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## Preface

Commission staff and the official preparers of Probation Violation Guidelines can no longer precisely determine statutory requirements because of the evolving body of case law interpreting the application of §§ 19.2-306 and 19.2-306.1. As a result, the Commission has elected to remove the Guidelines preparer from the requirement of interpreting the statutes and applying case law to current violations. Judges will be supplied the details about the violation in the Major Violation Report. A record of past violations for the underlying offenses will be listed on the Sentencing Revocation Report. The Probation Violation Guidelines will always produce a historically based recommendation. Judges will determine if the statutory requirements supersede the Guidelines recommendation. After the judge's decision, *SWIFT* will adjust the recommendation on the Sentencing Revocation Report to reflect the statutory requirement of no time or 0-14 days.

## Code of Virginia

### § 19.2-306. Revocation of suspension of sentence and probation.

A. Subject to the provisions of § [19.2-306.2](#), in any case in which the court has suspended the execution or imposition of sentence, the court may revoke the suspension of sentence for any cause the court deems sufficient that occurred at any time within the probation period, or within the period of suspension fixed by the court. If neither a probation period nor a period of suspension was fixed by the court, then the court may revoke the suspension for any cause the court deems sufficient that occurred within the maximum period for which the defendant might originally have been sentenced to be imprisoned.

B. The court may not conduct a hearing to revoke the suspension of sentence unless the court issues process to notify the accused or to compel his appearance before the court within 90 days of receiving notice of the alleged violation or within one year after the expiration of the period of probation or the period of suspension, whichever is sooner, or, in the case of a failure to pay restitution, within three years after such expiration. If neither a probation period nor a period of suspension was fixed by the court, then the court shall issue process within six months after the expiration of the maximum period for which the defendant might originally have been sentenced to be incarcerated. Such notice and service of process may be waived by the defendant, in which case the court may proceed to determine whether the defendant has violated the conditions of suspension.

C. If the court, after hearing, finds good cause to believe that the defendant has violated the terms of suspension, then the court may revoke the suspension and impose a sentence in accordance with the provisions of § 19.2-306.1. The court may again suspend all or any part of this sentence for a period up to the statutory maximum period for which the defendant might originally have been sentenced to be imprisoned, less any time already served, and may place the defendant upon terms and conditions or probation. The court shall measure the period of any suspension of sentence from the date of the entry of the original sentencing order. However, if a court finds that a defendant has absconded from the jurisdiction of the court, the court may extend the period of probation or suspended sentence for a period not to exceed the length of time that such defendant absconded.

D. If any court has, after hearing, found no cause to impose a sentence that might have been originally imposed, or to revoke a suspended sentence or probation, then any further hearing to impose a sentence or revoke a suspended sentence or probation, based solely on the alleged violation for which the hearing was held, shall be barred.

E. Nothing contained herein shall be construed to deprive any person of his right to appeal in the manner provided by law to the circuit court having criminal jurisdiction from a judgment or order revoking any suspended sentence. (Code 1950, § 53-275; 1958, c. 468; 1970, c. 275; 1975, c. 495; 1978, c. 687; 2002, c. 628; 2016, c. 718; 2021, Sp. Sess. I, c. 538; 2022, cc. 569, 570.)

**§ 19.2-306.1. Limitation on sentence upon revocation of suspension of sentence; exceptions.**

A. For the purposes of this section, "technical violation" means a violation based on the probationer's failure to (i) report any arrest, including traffic tickets, within three days to the probation officer; (ii) maintain regular employment or notify the probation officer of any changes in employment; (iii) report within three days of release from incarceration; (iv) permit the probation officer to visit his home and place of employment; (v) follow the instructions of the probation officer, be truthful and cooperative, and report as instructed; (vi) refrain from the use of alcoholic beverages to the extent that it disrupts or interferes with his employment or orderly conduct; (vii) refrain from the use, possession, or distribution of controlled substances or related paraphernalia; (viii) refrain from the use, ownership, possession, or transportation of a firearm; (ix) gain permission to change his residence or remain in the Commonwealth or other designated area without permission of the probation officer; or (x) maintain contact with the probation officer whereby his whereabouts are no longer known to the probation officer. Multiple technical violations arising from a single course of conduct or a single incident or considered at the same revocation hearing shall not be considered separate technical violations for the purposes of sentencing pursuant to this section.

B. If the court finds the basis of a violation of the terms and conditions of a suspended sentence or probation is that the defendant was convicted of a criminal offense that was committed after the date of the suspension, or has violated another condition other than (i) a technical violation or (ii) a good conduct violation that did not result in a criminal conviction, then the court may revoke the suspension and impose or resuspend any or all of that period previously suspended.

C. The court shall not impose a sentence of a term of active incarceration upon a first technical violation of the terms and conditions of a suspended sentence or probation, and there shall be a presumption against imposing a sentence of a term of active incarceration for any second technical violation of the terms and conditions of a suspended sentence or probation. However, if the court finds, by a preponderance of the evidence, that the defendant committed a second technical violation and he cannot be safely diverted from active incarceration through less restrictive means, the court may impose not more than 14 days of active incarceration for a second technical violation. The court may impose whatever sentence might have been originally imposed for a third or subsequent technical violation. For the purposes of this subsection, a first technical violation based on clause (viii) or (x) of subsection A shall be considered a second technical violation, and any subsequent technical violation also based on clause (viii) or (x) of subsection A shall be considered a third or subsequent technical violation.

D. The limitations on sentencing in this section shall not apply to the extent that an additional term of incarceration is necessary to allow a defendant to be evaluated for or to participate in a court-ordered drug, alcohol, or mental health treatment program. In such case, the court shall order the shortest term of incarceration possible to achieve the required evaluation or participation. (2021, Sp. Sess. I, c. 538.)

**§ 19.2-306.2. Use of sentencing revocation report and discretionary sentencing guidelines in cases of revocation of suspension of sentence and probation.**

**A.** In any proceeding conducted pursuant to [§ 19.2-306](#) for revocation of suspension of sentence or probation imposed as a result of a felony conviction, the circuit court shall have presented to it a sentencing revocation report prepared on a form designated by the Virginia Criminal Sentencing Commission. Such form shall indicate the nature of the alleged violation or violations and, if the defendant is subject to supervised probation, the condition or conditions of probation that the defendant has allegedly violated. The sentencing revocation report shall be prepared by the supervising probation agency that initiated the request for the revocation hearing. If the defendant is not under active probation supervision or the supervising probation agency did not initiate the request for the revocation hearing, the sentencing revocation report shall be completed by an attorney for the Commonwealth.

**B.** For every proceeding conducted pursuant to [§ 19.2-306](#) in which the defendant is cited for violating a condition or conditions of supervised probation imposed as a result of a felony conviction and such person is under the supervision of a state probation and parole officer, the court shall have presented to it the applicable discretionary probation violation guidelines pursuant to [§ 17.1-803](#).

**1.** The applicable discretionary probation violation guidelines shall be prepared by a state probation and parole officer on a form designated by the Virginia Criminal Sentencing Commission. If a party other than a probation and parole officer initiated the request for the revocation hearing, no probation violation guidelines are prepared and only the sentencing revocation report required by subsection A shall be submitted to the court.

**2.** The court shall review and consider the suitability of the applicable discretionary probation violation guidelines. Before imposing sentence, the court shall state for the record that such review and consideration have been accomplished and shall make the completed worksheets a part of the record of the case.

**3.** In any proceeding in which the court imposes a sentence that is either greater than or less than that indicated by the discretionary probation violation guidelines, the court shall provide a written explanation of such departure to be filed with the record of the case.

**C.** Within 30 days following the entry of a final order in a revocation proceeding, the clerk of the circuit court shall prepare and send to the Virginia Criminal Sentencing Commission a copy or copies of (i) the final order, (ii) the original sentencing revocation report, (iii) any applicable probation violation guideline worksheets prepared for such proceeding, and (iv) any written explanation regarding a departure from the probation violation guidelines pursuant to subsection B.

**D.** Failure to follow the provisions of this section or failure to follow these provisions in the prescribed manner shall not be reviewable on appeal and shall not be used for the basis of any other post-proceeding relief.

**RECENT VIRGINIA SUPREME COURT AND  
COURT OF APPEALS OPINIONS\*  
RELATED TO VIOLATIONS OF PROBATION AND § 19.2-306.1**

Please review the most recent opinions available on the Virginia courts websites at <https://www.vacourts.gov> or <https://www.vcsc.virginia.gov>. You may also scan the QR code below to access the VCSC mobile site, where copies of the published opinions are available.





## Comparison of the Department of Corrections (DOC) Conditions of Probation to the Conduct Defined by § 19.2-306.1

DOC Condition Number	DOC Description*	Statute #	Description in § 19.2-306.1	Gang*	Sex Offender*
1	I will obey all Federal, State and local laws and ordinances.				
2	I will report any arrest, including traffic tickets, within 3 days to the Probation and Parole Officer.	i	Failure to report any arrest, including traffic tickets, within three days to the probation officer;		
3	I will maintain regular employment and I will notify the Probation and Parole Officer promptly of any changes in my employment.	ii	Failure to maintain regular employment or notify the probation officer of any changes in employment;		
4	I will report in person or by telephone to the Probation and Parole office listed below within three working days of my release from incarceration, <b>and as otherwise instructed thereafter.</b>	iii	Failure to report within three days of release from incarceration;		
5	I will permit the Probation and Parole Officer to visit my home and place of employment.	iv	Failure to permit the probation officer to visit his home and place of employment;	7	
6	I will follow the Probation and Parole Officer's instructions and will be truthful, cooperative, and report as instructed.	v	Failure to follow the instructions of the probation officer, be truthful and cooperative, and report as instructed;		
7	I will not use alcoholic beverages to the extent that it disrupts or interferes with my employment or orderly conduct.	vi	Failure to refrain from the use of alcoholic beverages to the extent that it disrupts or interferes with his employment or orderly conduct;		3
8	I will not unlawfully use, possess or distribute controlled substances or related paraphernalia.	vii	Failure to refrain from the use, possession, or distribution of controlled substances or related paraphernalia;		3
9	I will not use, own, possess, transport or <b>carry</b> a firearm.	viii	Failure to refrain from the use, ownership, possession, or transportation of a firearm;	6	
10	I will not change my residence without the permission of the Probation and Parole Officer. <b>I will not leave the State of Virginia or travel outside of a designated area</b> without permission of the Probation and Parole Officer.	ix	Failure to gain permission to change his <u>residence</u> or <u>remain</u> in the Commonwealth or other designated area without permission of the probation officer;		1
11	I will not abscond from supervision. I understand I will be considered an absconder when my whereabouts are no longer known to my supervising officer. <b>I freely, voluntarily, and intelligently waive any right I may have to extradition if arrested outside of Virginia.</b>	x	Failure to maintain contact with the probation officer whereby his whereabouts are no longer known to the probation officer.		

\*Please see the DOC Conditions of Probation, Gang Conditions and Sex Offender Conditions in the Appendix Section of this manual. The number in the table under Gang and Sex Offender corresponds to the condition/instructions number defined by the DOC that is similar to conduct specifically defined by § 19.2-306.1 as technical.



## 4 Steps for Completing Probation Violation Guidelines

1. Is there a **new conviction\*** in any court for a felony, misdemeanor, or lesser offense during the current supervision period? If for a felony, complete the New Law F worksheet. If for a misdemeanor or lesser offense, complete the New Law M worksheet. The judge may determine that a first offender finding (§§ 18.2-251 or 18.2-258.1) or any deferred finding (§§ 19.2-298.02 or 19.2-303.6) satisfies the requirements for a new law violation. If so, complete the appropriate New Law worksheet.
2. Is a new conviction for a felony, misdemeanor or lesser offense, or technical violation during a previous supervision period (prior to the current supervision period) cited as the reason for the current violation? If so, complete the Sentencing Revocation Report and mark "**Procedural**." Do not check State Supervised Probation for Felony. There will be no guidelines recommendation.
3. Is this a **Good Behavior, CCAP, Local Probation, Procedural, or Post Release Supervision** violation only? If so, complete the Sentencing Revocation Report and the appropriate type of violation. There will be no guidelines recommendation.
4. Otherwise, complete the No New Law worksheet. The No New Law worksheet is completed for all technical violations, and special conditions violations that occurred during the current supervision period in your court. Technical violations are defined in § 19.2-306.1 (A, i-x) and often mirror the State Conditions of Probation (2-11).

\* The offender has been convicted or pled guilty prior to the sentencing for the new felony probation violation. The date of the new offense must be during the current supervision period.



## 4 Steps to Apply the Limitations of § 19.2-306.1

According to *Diaz-Urruita v. Commonwealth*, “a sentencing court must engage in a four-step process to classify the basis of the revocation proceeding before determining what sentence it may impose.”

1. The “court must determine whether ‘the violation conduct matches the conduct [specifically] listed in Code § 19.2-306.1(A),’” (Delaune, 76 Va. App. at 383.) If so, then the defendant has committed a technical violation and the sentencing limitations found in Code § 19.2-306.1(A) apply, regardless of whether the sentencing court included that conduct as “another condition” of the defendant’s suspended sentence.” The statutory requirement and the guidelines recommendation will be zero time for the first violation and no more than 14 days for a second violation. There are no statutory limits for a third or subsequent technical probation violation.

If the defendant is found in violation of § 19.2-306.1 (viii) failure to refrain from the use, ownership, possession, or transportation of a firearm; or (x) failure to maintain contact with the probation officer whereby the defendant’s whereabouts are no longer known to the probation officer (similar to State Conditions of Probation 9, firearms, and 11, absconding), the statutory requirement and the guidelines recommendation will be no more than 14 days for the first violation. For a second violation related to conduct defined by § 19.2-306.1, viii or x (firearms or absconding), the No New Law Worksheet must be completed, and the instrument will return a historically based recommendation. There are no statutory limits for a second or subsequent violation of this type of conduct.

2. “If the violation conduct does not match the conduct listed in Code § 19.2-306.1(A), the court must then determine whether ‘another condition,’ other than the generic good behavior condition of the defendant’s suspended sentence covers the conduct. If so, then the court’s sentencing authority is not restricted by Code § 19.2-306.1.”
3. “If the defendant’s sentencing order contained no other condition matching the violation conduct, then the court must determine whether the conduct resulted in a new criminal conviction. If so, then the court’s sentencing authority is not restricted by Code § 19.2-306.1.”
4. “Finally, if none of the above apply, then the court must determine whether the defendant has engaged in substantial misconduct amounting to a good conduct violation.” (In *Diaz-Urruita v. Commonwealth* the Court of Appeals did not decide what sanction is required, if any, for a good conduct violation.)



## **Administrative Procedures**

### **1.0 Completion Responsibility**

According to § 19.2-306.2, Probation Violation Guidelines must be completed by a State Probation Officer. The Sentencing Revocation Report will not result in a sentence recommendation and may be prepared by the attorney for the Commonwealth, State Probation Officer, or Local Probation Officer.

### **1.1 Required Forms, Worksheets and Documents for Violations of Circuit Court Felony Sentences**

The Sentencing Revocation Report (**SRR**) is prepared for every *capias*, show cause, or revocation request submitted to the court for an offender who has violated the conditions of a suspended sentence for a felony offense. This includes violations of probation, good behavior terms, community-based programs, and other forms of suspended sentences.

Probation Violation Guidelines Worksheets are attached to the Sentencing Revocation Report (cover page) for supervised probation violations initiated by the Department of Corrections' Probation and Parole officers.

An updated record check is required to be completed before the hearing for the violation(s). The judge must be informed of any convictions that occurred while the defendant was on supervised probation. This may be attached in writing or presented orally to the court.

Defense counsel must receive copies of the SRR and Probation Violation Guidelines. The provisions of § 19.2-298.01(D) dictate when the Guidelines are distributed to defense counsel. The statute requires the same distribution time frame as required for Pre-Sentence Investigation Reports (5 days before the hearing). However, Guidelines can only be distributed as required if the preparer is notified about the violation hearing by the court in a timely manner.

### **1.2 Required Forms, Decision on New Law Conviction Scheduled for the Same Day as the Violation**

If a hearing for a new offense charge is scheduled on the same day as a revocation hearing for other violations (Technical, Special, Good Conduct or Condition 1), preparers should have alternative Guidelines prepared to include both scenarios on whether the offender is convicted of new offenses that day. When the new conviction is for a felony, guidelines for the new felony conviction and guidelines for the probation violation must be submitted to the court. *Note that unless any new conviction is reached, the appropriate Guidelines for official use would be the ones which do not include a Condition 1, new conviction violation.*

### **1.3 Required Forms, After a Deferred Finding, Taken Under Advisement, or Continue Decision**

Updated Sentencing Guidelines are required if a defendant is returned to court after a deferred finding, a conviction or sentencing that is taken under advisement or continued. Complete the Sentencing Guidelines for the underlying offense(s), not the Probation Violation Guidelines.

### **1.4 Required Forms, After a Deferred Finding, Taken Under Advisement, or Continue Decision for a Felony Probation Violation**

If the judge finds the defendant in violation of the conditions of probation before continuing the case, takes the case under advisement, or defers the violation decision or sentencing, the judge's decision ends the defendant's current supervision period. A new supervision period begins for Guidelines purposes.

If the judge finds the defendant not in violation of probation before continuing the case, the judge's decision not to revoke ends the defendant's current supervision period. A new supervision period begins for Guidelines purposes. If the judge finds the defendant not in violation, the defendant has no prior revocations for Guidelines. This Commission policy on current supervision period has no impact on the application of § 19.2-306.1.

At a subsequent hearing, if the court continues to address conduct that occurred during the previous period of supervision, "procedural" is marked and there will be no guidelines recommendation. If the court addresses new conduct that occurred after finding the defendant in violation and deferring, etc., the sentence or decision, new Probation Violation Guidelines must be completed.

Regardless of the court action after finding the defendant in violation of probation, a new probation supervision period begins on that date.

### **1.5 Two Official Preparers**

As with Felony Sentencing Guidelines, there are two official preparers: the attorney for the Commonwealth and probation officers (state or local).

If the attorney for the **Commonwealth** initiates the capias or revocation request for a felony violation, without the probation officer providing a Major Violation Report and supervision details, only the Sentencing Revocation Report (SRR) is completed. For Guidelines purposes, this would be identified on the Sentencing Revocation Report as a good behavior violation. Either the probation officer or the attorney for the Commonwealth may complete the SRR.

If the **probation officer** completes a Major Violation Report and initiates a PB-15 or capias request for a felony violation, both the SRR (cover page) and the appropriate worksheet will be completed by the probation officer within 30 days prior to the revocation hearing.

**Local probation** officers may only complete the SRR. Guidelines are not completed for violations for which the defendant was being supervised by local probation. In these cases, only the SRR is submitted to the court.

Any preparer may complete the SRR for a felony **good behavior violation** (a suspended sentence without a supervised probation condition).

## 2.0 Procedural Rules

Probation Violation Guidelines will recommend a total effective sentence to serve. If there are multiple state felony probation obligations to the court, the court order must detail the specific sentence for each obligation. The limits of § 19.2-306.1 may apply to some, but not all, of the obligations in the event. The Guidelines will not determine if the statutory limits apply to any of the obligations in the event.

