



Forfeited Asset Sharing Program System User Guide

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Forfeited Asset Sharing Program (FASP) Online System

The DCJS FASP system is developed and distributed by the Virginia Department of Criminal Justice Services. The system is designed to assist with the reporting of asset seizures and subsequent disposition of the assets seized including distribution of all cash, negotiable instruments and proceeds from a sale in accordance with the Forfeited Asset Sharing Program regulations and the *Code of Virginia*.

The State of Virginia only supports the internet browsers listed here: Google Chrome and Microsoft Edge. This system is not guaranteed to work in any other browser(s). FASP staff recommends Google Chrome.

Section 1: User Account Management

NEW USER REGISTRATION

1. First time users must create an account. Go to <https://fasp.dcjs.virginia.gov>. Select **Register as a new user**.



The screenshot shows the login page for the Virginia Department of Criminal Justice Services. The page includes the department's logo and name, followed by the tagline "Improving and promoting public safety in the Commonwealth". Below this, there are two input fields for "Email" and "Password", a "Remember me?" checkbox, and a "Log in" button. At the bottom of the form area, there are two links: "Register as a new user" and "Forgot your password?". A red arrow points to the "Register as a new user" link.

2. Complete all fields and click on **Register**.

The image shows a registration form with the following fields and options:

- Email:
- Password:
- Confirm password:
- First Name:
- Last Name:
- Title:
- Phone Number:
- Primary Agency:
- Multi Agency User:
- Secondary Agency:
- Select User Role: ProgramAdmin ProgramViewOnly
- Register:

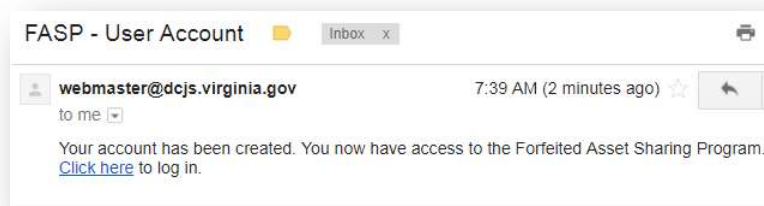
3. Password requirements are **“Exactly 14 characters, combination upper/lower case, numerical character and special character”**. (Example: MyPoliceDept#1. Special characters @, ! and # work the best.) New passwords are required every 42 days. After 90 days of inactivity, users are deactivated. Contact DCJS staff if this happens. Users are notified seven days before accounts are deactivated, and if a successful sign-in is done at this time, the account will not be deactivated.
4. When DCJS reactivates your account, you will have until midnight to sign in to your account and keep it active.
5. The primary agency is the agency you work for directly. Multi Agency User: If you enter asset forfeiture for a primary agency along with other agencies, click this box. This would include task forces. Then enter all other agencies in the secondary agency field.

NOTE FOR TASK FORCES: You may also enter the task force as your primary agency and Virginia State Police as the secondary. Entered in this manner, you will see the task force cases listed first on your home page, and these cases will be easier to access.
6. User roles: Program Admin enters and edits 998s and/or 999s for an agency and runs reports. Program View enables a user to view 998s and 999s and run reports, but not enter or edit.
7. If you are a new user, a FASP Registration Approval Form must be completed and signed by the law enforcement agency head, then submitted to FASP staff. New users may contact staff for the form, or staff will contact new users after registration if a form is not on file.

8. Scan and email the FASP Registration Approval Form to FASP staff at fasp@dcjs.virginia.gov or fax to 804-786-0053.
9. A confirmation message will display: **Your Account Has Been Submitted For Review. You Will Be Notified Once Your Account Has Been Verified.**



10. Once your account has been verified and approved, you will receive an email notification that the setup is complete and you can proceed to the login.



LOGGING INTO THE FASP SYSTEM

1. Click on the [Click Here](#) link in the email. This should take you to the FASP Login page. If your computer's configuration does not take you to the website copy <https://fasp.dcjs.virginia.gov/> and paste it into your browser's address line.



2. Enter the registered email address and password. Click acknowledgement of the information system, then click **Log in**.

Email

Password

Remember me?

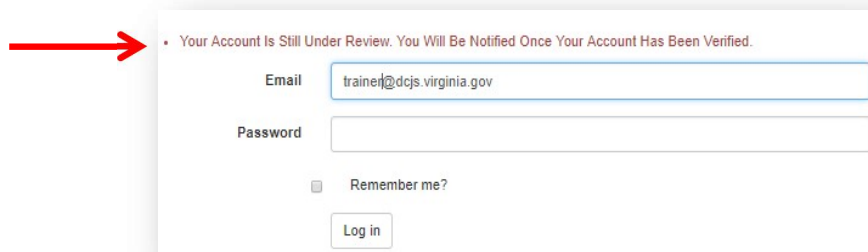
*You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties.

[Register as a new user](#)

[Forgot your password?](#)

3. If you attempt to login prior to DCJS review and approval, you will receive this message: **Your Account Is Still Under Review. You Will Be Notified Once Your Account Has Been Verified.**

You may also receive this message if your account was already approved but has been inactive for 90 days. Contact DCJS staff to reactivate your account.



• Your Account Is Still Under Review. You Will Be Notified Once Your Account Has Been Verified.

Email

Password

Remember me?

RESETTING YOUR PASSWORD

4. If at any time you do not remember your password, select **Forgot your password?**

Email

Password

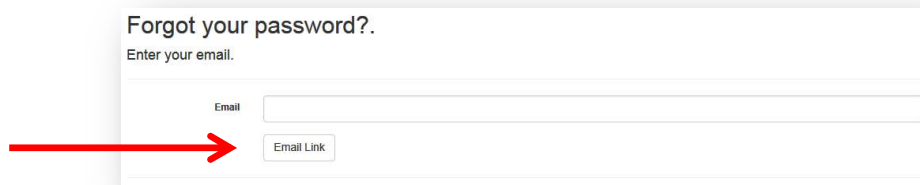
Remember me?

*You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties.

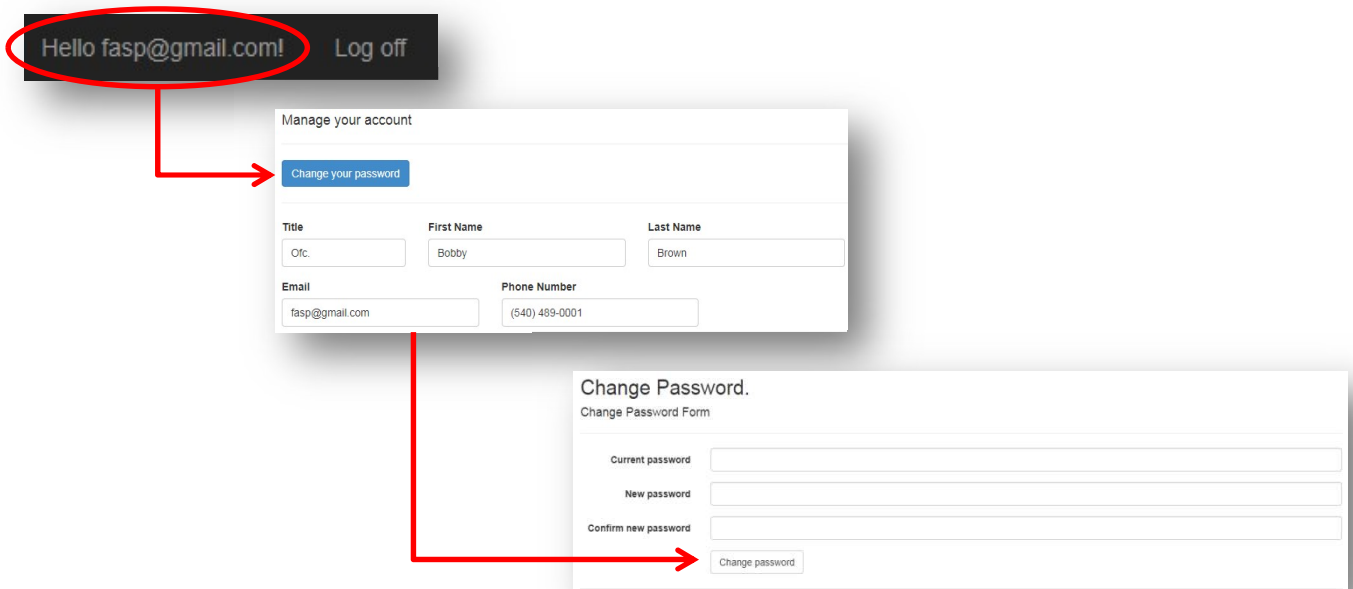
[Register as a new user](#)

[Forgot your password?](#)

5. Enter the **Email** address you used to register and select **Email Link** to receive a reset email.



6. The system will display **Forgot Password Confirmation. Please check your email to reset your password. DCJS staff cannot reset your password.**
7. To change your password within the system, click on the email address located in the top right of the home page. A "Manage your account" page will be displayed. Select **Change your password** to open the Change Password Form. Enter the Current password, New password and Confirm new password and select **Change password** to save your changes.



