Embezzlement

Less than \$28,000	0	
\$28,000 - \$89,999	24	
\$90,000 or more	30	0

Total Score - See Larceny Section C Recommendation Table for guidelines sentence range. Then go to Section D Nonviolent Risk Assessment and follow the instructions. 16

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.*



Nonviolent Risk Assessment • Section D

Offender Name: JONES

Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B? Y N
- B. Are any prior record offenses violent (Category I/II listed in Appendix A of the Guidelines Manual)? Y N
- C. Are any of the offenses at sentencing violent (Category I/II listed in Appendix A of the Guidelines Manual)? Y N
- D. Do any of the offenses at sentencing require a mandatory term of incarceration? Y N

- If answered YES to ANY, "Not Applicable" will be checked under "Nonviolent Risk Assessment Recommendations" on the cover sheet.
- If answered NO to ALL, complete remainder of Section D worksheet.

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10 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.

Offender Age at Time of Offense

Younger than 21 years	22	Score <input type="text" value="22"/>
21 to 29 years	16	
30 to 43 years	7	
Older than 43 years	1	

Gender

Offender is Female	13	Score <input type="text" value="9"/>
Offender is Male	9	

Prior Adult Felony Convictions

Counts	0	0	Score <input type="text" value="15"/>
	1 - 2	5	
	3 or more	15	

Prior Adult Incarcerations

Number	0	0	Score <input type="text" value="4"/>
	1 - 9	4	
	10 or more	32	

Legally Restrained at Time of Offense • If YES, add 6

Total Score • If 31 or less, the offender will be recommended for alternative punishment.
If 32 or more, the offender will NOT be recommended for alternative punishment.

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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.

SENTENCING GUIDELINES RECOMMENDATION	
<p>Section B</p> <p><input type="radio"/> Probation/No Incarceration</p> <p><input type="radio"/> Incarceration 1 Day to 3 Months</p> <p><input type="radio"/> Incarceration 1 Day to 6 Months</p> <p><input type="radio"/> Incarceration 3 to 6 Months</p> <p><input type="radio"/> Probation/No Incarceration or Incarceration to 6 Months</p> <p>Mandatory Minimum: <input type="text"/> <input type="text"/> <input type="text"/> <small>yyy/mm/ddd</small></p>	<p>Section C</p> <p><input type="radio"/> Life Sentence</p> <p><input checked="" type="radio"/> Incarceration (Enter Midpoint and Range Below)</p> <p>Range Midpoint: <input type="text"/> <input type="text"/> <input type="text"/> <small>yyy/mm/ddd</small></p> <p>Sentence Range: <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Recommendation Adjusted for Mandatory Minimum</p>
NONVIOLENT RISK ASSESSMENT	
<p><input type="radio"/> Recommended for Alternative Punishment</p> <p><input checked="" type="radio"/> NOT Recommended for Alternative Punishment</p> <p><input type="radio"/> Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)</p> <p><input type="radio"/> Not a DRUG, FRAUD or LARCENY Offense</p>	
<p><input type="button" value="Prev"/> <input type="button" value="Next"/></p>	

! Remember to save the worksheet, finalize it for the court and/or print a copy. Any non-finalized drafts will automatically be deleted after 12 months.

Search Admin <u>Worksheet</u> Help Logout	Logged in as: Kimberly Thomas (9023)
Draft: <input type="button" value="1"/> <input type="button" value="Update"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Final"/> <input type="button" value="PDF"/>	
<h3>Sentencing Guidelines - Larceny Cover Sheet</h3> <p>Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.</p> <p style="text-align: right;">Scheduled Sentencing: <input type="text" value="03/29/19"/></p>	
Offender	
<input type="text" value="Name"/>	<input type="text" value="CCRE"/>

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

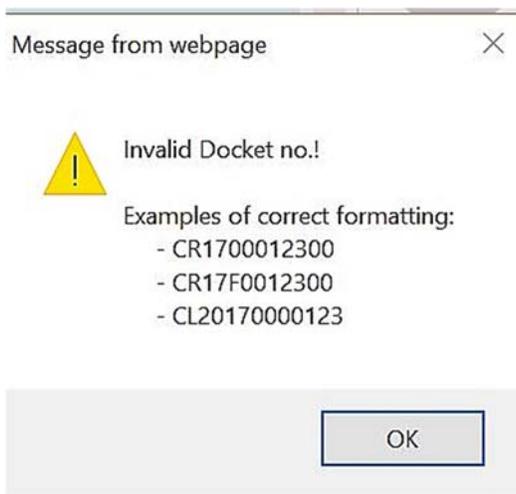
Clone: This function will make an exact copy of a draft. You will then be able to make any changes to the worksheets and save your changes. After cloning a draft, the new numeric draft value will appear in the draft menu.