### 2.1 One Guidelines Per Probation Violation Event

One Sentencing Revocation Report (SRR) is prepared for each good behavior or probation violation sentencing/hearing event. Both the SRR and one Probation Violation Guidelines worksheet are completed for each felony probation violation event. An event consists of all probation or suspended sentence violations before the same judge in the same court at the same time. One event may cover multiple violations for an offender in the current court. Do not complete multiple SRRs or Probation Violation Guidelines worksheets if all the cases are before the same judge on the same day and time. Do not complete multiple SRRs or Probation Violation Guidelines worksheets if the court issues multiple court orders for all the cases before the same judge on the same day and time.

### 2.2 Guidelines Completed More Than 30 Days in Advance, Must Be Updated

The SRR and, when required, Probation Violation Guidelines worksheets may be prepared and submitted to the court more than 30 days in advance of the hearing, but only as drafts.

Guidelines must be updated, finalized, and placed on the docket through *SWIFT* no more than thirty (30) days prior to the violation hearing. **Any forms prepared in advance must be updated and completed within the established time frames before being finalized in *SWIFT* and submitted to the court.** Finalizing Guidelines in advance will not only be inaccurate, but will also cause undue burden on the court and its staff.

Draft Probation Violation Guidelines, paper or PDF copies, may be attached to the Major Violation Report. The Commission recommends the number and type of prior technical violations be included in the Major Violation Report. Several probation districts have adopted a cover sheet that provides the judge with all the information on technical violations needed to implement statutory requirements for technical probation violations (Appendix 7 is an example of the form used). The Sentencing Revocation Report also provides the judge with the number and types of prior violations for the underlying offense(s). This information is needed to determine the application of § 19.2-306.1.

If a hearing for a new offense charge is scheduled on the same day as a revocation hearing for other violations (Technical, Special, Good Conduct, or Condition 1), preparers should have alternative Guidelines prepared to include both scenarios on whether the offender is convicted of new offenses that day. Guidelines for both the new felony law conviction and the probation violation must be presented to the court before sentencing. Note that unless a new conviction is reached during this hearing, the appropriate Guidelines for official use would be the ones which do **not** include the new conviction cited as a violation of Condition 1.

### **2.3 Distribution of Guidelines**

Attorneys for the Commonwealth and defense counsel must receive copies of the SRR and Probation Violation Guidelines. The provisions of § 19.2-298.01(D) dictate when the Guidelines are distributed. The statute requires the same distribution time frame as required for Pre-Sentence Investigation Reports (5 days before the hearing). However, Guidelines can only be distributed as required if the preparer is notified about the violation hearing by the court in a timely manner.

The courts and judges shall receive the Guidelines before the revocation hearing.

### **2.4 Preparation Errors**

If a scoring error is detected prior to sentencing, the Commission requests that the error be corrected, and new Guidelines be prepared and circulated to all parties prior to the sentencing event. *SWIFT* will allow for Guidelines to be corrected and, until advised otherwise, preparers will need to provide a paper copy or send a PDF copy by email.

### **2.5 Changes at Sentencing**

If a preparation error is detected at sentencing or additional conditions are cited, the Commission requests that the worksheet be rescored in order to incorporate the changes. If a worksheet is rescored, the final worksheet presented to the judge for consideration is the version to be submitted to the Commission. The ultimate responsibility for ensuring that the worksheets are accurate rests with the judge. *SWIFT* will allow for Guidelines to be corrected and resubmitted to the court.

In the case of pending charges before the same court and judge, preparers must anticipate possible outcomes and prepare for each outcome. If a hearing for a new offense charge is scheduled on the same day as a revocation hearing for other violations (Technical, Special, or Condition 1), preparers should have alternative Guidelines prepared to include both scenarios on whether the offender is convicted of new offenses that day. Note that unless a new conviction is reached during this hearing, the appropriate Guidelines for official use would be the ones which do not include the new conviction cited as a violation of Condition 1.

### **2.6 Guidelines Recommendation Exceeds the Revocable Time**

If it is determined that the Guidelines Recommendation exceeds the revocable or suspended time, the recommendation is adjusted to the proper amount of time. Manually change any part of the Probation Violation Guidelines recommendation above the amount of revocable time to the suspended time that the court may impose for a felony probation violation.

## **2.7 Conduct Cited After Release from Probation or Before the Start of a New Current Supervision Period**

Probation Violation Guidelines only apply to violations that occur and are addressed during the current supervision period.

If the alleged violation occurred before the start of a new supervision period and was not addressed in a previous revocation event, the Guidelines do not apply. Complete the SRR and mark **procedural** for the type of revocation.

If there is an alleged violation that is not addressed before the defendant is released from supervised probation, but the violation is reported to the court within one year after the expiration of the period of probation (§ 19.2-306), the Guidelines do not apply. Complete the Sentencing Revocation Report (SRR) and mark **procedural** for the type of revocation on the SRR.

## **2.8 Judicial Disagreement with Worksheet Scoring Rules**

Guidelines worksheets must be scored according to the rules contained in this manual. It is not appropriate to adjust the Guidelines scores to reflect judicial discretion. If a judge disagrees with the recommendation because of the inclusion of, or the weights assigned to, a factor on a particular worksheet, the Commission suggests that the judge depart from the recommended sentence and state the reason(s) for departure on the reverse side of the SRR. The explanation should identify the specific factor and the reason the factor is being questioned. This process will allow the Commission to adjust the Guidelines to better reflect the decisions and philosophy of the judiciary. This information is very crucial during the implementation of the Probation Violation Guidelines and the application of § 19.2-306.1 and developing case law.

## **2.9 Recording the Departure Reasons**

When the court imposes a sentence greater than or less than the Guidelines recommendation, the judge is required by § 19.2-306.2 to provide a written departure explanation with the record of the case. Space is provided on the back of the SRR for entering reasons for departure. Reasons for departure should be specific. Specific departure reasons provide useful feedback to the Commission and will alert the Commission to concerns of the judiciary. Departure reasons will allow the Commission to refine the Guidelines to better reflect judicial sentencing patterns.

## 2.10 Mailing Responsibility (§ 19.2-306.2)

***SWIFT!* (Sentencing Worksheets and Interactive File Transfer):** When a court is fully automated and using the *SWIFT* application, worksheets and court orders will be transferred electronically. *SWIFT* is available statewide. Your court will notify Guidelines users when paper forms are no longer required and the submittal of forms to the judge, the clerk, and the Commission is fully automated. Until advised otherwise, continue with the paper submission process.

**PAPER:** For any court that does not use *SWIFT* to process Guidelines, the Circuit Court Clerk is to forward the completed SRR and a copy of the court order to the Virginia Criminal Sentencing Commission within 30 days following the entry of the final order of conviction and sentence. When the Probation Violation Guidelines are completed, the Guidelines forms must be attached to the completed SRR.

### Submitting Forms to the Virginia Criminal Sentencing Commission

**Mailing address:** 100 North Ninth Street, 5th Floor  
Richmond, VA 23219.

**Email address:** Courts are encouraged to use *SWIFT* to submit Guidelines to the Commission. Contact the Commission for further details on submitting forms by email. General questions may be emailed to [SWIFT@vcsc.virginia.gov](mailto:SWIFT@vcsc.virginia.gov) or by calling 804.225.4398.

### 3.0 General Rules

There will be a Guidelines recommendation in every felony violation of State Supervised Probation offense. If the conduct occurred during a previous supervision period, there will be no recommendation; only the Sentencing Revocation Report is completed. The No New Law worksheet is completed for all technical violations, special conditions violations, and good conduct violations. Technical violations are defined in § 19.2-306.1 (A, i-x) and often mirror the State Conditions of Probation (2-11). If there is a new conviction during the current supervision period, either the New Law Felony worksheet or New Law Misdemeanor worksheet must be completed. The judge will decide if the limits of § 19.2-306.1 apply to each case; if so, the court must impose a sentence within the limits of the statute (i.e., no time or 0-14 days).

### 3.1 Probation Violations Not Scored as an Additional Offense

Probation violations are not to be scored as additional offenses on the felony Sentencing Guidelines for new offenses. The judge must receive Guidelines for the new felony offense(s), if covered by the Sentencing Guidelines, and a copy of the Sentencing Revocation Report (SRR) and the appropriate Probation Violation Guidelines worksheet. Sentencing for new law violations and probation violations may occur on the same day in the same court. If so, the following two Guidelines forms are submitted to the court:

1. Sentencing Guidelines for the new felony conviction and
2. SRR to identify the reasons for the Probation, Good Behavior, Good Conduct, or Suspended Sentence violation and, if applicable, Probation Violation Guidelines based on a technical violation, special condition violation, good conduct violation, new misdemeanor law violation, or new felony law violation (unless the Commonwealth's attorney is proceeding with a good behavior violation, then only the SRR is completed).

### 3.2 Probation Violation Guidelines Apply to Violations of State Supervised Felony Probation

Felony Probation Violation Guidelines apply to new law violations (Condition 1), technical violations (Conditions 2-11), special condition violations, good conduct violations, and conduct not defined as technical under § 19.2-306.1. The guidelines do not apply to misdemeanor probation violations, local probation violations, or good behavior/suspended sentence violations. When the Probation Violation Guidelines do not apply, only the Sentencing Revocation Report (SRR) is completed for the court.

Condition 1 (Fail to obey all Federal, State and local laws and ordinances) is cited when there is a new **conviction** during the Current Supervision Period that violates the conditions of the suspended sentence/probation. In some jurisdictions, the court may determine that a deferred finding satisfies the requirements for a new law conviction (a Condition 1 violation), and Probation Violation Guidelines based on the new law violation(s) apply instead of the Probation Violation Guidelines for technical violations (the No New Law Worksheet).

### 3.3 Technical Violations

Technical violations are defined by § 19.2-306.1 of the *Code of Virginia*. In most cases, but not all, the statutory definition includes all the state supervised probation conditions other than Condition 1 (e.g., Conditions 2-11). Conduct that is not specifically defined by statute may include special conditions set by the court, certain sex offender restrictions, specific conditions for gang members, restitution, etc. The definition of technical conditions is evolving. Opinions issued by the Virginia Supreme Court and the Court of Appeals will determine the precise definition of technical violations. Under the statute, multiple technical violations arising from a single course of conduct or considered at the same revocation hearing are not considered separate technical violations for the purposes of sentencing or Guidelines.

The conditions identified in the Major Violation Report and cited on the SRR determine if and what factors are scored on the Probation Violation Guidelines worksheets. Failure to include the violation details in the Major Violation Report or other report to court would require that the factor not be scored on the worksheet.

A copy of the Conditions of Probation used by the Department of the Corrections can be found in Appendix 1-A.

### **3.4 Probation Violation Guidelines Do Not Apply Under the Following Circumstances:**

- A. The probationer is on local probation for felonies or misdemeanor offenses (for a felony, submit the Sentencing Revocation Report (SRR)).
- B. The probationer was placed on probation for a misdemeanor by the Circuit Court (if required by the court, submit only the SRR).
- C. The probationer is revoked for something other than state probation (i.e., good behavior, suspended sentence) (for a felony submit the SRR).
- D. The probationer is removed from CCAP (Community Corrections Alternative Programs) for cause, disciplinary reasons, or for administrative or medical reasons. Only the SRR is required.
- E. The probationer, having never been found guilty of the underlying offense, is in violation of §§ 18.2-251 or 18.258.1, (**first offender** status) or §§ 19.2-303.6 or 19.2-298.02 or any other **deferred finding**/sentence. For first offender violation cases or any deferred cases before a finding of guilt, please prepare the proper Sentencing Guidelines worksheet for the underlying offense.
- F. The probationer is being resentenced because of failure to qualify for an alternative (i.e., CCAP, substance abuse program, etc., because of health issues or record). The court must communicate the new sentence to the Commission and a departure reason if not in concurrence with the original Sentencing Guidelines recommendation. (Note: updated Probation Violation Guidelines are required if the defendant is being resentenced for a violation because of failure to qualify for an alternative).

## **4.0 Decision of the Court**

The judge must determine if the sentence for the probation violation is limited by § 19.2-306.1 or by an opinion by the Supreme Court of Virginia or the Court of Appeals.

### **4.1 Disposition**

The sentencing judge or his designee is responsible for completing the back page of the Sentencing Revocation Report (SRR). The back page of the SRR specifies the actual conditions violated, the decision of the court, and the sentence or other sanction imposed if the offender is found in violation. The back page of the SRR is completed even if the decision is to take the case under advisement or defer any action for a specific amount of time.

### **4.2 Preparation Errors**

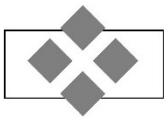
If a preparation error is detected at sentencing, the Commission requests that the form be revised to incorporate the changes. The ultimate responsibility for ensuring that the form is completed accurately rests with the judge.

# Instructions

## Sentencing Revocation Report







# Sentencing Revocation Report (SRR) - Felony Supervision/Good Behavior/Suspended Sentence Violations

## ◆ OFFENDER **SRR-1 Page 29**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ SID/CCRE: \_\_\_\_\_ CORIS Offender ID: \_\_\_\_\_

## ◆ COURT **SRR-2 Page 29**

Judicial Circuit: \_\_\_\_\_ City/County: \_\_\_\_\_ Docket Number: \_\_\_\_\_ FIPS Code: \_\_\_\_\_

Sentencing Judge's Name \_\_\_\_\_

Preparer Name \_\_\_\_\_  Commonwealth's Attorney  Probation Officer

Most Serious Original Primary Offense: \_\_\_\_\_ Sentencing Date (Original): \_\_\_\_\_

### PRIOR REVOCATIONS FOR ALL UNDERLYING OFFENSES (For Current Revocation Event)

Enter Date and DOC Number for Condition(s) Violated: **SRR-3 Page 30**

Date: \_\_\_/\_\_\_/\_\_\_ Specify Special Conditions: \_\_\_\_\_

## ◆ TYPE OF REVOCATION **SRR-4 Pages 30-32**

(Complete SRR and Guidelines).

State Supervised Probation for Felony

(Complete SRR only, Guidelines do not apply):

Local Probation/or Misd.  Good Behavior /Suspend Sentence

CCAP

Procedural

Post Release

Conditions Violated as Cited by Probation and Parole \_\_\_\_\_ Worksheet to Be Completed \_\_\_\_\_

Technical Violation (2-11):  1st  2nd  3rd or sub

Technical Violation (9 or 11):  1st  2nd  3rd or sub

Special Conditions:  Yes

New Law Violation:  Felony

Misdemeanor

No New Convictions

New Law Felony

New Law Misdemeanor or Lesser Offense Conviction

(NOTE: Guidelines are not completed for First Offender, Deferred Finding, Post Release or Parole Violations)

## ◆ DOC CONDITIONS CITED IN VIOLATION BY PROBATION/PAROLE OFFICER **SRR-5 Page 33**

1. Fail to obey all Federal, State, and local laws.

2. Fail to report any arrests within 3 days to PO.

3. Fail to maintain employment or to report changes.

4. Fail to report as instructed

5. Fail to allow probation officer to visit home or job.

6. Fail to follow instructions, be truthful, and cooperative.

7. Use alcoholic beverages

8. Use, possess, distribute controlled substances or paraphernalia

9. Use, own, possess, transport or carry firearm

10. Change residence or leave Virginia without permission

11. Abscond from supervision

Fail to follow special conditions of the Court or DOC (specify) \_\_\_\_\_

Sex Offender DOC Conditions Violated:

Gang Member DOC Conditions Violated:

## ◆ FOR JUDICIAL REVIEW **SRR-6 Pages 34-37**

### TREATMENT, SANCTIONS, EDUCATIONAL PROGRAMS & ALTERNATIVES AVAILABLE

DATE ARRESTED FOR THIS VIOLATION OR SHOW CAUSE ISSUED/SERVED: \_\_\_/\_\_\_/\_\_\_

PRETRIAL CONFINEMENT FOR THIS VIOLATION (There is no indication that the time served will be applied to this case)

No  Confined Since Arrest for Violation

Both Incarcerated and at Liberty Pretrial Dates Confined \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

### PRETRIAL STATUS RELEASE :

Bond: \_\_\_ Secured \_\_\_ Unsecured  Own Recognizance  Third Party Release  N/A

## ◆ RECOMMENDATION RANGE: Time Served

\_\_\_\_\_ to \_\_\_\_\_  
Years Months Days to Years Months Days

**SRR-7 Page 38**

Statutory Requirement if Applicable  No time  0-14 days



## Completing the Sentencing Revocation Report (Cover Page)

### SRR - 1 - OFFENDER

1. Enter the offender's first, middle, and last name, and suffix.
2. Fill in the offender's date of birth. If unknown or if the judge is electronically signing the Guidelines, leave blank.
3. Fill in the offender's social security number. If unknown, leave blank.
4. Fill in the offender's Central Criminal Records Exchange (CCRE) number. If no Virginia number has been assigned, leave blank.
5. Enter the CORIS Offender ID generated by DOC. Leave blank if unknown.

### SRR - 2 – COURT

1. Enter the circuit number of the sentencing court. *SWIFT* will populate this field.
2. Enter the name of the city or county that the court serves. *SWIFT* will populate this field.
3. Enter a docket number that identifies the current probation violation sentencing event. If there are multiple numbers, enter the docket number for the most serious offense identified in step 6. If prepared using *SWIFT* and the court has a standard numbering system to assign docket numbers, *SWIFT* will capture the related docket number for the revocation event.
4. Enter the FIPS Code that corresponds to the city or county where the sentencing court is located. For a FIPS code listing, refer to Appendix 5 of the Sentencing Guidelines Manual. *SWIFT* will populate this field.
5. Enter the names of the judge and preparer. Identify if the SRR was completed by the attorney for the Commonwealth or the Probation Officer.
6. *SWIFT* will prompt you for the most serious original felony offense. Depending on how the court assigns docket numbers or case ID numbers for probation violations, *SWIFT* will provide a list of original felony offenses and sentencing dates. If the most serious offense is not in the list, please manually enter the information. The preparer must select the most serious offense based on the rules below. *SWIFT* will not select the most serious offense.

Most Serious Original Felony Offense Information		
Primary Offense <input type="text"/>	VCC <input type="text"/> - <input type="text"/> - <input type="text"/>	Original Sentencing Date <input type="text"/> <input type="text"/> <input type="text"/> mm/dd/yy

The primary offense is the most serious original offense in the entire Current Probation Violation Event. The most serious original offense is determined by the statutory maximum. The offense with the highest statutory maximum is the primary offense. If the statutory maximums tie, then select the primary offense

based on the hierarchy (Person, Property, Other Crimes, Drug Crimes or Highest Guidelines Recommendation. (See Appendix 3 for the type of offense):

### **SRR - 3 – PRIOR REVOCATIONS FOR THE 10 MOST SERIOUS UNDERLYING OFFENSES**

To implement the limitations of § 19.2-306.1, the court must be advised of the previous revocation events for all of the underlying offenses in this court only. This includes all prior revocations for any of the current offenses that are being brought to court for this violation. Enter the sentencing dates for prior revocation events beginning with the most recent and proceeding in reverse chronological order. *SWIFT* provides space for up to ten prior revocation events in this court associated with the current violation. Identify the Department of Corrections Conditions of Probation that were violated by using the numbers below to identify the conditions. If there were special conditions (unnumbered conduct) that were cited, enter the number 12 and a brief description of the special conditions in the space provided. The Department of Corrections State Probation Conditions are:

1. Fail to obey all Federal, State, and local laws.
2. Fail to report any arrests within 3 days to PO.
3. Fail to maintain employment or to report changes.
4. Fail to report as instructed.
5. Fail to allow probation officer to visit home or job.
6. Fail to follow instructions, be truthful, and cooperative.
7. Use alcoholic beverages.
8. Use, possess, distribute controlled substances or paraphernalia.
9. Use, own, possess, transport or carry firearm.
10. Change residence or leave Virginia without permission.
11. Abscond from supervision.
12. Fail to follow special conditions (specify).