You are now successfully logged into the DCJS FASP system. Proceed to the next page for additional instructions on using the FASP application.

Section 2: System Navigation

HOME PAGE

1. When you log into the system you will be at the Forfeited Asset Sharing Program's home page. The agencies you are registered for will be listed at the top of the page on blue rectangles.
2. This page groups and sorts cases by category and status.



3. **Categories:**
 - a. **Open Cases** is a list of cases *where your agency was the seizing agency*. Cases are displayed in numerical order by agency.

- b. **Open Cases with In-Kind Assets** is a list of cases with at least one asset that has a status of In-Kind and your agency was the seizing agency. Cases are displayed in numerical order by agency. These cases are also included in the Open Cases list.
- c. **Closed Cases** is a list of cases that have been closed where your agency was the seizing agency. Cases are displayed in numerical order by agency.
- d. **Participating Agency Open Cases** is a list of cases where the user’s agency (as indicated on the registration) is included as a “Participating Agency” and is not the Seizing Agency. These cases are view only and may not be edited. Cases are displayed in numerical order by agency.
- e. **Participating Agency Closed Cases** is a list of cases that have been closed where your agency is included as a “Participating Agency” and is not the Seizing Agency. Cases are displayed in numerical order by agency.

HINT: If you enter for a task force, the home page may be easier to view with the task force as your primary agency instead of a secondary agency.

- 4. Each category on the home page includes search capabilities. You may use one or more fields to narrow the search. Make sure you clear the search when complete.

Forfeited Asset Sharing Program			
West Point Police Department			
Open Cases			
DCJS Case Number ↓	Agency Case Number	Case Action	Agency Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Name: West Point Police Department			
14-FS11181	2014-004184	Approved	West Point Police Department
14-FS11177	2014-004184	Approved	West Point Police Department

- 5. You can also use the search engine at the top of each page in the black line. This search allows you to search by case number, defendant or property in ALL cases—open or closed.



Virginia Department of Criminal

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Forfeited Asset Sharing Program

West Point Police Department

6. Click the blue bar for the search you want to conduct.

Case Search

Search By Case Number

Search By Defendant

Search By Property Description

Search By Property Description

Description	Property Value	DCJS Fs Number	
<input style="width: 80%;" type="text" value="1998"/> x ↕	<input style="width: 40%;" type="text"/> ↑ ↓ ⌵	<input style="width: 100%;" type="text"/>	
1998 MERCEDES BENZ C230	\$3,000.00	11-FS20205	<input type="button" value="View 998"/> <input type="button" value="View 999 (1)"/>

7. Enter information into any field. To decrease the return, enter into more than one field. Remember to remove the search information when you are finished.

HINT: Copy the case number or write it down to ensure you can look up the case on your home page.

Section 3: Creating a Form 998

The Form 998 is used to report the seizure of an asset. The Forfeited Asset Sharing Program is required by law to manage forfeited assets of \$500 or more. A Form 998 *may* be used to list assets under \$500, but only when there is another asset of \$500 or more on the case.

A single asset valued under \$500 will not be accepted on a 998 by DCJS. You may report an asset under \$500 on a 998 along with at least one other asset valued at \$500 or more.

Assets under \$500 are called non-reportable assets. You may want to report assets valued under \$500 for the following reasons:

- 1) All assets are on one report.
- 2) The Commonwealth's Attorney's office requires it.
- 3) Provides accountability for assets like weapons (DCJS encourages law enforcement agencies to report all weapons).
- 4) It protects the agency and the officer. When there is turnover within a law enforcement agency, records may be misplaced. Reporting all assets in a case allows a record to be kept and accessed outside the agency.

STEPS TO CREATE A 998

1. To create a new case and initiate a 998, from the home page, click on the appropriate Agency or Task Force within the blue rectangles at the top of the page. These will be the agencies approved on your FASP registration. If you do not see the agency on your homepage, contact FASP staff.



2. The Seizing Agency and Email Address are pre-filled based on the User's Account.

If the seizing agency is a Task Force, the Joint Seizure Participating Agencies will populate with all agencies in the Task Force except the Commonwealth's Attorney on the second page of the 998 entry. You can add or remove agencies in this section.

If you enter a task force as a participating agency, the task force name and all agencies except the Commonwealth's Attorney's Office will automatically fill on the second page of the 998 entry.

3. **ADD** the appropriate Commonwealth's Attorney if there is a sharing agreement or MOU in place with their office.
4. **Criminal Charges Filed, Virginia Dept of State Police (VSP) Involved, Seizing Agency Case Number, Date of Seizure, Seizure Locality and Legal Grounds for Seizure** are required fields. You will be unable to proceed if these fields are not filled.

The screenshot shows the 'Create 998' form with the following fields and their values:

- Seizing Agency:** Halifax/South Boston Regional Narcotics and Gang Task Force-3B
- Email Address:** LisaS23116@comcast.net
- Criminal Charges Filed:** Select ... (indicated by a red arrow)
- VSP (Virginia State Police) Involved?:** Select ... (indicated by a red arrow)
- Joint Seizure Participating Agencies:** HALIFAX COUNTY COMMONWEALTH'S ATTORNEY, HALIFAX COUNTY SHERIFF'S OFFICE, SOUTH BOSTON POLICE DEPARTMENT, VIRGINIA DEPT OF STATE POLICE
- Seizing Agency Case Number:** (empty, with a warning: 'Case Number is Required.') (indicated by a red arrow)
- Date of Seizure:** 05/23/2018
- Seizure State:** VA
- Seizure Locality:** Select locality... (indicated by a red arrow, with a warning: 'A Locality is required.') (indicated by a red arrow)
- Legal Grounds for Seizure:** Select ... (indicated by a red arrow)

Buttons: Save & Continue, Cancel

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5. If **Yes** is selected in **Criminal Charges Filed**, you will be required to indicate if the case is a Drug Related Case or Non-drug Related Case.

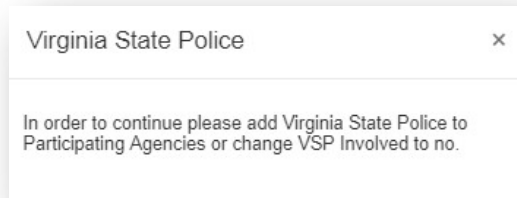
The first screenshot shows the 'Criminal Charges Filed' dropdown menu with 'Yes' selected. The second screenshot shows the same dropdown menu with 'Non-drug Related ...' selected.

NOTE: Non-drug related cases are not eligible for this program. If Non-Drug Related is selected, a notification that the case is ineligible will display and you will be unable to proceed.

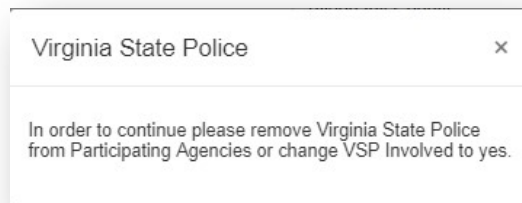
Drug Related [X]

Non drug related seizures may not be submitted to the Forfeited Asset Sharing Program. Please check with your local Commonwealth's Attorney's Office to determine how the forfeiture should be handled.