Final: Currently this function removes the DRAFT watermark. A valid docket number must be entered on the cover sheet before you can finalize a draft. **NOTE: In future versions, this function will be used to submit the case directly to the court, attorneys, judges and probation officers connected to the case. Continue to use the paper-based distribution process until instructed otherwise.**

If you are in a court that populates SWIFT! with court data, the docket number should populate for you. If you are not using court data, you will have to enter a correctly formatted docket number for each offense. If no docket number is entered when you click on the Final button, you will receive a message indicating that you must enter a valid docket number.



If you enter an incorrectly formatted docket number, you will receive a message indicating that the docket number is invalid with examples of correct docket number formats.

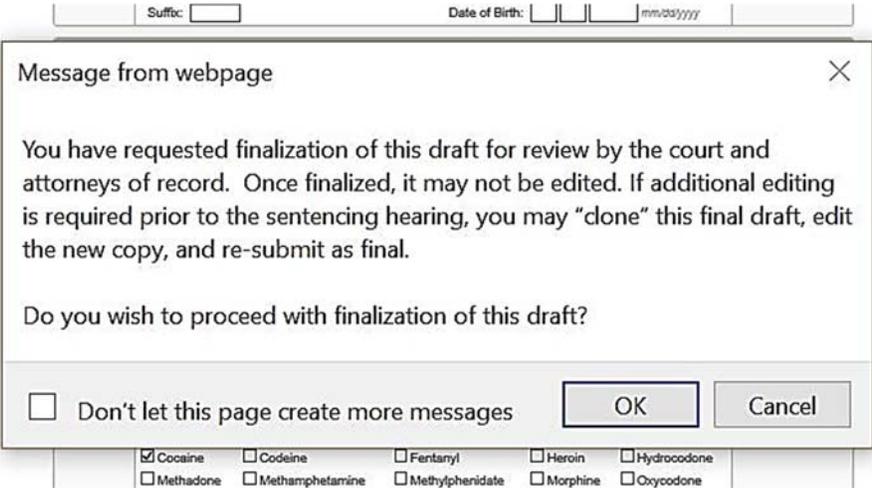


LOWER COURT: If completing guidelines at the general district court or juvenile court level, use a placeholder circuit court docket number such as CR1900000001. If the case is transferred to circuit court, then the correct docket number would need to be entered to submit the guidelines to the correct judge.

Once you click FINAL, a message will appear asking that you confirm you want to proceed with finalizing the draft (This is the same function as handing or mailing a paper copy to the court).

To edit the finalized guidelines worksheet the user must CLONE the finalized version to make any changes to the worksheet. (This is the same function as editing a guideline and handing or mailing a corrected copy or an alternative guideline to the court.)

Currently the FINAL button removes the words “For Review Purposes Only” from the worksheet. In future versions, this function will be used to electronically submit guidelines to the court, attorneys, judges and probation officers connected to the case. When your court has fully adopted SWIFT, officers of the court will be able to see the final version(s) of the guidelines – as they do today when you provide each with a paper copy. [Please continue to provide paper copies until your court advises otherwise.](#)



After you finalize a draft, a checkmark will be displayed next to the Final button.

Search Admin Worksheet Help Logout □ □ □ □ □ Logged in as: Kimberly Thomas (9023)

Draft: 1 ▾ Clone Delete Final ✓ PDF

Sentencing Guidelines • Drug/Schedule I/II Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2018.

Sched. Sentencing: 03/29/19

Offender

Name	CCRE:
First:	CORIS Offender ID:

You are able to CLONE, edit, then click FINAL to print multiple finalized versions of the guidelines for the court to review. In future editions, the FINAL button will be the same as mailing or handing the guidelines to the court. All finalized guidelines will be available to officers of the court for review, however, for the judge, SWIFT will default to the most recently submitted finalized draft first. Attorneys may advise the judge to review other versions of the guidelines. In the future, a remarks section will be added so the preparer will have the ability to name and identify each individual draft (e.g., Alternative Guidelines #2: Reason - victim is scored as under age 13).

PDF: Use this button to create a draft PDF, with the draft watermark, or a copy of the final guidelines without a draft watermark. Print and deliver or mail hard copies of the PDF to attorneys and the court. If acceptable in your jurisdiction, you may email PDFs. Continue to follow local procedures until advised otherwise by your court.

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.)**

! Finding, Reviewing and Finalizing Drafts.


VIRGINIA
CRIMINAL SENTENCING COMMISSION

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

Guidelines Search

Record Type: New Drafts

Court: ▼

Court Type: Circuit General District

Guidelines: ▼

Defendant:

Date range: to

Search results: Drafts-Alleghany County ↻

Name	Docket no.	Primary Offense	VCC	Date	Range Midpt.	Sentencing	Drafts
JONES ,	0034201	REC/BUY STOLEN GO...	LAR-2808-F9	09/12/16	001-04-00	06/13/17	2

Search results: Drafts-Alleghany County ↻

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

- To locate a draft, click on “Search” which will activate Guidelines Search window. Click “Drafts” 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). If unable to locate a draft, clear the defendant and date range fields to view all drafts and finalized guidelines pending sentencing. **Guidelines that are past the scheduled sentencing date may not be available for viewing.**
- 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.
- 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.

