



# Sentencing Guidelines Cover Sheet

Scheduled Sentencing Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

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

## ◆ OFFENDER

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

Date of Birth: \_\_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_\_

CCRE:  V  A \_\_\_\_\_

CORIS Offender ID: \_\_\_\_\_ PSI: \_\_\_\_\_

## ◆ COURT

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

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

Prosecuting Commonwealth's Attorney \_\_\_\_\_ Defense Attorney \_\_\_\_\_

## ◆ CONVICTIONS

Offense	Counts	VCC	Offense Date
			Month Day Year
Primary Offense	____	____-____-____	____/____/____
Additional Offenses	____	____-____-____	____/____/____
_____	____	____-____-____	____/____/____

Primary Offense Code Section § \_\_\_\_\_ Docket Number \_\_\_\_\_

## ◆ METHOD OF ADJUDICATION

- Jury Trial Sentence Set by Jury: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days  Life  Juvenile  Fine Only
- Bench Trial  Guilty Plea  Alford Plea/Nolo contendere

## ◆ SENTENCING GUIDELINES RECOMMENDATION

- 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
- Section B**  
Mandatory Minimum \_\_\_\_\_
- Section C**
- Life Sentence
  - Incarceration (*Enter Midpoint and Range Below*)
- Range Midpoint \_\_\_\_\_  
Years Months Days
- Sentence Range \_\_\_\_\_ TO \_\_\_\_\_  
Years Months Days
- Non Guidelines Offense  
*(Primary offense is a non guidelines offense)*
- Recommendation Adjusted for Mandatory Minimum

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

- Recommended for Alternative Punishment
- NOT Recommended for Alternative Punishment
- Not Applicable (INELIGIBILITY CONDITIONS marked on Section D)
- Not a DRUG, FRAUD or LARCENY Offense

# ◆ Final Disposition Fill In After Sentence Has Been Pronounced

## ◆ SENTENCE \_\_\_\_\_

Total Time Imposed Before Suspension .....  Life Sentence + 

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Total Effective Time to Serve .....  Life Sentence + 

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Sentenced to Time Served

Post Release

Post Release Term § 18.2-10 ..... 

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

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Probation Period (Supervised) § 19.2-303 .....  Indefinite 

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Good Behavior Period \_\_\_\_\_  
Years                      Months                      Days

*Check all that apply*

- Incarceration Sentence to Run Concurrently With Another Sentencing Event
- Written Plea Agreement Accepted = Rule 3A:8(c)(1) (A) or (C)
- Plea and Recommendation Accepted = Rule 3A:8(c)(1)(B)
- Oral Sentence Recommendation Accepted
- Restitution \$ \_\_\_\_\_  Fine \$ \_\_\_\_\_

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

- |  |   |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Day Reporting</li> <li><input type="checkbox"/> Detention Center Incarceration</li> <li><input type="checkbox"/> Diversion Center Incarceration</li> <li><input type="checkbox"/> Electronic Monitoring</li> <li><input type="checkbox"/> § 18.2-251/§ 18.2-258.1</li> <li><input type="checkbox"/> Substance Abuse Treatment</li> <li><input type="checkbox"/> Intensive Probation</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Community-Based Program _____</li> <li><input type="checkbox"/> <b>CCAP</b> Detention/Diversion Center Incarceration, 22-28 weeks</li> <li><input type="checkbox"/> <b>CCAP</b> Detention/Diversion Center Incarceration, 42-48 weeks</li> <li><input type="checkbox"/> Drug Court</li> <li><input type="checkbox"/> Youthful Offender <i>(Enter 4 yrs. to serve)</i> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table><br/><small>Office Use Only</small></li> <li><input type="checkbox"/> <b>DJJ</b> Commitment <input type="checkbox"/> Indeterminate <input type="checkbox"/> Determinate</li> <li><input type="checkbox"/> Other _____</li> </ul> |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |

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Other	CBP

## ◆ REASON FOR DEPARTURE AND/OR MODIFICATION OF JURY SENTENCE

Must be completed pursuant to § 19.2-298.01(B) and/or § 19.2-295(B) / § 19.2-303

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## ◆ SENTENCING DATE

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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 • 100 North Ninth Street • Fifth Floor • Richmond, Virginia 23219**

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# Larceny Section A

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

**◆ Primary Offense** \_\_\_\_\_ (scores for attempted/conspired offenses are in parentheses)

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 Remaining 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 of Counts:	1.....	2
	2 - 3.....	3
	4 or more.....	4

0	
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**◆ Other Prior Felony Property Convictions/Adjudications** \_\_\_\_\_

Number of Counts:	1 - 4.....	1
	5 or more.....	2

0	
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**◆ Prior Felony Convictions/Adjudications Against Person** \_\_\_\_\_

Number of Counts:	1.....	1
	2 or more.....	2

0	
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**◆ Prior Misdemeanor Convictions/Adjudications (Excludes Traffic)** \_\_\_\_\_

Number of Counts:	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 H: 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-\$119,999.....	9
	\$120,000 or more.....	14

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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.**


# Larceny Section B

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

## ◆ Primary Offense \_\_\_\_\_ (scores for attempted/conspired offenses are in parentheses)

- 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 Remaining 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 (Excludes Traffic) \_\_\_\_\_

- Number of Counts: 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 **H: 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 \_\_\_\_\_

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

# Larceny Section C

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

\_\_\_\_ Prior Record Classification \_\_\_\_

## ◆ Primary Offense \_\_\_\_\_

Category I  Category II  Other

(scores for attempted/conspired offenses are in parentheses)

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 Remaining Counts Assign points to each count of the primary not scored above and total the points \_\_\_\_\_

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

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## ◆ Additional Offenses Assign points to each additional offense (including counts) and total the points \_\_\_\_\_

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 Assign points to the 5 most recent and serious prior record events and total the points \_\_\_\_\_

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 of Counts: 1 .....	1
2 .....	2
3 .....	3
4 or more .....	4

0	0	
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## ◆ Other Prior Felony Property Convictions/Adjudications \_\_\_\_\_

Number of Counts: 1 .....	0
2 - 3 .....	1
4 or more .....	2

0	0	
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## ◆ Prior Felony Convictions/Adjudications Against Person \_\_\_\_\_

Number of Counts: 1 .....	2
2 .....	4
3 or more .....	6

0	0	
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## ◆ Prior Felony Drug Convictions/Adjudications \_\_\_\_\_

Number of Counts: 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 H: 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 ❖ Larceny Section D

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

## ◆ Ineligibility Conditions

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

## ◆ Offender Age at Time of Offense

Younger than 21 years .....	22	
21 to 29 years .....	16	
30 to 43 years .....	7	
Older than 43 years .....	1	

## ◆ Gender

Offender is Female .....	13	
Offender is Male .....	9	

## ◆ Prior Adult Felony Convictions

Number	0 .....	0	
of Counts:	1 - 2 .....	5	
	3 or more .....	15	

## ◆ Prior Adult Incarcerations

Number:	0 .....	0	
	1 - 9 .....	4	
	10 or more .....	32	

## ◆ Legally Restrained at Time of Offense

If YES, add 6 → 

0

## Total Score

- 31 or less, check Recommended for Alternative Punishment.
- 32 or more, check NOT Recommended for Alternative Punishment.

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

Larceny/ Section D