6. If **Yes** is selected in **Virginia Dept of State Police (VSP) involved?** you must include VSP as a Participating Agency. This allows a particular report to run in the system. If VSP involved is Yes and VSP is not included as a participating agency, an error will be displayed. Add VSP to participating agency or change VSP involved to No to proceed.

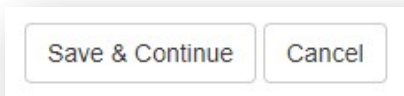


7. If **No** is selected in **Virginia Dept of State Police (VSP) involved?** VSP as a Participating Agency will not be allowed. If VSP involved is No and VSP is included as a participating agency an error will be displayed. Remove VSP from participating agency or change VSP involved to Yes to proceed.



8. **Joint Seizure Participating Agencies:** If you select a task force, the task force members will automatically populate on the next page.
9. **Seizing Agency Case Number:** You may use an agency case number multiple times. The system will give a message telling you that the case number has been used before, but it will let you proceed. Some agencies enter separate 998s for multiple defendants on a case or to keep in-kind property separate from currency. DCJS has no position on this procedure; it is up to the individual agency.
10. **Date of Seizure:** This date needs to be accurate to ensure criminal charges selected are correct.
11. **Seizure Locality:** Where the seizure occurred; generally the locality and the Commonwealth's Attorney's Office will match
12. **Legal Grounds for Seizure:** Choose one code section the seizure was based on from 19.2-386.22. "Other" is available with a fillable field if necessary for explanation. This will print on the 998.

13. Select **Save & Continue** to proceed or select **Cancel** to exit out of the form without saving the data entered and return to the home page.



14. The case is now created and a DCJS case number has been assigned.

Forfeited Asset Sharing Program Home Search Reports - Hello Beth Dandridge! Log off

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Edit 998

20-FS28202

Seizing Agency
Tri-Rivers Drug Task Force/Middlesex-5X

Email Address
elizabeth.dandridge@dcjs.virginia.gov

Criminal Charges Filed:
Yes
Drug Related Case

Virginia Dept of State Police (VSP) Involved?
Yes

Joint Seizure Participating Agencies

- GLoucester County Sheriff's Office
- JAMES CITY COUNTY COMMONWEALTHS ATTORNEY
- JAMES CITY COUNTY POLICE DEPARTMENT
- MATHEWS COUNTY SHERIFF'S OFFICE
- MIDDLESEX COUNTY SHERIFF'S OFFICE
- POQUOSON POLICE DEPARTMENT
- TRI-RIVERS DRUG TASK FORCE/MIDDLESEX-5X
- VIRGINIA DEPT OF STATE POLICE
- WILLIAMSBURG POLICE DEPARTMENT
- YORK COUNTY SHERIFF'S OFFICE

Seizing Agency Case Number
12345

Date of Seizure
9/17/2019

Seizure State
VA

Seizure Locality
James City County

Legal Grounds for Seizure under Code of Virginia Section § 19.2-388.22
18.2 - 248.1 - Penalties for sale, gift, distribution or possession with intent to sell, give or distribute marijuana

Defendant/Co-Defendant
Per Code of Virginia § 19.2-305.14, Sharing of forfeited assets, agencies must choose ALL criminal charges pertaining to this case, including misdemeanors and charges not related to the forfeited asset. The status of each charge at the time the 998 is submitted must also be included.

+ ADD NEW RECORD

First Name	Middle Name	Last Name

Vehicles

+ ADD NEW RECORD

Year	Make	Model	Property Value
			\$0.00

Currencies

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

Misc Items

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

Officer Information

Contact Officer
Asset Forfeiture Specialist Bronwyn Morris

Email
bobbie.morris@dcjs.virginia.gov

Phone
(804) 786-4249

Chief/Sheriff/Superintendent
Special Agent Eric Van Fossen

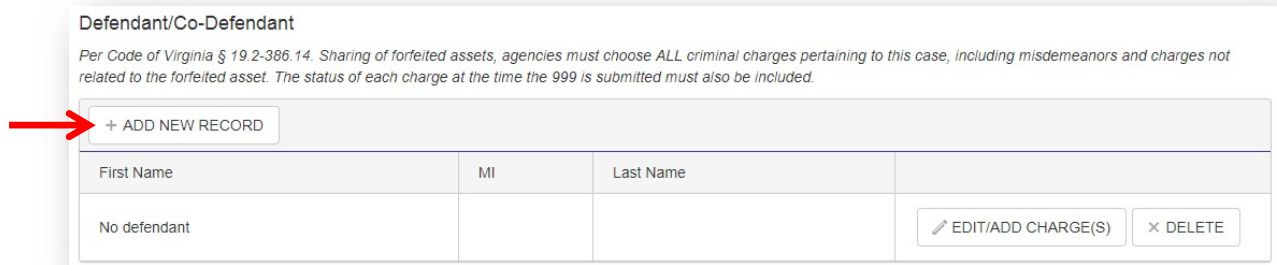
Email
Eric.VanFossen@vsp.virginia.gov

Phone
(804) 693-1145

Comments

Save Submit Back to main menu

15.To add Defendant/Co-Defendant information to the case select **+ ADD NEW RECORD**.



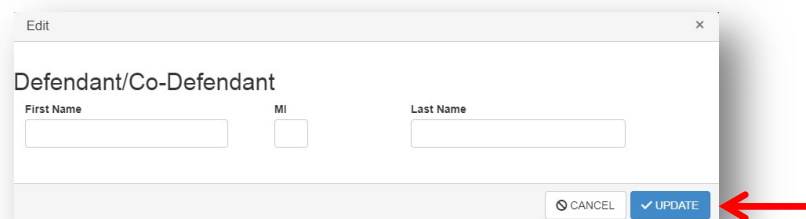
Defendant/Co-Defendant

Per Code of Virginia § 19.2-386.14. Sharing of forfeited assets, agencies must choose ALL criminal charges pertaining to this case, including misdemeanors and charges not related to the forfeited asset. The status of each charge at the time the 999 is submitted must also be included.

+ ADD NEW RECORD

First Name	MI	Last Name	
No defendant			<input type="button" value="EDIT/ADD CHARGE(S)"/> <input type="button" value="X DELETE"/>

16.Enter Defendant/Co-Defendant name and select **UPDATE**. If there is no Defendant/Co-Defendant for this case you may leave the name fields blank or make an entry for informational purposes such as Unknown or No defendant. To add additional records repeat these steps. Defendants may also be added and edits may be done on the Form 999.

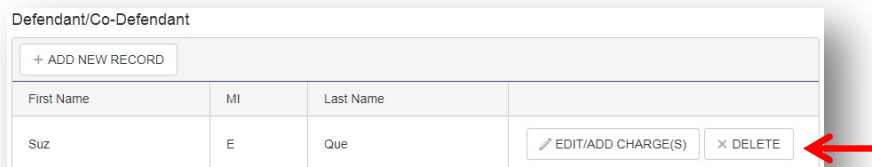


Edit

Defendant/Co-Defendant

First Name MI Last Name

17.Once a Defendant/Co-Defendant record has been created, the option to enter Charges becomes available. To enter Charges select **EDIT/ADD CHARGE(S)** next to the appropriate Defendant/Co-Defendant. Charges are not required on the 998 and may be entered later on the 999. See section creating Form 999 for more information.



Defendant/Co-Defendant

+ ADD NEW RECORD

First Name	MI	Last Name	
Suz	E	Que	<input type="button" value="EDIT/ADD CHARGE(S)"/> <input type="button" value="X DELETE"/>

18.To add assets to the case select the **+ ADD NEW RECORD** in the appropriate asset category section.

Vehicles

+ ADD NEW RECORD

Year	Make	Model	Property Value
			\$0.00

Currencies

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

Misc Items

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

19. A form will generate to fill with the asset information.

Vehicles: Enter the VIN, mileage, year, make, and model, and the value. The value must come from a reliable source like Kelly Blue Book. Storage location and comments will print on the 998.

Miscellaneous Property: Enter the serial number, description, type of property and the value. The value must come from a reliable source. Appraisals may be paid for with asset forfeiture proceeds.