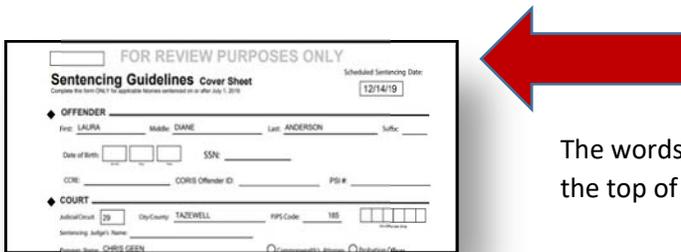
Printing out a Copy of Guidelines

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 CLONE option will appear. This CLONE option allows you to generate and save as many versions as needed. Each time you select CLONE, a new draft will be added. UPDATE will overwrite the existing version of the draft. The PDF option also appears at this time, which will allow you to create a PDF (DRAFT or FINAL) that can be printed or emailed.



PRINTING DRAFTS: When you save a guidelines draft and print a PDF copy, the words “FOR REVIEW PURPOSES ONLY” will appear on the top of each page.



The words “For Review Purposes Only” appear as a watermark across the top of each worksheet.

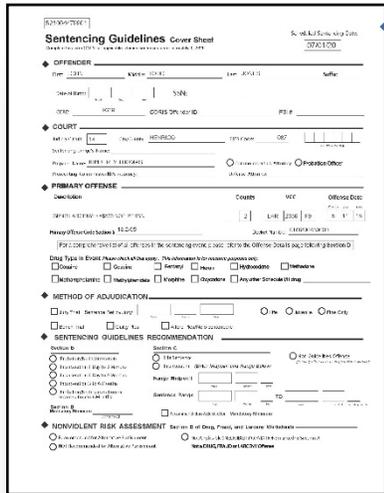
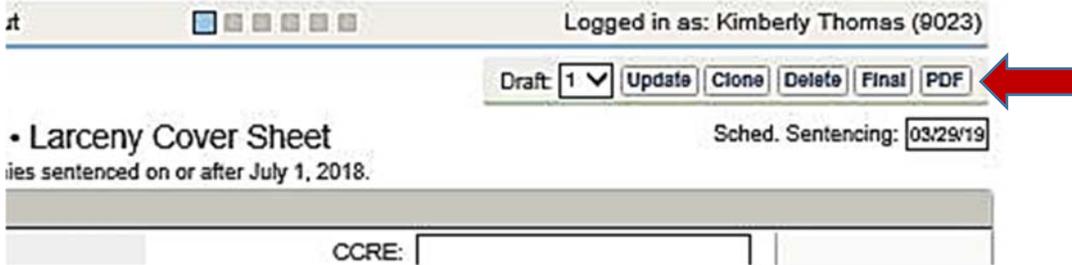
To print a PDF copy of your saved draft without the words “FOR REVIEW PURPOSES ONLY” on each page, you will need to click the “FINAL” button after you have saved the draft you would like to print. After you have clicked on the “FINAL” button, click on the PDF button. The function of the “FINAL” button is to indicate that the draft is ready for court review and removes the “FOR REVIEW PURPOSES ONLY” watermark. When advised by the VCSC or your court, FINAL will allow you to electronically transfer sentencing guidelines to the court.

Finalized drafts cannot be edited directly. To edit finalized guidelines, clone (i.e., Click on CLONE) and make your changes to the guidelines. You can then click FINAL to remove the draft watermark from the cloned draft. In future versions, the FINAL button will submit the clone to the court for review. For now, continue to print and distribute paper copies.



Printing worksheets without the words “FOR REVIEW PURPOSES ONLY”, continued.

When you click on the PDF button after clicking on the “FINAL” button the worksheets will create a PDF without the words “For Review Purposes Only.”



The words “For Review Purposes Only” will no longer appear

Cover Sheet and Offense Details Page

Cover Sheet

When printing a PDF copy of the Sentencing Guidelines worksheets, the cover sheet will only list the primary offense.

◆ **PRIMARY OFFENSE**

Description	Counts	VCC	Offense Date
			Month Day Year
GRAND LARCENY - \$200 OR MORE NOT FROM PERSON	2	LAR 2359 F9	05 11 18

Primary Offense Code Section § 18.2-95(II) Docket Number CR1800430000

For a comprehensive list of all offenses in the sentencing event, please refer to the **Offense Details** page following **Section D**.

Drug Type in Event *Please check all that apply. This information is for research purposes only.*

Cocaine
 Codeine
 Fentanyl
 Heroin
 Hydrocodone
 Methadone
 Methamphetamine
 Methylphenidate
 Morphine
 Oxycodone
 Any other Schedule I/II drug _____

◆ **METHOD OF ADJUDICATION**

Offense Details Page

The Offense Details page will list all the offenses in the sentencing event, including each offense date and associated docket number.