### **SRR - 4 – TYPE OF REVOCATION**

- A. Complete SRR and Guidelines:** Complete the Sentencing Revocation Report (SRR) cover page and Guidelines Worksheets for State Supervised Probation Violations associated with felony offenses.
- B. Complete SRR only, Guidelines do not apply:** A Guidelines recommendation will not be calculated for local probation, misdemeanor probation, good behavior, suspended sentence, or post release violations.

A Guidelines recommendation will not be calculated if removal from CCAP for cause or administratively for health or other reasons is part of the current violation.

Procedural is marked when the alleged violation (technical, new law, or special condition) occurred during a previous supervision period for the same underlying offenses but was not addressed before the defendant is found in violation and continued on probation for a different reason, or released. The guidelines do not apply. Complete the SRR and mark procedural for the

type of revocation, and do not check State Supervised Probation for a felony. If any violation in the event is procedural, the entire revocation is procedural.

Guidelines do not apply if adult probation is supervising a juvenile case on appeal from Juvenile and Domestic Relations Court. If the defendant was not certified as an adult, mark the procedural box.

**NOTE:** Neither the SRR cover page nor Probation Violation Guidelines are completed for first offender cases (§18.2-251 or §18.2-258.1), any deferred finding cases (§§ 19.2-298.02, 19.2-303.6), and post-release or parole violations. ***If the defendant is found in violation of the conditions of the deferral, the felony Sentencing Guidelines for that offense must be completed.***

### **C. DOC Conditions Violated as Cited by Probation and Parole – Worksheet to be Completed**

Mark all boxes that apply for the current alleged violations: technical violation (Conditions 2-11), technical violations of 9 or 11, a violation of special conditions, or a violation based on a new law conviction (felony or misdemeanor). Use the Department of Corrections (DOC) conditions as cited in the Major Violation Report. If the conduct is not defined in § 19.2-306.1 as technical, follow DOC policy on how to identify the violation for the court.

**Technical Violation 2-11:** If Conditions 2-11 are currently cited in the Major Violation Report or Amendments, mark the appropriate boxes for all of the probation obligations in the event. There may be cases when the Current Probation Violation Event includes probation obligations that have previously been revoked. In other words, it may be appropriate to mark first, second, and third or subsequent state probation violation. *(For example, the defendant may be on probation in the same court for three separate periods of supervision: a 2022 period of supervision that was previously revoked twice (once in 2023 and 2024), a 2023 period of supervision that was previously revoked in 2024, and the current 2025 period of supervision that is being revoked for the first time. In this example, all the boxes would be marked).*

If a prior revocation includes new laws (Condition 1) and/or special conditions along with technical violations, it is also considered a prior technical violation. A prior technical violation event does not include an event with only a new law conviction (Condition 1) or only a special condition violation.

**Technical Violation 9 or 11:** In addition to identifying the number of Technical Violations of 2-11 above, specifically mark the appropriate boxes if Conditions 9 or 11 are currently cited in the Major Violation Report or Amendments. This information is needed to provide the court with the information to apply the limits of § 19.2-306.1. Mark second or subsequent state probation violation if the defendant previously violated Conditions 9 or 11 during the supervision period for underlying offenses in the Current Probation Violation Event. Also mark the appropriate boxes for a violation of conditions 2 -11. *(For example, if the defendant has a prior violation for absconding (Condition 11) and the current violation is for technical including absconding, mark the current violation as the second violation of Conditions 2-11 and as the second violation for violation of Conditions 9 or 11).*

**Special Condition:** The special condition box is marked if the defendant is in violation of any condition, other than a new law violation, and not identified as technical in § 19.2-306.1. Included as special conditions are requirements imposed by the court, authorized by the court, or detailed in the Major Violation Report by the Probation Officer. Some of the common special conditions that may be cited are special sex offender conditions, conditions specific to gang members, or financial obligations; this is not an exhaustive list. The judge must decide if the special conditions cited are or are not specifically identified in § 19.2-306.1 as technical.

**New Law Violation:** If **Condition 1** is also cited as one of the reasons for the violation, mark new law violation and identify if the new law violation(s) is for a new felony, misdemeanor, or lesser offense. conviction. A conviction for a new offense is required for Guidelines. A conviction for a probation violation, good behavior violation, or suspended sentence violation is not classified as a Condition 1 (new law) violation for this Guidelines factor. The judge may decide that placement on **first offender** (§§ 18.2-251 or 18.2-258.1), any **deferred** finding (§§ 19.2-298.02 or 19.2-303.6), or finding taken under advisement satisfies the legal requirement for a current violation of **Condition 1** (new law violation).

NOTE: SWIFT will determine the worksheet to complete based on the conditions cited. If not using SWIFT, use the following hierarchy:

1. New Law Felony Worksheet
2. New Law Misdemeanor Worksheet
3. No New Law Worksheet

### **Counting Prior Technical Violations for Post Release Probation**

Do not count any prior revocations of Post Release Supervision that were handled administratively or by the Parole Board. Only count prior revocations of Post Release Probation that were adjudicated by the court. The courts handled Post Release violation that occurred before 2000, as well as those on Post Release Supervision under § 19.2-295.2:1 following a conviction of Failure to Register as a Sex Offender.

When counting prior technical violations of Post Release Probation, do not include prior technical violations of state supervised probation. Similarly, when counting prior technical violations of state supervised probation, do not include prior technical violations of Post Release Supervision or Post Release Probation. Both types of these violations should continue to be treated separately for Guidelines purposes.

If a prior revocation event for technical violations involved both a Post Release violation handled by the court and a state supervised probation violation, count the event as one event as a single prior technical violation for each – not as two separate violations.

## **SRR - 5 – DOC CONDITIONS CITED IN VIOLATION BY PROBATION/PAROLE OFFICER**

Check the appropriate boxes indicating the conditions of state probation that were allegedly violated by the defendant. The conditions violated must be the same that are named in the capias, warrant, revocation request, or Major Violation Report and related amendments. If, at the hearing, the court finds the defendant in violation of other conditions, the judge can record the conditions violated on the SRR disposition page. If the current revocation event involves violations of both Post Release and state supervised probation, mark all alleged violated conditions for each, if they differ.

If special conditions (other than sex offender and validated gang member conditions) of the court or the Department of Corrections are violated, use the drop-down list of the most common conditions violated or enter a brief title or description of the most serious special condition violated; please see list on page 33. The judge must decide if the special conditions cited are or are not specifically identified in § 19.2-306.1 as technical.

If sex offender conditions are violated, enter the letter or number associated with the most serious sex offender condition violated. Sex offender conditions and their associated letters or numbers are included in Appendix 1-B.

If validated gang member conditions are violated, enter the letter or number associated with the most serious gang offender condition violated. Serious gang offender conditions and their associated letters or numbers are included in Appendix 1-C.

## **SRR - 6 - FOR JUDICIAL REVIEW**

### **A. Treatment, Sanctions, Educational Programs, and Alternatives Available**

The purpose of this section is to provide the probation officer or Commonwealth's Attorney a standardized way to inform the judge about available programs. Identifying any available treatment, sanctions, or alternatives has no impact on the Guidelines recommendation. This section is solely for informational purposes only. The information is for the use of the judge in sentencing and determining what alternatives, if any, may be utilized for the current violation.

The table on the next page includes many alternatives that have been identified in the past.

## Treatment, Sanctions, Educational Programs, Conditions, and Alternatives Table

Banned From Location, Certain Areas, Store, Etc.
Community Service
Curfew
Deportation
Education: Obtain GED
Education: Stay in School, College, Training, Etc.
Employment: Job Training
Employment: Restricted Occupation
Employment: Seek/Maintain Employment
Faith Based Program: Housing, Treatment, Counseling, Etc.
Financial: Court Cost, Restitution, Fines, Judgement, Trauma Fund, Etc.
Financial: Pay Child Support
Forfeiture Weapons, Property, Etc.
Homeless Services
Incarceration Programs: CCAP
Incarceration Programs: Incarceration/Jail
Incarceration Programs: Therapeutic Community
Incarceration Programs: Youthful Offender/Behavioral Correction
Mental Health: Anger Management
Mental Health: Assessment
Mental Health: Larceny Counseling
Mental Health: Parenting Classes
Mental Health: Treatment Inpatient
Mental Health: Treatment Outpatient
No Contact (Family, Codefendant, Victim, Gangs, etc.)
Recidivist Prevention Program, Re-Entry Program
Specialty Courts/Dockets: Behavioral Mental Health Court
Specialty Courts/Dockets: Drug Court
Specialty Courts/Dockets: Dual Track Docket/Court
Specialty Courts/Dockets: Veteran's Docket
Substance/Alcohol Abuse: Assessment
Substance/Alcohol Abuse: Inpatient
Substance/Alcohol Abuse: Jail Based Program
Substance/Alcohol Abuse: Medical (i.e. Methadone, Antabuse)
Substance/Alcohol Abuse: Outpatient, Day Treatment, Counseling
Substance/Alcohol Abuse: Peer Support Group (i.e., N/A, AA Peer Support)
Substance/Alcohol Abuse: Testing
Substance/Alcohol Abuse: Zero Tolerance, No Drug Use or No Alcohol Use
Substances/Medications: Comply with Medication Instructions/Restrictions
Supervision: Cognitive Behavior Programs
Supervision: Gang Conditions/Restrictions
Supervision: Intensive Supervision
Supervision: Sex Offender Conditions/Restrictions
Traffic: Ignition Interlock
Traffic: No Driving, Suspend License, Other Restrictions, Etc.
Veteran Services
Waive 4 <sup>th</sup> Amendment Rights
Weapon Restrictions, Education, Etc.

## **B. Date Arrested for this Violation or Show Cause is Issued/Served**

Enter the date the defendant was arrested for the current probation violation, good behavior violation, or other type of suspended sentence violation. This will be the most recent date the defendant was arrested on a *capias* or PB-15 for the current offense(s).

If a **show cause** is issued and the probationer is not arrested, enter the date the show cause was served/entered or approved by the court.

The date entered is the arrest date or date the show cause was served for the current violation in this court only. Do not enter an arrest date for probation violations in other jurisdictions during the Current Supervision Period. The probationer may have been held in another jurisdiction or for another offense in the same jurisdiction. Do not use the date for unrelated offenses or violations.

Enter the arrest date even if the defendant is arrested and released.

## **C. Pretrial Confinement for this Violation**

Pretrial confinement lengths are provided to the court for informational purposes only. There is no suggestion that the dates provided will be used to determine time served or used to calculate release dates. The dates are provided to inform the court of the defendant's location after arrest and before sentencing for the current probation violation.

Mark **No** if the defendant was not incarcerated at any time after the arrest and prior to the sentencing for the current probation violation. Do not enter any dates.

Mark **Confined Since Arrest for Violation** if the defendant was incarcerated in a jail, prison or secured juvenile facility and never released between the arrest for the violation and the sentencing for the violation. Do not enter any dates.

*Note: The date of arrest for this court's violation (i.e., the arrest date on a PB-15 or *capias* issued by the current sentencing court) will be recorded under Date Arrested for this Violation or Show Cause is Issued/Served factor described above.*

Mark **Both Incarcerated and at Liberty Pretrial** if the defendant was incarcerated pretrial but then released on bond, etc., or was at liberty for any amount of time between the date of arrest for the violation and the revocation hearing. If this box is checked, enter the specific **Dates Confined**. Enter the start and end dates for up to two periods of confinement. Enter the dates the defendant was incarcerated in jail, prison, or a secured juvenile facility up to and including the date of revocation or the date released from incarceration. If there are more than two periods of pretrial incarceration, enter the two longest periods of pretrial confinement.

If the defendant is still confined at the time the Sentencing Revocation Report (SRR) is completed, enter the end date as the date of the scheduled violation hearing.

These dates cannot precede the date of arrest nor exceed the date of revocation.

Pretrial confinement ordered by the presiding judge in a mental health facility or other treatment facility is considered jail incarceration for this form.

No dates are entered for defendants arrested and released on the same day (mark No) or incarcerated and never released prior to the violation hearing (mark Confined Since Arrest).

#### **D. Pretrial Status Release**

If the defendant was released after being arrested for the Current Probation Violation Event for this court, identify the type(s) of pretrial release.

**Bond:** Frequently, after an arrest the defendant does not remain in custody until the court date – instead, the defendant satisfies the conditions of bail for release. This amount of bond is a guarantee that the offender will appear before the court for trial. There are two types of bail bonds – secured bond and unsecured bond. The type of bond may be identified on the DC 330 - Recognizance Form issued by a magistrate.

**Secured Bond** is the release of the defendant after either the defendant pays the amount of the bond, or a surety posts a written promise to pay a specific sum. This can include a deposit of cash or a solvent surety (such as a bail bondsman, family member, or friend) who agrees to accept the obligation for the bond amount. The type of bond may be identified on the DC 330 - Recognizance Form issued by a magistrate.

**Unsecured Bond** is the release of the defendant after the defendant makes a written promise to pay a specified monetary amount, without actually paying such specific sum; however, if the defendant fails to appear before the court, the defendant may be liable for the monetary amount of the bond. The type of bond may be identified on the DC 330 - Recognizance Form issued by a magistrate.

**Own Recognizance:** When a defendant is arrested and granted release on their “own recognizance,” the defendant is released after making a written promise to appear before the court and abide by any terms of release. No monetary terms are specified. The type of bond may be identified on the DC 330 - Recognizance Form issued by a magistrate.

**Third Party Release:** This is where someone other than the defendant signs for the defendant, and usually pays bail (or a portion thereof) for the defendant. Also, a third-party release includes a defendant’s release from jail into the care of a non-jail party. In general, when this occurs, the third party is responsible for monitoring the defendant and ensuring the defendant’s appearance in court and reporting any violations of the release agreement. The type of bond may be identified on the DC 330 - Recognizance Form.

**N/A:** Information on pretrial release is not available or not applicable.

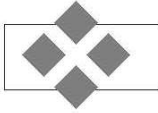
**SRR - 7. RECOMMENDATION RANGE**

*SWIFT*, the official Guidelines application, will populate the historical recommendation based on the total score on the No New Law, New Law M (Misdemeanor), or New Law F (Felony) worksheet. The judge must decide if the limits of § 19.2-306.1 are applicable in each case. If the judge determines provisions of § 19.2-306.1 apply, the Guidelines recommendation will be the statutory requirement of no time or no more than 14 days. In the event that *SWIFT* is not available, check the appropriate box indicating the Probation Violation Guidelines recommended range. **If the amount of revocable time is less than the guidelines recommended range, the computed recommended range should be manually adjusted to equal the maximum amount of revocable time available.**

The Probation Violation Guidelines will always produce a historically based recommendation. Judges will determine if the statutory requirements supersede the Guidelines recommendation. After the judge’s decision, *SWIFT* will adjust the recommendation on the Sentencing Revocation Report to reflect the statutory requirement of no time or 0-14 days.

There will be no recommendation for violations of local probation, good behavior, suspended sentence, CCAP or post release since the Probation Violation Guidelines do not apply in these cases. Only the SRR is required for these types of violations.

<b>Limits to the amount of active incarceration a court can impose for a technical violation of probation supervision (as specified in § 19.2-306.1):</b>	
<b><u>Technical Violation</u></b>	<b><u>Statutory Cap on Incarceration</u></b>
1 <sup>st</sup> technical violation.....	No active incarceration
1 <sup>st</sup> technical violation related..... to firearm or absconding	Presumption against incarceration, up to 14 days incarceration
2 <sup>nd</sup> technical violation.....	Presumption against incarceration, up to 14 days incarceration
2 <sup>nd</sup> or subsequent technical violation..... related to firearm or absconding	Up to the amount of revocable time
3 <sup>rd</sup> or subsequent technical violation.....	Up to the amount of revocable time



# Final Decision/Disposition

To be completed by the sentencing judge or judge's designee.

## RULING ON APPLICATION OF § 19.2-306.1

**SRR-8 Page 41**

- Statutory Requirement ( no time imposed or  0 to 14 days). Case is in compliance with statutory limits.
- Statutory Requirement Does Not Apply. Guidelines Recommended Range \_\_\_\_\_ to \_\_\_\_\_

## DECISION OF THE COURT

**SRR-9 Page 41**

- Found in Violation of Conditions as Cited
- Found in Violation of Conditions as Modified by the judge: Conditions Violated: \_\_\_\_\_
- Found in Violation of good behavior, suspended sentence, felony local probation, or post release
- Taken Under Advisement/Continued
- Not in Violation

## SENTENCE FOR REVOCATION (For All Violations in this Event)

**SRR-10 Pages 42-44**

### Rehabilitation Potential

- Court Finds that the defendant is a good candidate for rehabilitation (The low end of the Guidelines is set to time served or zero)

### Treatment Exception

- Sentenced to time required to participate in court ordered program/restitution review (§ 19.2-306.1 (D))

### Revocable Time for Event

- Life +

### Revocation Details

- Total Amount of Time Imposed.....  Life +            Sentenced to Time Served
- Amount of Time to Serve for this Violation (total effective sentence)..  Life +            Indeterminate Not to Exceed § 19.2-303

### New/Revised Probation/Supervised Period

- Continued on same period of probation supervision (not extended)
- Placed on a probation supervision for a new or extended period of...            Indeterminate Not to Exceed § 19.2-303
- Released from supervised probation

### Conditions

- Good behavior (sum or longest length imposed)  Life          Fixed at Statutory Maximum § 19.2-306
- New conditions of probation \_\_\_\_\_
- Continued on same conditions

### Other Sentencing Programs (check all that apply)

- Day Reporting
- Electronic Monitoring
- Intensive Probation
- Substance Abuse Treatment
- § 18.2-251/§ 18.2-258.1 (First Offender)
- Drug Recovery Court
- Community-Based Program \_\_\_\_\_
- CCAP
- Youthful Offender
- DJJ Commitment  Indeterminate  Determinate
- § 19.2-298.02, § 19.2-303.6 (Deferred Disposition)
- Other \_\_\_\_\_

### Criminal History

- Updated Criminal History Provided

Office Use Only

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## REASON FOR DEPARTURE FROM GUIDELINES

**SRR-11 Page 44**

## ◆ DATE OF REVOCATION DECISION

**SRR-12 Page 44**

	/		/	
Month		Day		Year

Judge's Signature \_\_\_\_\_

For Office Use Only

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## Final Decision/Disposition Page

The judge or the judge's designee completes this section.

### SRR - 8. RULING ON APPLICATION OF § 19.2-306.1

The judge must decide if the limits of § 19.2-306.1 are applicable in each case.

If the provisions of § 19.2-306.1 apply, check the box **Statutory Requirement**.

Check **no time imposed** if this is the first violation of the conduct defined as technical in § 19.2-306.1 (similar to State Conditions of Probation 2-8 and 10). The statutory requirement is zero time.