Currency: DCJS recommends including the dollar amount in the description so it will print on the Form 999 and allow agencies to see the amount on 999s for assets that are not forfeited.

A description and a value is required on all assets.

20. To enter Seized From and Lien Holder Information, click on either of those categories within the asset and a data entry form will display.

Vehicle

VIN Mileage

Year Make Model

Value

Seized From

First Name Middle Name Last Name

Address 1

Address 2

City/County State Zip Code

Lien Holder Information

21. Once you have entered Seized From information once, there will be a drop-down menu on other assets to choose the name to automatically fill the address information. When all asset information is entered, select **UPDATE** to continue.

Currency

Property Description

Value

***Entry of properties with a value less than \$500.00 is on a 998 with at least one additional asset valued at \$

Seized From

Middle Name

Address 1

Note: The Seized From information is related to the individual the property was seized from and is not the seizure location. Seizure location should be entered in the comments section.

If an asset has been seized from two people, enter the second person's name and address in the comment section of the seized from form.

Information entered into the Comments section of an asset can be viewed by DCJS and **will** print on the 998.

Currency		
Property Description		
\$45,000 US Currency		
Value		
\$45,000.00		▲▼
***Entry of properties with a value less than \$500.00 is optional. Assets under \$500 may only be on a 998 with at least one additional asset valued at \$500 or more.		
Seized From		
Add New ... ▼		
First Name	Middle Name	Last Name
Jane	Belinda	Doe
Address 1		
123 Main Street		
Address 2		
City/County	State	Zip Code
Anytown	VA ▼	23000
Storage Location		
Albemarle County PD Property and Evidence		
Comments		
Seized at Pizza Inn, 2400 Georgia Ave, Charlottesville, VA 23233		

22.A comments section is also available at the bottom or end of the 998 form. This section is for use by Law Enforcement Agencies and is for informational purposes only. This section can be viewed by DCJS; however, it will **not** print on the 998.

Comments

23. You have the options to **Save**, **Submit** the 998 or go **Back to Main Menu**. The Save option allows you to save your work and remain on the form. Back to Main Menu saves your work and returns you to the application home page.

Submit sends the case to DCJS for review and approval. Once a case has been submitted no additional updates are allowed. **If changes are required, contact DCJS FASP staff to have the 998 opened for editing.**

24. DCJS staff will review each 998. If accepted, you will receive an automated email. If rejected, you will receive an email stating the reason for the rejection. Correct the 998 and submit again.

25. To print the 998, click View 998 and the print button at the bottom of the form.

26. Cases are displayed on the Home page along with the status and actions available based on the status of the case. Once a case is **Approved** the option to Create a 999 becomes available.

DCJS FS #	Agency Case #	Status	Case Action	
Prince George County Sheriff's Office				
18-FS14303	123	Pending	Approved	<input type="button" value="Details"/> <input type="button" value="Create/View 999"/>
18-FS14318	86543	Pending	Rejected	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
18-FS14319	01-2345	Pending	Submitted	<input type="button" value="Details"/>
18-FS14308	879	Pending	Saved	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>

IMPORTANT NOTE: Once a 999 is created no additional changes to the 998 will be allowed. It is important that you ensure the accuracy of the case information (i.e.

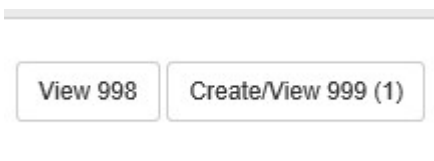
participating agencies, etc.) entered on the 998 before creating a 999. If changes need to be made, contact DCJS staff who may add or subtract agencies or reject the 998 for you to make edits.

Section 4: Creating a 999

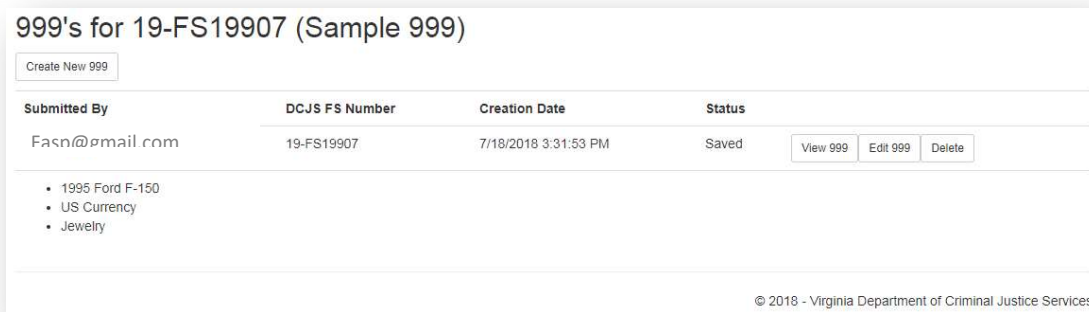
1. To create a 999 on an approved case, click Create 999 or **Create/View 999** to proceed to the 999 page.



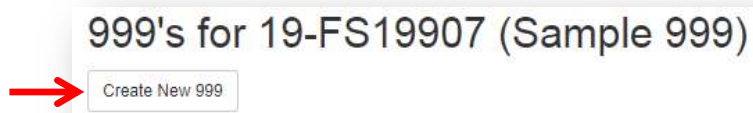
HINT: The number in parentheses shows how many 999s exist on the case:



2. At the top of the 999 page the DCJS Case # and Seizing Agency Case # are displayed. 999's are created for an individual case. To create a 999 for a different case go back to the main page and select **Create/View 999** associated with the appropriate case.



3. Select **Create New 999** to proceed



4. Available assets are displayed in the Available Property section of the form.

The screenshot shows the 'Create 999' form with the DCJS FS Number: 18-FS13001. Below the header, there is a prompt: 'Please select at least one item below to continue.' The 'Available Property' section is highlighted with a green border and contains three items: '2006 BMW 5 Series - (\$6375)', 'US Currency - (\$5000) - (\$5000)', and 'Toy Hauler - (\$0) - (\$0)'. To the right of this list are navigation arrows: up, down, right, left, double right, double left, and close (X). The 'Selected Property' section is currently empty. At the bottom, there are 'Create' and 'Back to List' buttons.

5. Select at least one asset and click the **right arrow** to include the asset on the 999. Select the **double right arrow** to select and move *all* assets. If an asset is moved to the Selected Property in error, click on the asset in the Selected Property section and select the **left arrow** to return it to Available Property or select the **double left arrow** to move all assets.

This screenshot shows the 'Available Property' section with '2006 BMW 5 Series - (\$6375)' selected. The 'Selected Property' section now contains 'US Currency - (\$5000) - (\$5000)'. A red circle highlights the navigation arrows between the two sections, specifically the right arrow, double right arrow, left arrow, and double left arrow.

6. Select **Create** to proceed.

The screenshot shows the 'Selected Property' section with three items: 'US Currency (3500.00)', 'Jewelry (2500.00)', and '1995 Ford F-150 (900.00)'. The 'Available Property' section is empty. A red arrow points to the 'Create' button at the bottom left of the form.

7. The 999 form is displayed



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Edit 999

DCJS FS #:

Seizing Agency

Email Address

Seizing Agency Case Number

Date of Forfeiture Order/Plea Agreement

Date of Seizure

Defendant/Co-Defendant

Per Code of Virginia § 19.2-386.14. Sharing of forfeited assets, agencies must choose ALL criminal charges pertaining to this case, including misdemeanors and charges not related to the forfeited asset. The status of each charge at the time the 999 is submitted must also be included.

First Name	Middle Name	Last Name	
Alec		American	<input type="button" value="✎ EDIT/ADD CHARGE(S)"/> <input type="button" value="✕ DELETE"/>

Currency

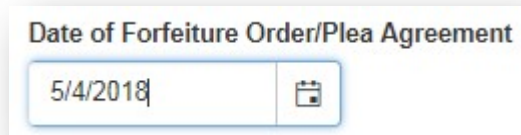
Description	Value	Court Disposition	Disbursement Amount
\$740.00	\$740.00	<input type="text" value="Court Disposition..."/> ▼	<input type="text" value="\$0.00"/> ▲ ▼

Total Disbursement
 ▲ ▼

Agency	Percentage
Virginia Dept of Criminal Justice Services	<input type="text" value="10.0000"/> ▲ ▼
Blacksburg Police Department	<input type="text" value="0.0000"/> ▲ ▼
Montgomery County Commonwealth's Attorney	<input type="text" value="0.0000"/> ▲ ▼
Total %: <input type="text" value="10.0000"/>	

At least one criminal charge and the status of each charge per defendant is required on the 999.