Offense Details				
Offender Name				
Offense	Counts	VCC	Offense Date	Docket No.
Primary				
GRAND LARCENY	3	LAR-2359-F9	1/19/06	CR0600229700
			01/24/06	CR0600229800
			02/04/06	CR0600230100
Additional				
1. STATUTORY BURGLARY	2	BUR-2216-F9	01/29/06	CR0600229900
			02/04/06	CR0600230000
2. POSS MARIJ & COCAINE RESIDUE	1	NAR-3022-F5	12/12/05	CR0600288300

HENRICO COUNTY

Toggle Switches for Certain Worksheets

Section C of the **Drug Schedule I/II** worksheets, the **Burglary Other** worksheets and the **Miscellaneous Person and Property** worksheets contain a “toggle switch” that enables you to toggle back and forth between scores for the completed act and scores for attempted or conspired acts. The default setting displays scores for the completed act. To view the scores for the attempted or conspired acts simply click on “attempted or conspired” and SWIFT will display the appropriate score.

Click on “Attempted/Conspired” in the darker shaded area to display scores for attempted or conspired acts.

Drug/Schedule I/II - Section C Offender Name:

Primary Offense

Prior Record Classification
 Category I Category II Other

A. Possess Schedule I or II drug or First offender violation*			
1 count	20	10	5
2 counts	28	14	7
3 counts	36	18	9
B. Sell, Distribute, Possession with intent, etc., Schedule I or II drug			
Completed			
1 count	48	24	12
2 counts	64	32	16
3 counts	76	38	19
4 counts	104	52	26
Attempted/Conspired			
1 count	110	66	22
2 counts	310	186	62
C. Sell, etc., Schedule I or II drug, second offense			
Completed			
1 count	175	105	35
2 counts	390	234	78
Attempted/Conspired			
1 count	145	87	29
D. Sell, etc., Schedule I or II drug - third or subsequent offense*			
1 count	175	105	35
2 counts	390	234	78
E. Manufacture Methamphetamine, first or second offense, § 18.2-248(C1)*			
1 count	145	87	29
F. Sell, etc., Schedule I or II drug to minor*			
1 count	60	30	15
G. Accommodation/Sell, etc., Schedule I or II drug*			
1 count	32	16	8
2 counts	40	20	10
H. Sell, etc., imitation Schedule I or II drug; Possession of methamphetamine precursors			
1 count	12	6	3
2 counts	20	10	5

* Attempted, conspired or completed.

Score

Once you click on the Attempted/Conspired toggle, the scores for Attempted and Conspired offense will appear.

© Sentencing Revocation Report & Probation Violation Guidelines

© Probation Violation Guidelines should be submitted to the court through locally established procedures, no more than thirty (30) days prior to the violation hearing. The Sentencing Revocation Report (SRR) and probation violation guidelines cannot be prepared outside the 30 days. Any forms prepared in advance are invalid and must be updated and completed within the established time frames before being submitted to the court. In addition, forms being prepared for a case without an established hearing date will not have available court data for use in the *SWIFT!* application.



Guidelines Search

Record Type: New Drafts

Court:

Court Type: Circuit General District

Guidelines:

Defendant:

Date range: to

Search results: New-Henrico County-Circuit

Name	Docket no.	Charge	Offense Date	Hearing Date
BANNON, BRIE JANE	CR2000081500	• SUSP SENTENCE VIOL-TYPE NO ...	2019-09-12	2020-05-19
BARR, BARBARA JANE	CR1900363300	✓ STRANGLE:WOUND/INJURY RESUL...	2019-10-02	2020-08-13
BARR, BARBARA JANE	CR1900363400	ASSAULT & BATTERY-FAM MEMBER	2019-10-02	2020-08-13
BREENE, JANE	CR2000012200	✓ DRUGS: POSSESS SCH I OR II	2019-10-14	2020-05-27
DOE, JANE	CR0500594904	• CAP/SC REV/ROBBERY	2020-02-20	2020-05-28
DOE, JANE	CR0600009804	• CAP/SC REV/ABDUCTION	2020-02-20	2020-05-28
DOE, JANE	CR0600010204	• CAP/SC REV/MALICIOUS WOUNDI...	2020-02-20	2020-05-28

✓ Sentencing Guideline Offense • Probation Violation Offense

1 The Guidelines Search

Enter the appropriate identifying information to narrow your search for a specific defendant with a scheduled court date.

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: Probation Violation offenses are represented by a “•” to the left of the Charge Description column.