Check **0 to 14 days** if this is the second or subsequent violation of the conduct defined as technical in § 19.2-306.1 (similar to State Conditions of Probation 2-8 and 10). The statutory requirement is a presumption of no time but can be up to 14 days.

If the provisions of § 19.2-306.1 do not apply, check **Statutory Requirement Does Not Apply**. When the Guidelines are completed in *SWIFT*, the recommended range will be provided. However, the court may impose all or a portion of the suspended time.

### SRR- 9. Decision of the Court

**Found in Violation of Conditions as Cited** – The court determines that the defendant violated all conditions cited in the Major Violation Report and amended reports, capias, warrant, or revocation request.

**Found in Violation of Conditions as Modified by the Judge** - The court determines that the defendant either was not in violation of all the conditions cited or that the defendant violated other conditions that were not cited in the Major Violation Report and amended reports, capias, warrant, or revocation request. The court enters the condition number(s) for the alleged conditions that were violated by the defendant.

**Found in Violation of Good Behavior, Suspended Sentence, Felony Local Probation, or Post Release** – Check the box if the court determines that the defendant violated only good behavior, suspended sentence, felony local probation, or post release.

**Taken Under Advisement/Continued** – The court determines that no decision will be made at this point on the alleged violation. If the court takes the decision under advisement or defers the case on the condition that the defendant complete a program or follow instructions and that a subsequent violation would require another request for capias or revocation, submit the SRR (and Guidelines when applicable) to the Commission. If the court takes the decision under advisement or defers the case until appropriate counsel can be selected or appointed, or for other court procedural issues, do not submit the SRR (or Guidelines) until after a decision is made.

**Not in Violation** - The court finds that the defendant did not violate any of the conditions cited in the capias or revocation request. See the "Sentence for Revocation" section to record if the defendant is continued under the same conditions or released from all supervision or restrictions.

## **SRR – 10. Sentence for Revocation (For All Violations in this Event)**

### **10.1 Rehabilitation Potential**

**Court Finds that the Defendant is a Good Candidate for Rehabilitation** - This box is checked if the judge determines that the defendant has good rehabilitation potential. The low end of the Guidelines recommendation is effectively set to time already served or no time, and the high end remains the same.

This is solely the decision of the presiding judge. Attorneys can present their case to the court, but the judge makes the decision. There is no risk assessment instrument that is available to determine good rehabilitation potential.

*Note: This factor is part of the Guidelines because, historically, judges departed from the Guidelines when the judge identified some actions, attitude, or commitment that made the defendant a good candidate to continue on probation, participate in another program without serving any additional time, or be released from supervision.*

### **10.2 Treatment Exception**

**Sentenced to time required to participate in a court ordered program/restitution review** - This box is checked if the limitations to the length of supervision as defined by § 19.2-306.1(D) do not apply. Per § 19.2-306.1(D), limitations to the length of supervision do not apply when the court determines that an additional period of probation is necessary for the defendant to participate in a court ordered program or when subject to a restitution compliance review hearing under § 19.2-305.1.

### **10.3 Revocable Time for this Sentencing Event**

When *SWIFT* is used to complete the Guidelines, the amount of revocable time will be populated based on the amount of time identified by the preparer on the worksheet. The amount of revocable time may be adjusted as needed by the judge.

The time reported must show the total amount of revocable time that this court could impose for this revocation sentencing event. This is the sum of all suspended time for any offense that this court could revoke in the Current Probation Violation Event hearing. This is the amount of revocable time for this court and this probation violation event only.

### **10.4 Revocation Details**

**Amount of Time Imposed (often the same as Revocable Time for Event)** – Enter the years, months, and days imposed for the entire revocation sentencing event. If the sentence imposed includes a life sentence, check the **Life** box. The preference is for the court to identify all the revocable time for the revocation event instead of entering the amount of time imposed for the current violation.

**Amount of Time to Serve for this Violation (total effective sentence)** - Enter the length of active incarceration the defendant is to serve for the violation(s) (i.e., the imposed sentence less any suspended time).

## 10.5 New/Revised Probation/Supervised Period

**Continued on Same Period of Probation** - If the defendant is continued on the same period of supervision, do not enter the number of years, months, or days in the box, but check the box for **Continued on Same Period of Supervision (not extended)**.

**Placed on a Probation Supervision for a New or Extended Period** - If the period of supervised probation has changed, enter the amount of time the defendant will be under supervision from the date of the revocation sentencing. If the supervision period is indefinite, check the "Indeterminate" box.

**Released from Supervised Probation** – If the court releases the defendant from supervision, check **Released from Supervised Probation**.

## 10.5 Conditions

**Good Behavior** – If the court specifies a new period of good behavior, enter the amount of time the defendant will be under good behavior from the date of the revocation sentencing.

**New Conditions of Probation** – If the court imposes new conditions of probation, please specify the type(s) of conditions.

**Continued Under Same Conditions** of Probation – If the court finds the defendant in violation and elects to continue the defendant under the same conditions, check this box.

**Other Sentencing Programs** (*Check all that apply*) – Check the appropriate boxes indicating all other sanctions applicable in the sentencing event. If "Other" or "Community-Based Program" is checked, please specify the type and name of program.

**Day Reporting** - A "day-reporting center" is an intermediate sanction that requires the offender to be supervised by a probation officer and assigned to a "facility to which offenders are required to report on a daily or other regular basis at specified times for a specified length of time to participate in activities such as counseling, treatment, social skill training, or employment training."

**Electronic Monitoring** - Electronic monitoring of some type normally utilized to enforce the requirements of house arrest or the conditions of probation.

**Intensive Probation** - Level of supervision that requires more frequent, extensive contact between the officer and the assigned offender in the office and in the community.

**Substance Abuse Treatment** – This includes any substance/alcohol abuse treatment program. Examples include, but are not limited to, residential substance/alcohol abuse treatment programs, VASAP (Virginia Alcohol Safety Action Program), methadone clinics, intensive outpatient treatment programs, and AA or NA (Alcoholics Anonymous and Narcotics Anonymous).

**§ 18.2-251/§ 18.2-258.1**- First offender is a statutorily-provided program that allows a defendant charged with possession of an illegal drug or prescription fraud for the first time the opportunity to have that charge dismissed. Virginia Code Sections §§ 18.2-251 and 18.2-258.1 require the defendant to successfully complete a number of tasks before the charge is dismissed.

**Recovery Court** - Specialized court docket for certain offenders.

**Community Based Program** – This includes any local services or programs not identified under another category. If this box is checked, enter the type of program or service.

**CCAP** - Department of Corrections Community Corrections Alternative Program.

**Youthful Offender § 19.2-311** - Indeterminate commitment to Department of Corrections.

**DJJ Commitment** - Convicted as an adult but sentenced to commitment with the Department of Juvenile Justice. Mark the box for the type of commitment:

**Indeterminate** – Length of commitment to be determined by DJJ.

**Determinate** – Length of commitment is determined by the court.

**§ 19.2-298.02/ § 19.2-303.6** - Deferred disposition.

**Other** – Enter the name or type of the sentencing program not identified under another category.

### **10.6 Updated Criminal History Provided**

In all cases, (technical, special condition, and new law violations), an updated criminal history must be provided to the court. The updated criminal history, since the last hearing, may be provided orally or in writing.

### **11.0 Reason for Departure from Guidelines**

If the Probation Violation Guidelines apply and the judge sentences above or below the recommendation, the judge is required by § 19.2-306.2 to provide a reason for departing. The judge can also use this space for judicial comments about the case (such as the defendant's potential for rehabilitation).

### **12.0 Date of Revocation Decision**

**Revocation Date** - Enter the month, day, and year of the revocation decision. This is the date the decision is made to continue the defendant on probation, release the defendant from probation, or defer the decision for a period of time. If the decision or sentence is deferred for an evaluation to a specific program, enter the date the decision is made to sentence the defendant to the specific program or not.

# Instructions

# Worksheets









# Probation Violation Guidelines Worksheet **➤** New Law M New Misdemeanor or Lesser Conviction

Offender Name: \_\_\_\_\_

Base Guidelines on the Current Most Serious Primary Offense: **WS-1 Page 53**  Original Sentencing was Incarceration/CCAP

ICOTS Case for Supervision of Current Primary Transferred to: State Abv: \_\_\_\_\_ **WS-3 Page 54** **WS-2 Page 53**

Amount of Total Revocable Time at Hearing/Sentencing: **WS-4 Page 54** \_\_\_\_\_ Months \_\_\_\_\_ Days

(This Court Only)

**1 Dates (use to score factors three and four)**

Earliest Original Sentencing Date \_\_\_\_\_ Start of Current Supervision Period \_\_\_\_\_ **WS-5 Page 55**

**2 Number of Felony Revocation Events for Current Offense(s) (This Court Only)**

Current Revocation Event Only .....2  
 One Revocation Event Prior to Current Revocation Event .....12  
 Two or More Revocation Events Prior to Current Revocation Event .....24

**WS-6 Page 56**

**3 Prior Felony Revocation(s) Before Original Sentencing Date (This Court Only)**

One Prior Felony Revocation .....18  
 Two or More Prior Felony Revocations .....19

**WS-7 Page 57**

**4 Felony Offense Conviction(s) Between**

**Original Sentencing Date and Start of Current Supervision (ALL Courts)** — If YES, add 13 — **WS-8 Pages 58-59**

**5 Condition 1 Violation: New Misdemeanor or Lesser Conviction(s) for Offenses Committed During Current Supervision Period (ALL Courts)**

New Misdemeanor Conviction is Similar Behavior to Current Primary Offense (Refer to Appendix 4) .....9  
 Any Other New Misdemeanor or Lesser Conviction .....1

**WS-12 Page 64**

New Conviction(s)		Offense Date	Sent./Conv. Date	FIPS	State	Effective Sentence			Pending	
Counts	Most Serious VCC					Years	Months	Days	TS*	Sentence
<b>WS-13 Page 65</b>		___/___/___	___/___/___						<input type="checkbox"/>	<input type="checkbox"/>
		___/___/___	___/___/___						<input type="checkbox"/>	<input type="checkbox"/>

Sum of Total Effective (Active) Sentence for All New Convictions (including counts not listed above): \_\_\_\_\_ \*Time Served for Condition 1 Violation

**6 Drug Violation Cited** \_\_\_\_\_

If YES, add 7 — **WS-9 Page 60**

**7 Abscond or Fail to Sign Conditions of Probation** \_\_\_\_\_

If YES, add 10 — **WS-10 Pages 61-62**

Last date whereabouts were known \_\_\_/\_\_\_/\_\_\_ Date whereabouts verified \_\_\_/\_\_\_/\_\_\_

**8 Primary Offense VCC Prefix of SEX, RAP, OBS or**

**Violation of Sex Offender Special Conditions (Court or DOC)** \_\_\_\_\_ If YES, add 22 — **WS-11 Page 63**

**Recommendation Score** \_\_\_\_\_

**WS-16 Page 68**

Go to SRR Cover Sheet and fill out the violation guidelines recommendation range.

**Recommendation Table**

Score	Guidelines Sentence
<input type="checkbox"/> Under 19.....	Time served to 6 months
<input type="checkbox"/> 19 to 33.....	3 months to 1 year
<input type="checkbox"/> 34 to 43.....	1 year to 1 year 6 months
<input type="checkbox"/> 44 or more.....	1 year to 4 years



# Probation Violation Guidelines Worksheet ❖ New Law F

## New Felony Conviction

Offender Name: \_\_\_\_\_

Base Guidelines on the Current Most Serious Primary Offense: **WS-1 Page 53**  Original Sentencing was  Probation/CCAP **WS-2 Page 53**

ICOTS Case for Supervision of Current Primary Transferred to: State Abv: \_\_\_\_\_ **WS-3 Page 54**

Amount of Total Revocable Time at Hearing/Sentencing: **WS-4 Page 54**

(This Court Only) Years Months Days

### 1 Dates

Earliest Original Sentencing Date \_\_\_\_\_ Start of Current Supervision Period \_\_\_\_\_ **WS-5 Page 55**

### 2 Number of Felony Revocation Events for Current Offense(s) (This Court Only)

**WS-6 Page 56**

Current Revocation Event Only ..... 0  
 One or More Revocation Events Prior to Current Revocation Event.....10

### 3 Condition 1 Violation: New Felony Conviction(s) for Offenses Committed During Current Supervision Period (ALL Courts)

**WS-14 Page 66**

A. Number of New Person Felony Convictions (Counts)   X 20 →

B. Number of New Non-Person Felony Convictions (Counts)   X 2 →

New Conviction (s) Counts	Most Serious VCC	Offense Date	Sent./Conv. Date	FIPS	State	Effective Sentence			TS*	Pending Sentence
						Years	Months	Days		
<b>WS-13 Page 65</b>		____/____/____	____/____/____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
		____/____/____	____/____/____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Sum of Total Effective (Active) Sentence for All New Convictions (including counts not listed above): \_\_\_\_\_ \*Time Served for Condition 1 Violation

### 4 New Felony or Misdemeanor Conviction is Similar Behavior to the Most Serious Current Primary Offense Listed Above (Refer to Appendix 4)

If YES, add 7 → **WS-15 Page 67**

### Recommendation Score

**WS-16 Page 68**

#### Recommendation Table

Score	Guidelines Sentence
<input type="checkbox"/> 1 to 7.....	Time served to 1 year
<input type="checkbox"/> 8 to 15.....	6 months to 1 year 6 months
<input type="checkbox"/> 16 to 22.....	8 months to 2 years
<input type="checkbox"/> 23 or more.....	1 year 3 months to 4 years

Go to Cover sheet and fill out the violation guidelines recommendation range.



Base Guidelines on the Current Most Serious Primary Offense:	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Original Sentencing was Incarceration/CCAP
<input type="checkbox"/> ICOTS Case for Supervision of Current Primary Transferred to: State Abv: _____				
Amount of Total Revocable Time at Hearing/Sentencing:	<input type="checkbox"/> Life +			
(This Court Only)	<input type="text"/> <input type="text"/> <input type="text"/> Years	<input type="text"/> <input type="text"/> <input type="text"/> Months	<input type="text"/> <input type="text"/> <input type="text"/> Days	

**WS - 1 Base Guidelines on the Current Most Serious Primary Offense**

The primary offense is the most serious underlying offense in the entire Current Probation Violation Event. The most serious underlying offense is determined by the statutory maximum. The offense with the highest statutory maximum is the primary offense. If the statutory maximums tie, then select the primary offense based on this hierarchy (see Appendix 3 for the type of offense):

- 1- Statutory Maximums
- 2- Person Crimes
- 3- Property Crimes
- 4- Other Crimes (e.g., Weapons, Traffic, Fail to Appear)
- 5- Drug Crimes
- 6- Results in the Highest Guidelines Recommendation

**Statutory Changes to the Primary Offense:** Enter the Virginia Crime Code (VCC) for the primary offense. The original offense cannot be changed to reflect Virginia’s current penalty structure. The VCC entered reflects the penalty at the time of conviction for the most serious underlying offense. Unlike for prior record, you do not use Virginia’s current penalty structure. For example: third or subsequent petit larceny was removed from the *Code* on July 1, 2021; the felony offense no longer exists. However, if the probationer was being supervised for felony third offense petit larceny, the corresponding felony VCC in place at the time of sentencing for the most serious underlying offense must be used. Other examples include driving after being a declared habitual offender, robbery, and felony larceny with a value of less than \$1,000.

**Released From Probation for One or More Offenses:** If the probationer was released by the court for the most serious original underlying offense, enter the VCC for the most serious remaining underlying felony offense from the revocation event. The new most serious underlying offense cannot be for a misdemeanor.

**WS- 2 Original Sentence was Incarceration/CCAP**

This factor is marked if the defendant was sentenced to an active incarceration period in jail, prison or a juvenile institution (including post-dispositional confinement in secure detention following adjudication of delinquency) for any offense in the Current Probation Violation Event. The incarceration period must be the result of a sentence. Time spent in jail or a juvenile facility awaiting arraignment, trial or sentencing is not identified unless the defendant is sentenced to time served. Do identify a jail work program used as an alternative to an active sentence as incarceration.

*Note that CCAP and Detention and Diversion Center programs are scored as periods of incarceration.*

**WS - 3 ICOTS Case**

The Interstate Compact Offender Tracking System (ICOTS) is a web-based system that facilitates the transfer of supervision for probationers and parolees from one state to another. Only mark the ICOTS box if the case has been accepted by the receiving state. Do not mark this box for any other type of travel permit granted or any other form of permission to leave the sentencing state. Enter the abbreviation for the state that agreed to accept transfer of supervision for the primary offense.

**WS - 4 Amount of Total Revocable Time at Sentencing**

Enter the years, months, and days for the total amount of revocable time that this court could impose for the Current Probation Violation Event. This is the sum of all suspended time for any offense that this court could revoke in the Current Probation Violation Event hearing. (This is the amount of revocable time for this court and this probation violation event only).

Dates (use to score factors three and four)

EXAMPLE

Earliest Original Sentencing Date \_\_\_\_\_ Start of Current Supervision Period \_\_\_\_\_

## WS - 5 Dates (use to score factors on Guidelines)

**Earliest Original Sentencing Date** – Enter the date the defendant was originally sentenced for the current underlying felony offense(s). If the defendant currently has multiple obligations in this court with different original sentencing dates, enter the earliest original sentencing date. The date entered here may not be for the offense identified as the primary offense or most serious offense; the primary offense may not have occurred first. The earliest date cannot be for a misdemeanor.

*Example: The defendant was sentenced in this court for Credit Card Theft on November 1, 2023, and placed on supervised probation, then convicted in this court for Grand Larceny on February 2, 2024, and placed on supervised probation again. The defendant is still on supervision for both offenses and is now being brought before this court for a violation relating to both offenses. The Original Sentence Date would be November 1, 2023.*

Do not enter the date the defendant was placed on first offender or a deferred disposition. If this is a violation of any deferred sentencing, the guidelines for the underlying offense must be completed. The Earliest Original Sentencing Date for defendants who violate first offender or deferred disposition requirements is the date the defendant is found in violation of the deferred disposition and convicted of the offense.

*Example: The defendant was placed on a deferred disposition for Credit Card Theft on June 27, 2025. The defendant was found in violation of the terms of the deferred disposition and was convicted of Credit Card Theft and sentenced to all time suspended and supervised probation on January 5, 2026. The Fraud Guidelines would be submitted to the court. Currently, the defendant is being brought back before the court for violation of probation. The Earliest Original Sentencing Date would be January 5, 2026.*

**Start of Current Supervision Period** – The Current Supervision Period begins on the most recent date the defendant was placed or continued on probation for any offense in the Current Probation Violation Event. If there are multiple start dates for the offenses in the violation event, enter the earliest start probation date.

*For example, a defendant is on probation for Offense A when convicted of a new felony (Offense B). Probation for Offense A was not revoked. The defendant is now being supervised for both convictions from the same court. Currently, the defendant is before one judge for violation of both periods of supervision. In this example the earliest start date is for Offense A, the date the defendant was first placed on probation.*

If the defendant was previously found in violation of probation, the Current Supervision Period begins on the date of the last time the defendant was found in violation of probation in this court (or if incarcerated, the date that probation was resumed after being found in violation) up to the current hearing/sentencing date. The start date for the Current Supervision Period is reset each time the court finds the defendant in violation of probation or revokes the defendant's probation.