8. Enter the **Date of Forfeiture Order/Plea Agreement**



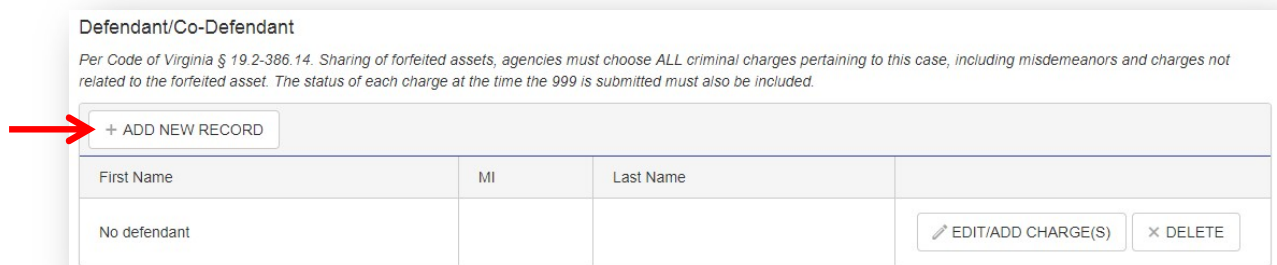
Date of Forfeiture Order/Plea Agreement

5/4/2018

CRIMINAL CHARGES: ALL CRIMINAL CHARGES RELATED TO THIS CASE AND THEIR STATUS ARE REQUIRED BY THE CODE OF VIRGINIA §19.2-386.14, EVEN CHARGES NOT RELATED TO DISTRIBUTION OF CONTROLLED SUBSTANCES. DCJS DEFINES A CRIMINAL CHARGE AS A CLASS 2 MISDEMEANOR AND ABOVE. DO NOT INCLUDE TRAFFIC INFRACTIONS!

9. Each 999 must have at least one defendant with at least one Criminal Charge. If defendant(s) and Criminal Charge information was previously entered for each defendant, check to ensure the current disposition of the criminal charge has been entered. If it has, skip to Step 15.

10. To add Defendant/Co-Defendant information to the case select **+ ADD NEW RECORD**.



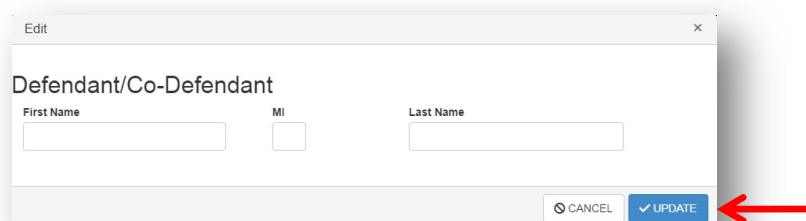
Defendant/Co-Defendant

Per Code of Virginia § 19.2-386.14. Sharing of forfeited assets, agencies must choose ALL criminal charges pertaining to this case, including misdemeanors and charges not related to the forfeited asset. The status of each charge at the time the 999 is submitted must also be included.

+ ADD NEW RECORD

First Name	MI	Last Name	
No defendant			<input type="button" value="EDIT/ADD CHARGE(S)"/> <input type="button" value="X DELETE"/>

11. Enter Defendant/Co-Defendant name and select **UPDATE**. If there is no Defendant/Co-Defendant for this case make an entry for informational purposes such as Unknown or No defendant. To add additional records repeat these steps.



Edit

Defendant/Co-Defendant

First Name MI Last Name

12. Once a Defendant/Co-Defendant record has been created, the option to enter Charges becomes available. To enter Charges select **EDIT/ADD CHARGE(S)** next to the appropriate Defendant/Co-Defendant name.

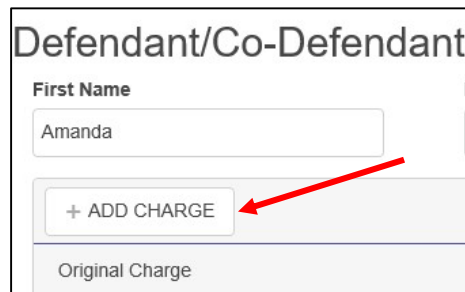


Defendant/Co-Defendant

+ ADD NEW RECORD

First Name	MI	Last Name	
Suz	E	Que	<input type="button" value="EDIT/ADD CHARGE(S)"/> <input type="button" value="X DELETE"/>

13. On the defendant page, select **+ ADD CHARGE**.



Defendant/Co-Defendant

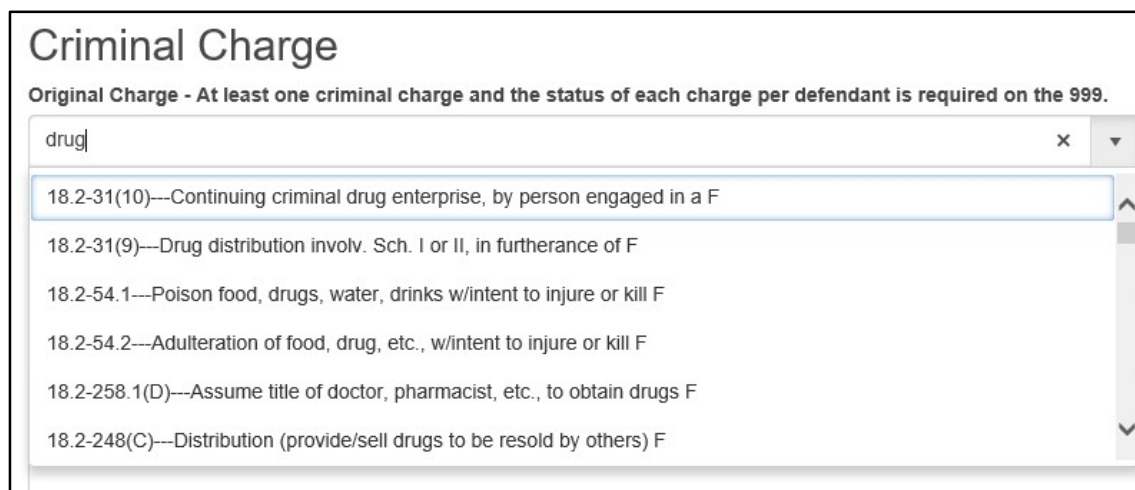
First Name

Amanda

+ ADD CHARGE

Original Charge

14. In the Original Charge and Amended Charge fields you may enter a word related to the charge to limit the list of available charges. For example if "drug" is entered, the selection will be limited to only those charges that contain the word "drug". If there are no Criminal Charges, select "No Criminal Charges Filed" (begin typing and it will automatically populate).



Criminal Charge

Original Charge - At least one criminal charge and the status of each charge per defendant is required on the 999.

drug

- 18.2-31(10)---Continuing criminal drug enterprise, by person engaged in a F
- 18.2-31(9)---Drug distribution involv. Sch. I or II, in furtherance of F
- 18.2-54.1---Poison food, drugs, water, drinks w/intent to injure or kill F
- 18.2-54.2---Adulteration of food, drug, etc., w/intent to injure or kill F
- 18.2-258.1(D)---Assume title of doctor, pharmacist, etc., to obtain drugs F
- 18.2-248(C)---Distribution (provide/sell drugs to be resold by others) F

NOTE: You must select a valid charge from the list to populate the Original Charge and Amended Charge fields. Do not tab out of the field as this will not populate the field with a valid value.

15. A Virginia asset forfeiture can be completed with a federal conviction. If there is a federal conviction, begin typing "Federal Conviction" and that will populate. If there are additional Virginia criminal charges, you must enter those as well.
16. Once the defendant and charge are entered, you must show the status of the charge. **If the defendant has not yet appeared in court**, click one of the pending options (fugitive, pending indictment or pending court date).

