

Sentencing Guidelines Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after **July 1, 2008**.

◆ **OFFENDER**

First: _____ Middle: _____

Last: _____ Suffix: _____

Date of Birth: / / Social Security Number: - -

CCRE:

V	A								
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 PSI Number:

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For Use by Probation Officer

◆ COURT

Judicial Circuit : City/County: FIPS Code:

Judge's Name: _____

Preparer Name: _____ Preparer Title: ☐ Commonwealth's Attorney ☐ Probation Officer

Prosecuting Commonwealth's Attorney: _____ Defense Attorney: _____

◆ CONVICTIONS

Offense	Counts	VCC	Offense Date
Primary Offense:			Month Day Year

Additional Offenses: _____

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_____ - _____ - _____ _____ / _____ / _____

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Primary Offense Code Section : § _____ Docket Number: _____

◆ METHOD OF ADJUDICATION

☐ Jury Trial → **Sentence Set by Jury:** ☐ Life Sentence
Enter Sentence

Years			Months		Days		

☐ Bench Trial ☐ Guilty Plea ☐ Alford Plea/Nolo contendere

◆ SENTENCING GUIDELINES RECOMMENDATIONS

Section B

- ☐ Probation / No Incarceration
- ☐ Incarceration 1 Day to 3 Months
- ☐ Incarceration 1 Day to 6 Months
- ☐ Incarceration 3 to 6 Months
- ☐ Probation / No Incarceration or Incarceration to 6 Months

Mandatory Minimum _____

Section C

- ☐ Life Sentence
- ☐ Incarceration *(Enter Midpoint and Range Below)*

Range Midpoint

Sentence Range

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TO

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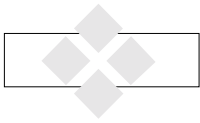
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Years Months Years Months

☐ Recommendation Adjusted for **Mandatory Minimum**

◆ NONVIOLENT RISK ASSESSMENT Section D of Drug, Fraud, and Larceny Worksheets

- ☐ Recommended for Alternative Punishment ☐ Not Applicable
☐ NOT Recommended for Alternative Punishment



Final Disposition

Fill in after sentence has been pronounced.

◆ SENTENCE

	Years	Months	Days	
Total Time Imposed Before Suspension				☐ Life Sentence +
Total Time to Serve (effective)				☐ Life Sentence + ☐ Sentenced to Time Served
Post Release Term §18.2 -10				
Post Release Supervision Period §19.2 - 295.2 (A)				
Probation Period (Supervised) §19.2 - 303				☐ Indefinite

Check all that apply

☐ Incarceration Sentence to Run Concurrently With Another Sentencing Event

☐ Written Plea Agreement Accepted ☐ Oral Sentence Recommendation Accepted

☐ Restitution \$, , . ☐ Fine \$, , .

Other Sentencing Programs (Check all that apply)

☐ Day Reporting	☐ Community-Based Program _____ Specify type or name of program
☐ Diversion Center Incarceration	☐ Detention Center Incarceration
☐ Electronic Monitoring	☐ Drug Court
☐ Unsupervised Probation	☐ Intensive Probation
☐ §18.2-251	☐ Youthful Offender
	☐ Other _____ Specify type or name of program

Office Use Only

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◆ REASON FOR DEPARTURE

Must be completed pursuant to §19.2-298.01(B)

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◆ SENTENCING DATE

	/		/	
Month		Day		Year

Judge's Signature

◆ ATTACH COURT ORDER AND MAIL

Pursuant to §19.2-298.01(E) _____

After sentencing, send to:

Virginia Criminal Sentencing Commission • Fifth Floor • 100 North Ninth Street • Richmond, Virginia 23219

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Error Code	Audit Code	PSI	Misc.	

Larceny Section A

Offender Name: _____

◆ Primary Offense

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

Score

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◆ Primary Offense Additional Counts Total the maximum penalties for counts of the primary not scored above

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

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

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

0	
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◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

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

0	
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◆ Prior Felony Larceny Convictions/Adjudications

Number:	1	2
	2 - 3	3
	4 or more	4

0	
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◆ Other Prior Felony Property Convictions/Adjudications

Number:	1 - 4	1
	5 or more	2

0	
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◆ Prior Felony Convictions/Adjudications Against Person

Number:	1	1
	2 or more	2

0	
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◆ Prior Misdemeanor Convictions/Adjudications

Number:	1 - 4	1
	5 - 8	2
	9 or more	3

0	
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◆ Prior Incarcerations/Commitments

If YES, add 5 →

0	
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◆ Prior Juvenile Record

If YES, add 1 →

0	
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◆ Legally Restrained at Time of Offense

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

0	
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SCORE THE FOLLOWING FACTOR **ONLY** IF PRIMARY OFFENSE IS **EMBEZZLEMENT §18.2-111**

◆ Amount of Embezzlement

Amount:	Less than \$10,000	0
	\$10,000 - \$19,999	3
	\$20,000 - \$74,999	6
	\$75,000 or more	9

0	
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Total Score

If total is 15 or less, go to **Section B**. If total is 16 or more, go to **Section C**.