If the judge finds the defendant not in violation of probation before continuing the case, the judge's decision not to revoke ends the defendant's current supervision period. A new supervision period begins for Guidelines purposes.

*Example: The defendant was sentenced and placed on probation on June 1, 2023. The defendant was later found in violation of probation on February 1, 2024 but was continued on probation. Sentencing for a second probation violation based on violation of special conditions is set for October 1, 2024. The current supervision start date is February 1, 2024 (not the original start date of June 1, 2023).*

<b>Number of Felony Revocation Events for Current Offense(s) (This Court Only)</b>		0
Current Revocation Event Only.....		2
One Revocation Event Prior to Current Revocation Event.....	<b>EXAMPLE</b>	12
Two or More Revocation Events Prior to Current Revocation Event.....		24

**WS - 6 Number of Felony Revocation Events for Current Offense(s) (This Court Only)**

This factor scores the Current Probation Violation Event and previous probation violation events for any of the underlying offenses in the Current Probation Violation Event. This factor is focused on the current court only.

**Revocation Defined**

A probation is considered revoked for Guidelines purposes when the court either revokes probation or finds the defendant in violation of probation. The sentence does not determine if the revocation is scored or not. Found in violation **and** continued on probation are considered to be probation revocation events. However, if the judge takes the decision to revoke under advisement or if the defendant is found not in violation of probation, do not score as a revocation.

**Note:** Prior revocations of **First Offender** (§§ 18.2-251 or 18.2-258.1), and any **deferred finding** cases (§§ 19.2-298.01 or 19.2-303.6) are not considered a probation violation on Guidelines. Probation violations are only counted after the defendant has formally been convicted of a charge.

**Event Defined**

An event includes violations for all underlying offenses and associated counts being handled before the same judge, on the same day, and in the same court. An event may include multiple offenses or several different periods of supervised probation, but only one revocation is scored. Do not score a separate revocation for each count, each court order, or each period of probation if the court is conducting one violation hearing for multiple offenses.

**Good Behavior Violations**

Do not score good behavior violations, local probation violations, or suspended sentence violations.

**Assigning Points**

**Current Revocation Event Only:** If there are no previous revocations for the offenses in the current event (i.e., this is the defendant’s first probation violation), the case will be assigned points for Current Revocation Event only.

**Prior Revocation Event:** This factor is scored if the defendant’s probation for any of the offenses in the current sentencing event (in this court only) was previously revoked for any reason. Do not add the points together for current and prior revocations.

Prior Felony Revocation(s) <u>Before</u> Original Sentencing Date (This Court Only)					
One Prior Felony Revocation .....	<b>EXAMPLE</b>	18			
Two or More Prior Felony Revocations .....		19			
		<table border="1" style="display: inline-table;"> <tr> <td style="width: 30px; text-align: center;">0</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	0		
0					

**WS - 7 Prior Felony Revocation(s) Before Earliest Original Sentencing Date (This Court Only)**

Assign points if the defendant has any prior Probation Violation/Revocation Events before the earliest original sentencing date that are not part of the current violation. The original sentencing date is the date entered for Factor 1. Only score prior felony revocations that occurred in the current court. The revocation must occur **before** the original sentencing date and not on or after the original sentencing date. In other words, the prior revocation is from a **different supervision period** and not the current. Any change in penalty structure for the underlying offense does not reduce the felony probation violation to a misdemeanor violation. In other words, if it was a felony at conviction, it is still considered a felony now.

Note: This rule is different from the instructions provided in the Sentencing Guidelines manual for scoring prior convictions/adjudications on the sentencing guidelines. Changes in penalty structure do impact the scoring of prior convictions, adjudications, and revocations on the guidelines for new felony offenses. Please refer to General Instructions in the Sentencing Guidelines manual when completing guidelines for new felony offenses.

For this factor, a prior felony revocation is any revocation for a felony offense that occurred before the current original offense date. In other words, the prior revocation is from a different supervision period and not the current.

**Good Behavior Violations**

Do not score good behavior violations, local probation violations or suspended sentence violations.

Felony Offense Conviction(s) Between  
Original Sentencing Date and Start of Current Supervision (ALL Courts)

EXAMPLE

If YES, add 13

0

## WS - 8 Felony Offense Conviction(s) Between Original Sentencing Date and Start of Current Supervision (All Courts)

### Assigning Points

Score the offense based on its classification at the time of the offense and the resulting classification at conviction (felony or misdemeanor). Do not apply Virginia's current penalty structure. Instead, use the penalty structure in effect when the offense was committed and the final classification and penalty at conviction (felony or misdemeanor).

Assign points if the defendant committed a felony offense between the original sentencing date and the start date for the Current Supervision Period that resulted in a felony conviction during that time. The Current Supervision Period begins on the most recent date the defendant was placed or continued on probation and ends on the date for the Current Probation Violation Event. Both the offense date and the conviction date must be between the earliest original sentencing date and the start date for the Current Supervision Period.

A felony conviction is any felony offense (other than a probation violation or suspended sentence violation) for which the offender has pled guilty or been found guilty by the court. Convictions for offenses that are currently pending sentencing in another court are considered convictions.

Points are assigned if the defendant has any felony convictions in any court. This factor is not limited to the current court.

Points are assigned if the defendant is currently on probation for a felony offense conviction that occurred between the original sentencing date and start of the current supervision period.

Out-of-state, federal, military, and international offenses are scored using Virginia's penalty structure in effect at the time of the offense and the resulting classification at conviction (felony or misdemeanor). If the behavior in another state or jurisdiction is similar to a felony here in Virginia, the conviction must be scored as a felony. In other words, a misdemeanor in another state may be scored as a felony for this factor if the behavior is punishable as a felony in Virginia. The reverse is true, as well. If a felony conviction in another state or jurisdiction is punishable as a misdemeanor in Virginia, that conviction is not scored on this factor.

### Do not score:

- A. Convictions During the Current Supervision Period:** Offenses and convictions that occur during the Current Supervision Period are not scored. The current supervision period ends after each court action. (See the instructions above for defendants currently on probation for an offense that occurred and was convicted between the original sentencing date and the start of the current supervision period.)
- B. Convictions That Occur on the Start Date of the Current Supervision Period:** Do not score if the only new felony conviction occurred on the same date as the start of the current supervision

period. For example, the defendant is found in violation of probation based on a new felony. The new felony conviction occurred on the same day as the probation violation, or the defendant is being sentenced for the probation violation and new felony at the same time. The conviction would not be between the original sentencing date and the start of the current supervision period.

- C. Probation Violations, Good Behavior or Suspended Sentence Violations/Revocations:** For this factor, probation, good behavior or suspended sentence violations are not scored as new convictions; there must be a documented new felony conviction. A new felony arrest without a conviction is not scored.
- D. Deferred Finding Dispositions:** Not scored are first offender cases (§18.2-251 or §18.2-258.1) or any deferred finding cases (§ 19.2-298.02). In these cases, the defendant has not yet been convicted of any offense. If the court finds the defendant violated the conditions of a deferred sentence and convicts the defendant of a felony, the felony conviction is scored.
- E. Misdemeanor, Criminal Traffic, Traffic infractions:** Convictions for misdemeanors, infractions and offenses with civil penalties are not scored.
- F. Certain Out-of-state Convictions:** Out-of-state felony convictions that, at the time of the offense and conviction, were punishable as misdemeanors in Virginia are not scored.
- G. Overturned** or successfully appealed convictions.
- H. Pending charges** that have not resulted in a conviction. Charges certified by a Grand Jury are not convictions.

Drug Violation Cited \_\_\_\_\_

**EXAMPLE**

If YES, add 7 →

0	0	
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### WS - 9 Drug Violation Cited

For this factor, points are assigned if the defendant was cited for a violation of Condition 8 (Use, possess, distribute controlled substances or paraphernalia) or the conduct was specified in § 19.2-306.1(vii) in the current probation violation event. A new law violation with a VCC prefix of NAR is not, by itself, sufficient to score this factor. The drug conviction must be cited as a violation of Condition 8 or § 19.2-306 (vii).

The violation must be cited in the capias, warrant, revocation request, or Major Violation Report, or amended reports. Assign points if the conduct is not cited in the Major Violation Report but the judge finds the defendant in violation of the conduct defined in § 19.2-306.1 (vii).

EXAMPLE

Abscond or Fail to Sign Conditions of Probation

If YES, add 10

0		
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### WS-10 Abscond or Fail to Sign Conditions of Probation

Assign points if the defendant was cited for absconding from supervision in violation of Condition 11 of the Conditions of Probation Supervision or the conduct was specified in § 19.2-306.1(x). If the defendant signed conditions of probation prior to the enactment of Condition 11 by the Department of Corrections, the defendant may still be scored for this factor as long as the capias/revocation request informs the judge that the defendant did abscond from supervision.

Score defendants who never reported to sign their conditions of probation as absconding from supervision for Probation Violation Guidelines purposes. Violations before the court that occur after the Department of Corrections' expiration date (MED) have no impact on scoring this factor.

**Last date whereabouts were known** – This is the date the probation officer last had contact with the defendant at which time the officer knew the whereabouts of the defendant. Contact may include verbal, written, or face-to-face communication with the probation officer or court official at which time the officer/official knew the whereabouts of the defendant. A phone call to the probation officer is not sufficient to verify a defendant's location. If there are multiple periods of absconding, use the most recent date the probation officer last knew the defendant's whereabouts and the most recent date the defendant's whereabouts were subsequently verified.

**Date whereabouts verified** – The location is verified when the defendant is in jail or prison, arrested on a capias or PB-15, or found living at a different address and the location is verified by the probation officer. If there are multiple periods of absconding, use the most recent date the probation officer last knew the defendant's whereabouts and the most recent date the defendant's whereabouts were subsequently verified.

### Additional Information for Establishing Dates for Absconding

**Arrest on PB-15:** Enter the most recent date the defendant was arrested for the violation (the date the defendant was served with the Probation Violation Capias). If the defendant was first arrested on a PB-15 for the alleged violations of supervision and later served with a Probation Violation Capias, enter the date the defendant was arrested on the PB-15.

### DOC Establishes Policies for Identifying Absconders

If the probation officer cites Condition 11 and the court agrees that the defendant is an absconder, points must be assigned. In general, Condition 11 is cited when a reasonable effort has been made to locate an offender and their whereabouts are unknown. Reasonable effort includes follow-up inquiry at the approved residence and employment, as well as at local jails and hospitals, and the questioning of family members and close friends. Current DOC policy may be different than what was in effect at the time this manual was printed.

**Never Signed Conditions of Probation:** For defendants who never report to sign their conditions of probation, use the most recent date the defendant was ordered to report for supervision (e.g., sentencing date) as the date of last contact.

**Voluntarily Reports to Probation Officer:** If a defendant is not arrested but returns and advises the probation officer of his or her whereabouts, enter the date the return location was verified. The location must be verified by the probation officer or other court official. A phone call to the probation officer is not sufficient to verify a defendant's location.

Primary Offense VCC Prefix of SEX, RAP, OBS or  
Violation of Sex Offender Special Conditions (Court or DOC)

EXAMPLE

If YES, add 22

0

### WS - 11 Primary Offense VCC Prefix of SEX, RAP, OBS or Violation of Sex Offender Special Conditions/Instructions (Court or DOC)

There are two possibilities for assigning points for this factor:

**Based on the VCC Prefix for the Primary Offense:** This factor is focused on the primary offense, which is the most serious underlying offense in the Current Probation Violation Event. If the primary offense has a SEX (Sex Offense), RAP (Sexual Assault), or OBS (Obscenity) VCC prefix, points are assigned for this factor. There may be other offenses in this probation violation event with the required VCC prefixes, but points are only assigned based on the primary offense.

**Cited for Violation of Sex Offender Special Conditions in the Major Violation Report:** Points are assigned if the primary offense does not have a VCC prefix of SEX, RAP, or OBS, but the defendant was required by court or the probation officer to comply with any special sex offender conditions or instructions and subsequently violated these restrictions. The alleged violations must be detailed in the Major Violation Report for points to be assigned. The conditions do not need to be specified in the court order but must be included in the Major Violation report submitted to the court.

If the judge decides that the conduct is a technical violation as defined by § 19.2-306.1, this factor is still scored based on the rules above. However, the Guidelines recommendation is not relevant because the limits of § 19.2-306.1 supersede the historically based recommendation.

The Commission will monitor the impact of nonprimary offenses that meet the sex offender criteria for this factor and their impact on judicial sentencing patterns. Adjustments, if needed, will be made in Phase II of the Commission's analysis.

<b>5</b>	<b>Condition 1 Violation: New Misdemeanor or Lesser Conviction(s) for Offenses Committed During Current Supervision Period (ALL Courts)</b>		<b>EXAMPLE</b>
	New Misdemeanor Conviction is Similar Behavior to Current Primary Offense (Refer to Appendix 4) .....	9	0
	Any Other New Misdemeanor or Lesser Conviction .....	1	0

**WS - 12 Condition 1 Violation: New Misdemeanor or Lesser Conviction(s) for Offenses Committed During the Current Supervision Period (All Courts)**

Score this factor if Condition 1 has been cited for a new misdemeanor, traffic infraction, or lesser conviction with an offense date and a conviction date during the Current Supervision Period. Do not score this factor if the new law violation is a civil offense. If there are new felony convictions, Worksheet New Law F must be completed. This factor is scored after a conviction for a new offense; it is not scored for a new arrest or a pending case without at least one conviction. The judge may decide that placement on first offender (§§ 18.2-251 or 18.2-258.1), any deferred finding (§§ 19.2-298.02 or 19.2-303.6), or finding taken under advisement satisfies the legal requirement for a violation of Condition 1 (new law violation).

Enter points if any new misdemeanor or lesser conviction is similar in behavior to the current primary offense. Similar behavior is determined by using the table on Page 65 and Appendix 4. The Similar Offense Types Table lists the VCC prefix for the primary offense and identifies the VCC prefix for any similar offense or behavior. If the new misdemeanor has the same prefix as the primary offense or a similar VCC prefix identified in Appendix 4, points are assigned. This factor is scored based on the VCC prefix only and not the elements of the offense. One point is assigned if the new misdemeanor or lesser conviction is not similar to the primary offense in the Current Probation Violation Event. **Do not total the points.**

Out-of-state, federal, military, and international offenses are scored based on Virginia’s current penalty structure. If the behavior in another state or jurisdiction is similar to a misdemeanor or lesser offense here in Virginia, the conviction must be scored as a misdemeanor. In other words, a felony in another state may be scored as a misdemeanor for this factor if the behavior is punishable as a misdemeanor in Virginia. The reverse is true, as well. If a misdemeanor conviction in another state or jurisdiction is punishable as a felony in Virginia, that conviction is treated as a felony (not scored for this factor).

**Because this factor scores law violations rather than conduct, as many other Guidelines factors do, there may be instances in which a new conviction does not correspond to a Virginia offense. In such cases, an out-of-state or federal conviction (felony or misdemeanor) that has no equivalent Virginia law should still be scored as a lesser offense.**

For example, although possession of certain quantities of marijuana is no longer a criminal offense in Virginia, a conviction from another jurisdiction may still constitute a probation violation as a new law violation. The factor is intended to capture the offender’s failure to comply with the law in the originating jurisdiction, rather than the underlying conduct itself, which may no longer be illegal in Virginia. Accordingly, any new out-of-state or federal conviction for marijuana possession, regardless of quantity, should be coded using Virginia Crime Code NAR-3020-S9, with the originating jurisdiction identified. Use FIPS code 888 for out-of-state convictions and FIPS code 999 for federal convictions.

The same principle applies to out-of-state felony convictions for Possession of a Firearm without a License. Although Virginia does not require a license to possess a firearm, such convictions should still be scored as lesser offenses because they reflect a violation of the law in the jurisdiction where the offense occurred.

New Conviction(s)							Effective Sentence			Pending	
Counts	Most Serious VCC	Offense Date	Sent./Conv. Date	FIPS	State	Years	Months	Days	TS*	Sentence	
_____	_____-_____-_____	____/____/____	____/____/____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	_____-_____-_____	____/____/____	____/____/____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Sum of Total/Effective (Active) Sentence for All New Convictions (including counts not listed above):							_____	_____	_____	*Time Served for Condition 1 Violation	

**WS - 13 Enter the new conviction information (New Conviction Box)**

Details are provided so the court will have consistent information on the type of convictions that, in part, initiated the violation hearing and the effective sentence for the new law violations.

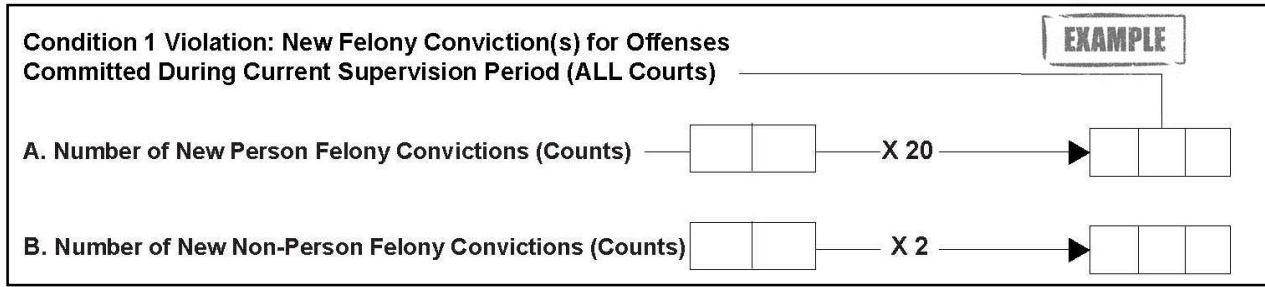
If there are more than two new offense convictions (i.e., more than two different VCCs), then select the two most serious convictions.

Use the following hierarchy to determine the most serious offense convictions (see Appendix 3 for the type of offense):

- 1- Statutory Maximums
- 2- Person Crimes
- 3- Property Crimes
- 4- Other Crimes (e.g., Weapons, Traffic, Fail to Appear)
- 5- Drug Crimes
- 6- Results in the Highest Probation Violation Guidelines Recommendation (for the current violation)

In the New Conviction box, enter the number of counts, VCC, offense date, sentencing date (or Conviction date if sentencing is pending), FIPS code (refer to Appendix 5), and the effective sentence (the amount of active time to serve after suspension). For out-of-state indeterminate sentences, enter the maximum sentence. If sentenced to time served, enter the specific amount of time served (If sentenced to time served for multiple offenses in the same event, check the time served boxes for all). If the amount of time served is unknown, leave effective sentence blank and check the TS (Time Served) boxes. Enter 600 for a life sentence. If the defendant has been convicted, but not yet sentenced, be sure to check the pending sentencing box, enter the conviction date, and leave effective sentence blank. Check the TS box if the court considers a deferred disposition a new law violation.

**Sum of Total Effective Active Sentence for All New Convictions** – Sum the total active time the defendant must serve for all new convictions in all courts, not just for the ones listed on the worksheet. Effective time means any active time to serve in jail or prison. If there are more than two new convictions, be sure to include any active time the defendant must serve for new convictions not included in the new conviction box. If the effective sentence is for life enter 600.