Criminal Charge

Original Charge - At least one criminal charge and the status of each charge per defendant is required on the 999.

18.2-248(C)---Possession w/intent to sell, distribute, etc. F

Hint: type "46." or "Distribute"

Fugitive? Pending Indictment? Pending Court Date? Convicted of Original Charge? Select ...

Other

- Enter the Pending Court Date if appropriate and update. Do not complete any other fields.

17. **If the case has been to court**, choose yes or no under Convicted Of Original Charge?. ("Other" box is always available for comments). If you click "No", you will see the following choices:

Criminal Charge

Original Charge - At least one criminal charge and the status of each charge per defendant is required on the 999.

18.2-248(C)---Possession w/intent to sell, distribute, etc. F

Hint: type "46." or "Distribute"

Convicted of Original Charge? No

Dismissed? Nolle Prossed? Convicted of Amended Charge? Plea Agreement?

Other

- If convicted of an amended charge, click that box and enter the code section in the amended charge field (see below). If there was a plea agreement on the case, click that box.

Criminal Charge

Original Charge - At least one criminal charge and the status of each ch

18.2-248(C)---Possession w/intent to sell, distribute, etc. F

Hint: type "46." or "Distribute"

Convicted of Original Charge?

No ▼

Convicted of Amended Charge? **Plea Agreement?**

Amended Charge

Select Charge...

Hint: type "46." or "Distribute"

Other

18. **If you click "Yes" for Convicted of Original Charge**, your only other choice will be plea agreement. Click this box only if you **know** the defendant was convicted based on a plea agreement.

Edit

Criminal Charge

Original Charge - At least one criminal charge and the status

18.2-248(C)---Possession w/intent to sell, distribute, etc. F

Hint: type "46." or "Distribute"

Convicted of Original Charge?

Yes ▼

Plea Agreement?

Other

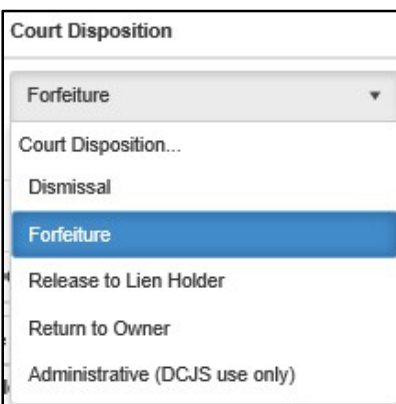
19. Click update after entries are filled. Continue until all charges related to this case for each defendant are entered. Include General District and Circuit Court charges.

NOTE: Changes to criminal charges will be reflected on the 998 and all 999s on the case. In addition, criminal charges continue to be editable even after the 999 is locked by going into the View 998 or View 999.

ASSET DISPOSITIONS

20. Under each asset on the 999 is a choice for a **Court Disposition**. Court Disposition refers to the civil forfeiture court order and is required.

Currency			
Description	Value	Court Disposition	Disbursement Amount
US Currency	\$617.00	Court Disposition... ▼	\$0.00 ▲▼



You must choose one disposition for each asset. The system will not allow a disposition to be chosen unless there is at least one defendant and one criminal charge entered on the case.

21. When the court disposition is forfeiture, an asset disposition must also be chosen. The choices are:

VEHICLES and MISC PROPERTY: In-Kind, Sold, Sale-Pending, Destroyed, Returned In-Lieu of Forfeiture, Non-reportable item

Court Disposition

Forfeiture

Asset Disposition...

Asset Disposition...

In-Kind

Sold

Sale-Pending

Destroyed

Returned In-Lieu of Forfeiture

Non-reportable Item

CURRENCY: Reportable, Non-reportable item

Court Disposition

Forfeiture

Reportable

Reportable

Non-reportable Item

NON-REPORTABLE ITEM: A non-reportable item is an asset whose value is under \$500. It may have been reported on the 998 with other assets in a case for record-keeping purposes and always been valued under \$500, or the value may have been reduced to under \$500. Property auctioned more than one year after the court order of forfeiture are also non-reportable items.

A non-reportable item will show a zero disbursement on the Form 999, because the disbursement refers to the amount paid by DCJS. DCJS distributes no proceeds on non-reportable items.

NON-REPORTABLE ITEMS:

- **Must still be reported on a Form 999 to DCJS by the seizing agency.**
- **DCJS does not receive 10%.**
- **The Seizing Agency disburses forfeited proceeds based on the agreed sharing percentages.**
- **The Seizing Agency reports these forfeitures as income and disbursements as expenses on the FASP Annual Report.**
- **The Participating Agencies report disbursements received as income on the FASP Annual Report.**
- **DCJS encourages law enforcement agencies to track the disbursements above on a spreadsheet for entry on the FASP Annual Report.**

HOW TO ENTER DISPOSITIONS ON THE FORM 999

SOLD ASSETS

If Court Disposition is **Forfeiture** and the Asset Disposition is **Sold** enter **Sale Price** and **Date of Sale**. When the Sale Price is entered, the Disbursement Amount will populate.

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1992	Acura	Integrat	\$4,826.00	Forfeiture Sold	\$4,000.00

Sale Price: 4000.00 Date of Sale: 5/10/2018

Expenses

+ ADD ADJUSTMENT

Expense Type	Expense Comment	Expense Amount

Under each asset is an Expenses section. In this section you can choose to make adjustments such as additions for interest or deductions for expenses. Select **Add Adjustment**. Select **Deduct** or **Add** and enter the **Amount** and **Description**. Select **Update** to continue. To add multiple adjustments repeat these steps. This information will print on the 999 and reports.

Edit

Add Adjustment

Deduct (-) Add (+)

\$100.00

Comments: Fee

CANCEL

Edit

Add Adjustment

Deduct (-) Add (+)

\$25.00

Comments: Refund

CANCEL UPDATE

NOTE: The Disbursement Amount will be updated by all Adjustments entered for a reportable asset. Non-reportable assets will remain as zero disbursements.

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1992	Acura	Integrat	\$4,826.00	Forfeiture Sold	\$3,925.00

Sale Price: 4000.00 Date of Sale: 5/10/2018

Expenses

Expense Type	Expense Comment	Expense Amount	
Deduct	Fee	\$100.00	EDIT x DELETE
Add	Refund	\$25.00	EDIT x DELETE

22. Proceeds from assets that have been forfeited with a Disbursement Amount less than \$500 or property sold more than a year after the court order of forfeiture may be retained and distributed by the seizing agency. To report items less than \$500 select Forfeiture and Non-reportable Item. Enter Sale Price, Date of Sale and Expenses. No Disbursement Amount will be calculated for a non-reportable item and DCJS will not receive 10%.

Make sure records are kept on non-reportable items for reporting on the FASP Annual Report.

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1995	Ford	F-150	\$900.00	Forfeiture Non-reportable Item	\$0.00

Sale Price: 650 Date of Sale: 7/10/2018

Expenses

Expense Type	Expense Comment	Expense Amount	
Deduct	Fee	\$65.00	EDIT x DELETE
Deduct	Towing	\$125.00	EDIT x DELETE

23. If an asset with a Sale Price greater than \$500 is entered and the Disbursement Amount falls below \$500 after the entry of expenses a message will be displayed notifying you that you should change the disposition to non-reportable to proceed.

Select **OK**. If expenses were added they will need to be deleted prior to changing the disposition values.

24. In-Kind Assets: Law enforcement agencies may request property be returned to the agency for use. Any use must be a "clear and reasonable law enforcement need". DCJS may request a memorandum on agency letterhead explaining the agency use for any asset where it is not clear.

Request In-Kind on the 999 and indicate which agency will be using the asset.

Court Disposition

Forfeiture ▼

In-Kind ▼

✕ CAROLINE COUNTY SHERIFF'S OFFICE

If the agency using the item changes, submit a new 999 to DCJS so the records may be updated.

If in-kind is chosen, DCJS will scan and mail an in-kind letter and DMV letter to the agency.