In the example below, clicking on the “DOE, JANE” record will group the following search results:

- Name: **DOE, JANE**
- • Probation Violation offenses only
- **Hearing Date:** 2020-05-28

Search results: New-Henrico County-Circuit				
Name	Docket no.	Charge	Offense Date	Hearing Date
BANNON, BRIE JANE	CR2000081500	• SUSP SENTENCE VIOL-TYPE NO ...	2019-09-12	2020-05-19
BARR, BARBARA JANE	CR1900363300	✓ STRANGLE:WOUND/INJURY RESUL...	2019-10-02	2020-08-13
BARR, BARBARA JANE	CR1900363400	ASSAULT & BATTERY-FAM MEMBER	2019-10-02	2020-08-13
BREENE, JANE	CR2000012200	✓ DRUGS: POSSESS SCH I OR II	2019-10-14	2020-05-27
DOE, JANE	CR0500594904	• CAP/SC REV/ROBBERY	2020-02-20	2020-05-28
DOE, JANE	CR0600009804	• CAP/SC REV/ABDUCTION	2020-02-20	2020-05-28
DOE, JANE	CR0600010204	• CAP/SC REV/MALICIOUS WOUNDI...	2020-02-20	2020-05-28

✓ Sentencing Guideline Offense • Probation Violation Offense

VIRGINIA
CRIMINAL SENTENCING COMMISSION

Search Admin [Worksheet](#) [Help](#) [Logout](#) Logged in as: Kimberly Thomas (9023)

Sentencing Revocation Report • Probation Violation Cover Sheet Sched. Sentencing:

Offender

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Name</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">First: <input type="text" value="JANE"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Middle: <input type="text"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Last: <input type="text" value="DOE"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Suffix: <input type="text"/></td></tr> </table>	Name	First: <input type="text" value="JANE"/>	Middle: <input type="text"/>	Last: <input type="text" value="DOE"/>	Suffix: <input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">SID/CCRE: <input type="text"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">CORIS Offender ID: <input type="text"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">SSN: <input type="text"/></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> mm/dd/yyyy</td></tr> </table>	SID/CCRE: <input type="text"/>	CORIS Offender ID: <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> mm/dd/yyyy
Name										
First: <input type="text" value="JANE"/>										
Middle: <input type="text"/>										
Last: <input type="text" value="DOE"/>										
Suffix: <input type="text"/>										
SID/CCRE: <input type="text"/>										
CORIS Offender ID: <input type="text"/>										
SSN: <input type="text"/>										
Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> mm/dd/yyyy										

Court

Judicial Circuit: <input type="text"/>	FIPS Code: <input type="text" value="087"/>
City/County: <input type="text"/>	
Sentencing Judge's Name: <input type="text"/>	
Docket Number: <input type="text"/>	

Most Serious Original Felony Offense Information

Primary Offense <input type="text" value="ROBBERY"/>	VCC <input type="text" value="ROB"/> - <input type="text" value="1215"/> - <input type="text" value="F9"/>	Original Sentencing Date <input type="text" value="05"/> <input type="text" value="23"/> <input type="text" value="05"/> mm/dd/yy
---	---	--

Original Disposition Information

<input type="radio"/> No Incarceration	<input type="radio"/> Jail or Prison
<input type="radio"/> Detention or Diversion Center Incarceration (no active incarceration)	

Type Of Revocation • Check All That Apply

<input checked="" type="checkbox"/> Probation	<input type="checkbox"/> Good Behavior/Susp. Sentence	<input type="checkbox"/> Community-Based Program
---	---	--

② Selecting the Most Serious Offense

If your court follows established docket numbering protocols, the system will identify all the original offenses related to the probation violation docket numbers. Select the most serious offense from the drop-down list. The drop down list will include all the underlying offenses for any violation that has the same hearing date as the violation you selected during the guidelines search.

Most Serious Original Felony Offense Information

Primary Offense Drop-Down Text VCC Original Sentencing Date

ROBBERY ROB - 1216 - F9 2 23 06 mm/dd/yy

ROBBERY

ABDUCTION

MALICIOUS WOUNDING

No Incarceration Jail or Prison

Detention or Diversion Center Incarceration (no active incarceration)

The system will populate the docket number for the current violation. If a docket number is not available, use a correctly formatted placeholder circuit court docket number such as CR1900000001. Please do not use the docket number for the underlying offense. In the future, this docket number will be used to get the guidelines to the correct judge.

Court

Judicial Circuit: 14 FIPS Code: 087

City/County:

Sentencing Judge's Name:

Docket Number: CR0500594904

The Type of Revocation section will automatically populate based on the selected Probation Violation offense. This feature is limited to data provided by the search results only.

The system will also populate the offense date (date capias/show cause was approved by the court). If no date is populated, enter the date the court approved the capias/show cause.