**WS - 14 Condition 1 Violation: New Felony Conviction(s) for Offenses Committed During the Current Supervision Period (All Courts)**  
 (Use Virginia’s Current Penalty Structure)

Score this factor if Condition 1 has been cited for a new felony **conviction** with an **offense date** and a **conviction date** during the Current Supervision Period. If there are both new misdemeanor and new felony **convictions**, complete Worksheet New Law F. This factor is scored after a conviction for a new felony offense; it is not scored for a new arrest or a pending case without at least one felony conviction. The judge may decide that a placement on **first offender** (§§ 18.2-251 or 18.2-258.1), any **deferred finding** (§§ 19.2-298.02 or 19.2-303.6) or any finding taken under advisement satisfies the legal requirement for a violation of Condition 1 (new law violation).

Identify the number of new person felony convictions and the number of counts. Refer to Appendix 3 to identify person crimes. Enter the total number of counts. Multiply the number of counts by 20 and enter the total score.

Identify all other felony convictions (other than person crimes) and enter the total number of counts. Multiply the number of counts by 2 and enter the total score.

Out-of-state, federal, military, and international offenses are scored based on Virginia’s current penalty structure. If the behavior in another state or jurisdiction is similar to a felony here in Virginia, the conviction must be scored as a felony. In other words, a misdemeanor in another state may be scored as a felony for this factor if the behavior is punishable as a felony in Virginia. The reverse is true, as well. If a felony conviction in another state or jurisdiction is punishable as a misdemeanor in Virginia, that conviction is treated as a misdemeanor (not scored for this factor).

Do not score probation violations or suspended sentence violations as new felony convictions for this factor.

4 New Felony or Misdemeanor Conviction is Similar Behavior to the Most Serious Current Primary Offense Listed Above (Refer to Appendix 4)

**EXAMPLE**

If YES, add 7 → 0 0

**WS - 15 New Felony or Misdemeanor Conviction is Similar to the Most Serious Current Primary Offense Listed Above**

Score this factor if Condition 1 has been cited for a new conviction with an offense date and a conviction date during the Current Supervision Period. Do not score this factor if the new law violation is a civil offense or a traffic infraction (traffic infractions are neither a felony nor misdemeanor). This factor is scored after a conviction for a new offense; it is not scored for a new arrest or a pending case without at least one conviction. The judge may decide that placement on first offender (§§ 18.2-251 or 18.2-258.1), any deferred finding (§§ 19.2-298.02 or 19.2-303.6), or finding taken under advisement satisfies the legal requirement for a violation of Condition 1 (new law violation).

Enter points if any new misdemeanor conviction or felony conviction is similar in behavior to the current primary offense. Similar behavior is determined by using the table in Appendix 4 (image is printed below). The Similar Offense Types Table lists the VCC prefix for the primary offense and identifies the VCC prefix for any similar offense or behavior. If the new offense has the same prefix as the primary offense or a similar VCC prefix identified in Appendix 4, points are assigned. This factor is scored based on the VCC prefix only and not the elements of the offense.

**Similar Offense Types**

Use the table below to decide if a new felony or misdemeanor conviction is similar in behavior to the current most serious primary offense in the Current Probation Violation Event. This lists the Virginia Crime Code (VCC) prefix for the primary offense and identifies the VCC prefix for any similar offense or behavior. If the new felony or misdemeanor has the same prefix as the primary offense or a VCC prefix identified below as similar, points are assigned.

This factor is limited to the offense and VCC listed as the current most serious primary offense at the top of Worksheet. If the new felony or misdemeanor conviction is similar behavior to any offense other than the primary offense in the Current Probation Violation Event, the similar behavior factor is not scored.

VCC Prefix for the Primary Offense	VCC Prefix Similar/Related Offenses
ARS (Arson)	ARS, VAN, FIR
ASL (Assault)	ASL, MUR, RAP, SEX, TEL, STK, KID, PRT
BUR (Burglary)	BUR, TRS
DWI (Driving While Intoxicated)	DWI, ALC, LIC, REC, HIT
ESC (Escape)	ESC, PRI
EXT (Extortion)	EXT
FAM (Family Offenses)	FAM, LAB
FRD (Fraud)	FRD, LAR, CHK, COM, EMP, LOT
FTA (Failure to Appear)	FTA
HIT (Hit and Run)	HIT, DWI, ALC, LIC, REC
KID (Kidnapping)	KID
LAR (Larceny)	LAR, FRD, CHK, COM, EMP, LOT
LIC (License Offenses)	LIC, DWI, ALC, REC, HIT
MOB (Mob)	MOB
MUR (Homicide/Murder)	MUR, ASL
NAR / MRJ (Drugs)	NAR, PHA, MRJ
OBS (Obscenity)	OBS (not drunk in public), SEX, RAP, SOR
PER (Perjury)	PER
PRI (Prisoner Offenses)	PRI, ESC
RAP (Rape)	RAP, SEX, OBS (not drunk in public), SOR
REC (Reckless Driving)	REC, LIC, DWI, ALC, HIT
ROB (Robbery)	ROB, LAR2361F9
SEX (Sexual Assault Offenses)	SEX, RAP, SOR, OBS (not drunk in public)
SOR (Sex Offender Registry)	SOR, SEX, RAP, OBS (not drunk in public)
TEL (Telephone)	TEL
VAN (Vandalism)	VAN, ARS
WPN (Weapon)	WPN, ASL1319F9, ASL1323F9

**Recommendation Score** →

Go to SRR Cover Sheet and fill out the violation guidelines recommendation range.

**EXAMPLE**

Score	Guidelines Sentence
<input type="checkbox"/> Under 19.....	Time served to 6 months
<input type="checkbox"/> 19 to 33.....	3 months to 1 year
<input type="checkbox"/> 34 to 43.....	1 year to 1 year 6 months
<input type="checkbox"/> 44 or more.....	1 year to 4 years

**WS - 16. RECOMMENDATION RANGE**

*SWIFT*, the official Guidelines application, will populate the historical recommendation based on the total score on the No New Law, New Law M (Misdemeanor), or New Law F (Felony) worksheet. The judge must decide if the limits of § 19.2-306.1 are applicable in each case. If the provisions of § 19.2-306.1 apply, the Guidelines recommendation will be the statutory requirement of no time or no more than 14 days. In the event that *SWIFT* is not available, check the appropriate box indicating the Probation Violation Guidelines recommended range. **If the amount of revocable time is less than the guidelines recommended range, the computed recommended range should be manually adjusted to equal the maximum amount of revocable time available.**

There will be no recommendation for violations of local probation, good behavior, suspended sentence, CCAP, or post release since the Probation Violation Guidelines do not apply in these cases. Only the SRR is required for these types of violations.

The Probation Violation Guidelines will always produce a historically based recommendation. Judges will determine if the statutory requirements supersede the Guidelines recommendation. After the judge’s decision, *SWIFT* will adjust the recommendation on the Sentencing Revocation Report to reflect the statutory requirement of no time or 0-14 days.

**Violations Prior to July 1, 2021:** If the violation procedure started prior to July 1, 2021, and the attorneys and court agree to proceed under the laws in place prior to July 1, 2021, the current Guidelines recommend a historically accurate sentence for that time. The current Guidelines apply to violations before and after July 1, 2021. The Guidelines in place at the time of sentencing apply, and there are no previous Guidelines available for the court’s review.

<b>Limits to the amount of active incarceration a court can impose for a technical violation of probation supervision (as specified in § 19.2-306.1):</b>	
<u>Technical Violation</u>	<u>Statutory Cap on Incarceration</u>
1 <sup>st</sup> technical violation.....	No active incarceration
1 <sup>st</sup> technical violation related..... to firearm or absconding	Presumption against incarceration, up to 14 days incarceration
2 <sup>nd</sup> technical violation.....	Presumption against incarceration, up to 14 days incarceration
2 <sup>nd</sup> or subsequent technical violation..... related to firearm or absconding	Up to the amount of revocable time
3 <sup>rd</sup> or subsequent technical violation.....	Up to the amount of revocable time

# Recommendation Tables - Summary

## § 19.2-306.1 Statutory Limits

Score	Guidelines Sentence Range
<input type="checkbox"/> .....	No Time
<input type="checkbox"/> .....	0 to 14 days

## Recommendation Table for No New Law

Score	Guidelines Sentence Range
<input type="checkbox"/> Under 19.....	Time served to 6 months
<input type="checkbox"/> 19 to 33.....	3 months to 1 year
<input type="checkbox"/> 34 to 43.....	1 year to 1 year 6 months
<input type="checkbox"/> 44 or more.....	1 year to 4 years

## Recommendation Table for New Law M (Misdemeanor)

Score	Guidelines Sentence Range
<input type="checkbox"/> Under 19.....	Time served to 6 months
<input type="checkbox"/> 19 to 33.....	3 months to 1 year
<input type="checkbox"/> 34 to 43.....	1 year to 1 year 6 months
<input type="checkbox"/> 44 or more.....	1 year to 4 years

## Recommendation Table for New Law F (Felony)

Score	Guidelines Sentence Range
<input type="checkbox"/> 1 to 7.....	Time served to 1 year
<input type="checkbox"/> 8 to 15.....	6 months to 1 year 6 months
<input type="checkbox"/> 16 to 22.....	8 months to 2 years
<input type="checkbox"/> 23 or more.....	1 year 3 months to 4 years



# APPENDIX 1-A

## Conditions of Probation/Post-Release Supervision



VIRGINIA DEPARTMENT OF CORRECTIONS

Effective: 11/01/2001

### Conditions of Probation Supervision

PPS 2 (CCOP-Chapter 3)

To: \_\_\_\_\_ DOC # \_\_\_\_\_

Under the provisions of the Code of Virginia, the Court has placed you on probation supervision this date \_\_\_\_\_ for a period of \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days by the Honorable \_\_\_\_\_ Judge, presiding in the \_\_\_\_\_ Circuit Court at \_\_\_\_\_ Virginia.

Special conditions ordered by the Court are:

Offense & Sentence:

You are being placed on probation supervision subject to the conditions listed below. The Court may revoke or extend your probation supervision and you are subject to arrest upon cause shown by the Court and/or by the Probation Officer.

Probation Supervision conditions are as follows:

01. I will obey all Federal, State and local laws and ordinances.
02. I will report any arrest, including traffic tickets, within 3 days to the Probation and Parole Officer.
03. I will maintain regular employment and I will notify the Probation and Parole Officer promptly of any changes in my employment.
04. I will report in person or by telephone to the Probation and Parole office listed below within three working days of my release from incarceration, and as otherwise instructed thereafter.
05. I will permit the Probation and Parole Officer to visit my home and place of employment.
06. I will follow the Probation and Parole Officer's instructions and will be truthful, cooperative, and report as instructed.
07. I will not use alcoholic beverages to the extent that it disrupts or interferes with my employment or orderly conduct.
08. I will not unlawfully use, possess or distribute controlled substances or related paraphernalia.
09. I will not use, own, possess, transport or carry a firearm.
10. I will not change my residence without the permission of the Probation and Parole Officer. I will not leave the State of Virginia or travel outside of a designated area without permission of the Probation and Parole Officer.
11. I will not abscond from supervision. I understand I will be considered an absconder when my whereabouts are no longer known to my supervising officer. I freely, voluntarily and intelligently waive any right I may have to extradition if arrested outside of Virginia.

Your minimum date of release from supervision is \_\_\_\_\_, but you will remain under supervision until you receive a final release.

You will report as follows: as per the Probation Officer

***I have read the above, and/or had the above read and explained to me, and by my signature or mark below, acknowledge receipt of these Conditions and agree to the Conditions set forth.***

Signed: \_\_\_\_\_ Probation Officer

Date: \_\_\_\_\_ Date: \_\_\_\_\_





**Sex Offender Special Instructions**  
**(Parole, Probation, Conditional Release, and Post-Release Supervision)**

To: \_\_\_\_\_

**Special Instructions:** (check those which apply)

MONITORING

1.  Reside at \_\_\_\_\_. You will not relocate or spend the night at an address other than listed above unless a home plan is investigated and approved by your supervising P&P Officer.
2.  Do not have contact with your victim or victim’s guardian. Contact includes but is not limited to face-to-face meetings, letters, phone calls, any electronic means or through a third party.
3.  Do not purchase, consume or possess alcohol, marijuana and/or illegal substances. You may not take a controlled medication unless it has been prescribed for you by your Physician.
4.  You will not have any contact with anyone under the age of 18. Contact is defined as physical, verbal, written, or third party.
5.  If supervised contact with minors is allowed, the supervisor of this contact must know of your offending behavior and must be approved by your supervising P&P Officer.
6.  You will not use any form of social networking, including but not limited to Facebook, Instagram, Xbox Live, Reddit, etc.
7.  You must obtain prior approval from your supervising P&P Officer to utilize internet services. If mandated by your supervising P&P officer, you must install monitoring software and you will be responsible for the cost of this software service. Your supervising P&P Officer must be listed as an accountability partner.
8.  You will inform your P&P Officer of all current or future computer devices (includes desk/laptop computer, smartphone, smartwatches, and tablets; and networking accessing devices, including internet-connectable gaming systems) possessed or accessible to you.
9.  Employment must be pre-approved by your supervising P&P Officer.
10.  You may not frequent places where children congregate, such as parks, playgrounds, childcare facilities, and schools.
11.  You may not go to, or remain at, a place for the primary purpose of observing or contacting children under the age of 18.



12.  If mandated by code section, Department of Corrections procedure, or instructed to do so by your supervising P&P Officer, you will comply with electronic monitoring to include, but not limited to Global Positioning (GPS), Shadow Track, or other means.

#### TREATMENT

13.  Attend and successfully complete a Sex Offender Treatment Program approved by your supervising P&P Officer and assume the costs of your treatment as directed by your supervising P&P Officer.
14.  You will allow your sex offender treatment provider unrestricted communication with the P&P Office, to include your supervising P&P Officer regarding your attendance, level of participation, and any other information deemed necessary to protect the community from your sexually abusive behavior.
15.  Do not own or have in your possession any sexually explicit materials. Do not view visual images, including any photograph, film, video, picture, or computer or computer-generated, image or picture, printed materials, or any items that act as a stimulus for your abusive cycle or that act as a stimulus to arouse you in an abusive fashion.
16.  You will inform persons with whom you have a significant relationship of your sexual offending behavior as directed by your supervising P&P Officer and/or treatment provider.
17.  You may not participate in friendships and/or relationships with other adults who have children.
18.  You will submit to any polygraph and/or plethysmograph testing deemed appropriate by your supervising P&P Officer and assume the costs of the examination. These examinations will be periodic upon the therapist's or supervising P&P Officer's request.

#### GENERAL

19.  If you have photographed your victims in the past, you may not possess a camera or video recorder.
20.  You will attend and successfully complete an alcohol and/or drug treatment program approved by your supervising P&P Officer.
21.  You must submit to alcosensor and any other drug testing at the direction of your supervising P&P Officer.
22.  You must observe curfew restrictions as directed by your supervising P&P Officer. Your curfew is: \_\_\_\_\_.





- 23.  If mandated by Virginia Code Section 18.2-370.3, you may not live within 500 feet of a child day care center, primary, secondary, or high school.
- 24.  If mandated by Virginia Code Section 18.2-370.5, you understand that you may not enter school property during school hours or during the hours of school related/school sponsored activities.
- 25.  If mandated by Virginia Code Section 18.2-370.2, you understand that you are forever prohibited from going, for the purpose of having contact whatsoever with children who are not in your custody, within 100 feet of the premises of any place owned or operated by a locality that you know or should know is a playground, athletic field or facility, or gymnasium.
- 26.  If mandated by Virginia Code Section 18.2-370.2, you are forever prohibited from loitering within 100 feet of the premises of any place you know or has reason to know is a primary, secondary or high school. In addition, you are prohibited from loitering within 100 feet of the premises of any place you know or have reason to know is a child day program.
- 27.  If required to register with the Virginia State Police Sex Offense and Crimes Against Minors Registry you must report any changes in home, employment, school, and vehicles within three days to the Virginia State Police.
- 28.  If you are allowed internet access, you understand that you must register any electronic mail address information and any instant message, chat, or other Internet communication name or identity information that you use or intend to use with the Virginia State Police. You must register any change of the electronic mail address information, instant message, chat or other Internet communication name or identity information that you use or intend to use, within 30 minutes with the Virginia State Police.

29. Other:

\_\_\_\_\_  
\_\_\_\_\_

30. Other:

\_\_\_\_\_  
\_\_\_\_\_

31. Other:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Probationer/Parolee Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
P&P Officer Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# APPENDIX 1-C



## Special Instructions - Confirmed Gang/STG Members

To: \_\_\_\_\_

Member of: \_\_\_\_\_ Gang/STG

You have been placed on Supervision by the Virginia Parole Board and/or the Circuit Court. Pursuant to Condition #6 of your Conditions of Supervision, having been confirmed as a gang/STG member, you are now being directed to comply with the following instruction(s) as a requirement of your probation, parole and/or post release supervision.

**Special Instructions:** (Initial all conditions below)

1. \_\_\_\_\_ I will not associate or communicate with any known gang/STG members or be in the presence of where they are known to associate.
2. \_\_\_\_\_ I will not wear, display, use, or possess any insignias, emblems, badges, buttons, caps, hats, jackets, shoes, flags, scarves, bandanas, shirts, or other articles of clothing that are evidence of gang/STG membership or affiliation. This also includes photos and writings found inside of the home and on the internet to include any and all social media platforms.
3. \_\_\_\_\_ I will not appear in or at a courthouse unless I have a scheduled case, am a witness in a case, or are conducting personal transactions (for example, paying court costs).
4. \_\_\_\_\_ I will not visit or frequent any school grounds unless I am a student at that school, or are the parent or legal guardian of a child at that school.
5. \_\_\_\_\_ I will not be in possession of graffiti tools, to include: spray paint cans, paint, paint brushes, or any other instruments that can be used to produce graffiti.
6. \_\_\_\_\_ I will not possess any firearms, ammunition, brass knuckles, knives, machetes, explosives, martial arts weapons, tazers, or any other weapons or simulated weapons.
7. \_\_\_\_\_ I will allow a designated representative of the Department of Corrections to visit my home or place of employment. I understand that these contacts may occur at any time and may include members of law enforcement. I also realize that I need not be present when these contacts occur.
8. \_\_\_\_\_ Other: \_\_\_\_\_

I have read the above, and/or had the above read and explained to me, and by my signature or mark below, acknowledge receipt of the instruction(s) and agree to comply with the instruction(s) set forth.

\_\_\_\_\_  
Probationer/Parolee Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
P&P Officer Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**APPENDIX 2**



COMMONWEALTH of VIRGINIA

PROBATION AND PAROLE  
District Address

TELEPHONE

*Department of Corrections*

**SUBSTANCE ABUSE ADMISSION FORM**

Any admission recorded below was given voluntarily and without duress. I understand that this admission may be used in violation proceedings. Either or both Sections I and II may be completed whenever applicable.