25. The Agency Sharing information is located at the bottom of the 999 form. After the asset disposition portion of the form is complete, enter the Sharing Percentage for each agency. The Total % must equal 100 to proceed if there is a disbursement on the case.

Agency	Percentage
Virginia Dept of Criminal Justice Services	10.0000 ▲▼
Roanoke City Commonwealth's Attorney	10.0000 ▲▼
Roanoke City Police Department	20.0000 ▲▼
Roanoke County Police Department	20.0000 ▲▼
Salem Police Department	20.0000 ▲▼
Virginia Dept of State Police	20.0000 ▲▼
	Total %: 100.0000

Save & Continue

If the Total Disbursement is \$0.00, the Save and Continue button is available, and percentages do not need to be entered.

		Total Disbursement
		<input type="text" value="\$0.00"/>
Agency	Percentage	
Virginia Dept of Criminal Justice Services	<input type="text" value="10.0000"/>	▲ ▼
Roanoke City Commonwealth's Attorney	<input type="text" value="0.0000"/>	▲ ▼
Roanoke City Police Department	<input type="text" value="0.0000"/>	▲ ▼
Roanoke County Police Department	<input type="text" value="0.0000"/>	▲ ▼
Salem Police Department	<input type="text" value="0.0000"/>	▲ ▼
Virginia Dept of State Police	<input type="text" value="0.0000"/>	▲ ▼
		Total %: <input type="text" value="10.0000"/>
<input type="button" value="Save & Continue"/>		

26. Select **Save & Continue** to proceed.

27. The system will calculate the Disbursement Amount for each agency based on the entries made in the first form. In this section the Amounts may be adjusted as needed.

Vehicles

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1950		Hoopdi	\$150,000.00	Forfeiture Returned In-Lieu of Forfeiture	\$500.00

Agency	Percent	Amount
Virginia Dept of Criminal Justice Services	10.000	50.00
Buckingham County Commonwealth's Attorney	5.000	25.00
Buckingham County Sheriff's Office	2.000	10.00
Colonial Beach Police Department	17.300	86.50
Fairfax County Police Department	9.300	46.50
Fairfax County Sheriff's Office	16.200	81.00
Falls Church Police Department	5.200	26.00
Frederick County Sheriff's Office	5.000	25.00
Prince George County Police Department	25.000	125.00
Virginia Dept of State Police	5.000	25.00
Total Amount:		500.00

Description	Value	Court Disposition	Disbursement Amount
US Currency	\$9,875.53	Forfeiture	\$9,875.30

Expense Type	Expense Comment	Expense Amount
Deduct	Processing Fee	\$1.23

Agency	Percent	Amount
Virginia Dept of Criminal Justice Services	10.000	987.53
Buckingham County Commonwealth's Attorney	5.000	493.77
Buckingham County Sheriff's Office	2.000	197.51
Colonial Beach Police Department	17.300	1,708.43
Fairfax County Police Department	9.300	918.40
Fairfax County Sheriff's Office	16.200	1,599.80
Falls Church Police Department	5.200	513.52
Frederick County Sheriff's Office	5.000	493.77
Prince George County Police Department	25.000	2,468.83
Virginia Dept of State Police	5.000	493.77
Total Amount:		9,875.33

Total must equal Asset Disbursement Amount

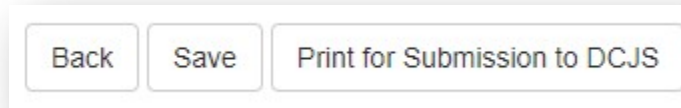
HINT: Percent values do not update when an amount is adjusted. To change the Percent go back to the previous form and enter in the correct percent.

28.If the calculation's Total Amount does not equal the Disbursement Amount, a message is displayed notifying you the **Total must equal Asset Disbursement Amount**. Adjust the Amount(s) until the numbers equal to proceed.

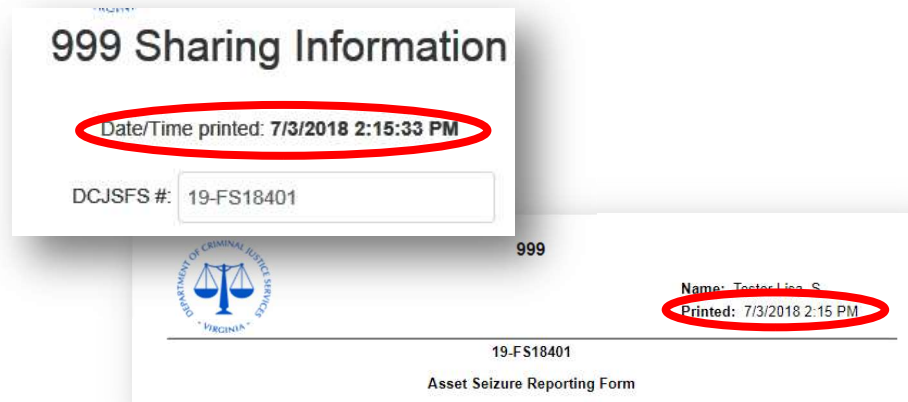
Usually this happens when the amounts cannot be evenly divided. You will decide which agency(ies) receive a penny or must be reduced a penny or two to make the amounts match.

Section 5: Submitting the Form 999 to DCJS

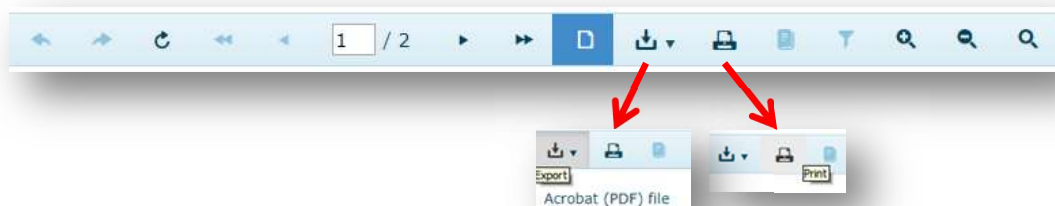
1. Once the Total Disbursement and Total Amount on each asset are equal you will be presented with the option to **Save** or **Print for Submission to DCJS**. The Save option allows you to save your work and remain on the form or exit and return later.



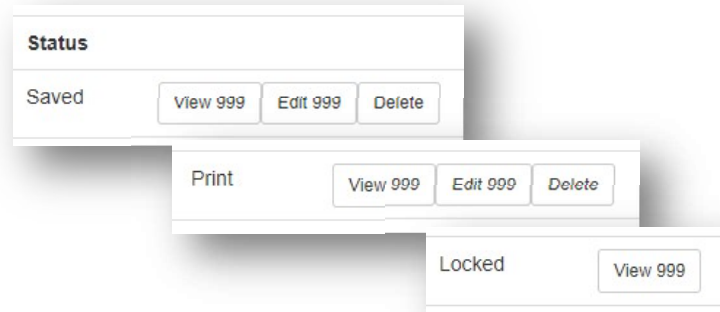
The Print for Submission to DCJS option allows DCJS staff to view the 999 online immediately, generates the 999 form for printing, and adds a date/time stamp at the top of both the on-line form and the printed form. The date/time will be updated each time you select the print for submission option from the edit 999.



2. It is important to note that the date on the printed 999 sent to DCJS must match the date in the system. This is to ensure the DCJS is in receipt of the most up to date information. When DCJS receives the printed 999, the date on the form will be matched to the date in the system. If the dates do not match the 999 will be rejected.
3. To print the form, click on the printer icon to be presented with the print menu. Select the **Print** icon or select **Export** to save to a PDF file.



4. Mail the printed, signed form to the Department of Criminal Justice Services along with any necessary documentation like court orders and expense documentation and a check if a disbursement is to be made by DCJS. If no check is needed, agencies may scan the signed 999 and documentation to fasp@dcjs.virginia.gov.
5. The status of the 999 is reflected on the Create 999 page. If a 999 has been created and not yet printed, the status will be Saved and you may Edit or Delete the 999.