Type Of Revocation • Check All That Apply

Probation Good Behavior/Susp. Sentence Community-Based Program

Community Diversion Alcohol Safety Program

Felony Misdemeanor

Offense Date (Date of Show Cause/Capias Approved): 2020-02-02

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	
<input checked="" type="radio"/> No Incarceration	<input type="radio"/> Jail or Prison
<input type="radio"/> Detention or Diversion Center Incarceration (no active incarceration)	
Type Of Revocation • Check All That Apply	
<input type="checkbox"/> Probation	<input checked="" type="checkbox"/> Good Behavior/Susp. Sentence
<input type="checkbox"/> Community Diversion	<input type="checkbox"/> Alcohol Safety Program
<input checked="" type="radio"/> Felony	<input type="radio"/> Misdemeanor
Offense Date (Date of Show Cause/Capias Approved): 2020-02-02	
Conditions Cited In Violation • Check All That Apply	
<input type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances	Complete if there are any new law or ordinance violations VCCs For Most Serious Convictions [] - [] - [] [] - [] - [] Location Of Arrest <input type="checkbox"/> Virginia <input type="checkbox"/> Out Of State or Federal
<input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer	
<input type="checkbox"/> 3. Fail to maintain employment or to report changes in employment	
<input type="checkbox"/> 4. Fail to report as instructed	
<input type="checkbox"/> 5. Fail to allow probation officer to visit home or place of employment	
<input type="checkbox"/> 6. Fail to follow instructions and be truthful and cooperative	
<input checked="" type="checkbox"/> 7. Use alcoholic beverages	
<input type="checkbox"/> 8. Use, possess, distribute controlled substances or paraphernalia	
<input type="checkbox"/> 9. Use, own, possess, transport or carry firearm	
<input type="checkbox"/> 10. Change residence or leave State of Virginia without permission	
<input type="checkbox"/> 11. Abscond from supervision	
<input type="checkbox"/> 12. Fail to follow special conditions (specify below)	
<input type="text"/>	

NOTE: If the offense selected is a revocation other than probation, then the following values will auto-populate in the **Violation Guidelines Recommendation** section on the Sentencing Revocation Report and **Sections A & C** will be disabled.

Violation Guidelines Recommendation	
<input type="radio"/> Probation/No Incarceration	→ <input checked="" type="radio"/> Probation Violation Guidelines Do Not Apply (Check Reason Below)
<input type="radio"/> Incarceration (Enter Range Below) Sentence Range: [] [] [] to [] [] [] yy/mm/dd	
<input type="checkbox"/> Recommendation Exceeds Revocable Time of: [] [] [] yy/mm/dd	
	<input type="radio"/> Condition 1 Violation <input type="radio"/> Deferred Finding/Sentence If checked, do not complete this form. Complete original sentencing guidelines. <input type="radio"/> Parole Eligible Case → <input checked="" type="radio"/> Revocation Other Than Probation <input type="radio"/> Administrative Removal from CCAP

4 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.

Probation Violation • Section A		Offender Name:
Original Disposition was Incarceration • If YES, add 1		<input type="text" value="0"/>
Original Felony Offense Type • Select the type of most serious original felony offense		
	A. Person 15	Score <input type="text" value="3"/>
	B. Property 3	
	C. Traffic/Weapon 24	
	D. Other 1	
	E. Drug 13	
Previous Adult Probation Revocation Events		
Counts	1 - 2 7	<input type="text" value="0"/>
	3 or more 10	
New Felony Arrests		
Counts	1 - 3 4	<input type="text" value="0"/>
	4 or more 18	
Never Reported to/Unsuccessful Discharge from following Programs		
	Community service, day reporting, employment programs and/or residential programs 15	<input type="text" value="0"/>
	Detention or Diversion Center 18	
Condition Violated • Score <u>only</u> the violation receiving the highest points		
	2. Fail to report any arrests within 3 days to probation officer 17	<input type="text" value="17"/>
	3. Fail to maintain employment/report changes in employment 17	
	4. Fail to report as instructed 18	
	5. Fail to allow probation officer to visit home or place of employment 17	
	6. Fail to follow instructions and be truthful and cooperative 18	
	7. Use alcoholic beverages to excess 17	
	8. Use, possess, distribute controlled substances or paraphernalia 31	
	9. Use, own, possess, transport or carry firearm 17	
	10. Change of residence or leave Commonwealth of Virginia 1	
	11. Abscond from supervision 34	
	12. Fail to follow special conditions (sex offender) 19	
	12. Fail to follow special conditions (other than sex offender conditions) 11	
Absconded 13 months or more • If YES, add 5		<input type="text" value="0"/>
Total Score • If total is 36 or less, the recommendation is Probation/No Incarceration. If total is 37 or more, go to Section C.		<input type="text" value="20"/>
<input type="button" value="Prev"/> <input type="button" value="Next"/>		
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Violation Guidelines Recommendation	
<input checked="" type="radio"/> Probation/No Incarceration <input type="radio"/> Incarceration (Enter Range Below) Sentence Range: <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> <small>yyy/mm/ddd</small> <input type="checkbox"/> Recommendation Exceeds Revocable Time of: <input type="text"/> <input type="text"/> <input type="text"/> <small>yyy/mm/ddd</small>	<input type="checkbox"/> Probation Violation Guidelines Do Not Apply (Check Reason Below) <input type="radio"/> Condition 1 Violation <input type="radio"/> Deferred Finding/Sentence <small>If checked, do not complete this form. Complete original sentencing guidelines.</small> <input type="radio"/> Parole Eligible Case <input type="radio"/> Revocation Other Than Probation

If you used court data to create the Sentencing Revocation Report *SWIFT!* will produce an Offense Details Page which will list all associated docket numbers for the revocation event.