I. I, \_\_\_\_\_ VACCIS # \_\_\_\_\_  
Name on Conditions/Agreements

voluntarily admit to using the substances checked below within the last 30 days:

- |  |  |
|--|--|
| <input type="checkbox"/> Cocaine, including Crack    | <input type="checkbox"/> Barbiturates        |
| <input type="checkbox"/> Marijuana                   | <input type="checkbox"/> Heroin              |
| <input type="checkbox"/> Alcohol                     | <input type="checkbox"/> Phencyclidine (PCP) |
| <input type="checkbox"/> Amphetamines, including Ice | <input type="checkbox"/> _____               |

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Signature of Client Signature of Staff

Date: \_\_\_\_\_ District/Unit: \_\_\_\_\_

II. I, \_\_\_\_\_ VACCIS # \_\_\_\_\_  
Name on Conditions/Agreements

voluntarily confirm that the positive (dirty) on-site test findings for the substances checked below are based on test samples provided by me:

- |  |  |
|--|--|
| <input type="checkbox"/> Cocaine, including Crack    | <input type="checkbox"/> Barbiturates        |
| <input type="checkbox"/> Marijuana                   | <input type="checkbox"/> Heroin              |
| <input type="checkbox"/> Alcohol                     | <input type="checkbox"/> Phencyclidine (PCP) |
| <input type="checkbox"/> Amphetamines, including Ice | <input type="checkbox"/> _____               |

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Signature of Client Signature of Staff

Date: \_\_\_\_\_ District/Unit: \_\_\_\_\_

CCOP PPS-15





## Appendix 3: Offense Types

*This is NOT intended to be an exhaustive list of all crimes. This list is to be used as a starting reference only. Please call the Commission for classification of crimes not listed.*

### General Definitions:

#### Person Crime:

Generally defined as a crime where the victim is harassed, threatened, endangered, abducted, injured, killed, forced, sexually assaulted, or hate crime defined in § 52.8.5, or subject of a sex offense. Threats, conspiracies, attempts, and the intent to do the above are included. Offenses in which the offender takes property directly from a victim (in person) or entices a minor to participate in sexually explicit material, activities or prostitution are categorized as person offenses.

*\* Indicates offense may be a person crime if facts of case meet general definition standards.*

#### Property Crime:

Where the crime involves property attainment, destruction, etc., and the elements of a person or traffic crime (see definitions) are not involved.

#### Drug Crime:

Where the crime involves narcotics, marijuana, controlled drugs, or drug paraphernalia.

#### Traffic Crime:

Where the crime involves traffic offenses that are not person crimes. Hit and run with property damage is a traffic crime.

#### Weapon Crime:

Where the crime involves weapon offenses that are not person crimes. Use of a firearm in the commission of a felony is a weapon crime.

#### Other Crime:

Where the crime does not meet any of the definitions above.

### Person Crimes: Virginia Crime Code Prefixes

*This is NOT intended to be an exhaustive list of all person crimes. This list is to be used as a starting reference only. Offenses with the following VCC prefixes are defined as person crimes:*

ABU - Abusive and Insulting Language

ASL - Assault (Except Use of firearm in commission of a felony)

ENT - Entice for specific felonies

EXT - Extortion

FAM - Family Offenses

KID - Kidnapping

MUR - Murder/Homicide

OBS - Obscenity (involving a minor or unconsenting adults)

PRT - Protective Orders

RAP - Rape/Sexual Assault

ROB - Robbery

SEX - Sex Offenses

(Except: Adultery, Bestiality, Bigamy, Cohabitation, Proximity to Children Restrictions, and Prostitution between adults without a force element defined in the statute)

STK - Stalking

TER - Terrorism

VIO - Violent Activities (Except: Fail to file with SCC)

*Please see specific VCCs, with different prefixes, that are also classified as person crimes on pages 5-10 of Appendix E.*

**Property Crimes:**

Offenses with the following VCC prefixes may be property crimes:

Arson - ARS (When not listed as a person crime.)  
Burglary w/ intent to commit larceny - BUR (When not with the intent to commit a person crime.)  
Computer Crime - COM (When not with the intent to injure or harass.)  
Embezzlement - LAR  
Fraud - FRD  
Larceny - LAR. (Larceny from a person, is a person crime.)  
Lottery - LOT  
Money Laundering - MON  
Racketeering - RAC (Offense that Involves coercion or intimidation is a person crime.)  
Solicitation to commit a property offense - SOL  
Tax Crimes - TAX  
Trespass - TRS  
Vandalism - VAN (Shoot or throw missile at car, etc., is a person crime.)

**Drug Crimes:**

All Offenses with "NAR," "MRJ," or "PHA" VCC prefix. Also, drug crimes involving prisoners with 'PRI' prefix. (A child or incapacitated person present during the manufacture of drugs is scored as a person crime).

**Traffic Crimes:**

Offenses with the following VCC prefixes may be traffic crimes:

Buses Trucks - BUS  
DMV Documents - DMV  
Driver Improvement Program - DVP  
Drive While Intoxicated - DWI  
Equipment Violations - EQU  
Highways - HWY  
Hit Run w/ property damage - HIT (With no personal injuries)  
Motorcycles Bicycles - CYC  
Moving Violations - MOV  
Operator's License - LIC (No endangerment)  
Parking - PRK  
Passenger Carriers - PAS  
Reckless Driving - REC  
Registration, Plates, etc. - REG  
Signs Signals - SIG  
Size Weight Violations - SIZ  
Traffic Schools - CDT  
Traffic - Smoking near gas pumps - SMK  
Trailer Dealers - TRL

**Weapon Crimes:**

All Offenses with 'WPN' VCC prefix when not listed as person crime. Use of a firearm in the commission of a felony (ASL-1319-F9 and ASL-1323-F9) are weapon offenses not person crimes.

**Other Crimes:**

Offenses with the following VCC prefixes may be other crimes:

Alcohol Violations - ALC (Includes drunk in public)  
Animals - ANM  
Bribery - BRI  
Disorderly Conduct - DIS  
Dangerous Conduct - DNG (Fail to secure medical attention for child is a person crime.)  
Escape - ESC (Escape by threat, violence or that results in an injury is a person crime.)  
Gambling - GAM  
Perjury - PER  
Pornography/Obscenity - OBS (Involving a minor is a person crime, drunk in public is other.)  
Prison Offenses - PRI (Involving drugs is a drug crime, involving a weapon is a weapon offense.)  
Prostitution between adults without a force element defined in statute/Adultery/Bestiality/ Bigamy/Proximity to Children  
Restrictions (§§ 18.2-370.2, 18.2-370.3, 18.2-370.4 and 18.2-370.5) - SEX  
Sex Offender Registry - SOR  
Trade and Commerce - TRC  
Unlawful Assembly/Riot - RUA (Incite or with injury to another is a person crime.)  
Election and Voting Offenses - VOT

**Notes:**

Accessory after the fact to a felony (ACC-3202-M1), etc. is categorized based on the underlying felony offense. (i.e. accessory after the fact to murder (ACC-0900-F6) is a person crime).

An ordinance violation is categorized based on the comparable offense under Virginia law. Ordinances with only civil penalties are not scored.

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>	
<b>ABORTION</b>			
<b>Type</b>			
Partial birth infanticide, perform	ABO-1404-F4	§ 18.2-71.1	
<b>ACCOMPLICE</b>			
<b>After the Fact</b>			
Accessory after the fact - Class 1 or 2 felony homicide	ACC-0900-F6	§ 18.2-19(i)	
<b>AGRICULTURE, HORTICULTURE &amp; FOOD</b>			
<b>Meat and Poultry Products</b>			
Assault, etc., employee of Board of Agriculture & Consumer Services	AGR-3490-F6	§ 3.2-5410(B)	
<b>ANIMALS</b>			
<b>Dog, Dangerous</b>			
Declared dangerous dog injures/bites human	DOG-3537-M1	§ 3.2-6540.04	
<b>Dog, Vicious</b>			
Fail to care, control, contain dog, results in serious human injury	DOG-4588-F6	§ 3.2-6540.1(D)	
<b>ARSON, EXPLOSIVES, BOMBS</b>			
<b>Bomb</b>			
Enticement to bomb	ARS-2015-F5	§ 18.2-84	
Hoax firebomb, explosive, construct, use or send	ARS-2025-F6	§ 18.2-85	
Smoke bomb in public building	ARS-2022-M2	§ 18.2-87.1	
<b>Building, Dwelling Place/Church</b>			
Occupied dwelling/church, aid or procure burning	ARS-2004-F9	§ 18.2-77(A,ii)	
Occupied dwelling/church, burn	ARS-2003-F9	§ 18.2-77(A,i)	
<b>Building, Other</b>			
Occupied	ARS-2001-F3	§ 18.2-80	
<b>Building, Public</b>			
Occupied	ARS-2008-F3	§ 18.2-79	
<b>Threat or False Communication</b>			
Offender under 18, threat bomb, burn, discharge firearm, etc.	ARS-2024-M1	§ 18.2-83	
Offender 18 or over, threat bomb, burn, discharge firearm, etc.	ARS-2023-F5	§ 18.2-83	
<b>BOATING</b>			
<b>Hit and Run</b>			
Fail to stop and assist, serious injury or death	BOT-6218-F6	§ 29.1-740	
<b>BURGLARY</b>			
<b>Statutory - Murder, Rape, Rob, Arson</b>			
Dwelling house with intent to commit murder, rape, rob, arson	BUR-2211-F3	§ 18.2-90	
Dwelling house with intent to murder, etc. - deadly weapon	BUR-2212-F2	§ 18.2-90	
Other structure with intent to commit murder, rape, rob, arson	BUR-2218-F3	§ 18.2-90	
Other structure with intent to murder, etc. - deadly weapon	BUR-2215-F2	§ 18.2-90	
<b>Statutory - Other Felony, Assault &amp; Battery</b>			
Dwelling house with intent to commit larceny, A&B, etc.	BUR-2213-F9	§ 18.2-91	*May Meet Standards
Dwelling with intent to commit larceny, A&B, etc. - deadly weapon	BUR-2214-F2	§ 18.2-91	*May Meet Standards
Other structure with intent to commit larceny, A&B, etc.	BUR-2216-F9	§ 18.2-91	*May Meet Standards
Other structure with intent to commit larceny, A&B, etc. - weapon	BUR-2217-F2	§ 18.2-91	*May Meet Standards
<b>COMPUTER CRIME</b>			
<b>Computer Harassment</b>			
Coerce, intimidate or harass person by computer	COM-2997-M1	§ 18.2-152.7:1	
<b>Computer Trespass - Injury to Person</b>			
Malicious computer use - intent physical injury to individual	COM-2965-F3	§ 18.2-152.7	

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>
<b>COMPUTER CRIME</b>		
<b>Computer Trespass - Injury to Person</b>		
Unlawful computer use - intent physical injury to individual	COM-2966-F6	§ 18.2-152.7
<b>CONSERVATION</b>		
<b>Air Pollution</b>		
Closure plan/lack of funds, threat/harm to humans/environment results	CNV-7019-F4	§ 10.1-1309.1
<b>Electrical Generation Facility</b>		
Renewable energy, violation places another in danger	CNV-7057-F9	§ 10.1-1197.9(F)
Renewable energy, violation places another in danger, subsequent	CNV-7058-F9	§ 10.1-1197.9(F)
<b>Hazardous Waste</b>		
Abandon hazardous waste management facility - threat to health	CNV-7036-F4	§ 10.1-1428
Transport, treat, dispose, endangerment to others	CNV-7006-F9	§ 10.1-1455(I)
<b>CONTEMPT OF COURT</b>		
<b>Other</b>		
Vile, insulting language addressed to/published about judge	CON-3281-S9	§ 18.2-456(A,3)
Violence, threats to judge, juror, witness, court officer	CON-3280-S9	§ 18.2-456(A,2)
<b>Type Not Clear</b>		
Contempt of Court - Type not clear from record	CON-5010-S9	*May Meet Standards
<b>DANGEROUS CONDUCT</b>		
<b>Dead Body</b>		
Conceal, etc., dead body	DNG-4800-F6	§ 18.2-323.02
<b>Minors</b>		
Fail to secure med. attention for injured or battered child	DNG-3216-M1	§ 18.2-314
<b>Snakes</b>		
Handle, etc., to endanger humans	DNG-3219-M4	§ 18.2-313
<b>ELECTION / VOTING OFFENSES</b>		
<b>Bribery</b>		
Bribery, intimidation, etc., of officers, etc., of election	VOT-5111-F5	§ 24.2-1000
Bribery, intimidation, etc., of person receiving ballot	VOT-5106-M1	§ 24.2-1005
<b>ESCAPES</b>		
<b>Fire</b>		
Escape or attempted escape by setting fire to jail	ESC-4910-F4	§ 18.2-480
<b>With Force</b>		
Escape by force or violence from jail	ESC-4908-F6	§ 18.2-477
Juvenile facility by force or violence, escape from secure	ESC-4927-F6	§ 18.2-477.1(B)
Not convicted, escape from jail/custody by force or violence	ESC-4911-F6	§ 18.2-478
<b>GAME, FISH, WILDLIFE</b>		
<b>Law Enforcement, Impede</b>		
Impede game warden/law enforcement	GFW-3350-M2	§ 29.1-207
<b>GANGS</b>		
<b>Recruitment</b>		
Felony, use force/threats to encourage person to commit a	MOB-1296-F6	§ 18.2-46.3(B,c)
Membership, use force or threats to encourage	MOB-1294-F6	§ 18.2-46.3(B,a)
Membership, use force or threats to encourage continued	MOB-1295-F6	§ 18.2-46.3(B,b)
<b>Recruitment - School Zone, Community Center, Etc.</b>		
Felony, use force/threats to encourage person to commit - school, etc.	MOB-1286-F4	§ 18.2-46.3(B,c)
Membership, use force or threats to encourage - school, etc.	MOB-1284-F4	§ 18.2-46.3(B,a)
Membership, use force or threats to encourage continued - school, etc.	MOB-1285-F4	§ 18.2-46.3(B,b)

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>
<b>HEALTH</b>		
<b>Anatomical Gift</b>		
Sale or purchase body parts	HEA-5564-F4	§ 32.1-291.16
<b>Body Parts / Fluids</b>		
Trafficking in dead human bodies	HEA-5514-M1	§ 32.1-303
<b>Decisions Act</b>		
Action caused life-prolonging procedures to be used	HEA-5568-F6	§ 54.1-2989
Conceal, etc., do not resuscitate order/directive	HEA-5560-M1	§ 54.1-2989
Conceal, etc., do not resuscitate order/directive - death hastened	HEA-5567-F2	§ 54.1-2989
Conceal, etc., revocation of do not resuscitate order - death hastened	HEA-5563-F2	§ 54.1-2989
Falsify, etc., do not resuscitate order/directive	HEA-5566-M1	§ 54.1-2989
Falsify, etc., do not resuscitate order/directive - death hastened	HEA-5562-F2	§ 54.1-2989
Falsify, etc., revocation of do not resuscitate order - death hastened	HEA-5569-F2	§ 54.1-2989
Falsify, etc., revocation of do not resuscitate order/directive	HEA-5561-M1	§ 54.1-2989
<b>INTELLIGENCE, CRIMINAL/TERRORISM</b>		
<b>Virginia Fusion Intelligence Center</b>		
Disseminate criminal or terrorism intelligence - death/injury results	INT-8051-F4	§ 52-48
<b>LABOR</b>		
<b>Minor</b>		
Permit person under 18 to perform, etc., in sexually explicit material	LAB-7489-F6	§ 40.1-100.2
<b>Procurement</b>		
Receive money, etc., for procuring < age 18 for forced labor/services	LAB-7485-F3	§ 18.2-356(iii)
Receive money, etc., for procuring person for forced labor/services	LAB-7482-F4	§ 18.2-356(iii)
<b>Safety</b>		
Employer's violation of safety rules results in death	LAB-7471-M9	§ 40.1-49.4(K)
Employer's violation of safety rules results in death - 2nd/subsq.	LAB-7470-S9	§ 40.1-49.4(K)
<b>LARCENY</b>		
<b>Grand</b>		
\$5 or more from person	LAR-2361-F9	§ 18.2-95(i)
<b>Petit</b>		
Less than \$5 from person	LAR-2367-M1	§ 18.2-96(1)
<b>MENTAL HEALTH</b>		
<b>Miscellaneous</b>		
Mistreatment of patient(s) in hospital	HEA-5516-M1	§ 37.2-427
<b>NARCOTICS</b>		
<b>Minors - Methamphetamine</b>		
Child under age 15, present during manufacture, etc., of meth	NAR-3160-F9	§ 18.2-248.02(i)
Custodial child, age ≥ 15, present during manufacture, etc., of meth	NAR-3161-F9	§ 18.2-248.02(ii)
<b>Schedule I or II Drugs - Manufacture Methamphetamine</b>		
Incapacitated/helpless person present during manufacture, etc. of meth	NAR-3162-F9	§ 18.2-248.02(iii)
<b>OBSTRUCTION OF JUSTICE</b>		
<b>False Emergency Communication</b>		
False emergency communication, results in serious injury	JUS-4835-F6	§ 18.2-461.1(C)
False emergency communication, results in a death	JUS-4836-F5	§ 18.2-461.1(D)
<b>Obstruct or Impede in Court</b>		
Obstruct/impede justice in court - drug, gang, §17.1-805 offenses	JUS-4820-F5	§ 18.2-460(C)
<b>Officer</b>		
Extortion by officer	JUS-4816-M4	§ 18.2-470

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>	
<b>OBSTRUCTION OF JUSTICE</b>			
<b>Resisting Arrest/Intimidation of LEO, Judge, Juror, CA, Etc.</b>			
Resisting arrest, obstructing justice by threats bodily harm or force	JUS-4832-F5	§ 18.2-460(C)	
Resisting arrest, obstructing justice by threats or force, etc.	JUS-4828-M1	§ 18.2-460(B)	
<b>PICKETING</b>			
<b>Type</b>			
Picketing of dwelling house	PIC-3239-M3	§ 18.2-419	
<b>PORNOGRAPHY REGISTRY, CHILD</b>			
<b>Type</b>			
Unauthorized use or dissemination of information	POR-3700-F6	§ 19.2-390.3	
<b>PROFESSIONS AND OCCUPATIONS</b>			
<b>Health Professions</b>			
Invasive procedure performed without license	PRO-5865-F6	§ 54.1-2409.1(i)	
<b>RIOT AND UNLAWFUL ASSEMBLY</b>			
<b>Police, Firefighter, EMS, Etc.</b>			
EMS, rescue squads, etc., obstruct duties of	RUA-5326-M2	§ 18.2-414.1	
<b>Other</b>			
Conspire with, incite others to riot	RUA-5315-F5	§ 18.2-408	
Injury to another, damage to property	RUA-5318-F6	§ 18.2-414	*May Meet Standards
<b>SANITATION LAW</b>			
<b>Type</b>			
Violation places person in danger of death or serious injury	SAN-5544-F9	§ 32.1-164	
<b>SEX OFFENDER &amp; CRIMES AGAINST MINORS REGISTRY</b>			
<b>Type</b>			
Use of unmanned aircraft to contact, capture images, etc.	SOR-3649-M1	§ 18.2-324.2(A)	
<b>SOLICITATION</b>			
<b>Common Law</b>			
Solicitation to commit misdemeanor (common law)	SOL-7203-M1	§ 1-200	*May Meet Standards
<b>Solicitation to commit a murder</b>			
Solicitation to commit murder	SOL-7202-F9	§ 18.2-29	
<b>Type Not Clear</b>			
Solicitation to commit a felony	SOL-7200-F6	§ 18.2-29	*May Meet Standards
Solicitation to commit felony - adult solicits juvenile	SOL-7201-F5	§ 18.2-29	*May Meet Standards
<b>TELEPHONE</b>			
<b>Abusive Calls</b>			
Abusive, profane, threatening calls or text on phone, C.B. radio	TEL-3245-M1	§ 18.2-427	
<b>False Reports</b>			
False reports concerning deaths, injury, etc.	TEL-3247-M1	§ 18.2-428	
<b>Ringling</b>			
Annoying ringling, etc., to emergency personnel, false report	TEL-3199-M1	§ 18.2-429(B)	
Annoying ringling, etc., with or without intent to converse	TEL-3246-M3	§ 18.2-429(A)	
Annoying ringling, etc., with or without intent to converse, subsequent	TEL-3191-M2	§ 18.2-429(A)	
<b>TRACKING DEVICE</b>			
<b>Unauthorized Use</b>			
Unauthorized use of electronic tracking device	TRK-2129-M1	§ 18.2-60.5	
<b>TRAFFIC - HIT AND RUN, ACCIDENT REPORTS</b>			
<b>Accident Report</b>			
Injury or death, fail to notify police immediately	HIT-6612-M4	§ 46.2-371	