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Larceny Section B

Offender Name: _____

◆ Primary Offense

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

Score

0	
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◆ Primary Offense Additional Counts Total the maximum penalties for counts of the primary not scored above

- Years: Less than 22 0 32 - 42 2
- 22 - 31 1 43 or more 3

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

- Years: Less than 1 0
- 1 - 10 1
- 11 - 21 2
- 22 - 31 3
- 32 - 42 4
- 43 or more 5

0	
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◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

- Years: Less than 2 0
- 2 - 19 1
- 20 - 38 2
- 39 or more 3

0	
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◆ Prior Misdemeanor Convictions/Adjudications

- Number: 1 - 2 2
- 3 3
- 4 or more 4

0	
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◆ Prior Incarcerations/Commitments

If YES, add 7 →

0	
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◆ Legally Restrained at Time of Offense

- None 0
- Other than parole/post-release, supervised probation or CCCA 4
- Parole/post-release, supervised probation or CCCA 5

0	
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SCORE THE FOLLOWING FACTOR ONLY IF PRIMARY OFFENSE IS EMBEZZLEMENT §18.2-111

◆ Amount of Embezzlement

- Amount: Less than \$15,000 0
- \$15,000 or more 3

0	
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Total Score

See **Larceny Section B Recommendation Table** to convert score to guidelines sentence.
Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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Larceny Section C

Offender Name: _____

____ Prior Record Classification ____

◆ Primary Offense

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

Score

0		
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◆ Primary Offense Additional Counts

Maximum Penalty:	5,10	1
(years)	20	2

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◆ Additional Offenses

Maximum Penalty:	Less than 5	0
(years)	5, 10	1
	20	2
	30	3
	40 or more	5

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◆ Prior Convictions/Adjudications

Maximum Penalty:	Less than 10	0
(years)	10, 20	1
	30	2
	40 or more	3

0		
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◆ Prior Felony Larceny Convictions/Adjudications

Number:	1	1
	2	2
	3	3
	4 or more	4

0	0	
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◆ Other Felony Prior Property Convictions/Adjudications

Number:	1	0
	2 - 3	1
	4 or more	2

0	0	
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◆ Prior Felony Convictions/Adjudications Against Person

Number:	1	2
	2	4
	3 or more	6

0	0	
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◆ Prior Felony Drug Convictions/Adjudications

Number:	1 - 2	1
	3	2
	4 or more	3

0	0	
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◆ Prior Juvenile Record

If YES, add 3 →

0	0	
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◆ Legally Restrained at Time of Offense

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

0	0	
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SCORE THE FOLLOWING FACTOR **ONLY** IF PRIMARY OFFENSE IS **EMBEZZLEMENT §18.2-111**

◆ Amount of Embezzlement

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

0		
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Total Score

See **Larceny Section C Recommendation Table** for guidelines sentence range.
Then, go to **Section D Nonviolent Risk Assessment** and follow the instructions.

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Nonviolent Risk Assessment Section D Offender Name: _____

◆ Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B? ☐ Yes ☐ No
- B. Do any of the offenses at sentencing involve the sale, distribution, or possession with intent, etc. of cocaine of a combined quantity of 28.35 grams (1 ounce) or more? ☐ Yes ☐ No
- C. Are any prior record offenses violent (Category I/II listed in Table A of the Guidelines Manual)? ☐ Yes ☐ No
- D. Are any of the offenses at sentencing violent (Category I/II listed in Table A of the Guidelines Manual)? ☐ Yes ☐ No
- E. Do any of the offenses at sentencing require a mandatory term of incarceration? ☐ Yes ☐ No

If answered YES to ANY, go to "Nonviolent Risk Assessment Recommendations" on cover sheet and check Not Applicable. If answered NO to ALL, complete remainder of Section D worksheet.

◆ Offense Type *Select the type of primary offense* _____

Drug 3

Fraud 3

Larceny 11

◆ Additional Offense(s) _____

If YES, add 5 →

◆ Offender *Score factors A to D and enter the total score* _____

- A. Offender is a male 8
- B. Offender's age at time of offense
- Younger than 30 years 13
- 30 - 40 years 8
- 41 - 46 years 1
- Older than 46 years 0
- C. Offender not regularly employed 9
- D. Offender age 26 or more & never married (at time of offense) 6

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+

=

Enter
A to D
Total

◆ Arrest or Confinement Within Past 18 Months (prior to instant offenses) _____

If YES, add 6 →

◆ Prior Felony Convictions and Adjudications *Select the combination of adult and juvenile felony convictions/adjudications that characterizes the offender's prior record.* _____

Adult felony convictions only 3

Juvenile felony convictions or adjudications only 6

Both adult and juvenile felony convictions/adjudications 9

◆ Prior Adult Incarcerations _____

Periods: 1 - 2 3

3 - 4 6

5 or more 9

Total Score _____

- ☐ 38 or less, check Recommended for Alternative Punishment.
- ☐ 39 or more, check NOT Recommended for Alternative Punishment.

Go to **Cover Sheet** and fill out **Nonviolent Risk Assessment Recommendations**.