Offense Details

Offender Name: DOE, JANE

Offense	VCC	Offense Date	Docket No.
1. CAP/SC REV/ROBBERY	SSV-4849-F9	2020-02-20	CR0500594904
2. CAP/SC REV/ABDUCTION	SSV-4849-F9	2020-02-20	CR0600009804
3. CAP/SC REV/MALICIOUS WOUNDING	SSV-4849-F9	2020-02-20	CR0600010204

HENRICO COUNTY

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



[Search](#) [Worksheet](#) [Logout](#)

Logged in as: Jody Fridley (3653)

Guidelines Search

Record Type: New Drafts

Court: City

Court Type: Circuit General District

Guidelines:

Defendant:

Date range: to

Search results

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. To print a blank form to handwrite information: Click “SAVE”, “FINAL”, “PDF” and print the blank PDF worksheet.

Users not authorized to populate the guidelines with court data are encouraged to manually enter the required information into the blank SWIFT form. Include both a valid scheduled sentencing date and docket number and score the worksheets before printing the guidelines. **The finalized guidelines can be printed and distributed based on current court policies and procedures for paper copies.**

You will save and, in the future, transfer worksheets in these cases the same as worksheets 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. (If the docket number is not correct, SWIFT will alert you to the proper format).

Sentencing Revocation Report • Probation Violation Cover Sheet Saved Sentencing

Offender

Name	SID/CCRE:
First: <input type="text"/>	<input type="text"/>
Middle: <input type="text"/>	CORIS Offender ID: <input type="text"/>
Last: <input type="text"/>	SSN: <input type="text"/>
Suffix: <input type="text"/>	Date of Birth: <input type="text"/> /YYMMDD

Court

Judicial Circuit: <input type="text"/>	FIPS Code: <input type="text" value="007"/>
City/County: <input type="text"/>	
Sentencing Judge's Name: <input type="text"/>	
Docket Number: <input type="text"/>	

Most Serious Original Felony Offense Information

Primary Offense: <input type="text"/>	VCC: <input type="text"/>	Original Sentencing Date: <input type="text"/> /YYMMDD
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Original Disposition Information

No Incarceration Jail or Prison
 Detention or Diversion Center Incarceration (no active incarceration)

Type Of Revocation - Check All That Apply

<input type="checkbox"/> Probation	<input type="checkbox"/> Good Behavior/Susp. Sentence	<input type="checkbox"/> Community-Based Program
<input type="checkbox"/> Community Diversion	<input type="checkbox"/> Alcohol Safety Program	
<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	Offense Date (Date of Show Cause/Capias Approved): <input type="text"/>	

Conditions Cited In Violation - Check All That Apply

<input type="checkbox"/> 1. Fail to obey all Federal, State, and local laws and ordinances	Complete if there are any new law or ordinance violations
<input type="checkbox"/> 2. Fail to report any arrests within 3 days to probation officer	

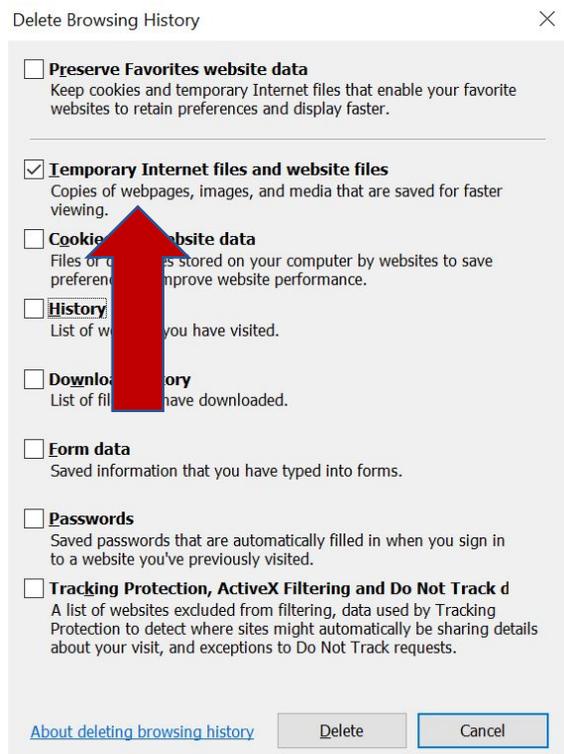
Trouble Shooting Topics:

CACHE

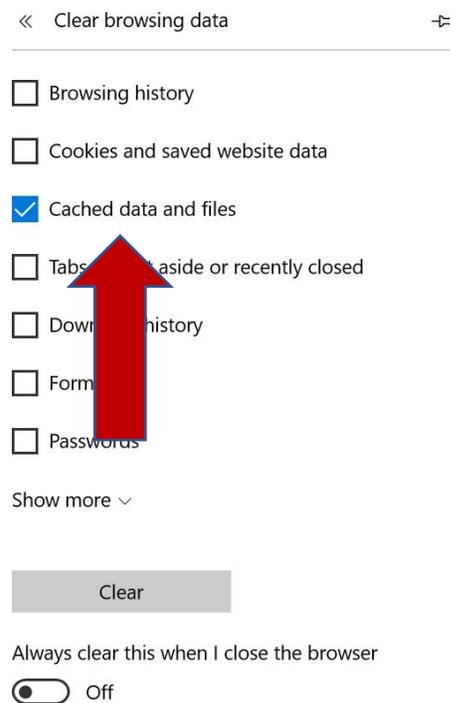
Clearing your cache after updates in *SWIFT!* or receiving error messages.

After an update in *SWIFT!* or you start receiving random error messages, clear the cache on your web browser. Clearing the cache will ensure your computer uses the most up-to-date version of *SWIFT!* Below are instructions for clearing your cache:

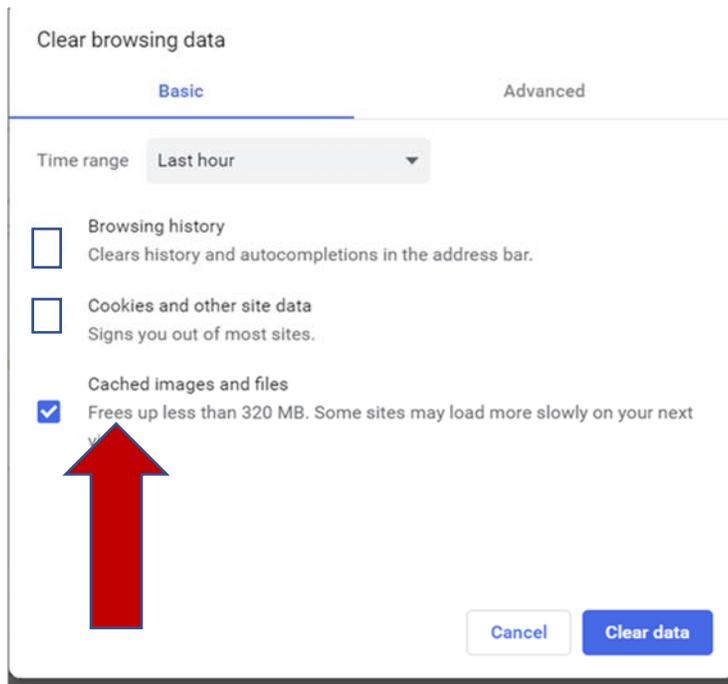
Internet Explorer: CTRL+Shift+Del, and Choose “Temporary Internet files and website files.”



Edge: Settings, Clear browsing data, “Cached data and files.”



Chrome: CTRL+Shift+Del, and choose “Cached Images and Files.”



DOCKET NUMBER, NOT AVAILABLE, INVALID: If completing guidelines at the general district court or juvenile court level, or without court data, use a correctly formatted placeholder circuit court docket number such as CR1900000001. If the case is transferred to circuit court, then the correctly formatted docket number would need to be entered prior to finalizing the guidelines and submitting them to the court for the guidelines to be linked to the appropriate case.

DRAFT, CANNOT LOCATE: Go to the Guidelines Search screen. Select “Drafts” for Record Type. Select the sentencing court from the dropdown menu. Do not enter a name in the defendant box and clear the date range. Hit submit. This will display all the saved drafts you have previously created for the selected court.

PASSWORD, FORGOT: Contact the Commission at 804.225.4398 and a staff member will reset your password.

PRINTING ISSUES: If the worksheets are not printing, make sure that both your printer software and browser are up to date.

SAVE, UNABLE TO: To save a draft, you must be sure to enter a correctly formatted docket number, a valid Virginia Crime Code (VCC), and a valid sentencing date.

Contact Information:

- Establish a **SWIFT!** Account
- User Concerns, Technical Issues
- Dismissed Employees/Suspension of Law License

PHONE: 804-225-4398

EMAIL: SWIFT@vcsc.virginia.gov

TEXT: 804-393-9588



WEBSITES:

www.vcsc.virginia.gov

(Includes Links to **SWIFT!** and the Mobile Website)

mobile.vcsc.virginia.gov

(Mobile Manual, Mobile Website and VCC Search)

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Richmond, VA 23219**