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>
<b>TRAFFIC - HIT AND RUN, ACCIDENT REPORTS</b>		
<b>Hit and Run</b>		
Victim injured - driver fails to stop, report or assist	HIT-6608-F5	§ 46.2-894
Victim injured - passenger fail to report	HIT-6614-F6	§ 46.2-895
<b>TRAFFIC - MISCELLANEOUS</b>		
<b>Type</b>		
Damage any veh. engaged in business or threaten operator	MOV-6574-M1	§ 46.2-818(3)
<b>TRAFFIC - OPERATOR'S LICENSE</b>		
<b>License Revoked for DWI, Manslaughter, Maiming</b>		
Operate vehicle after license revoked - endangerment	LIC-6859-F9	§ 46.2-391(D,2a,i
<b>TRAFFIC - PEDESTRIANS</b>		
<b>Injury</b>		
Fail to stop at intersection, results in serious injury or death	REC-6384-M1	§ 46.2-924(A,3)
<b>TRAFFIC - RECKLESS DRIVING</b>		
<b>Aggressive Driving</b>		
Aggressive driving with intent to injure	REC-6655-M1	§ 46.2-868.1
<b>Death</b>		
Driving license suspended/reckless driving causes death of another	REC-6626-F6	§ 46.2-868(B)
<b>Elude Police, Disregard Command to Stop</b>		
Disregard police command to stop, endangerment	REC-6624-F6	§ 46.2-817(B)
Law-enforcement officer killed as result of pursuit	REC-6640-F4	§ 46.2-817(C)
<b>Racing or Exhibition Driving</b>		
Cause death of another by racing or exhibition driving	REC-6633-F9	§ 46.2-865.1(A,2)
Racing or exhibition driving, causes serious bodily injury	REC-6635-F6	§ 46.2-865.1(A,1)
<b>Vulnerable Road User</b>		
Cause serious injury or death to vulnerable road user	REC-6669-M1	§ 46.2-816.1
<b>Other</b>		
Endanger life or limb	REC-6625-M1	§ 46.2-852
Parking lots - drive in endangering life or limb	REC-6630-M1	§ 46.2-864
<b>TRESPASS</b>		
<b>Dead Human Body, Displace or Defile</b>		
Disinter, displace body from vault, grave, other burial place	TRS-5726-F4	§ 18.2-126(A)
Physically defile dead human body	TRS-5729-F6	§ 18.2-126(B)
<b>Hate Crime</b>		
Hate crime; intent to damage property	TRS-5728-F6	§ 18.2-121
<b>Peeping</b>		
Peep or spy into dwelling by electronic device	TRS-5747-M1	§ 18.2-130.1(A)
Peep or spy into dwelling place	TRS-5718-M1	§ 18.2-130(A)
Unmanned aircraft (UAS) used to peep or spy	TRS-5742-M1	§ 18.2-130.1(B)
Use peephole or other aperture to view nonconsenting person	TRS-5700-M1	§ 18.2-130(B)
<b>School Property</b>		
Intent to abduct from school property/bus, (not parent)	TRS-5707-F6	§ 18.2-128(B)
<b>VANDALISM, DAMAGE PROPERTY</b>		
<b>Communications</b>		
Interfere with emergency two-way radio communications	VAN-2953-M1	§ 18.2-165.2
<b>Utilities: Telephone, Radio</b>		
Damage telephone line, etc., to prevent summoning law enforcement	VAN-3192-M1	§ 18.2-164(B)
<b>Vehicle</b>		
Shoot or throw missile at train, car, vessel w/o malice	VAN-2940-F6	§ 18.2-154

## Person Crimes: Specific Virginia Crime Codes

<u>Description</u>	<u>VCC</u>	<u>Statute</u>	
<b>VANDALISM, DAMAGE PROPERTY</b>			
<b>Vehicle</b>			
Shoot or throw missile at train, car, vessel w/malice	VAN-2939-F4	§ 18.2-154	
<b>Vehicle - Law Enforcement/Emergency</b>			
Shoot or throw missile at law enforc./emerg. veh. w/malice	VAN-2905-F4	§ 18.2-154	
Shoot or throw missile at law enforc./emerg. veh. w/o malice	VAN-2906-F6	§ 18.2-154	
<b>VIOLENT ACTIVITIES</b>			
<b>Type</b>			
Burn object on highway/public place w/intent to intimidate	VIO-5333-F6	§ 18.2-423.01(B)	
Burn object on private property w/intent to intimidate	VIO-5332-F6	§ 18.2-423.01(A)	
Cross, burn to intimidate	VIO-5328-F6	§ 18.2-423	
Noose, display in public place to intimidate	VIO-5339-F6	§ 18.2-423.2	
Noose, display on private property to intimidate	VIO-5338-F6	§ 18.2-423.2	
Paramilitary activity to cause disorder, teach, assemble for	VIO-5331-F5	§ 18.2-433.2	
Swastika, placement on building or private property to intimidate	VIO-5329-F6	§ 18.2-423.1(A)	
Swastika, placement on highway, public place, to intimidate	VIO-5334-F6	§ 18.2-423.1(B)	
Wearing of masks or hoods to conceal identity	VIO-5320-F6	§ 18.2-422	
<b>WATERS, PORTS AND HARBORS</b>			
<b>General Penalties</b>			
Violation places person in danger of death or serious injury	WTR-7005-F9	§ 62.1-44.32(c)	
Violation places person in danger of death or serious injury, subseq.	WTR-7079-F9	§ 62.1-44.32(c)	
<b>Ground Water</b>			
Imminent danger as a result of ground water violation	WTR-7615-F9	§ 62.1-270(C)	
<b>Sewage Treatment</b>			
Ceases operations after waiver, harms humans or the environment	WTR-7611-F4	§ 62.1-44.18:3(B)	
Fail to implement closure plan, results in harm to humans/environment	WTR-7020-F4	§ 62.1-44.18:3(A)	
<b>WEAPONS</b>			
<b>Brandish</b>			
Brandish machete or bladed weapon	WPN-5210-M1	§ 18.2-282.1	
Brandish or point firearm	WPN-5251-M1	§ 18.2-282(A)	
Brandish or point firearm; 3rd/subsequent	WPN-5274-F6	§ 18.2-282(A)	
<b>Building</b>			
Discharge firearm, missile in/at occupied bldg, unlawfully	WPN-5242-F6	§ 18.2-279	
Discharge firearm, missile in/at occupied bldg., maliciously	WPN-5229-F4	§ 18.2-279	
<b>Public Place</b>			
Discharge firearm in public place, does not result in injury	WPN-5221-M1	§ 18.2-280(A)	
Discharge firearm in public place, results in injury	WPN-5301-F6	§ 18.2-280(A)	
Discharge firearm in public place; 3rd/subsequent	WPN-5273-F6	§ 18.2-280(A)	
<b>Reckless Handling</b>			
Reckless handling of firearm causes serious injury	WPN-5308-F6	§ 18.2-56.1(A1)	
Reckless/leave loaded firearm, endangering child age <14	WPN-5249-M1	§ 18.2-56.2(A)	
<b>Schools</b>			
Brandish machete or bladed weapon on school property	WPN-5287-F6	§ 18.2-282.1	
Brandish/point firearm on school property or w/in 1000 feet	WPN-5258-F6	§ 18.2-282(A)	
Discharge firearm on public property within 1000 feet of school	WPN-5201-F4	§ 18.2-280(C)	*May Meet Standards
Discharge firearm upon buildings or grounds	WPN-5200-F4	§ 18.2-280(B)	*May Meet Standards
Discharge firearm within or at occupied school	WPN-5255-F4	§ 18.2-279	

**Person Crimes: Specific Virginia Crime Codes**

<u>Description</u>	<u>VCC</u>	<u>Statute</u>	
<b>WEAPONS</b>			
<b>Schools</b>			
Firearm, use or attempt to use on school property, etc.	WPN-5300-F9	§ 18.2-308.1(C)	
<b>Tear Gas</b>			
Malicious release of dangerous gas resulting in injury	WPN-5239-F3	§ 18.2-312	
Unlawful release of dangerous gas resulting in injury	WPN-5240-F6	§ 18.2-312	
<b>Vehicle</b>			
Discharge firearm from motor vehicle	WPN-5248-F5	§ 18.2-286.1	*May Meet Standards

## Appendix 4

### Similar Offense Types (Same Prefix or As Listed in Chart)

Use the table below to decide if a new felony or misdemeanor conviction is similar in behavior to the current most serious primary offense in the Current Probation Violation Event. This lists the Virginia Crime Code (VCC) prefix for the primary offense and identifies the VCC prefix for any similar offense or behavior. If the new felony or misdemeanor has the same prefix as the primary offense or a VCC prefix identified below as similar, points are assigned.

**This factor is limited to the offense and VCC listed as the current most serious primary offense at the top of Worksheet.** If the new felony or misdemeanor conviction is similar behavior to any offense other than the primary offense in the Current Probation Violation Event, the similar behavior factor is not scored.

VCC Prefix for the Primary Offense	VCC Prefix for Similar/Related Offenses
ARS (Arson)	ARS, VAN, FIR
ASL (Assault)	ASL, MUR, RAP, SEX, TEL, STK, KID, PRT
BUR (Burglary)	BUR, TRS
DWI (Driving While Intoxicated)	DWI, ALC, LIC, REC, HIT
ESC (Escape)	ESC, PRI
EXT (Extortion)	EXT
FAM (Family Offenses)	FAM, LAB
FRD (Fraud)	FRD, LAR, CHK, COM, EMP, LOT
FTA (Failure to Appear)	FTA
HIT (Hit and Run)	HIT, DWI, ALC, LIC, REC
KID (Kidnapping)	KID
LAR (Larceny)	LAR, FRD, CHK, COM, EMP, LOT
LIC (License Offenses)	LIC, DWI, ALC, REC, HIT
MOB (Mob)	MOB
MUR (Homicide/Murder)	MUR, ASL
NAR / MRJ (Drugs)	NAR, PHA, MRJ
OBS (Obscenity)	OBS (not drunk in public), SEX, RAP, SOR
PER (Perjury)	PER
PRI (Prisoner Offenses)	PRI, ESC
RAP (Rape)	RAP, SEX, OBS (not drunk in public), SOR
REC (Reckless Driving)	REC, LIC, DWI, ALC, HIT
ROB (Robbery)	ROB, LAR2361F9
SEX (Sexual Assault Offenses)	SEX, RAP, SOR, OBS (not drunk in public)
SOR (Sex Offender Registry)	SOR, SEX, RAP, OBS (not drunk in public)
TEL (Telephone)	TEL
VAN (Vandalism)	VAN, ARS
WPN (Weapon)	WPN, ASL1319F9, ASL1323F9



## APPENDIX 5

### FIPS Codes

Locality	Circuit	FIPS Code	Prob. District
ACCOMACK	2A	001	4
ALBEMARLE	16	003	9
ALEXANDRIA	18	510	36
ALLEGHANY	25	005	40
AMELIA	11	007	7
AMHERST	24	009	13
APPOMATTOX	10	011	24
ARLINGTON	17	013	10
AUGUSTA	25	015	12
BATH	25	017	12
BEDFORD CITY	24	515	20
BEDFORD COUNTY	24	019	20
BLAND	27	021	16
BOTETOURT	25	023	40
BRISTOL	28	520	17
BRUNSWICK	6	025	38
BUCHANAN	29	027	43
BUCKINGHAM	10	029	24
BUENA VISTA	25	530	12
CAMPBELL	24	031	13
CAROLINE	15	033	41
CARROLL	27	035	16
CHARLES CITY	9	036	34
CHARLOTTE	10	037	24
CHARLOTTESVILLE	16	540	9
CHESAPEAKE	1	550	31
CHESTERFIELD	12	041	27
CLARKE	26	043	11
CLIFTON FORGE	25	560	40
COLONIAL HEIGHTS	12	570	27
COVINGTON	25	580	40
CRAIG	25	045	40
CULPEPER	16	047	26
CUMBERLAND	10	049	24

<b>Locality</b>	<b>Circuit</b>	<b>FIPS Code</b>	<b>Prob. District</b>
DANVILLE	22	590	14
DICKENSON	29	051	18
DINWIDDIE	11	053	7
EMPORIA	6	595	38
ESSEX	15	057	33
FAIRFAX CITY	19	600	29
FAIRFAX COUNTY	19	059	29
FALLS CHURCH	17	610	29
FAUQUIER	20	061	25
FLOYD	27	063	28
FLUVANNA	16	065	9
FRANKLIN CITY	5	620	42
FRANKLIN COUNTY	22	067	37
FREDERICK	26	069	11
FREDERICKSBURG	15	630	21
GALAX	27	640	16
GILES	27	071	16
GLOUCESTER	9	073	5
GOOCHLAND	16	075	9
GRAYSON	27	077	16
GREENE	16	079	26
GREENSVILLE	6	081	38
HALIFAX	10	083	8
HAMPTON	8	650	30
HANOVER	15	085	41
HARRISONBURG	26	660	39
HENRICO	14	087	32
HENRY	21	089	22
HIGHLAND	25	091	12
HOPEWELL	6	670	38
ISLE OF WIGHT	5	093	6
JAMES CITY	9	095	34
KING AND QUEEN	9	097	5
KING GEORGE	15	099	21
KING WILLIAM	9	101	5

<b>Locality</b>	<b>Circuit</b>	<b>FIPS Code</b>	<b>Prob. District</b>
LANCASTER	15	103	33
LEE	30	105	18
LEXINGTON	25	678	12
LOUDOUN	20	107	25
LOUISA	16	109	9
LUNENBURG	10	111	8
LYNCHBURG	24	680	13
MADISON	16	113	26
MANASSAS	31	683	35
MARTINSVILLE	21	690	22
MATHEWS	9	115	5
MECKLENBURG	10	117	8
MIDDLESEX	9	119	5
MONTGOMERY	27	121	28
NELSON	24	125	13
NEW KENT	9	127	34
NEWPORT NEWS	7	700	19
NORFOLK	4	710	2
NORTHAMPTON	2A	131	4
NORTHUMBERLAND	15	133	33
NORTON	30	720	18
NOTTOWAY	11	135	7
ORANGE	16	137	26
PAGE	26	139	39
PATRICK	21	141	22
PETERSBURG	11	730	7
PITTSYLVANIA	22	143	14
POQUOSON	9	735	34
PORTSMOUTH	3	740	3
POWHATAN	11	145	7
PRINCE EDWARD	10	147	24
PRINCE GEORGE	6	149	38
PRINCE WILLIAM	31	153	35
PULASKI	27	155	28

<b>Locality</b>	<b>Circuit</b>	<b>FIPS Code</b>	<b>Prob. District</b>
RADFORD	27	750	28
RAPPAHANNOCK	20	157	25
RICHMOND CITY	13	760	1
RICHMOND COUNTY	15	159	33
ROANOKE CITY	23	770	15
ROANOKE COUNTY	23	161	15
ROCKBRIDGE	25	163	12
ROCKINGHAM	26	165	39
RUSSELL	29	167	17
SALEM	23	775	15
SCOTT	30	169	18
SHENANDOAH	26	171	11
SMYTH	28	173	17
SOUTHAMPTON	5	175	42
SPOTSYLVANIA	15	177	21
STAFFORD	15	179	21
STAUNTON	25	790	12
SUFFOLK	5	800	6
SURRY	6	181	38
SUSSEX	6	183	38
TAZEWELL	29	185	43
VIRGINIA BEACH	2	810	23
WARREN	26	187	11
WASHINGTON	28	191	17
WAYNESBORO	25	820	12
WESTMORELAND	15	193	33
WILLIAMSBURG	9	830	34
WINCHESTER	26	840	11
WISE	30	195	18
WYTHE	27	197	16
YORK	9	199	34
FEDERAL / US		999	
OTHER STATE/COUNTRY		888	

## APPENDIX 6

### US States and Territory Abbreviations

STATE	ABBREVIATION	STATE	ABBREVIATION
Alabama.....	AL	New York.....	NY
Alaska.....	AK	North Carolina.....	NC
Arizona.....	AZ	North Dakota.....	ND
Arkansas.....	AR	Ohio.....	OH
California.....	CA	Oklahoma.....	OK
Colorado.....	CO	Oregon.....	OR
Connecticut.....	CT	Pennsylvania.....	PA
Delaware.....	DE	Puerto Rico.....	PR
District of Columbia.....	DC	Rhode Island.....	RI
Florida.....	FL	South Carolina.....	SC
Georgia.....	GA	South Dakota.....	SD
Hawaii.....	HI	Tennessee.....	TN
Idaho.....	ID	Texas.....	TX
Illinois.....	IL	Utah.....	UT
Indiana.....	IN	Vermont.....	VT
Iowa.....	IA	Virginia.....	VA
Kansas.....	KS	Washington.....	WA
Kentucky.....	KY	West Virginia.....	WV
Louisiana.....	LA	Wisconsin.....	WI
Maine.....	ME	Wyoming.....	WY
Maryland.....	MD		
Massachusetts.....	MA	American Samoa.....	AS
Michigan.....	MI	Fed. States of Micronesia.....	FM
Minnesota.....	MN	Guam.....	GU
Mississippi.....	MS	Marshall Islands.....	MH
Missouri.....	MO	Northern Mariana Islands.....	MP
Montana.....	MT	Palau.....	PW
Nebraska.....	NE	Virgin Islands.....	VI
Nevada.....	NV	Federal/US.....	US
New Hampshire.....	NH		
New Jersey.....	NJ	Missing.....	.99
New Mexico.....	NM	Unknown.....	.88

## APPENDIX 7



### *Commonwealth of Virginia*

*Department of Corrections  
Division of Community Corrections  
Adult Probation and Parole*

TELEPHONE NO.

FAX NO.

August 23, 2021

NAME  
CORIS: 00000000  
DOB: 01/23/1988  
SSN: 123-45-6789

This letter will constitute as a cover letter from PO John Doe for the above mentioned individual. Attached is a Major Violation Report from **Jane Doe**, Probation and Parole Officer from Martinsville Probation and Parole.

Pittsylvania County Circuit Court

CR16000624      Distribution of Imitation Schedule I Controlled Substance

Total Revocable Time: 2 years, 3 months, 10 days

Previous Violation(s) for current court and docket numbers only:

03/21/2021    Violation of conditions 6 and 8

This violation constitutes the second technical violation of conditions 2-8 and 10.

Special condition violation:      YES [  ]      NO [  ]

New law violation:                    YES [  ]      NO [  ]