6. Saved 999's cannot be viewed and are not available for processing by DCJS FASP Staff.
7. Print status indicates the 999 form has been printed and submitted to DCJS, and FASP staff can view the electronic 999. Forms may be re-printed for submission to DCJS when status is Saved or Print.
8. Once the printed, signed, 999 form is received by DCJS and processed, the FASP Staff will change the status of the 999 to Locked. When a 999 is Locked, no edits may be made to the 999. You must contact DCJS FASP Staff to request a case be re-opened for editing.
9. 999's will remain accessible in view-only form once Locked. Select **View 999** to open the form.

Section 6: Generating Reports

The online system can generate many helpful reports to view your case information, disbursements, or pending assets. The report menu is located at the top of the page in the black bar:

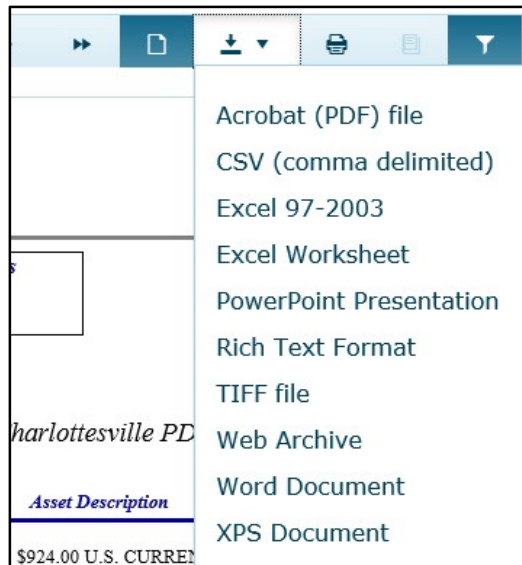
The screenshot shows the top navigation bar of the DCJS website. The 'Reports' dropdown menu is open, displaying the following options: Agency Disbursements, County Disbursements, Disbursal Amounts, Case History - Seizing Agency, Case History - Participating Agency, Disbursements (VSP Use Only), Criminal Charge Details, Criminal Charge Summary, and Pending Assets. The main content area shows the '999 Sharing Information' page with a search box containing '19-FS35405' and a 'Seizing Agency' label.

Reports:


- 1. Agency Disbursements**-this report will provide information on disbursements to your agency for a particular date range. On the report menu, click Agency Disbursements.

The screenshot shows the filter form for the Agency Disbursements report. It includes fields for Start Date, End Date, and Agency Name. The Start Date and End Date fields have yellow error messages: 'Please input a valid value.' The Agency Name field has a dropdown menu with options: Albemarle County Police Department and Jade-Charlottesville PD-3A. There are also 'select all' and 'clear selection' buttons.

Enter the start and end dates and which agency you would like the information for. "Select all" chooses all agencies you are registered for. The format of this report mirrors disbursement reports emailed to your agency. You may download this report in multiple formats or print the report by using the buttons at the top:



The agency name and date range will be at the top of the report. The total disbursed to the agency will be at the end.

Department of Criminal Justice Services 1100 Bank Street - 12th Floor Richmond, VA 23219				Asset Forfeiture Proceeds	
Disbursements for: Chesapeake Police Department For: 8/8/2024 through 8/8/2024					
<i>Date to Finance</i>	<i>DCJS Seizure No</i>	<i>Asset Description</i>	<i>Value</i>	<i>Disbursal Amt</i>	<i>Voucher No</i>
8/8/2024	14-FS05853 Franchun Hunt	\$626.00 U.S. Currency	\$626.00	\$375.60	14158
8/8/2024	22-FS06109 Franchun Hunt	\$1441.00 Cash	\$1,441.00	\$864.60	14157
8/8/2024	23-FS10302 Dasaun Arkel Gray, Corri Brown	\$1,453.00 in U.S. Currency	\$1,453.00	\$871.80	14155
8/8/2024	24-FS18804 Travis Eugene Morris	\$3,913 in U.S. Currency	\$3,913.00	\$2,347.80	14156
Agency Total:				\$4,459.80	

2. County Disbursements-this report is similar to the Agency Disbursement Report but will list disbursements made to the paying locality. For example, Prince George County Police Department receives their disbursements through the County of Prince George. This report will show all disbursements to the Prince George County Commonwealth's Attorney and Police Department for a particular time which was paid to Prince George County.

Each agency will have a subtotal, and there is a report total at the end.

Department of Criminal Justice Services 1100 Bank Street - 12th Floor Richmond, VA 23219			Asset Forfeiture Proceeds		
Disbursements for: 3/3/2021 through 3/3/2021					
<u>Date to Finance</u>	<u>DCJS Seizure No</u>	<u>Asset Description</u>	<u>Value</u>	<u>Disbursal Amt</u>	<u>Voucher No</u>
County of Prince George					
<i>Prince George County Commonwealth's Attorney</i>					
3/3/2021	21-FS33005	Currency	\$645.00	\$182.86	15323
	Najee D. Edwards				
			Subtotal:	\$182.86	
<i>Prince George County Police Department</i>					
3/3/2021	21-FS33005	Currency	\$645.00	\$377.33	15323
	Najee D. Edwards				
			Subtotal:	\$377.33	
			Total:	\$560.19	

3. Disbursal Amounts-this report shows disbursements by date range for an agency in a slightly different format. This report is used for the annual report required each fiscal year.

Disbursal Amounts				
Chesapeake Police Department				
For the Period 7/1/2023 through 6/30/2024				
<u>Agency Case #</u>	<u>Asset/Value</u>	<u>Seizure #</u>	<u>Date to Finance</u>	<u>Disbursal Amt.</u>
22-35168	\$4497.00 Cash/\$4,497.00	22-FS10404	7/25/2023	\$2,698.20
	Brayan Leal-Castillo			
22-2651	\$3592.00 Cash/\$3,592.00	22-FS17301	8/21/2023	\$1,436.80
	Michael Scott			
23-28852	\$2,813.00 in US Currency/ \$2,813.00	23-FS09402	8/29/2023	\$1,687.80
	Tiffany Marie West			
22S03369	US CURRENCY/\$753.00	22-FS03408	9/13/2023	\$205.20
	EZEKIAL DENNISON			
23-28852	\$36,873.91 in Navy Federal Account/\$36,873.91	23-FS09402	9/13/2023	\$10,883.19
	Tiffany Marie West			
22-16860	\$820 Cash/\$820.00	22-FS05601	9/18/2023	\$492.00
	Wendee Johnson			

4. Case History-Seizing Agency-this report runs a case history for specific agencies. Click on the agency to see all asset forfeiture cases where they were the seizing agency. (Case information prior to 7/1/2011 may not be available or may be incomplete in this online report; contact DCJS if information prior to this date is needed.)

Seizing Agency	LEA Case #	DCJS Case #	Seizure Date	Case Status	Asset Description	Asset Value	998 Submitted	999 Created	999 Printed	999 Status
Albemarle County Police Department	201869692	19-FS34605	11/29/2018	Pending	\$2,377 in U.S. Currency	\$2,377.00				
Albemarle County Police Department	201862862	19-FS32001	10/31/2018	Pending		\$14,925.00				
Albemarle County Police Department	201922778	19-FS12701	4/17/2019	Pending	U.S. Currency	\$1,135.00	5/7/2019			
Albemarle County Police Department	201913214	19-FS08001	3/2/2019	Pending	U.S. Currency	\$6,842.01				
Albemarle County Police Department	2017-63411	18-FS34515	12/9/2017	Pending	\$41,752.00 U.S. Currency	\$41,752.00	12/12/2017			
Albemarle County Police Department	2017-44177	18-FS25441	9/5/2017	Pending	\$800.00 U.S. Currency	\$800.00	9/11/2017			
Albemarle County Police Department	2017-41551	18-FS24921	8/23/2017	Pending	\$1,359.00 U.S. Currency	\$1,359.00	9/6/2017			
Albemarle County Police Department	2017-38272	18-FS21955	8/6/2017	Pending	\$540.00 U.S. Currency	\$540.00	8/9/2017			
Albemarle County Police Department	2018-00011920	18-FS07432	2/23/2018	Pending	\$22,267.26 U.S. Currency	\$22,267.26	3/15/2018			
Albemarle County Police Department	2018-00012441	18-FS07431	2/25/2018	Pending	\$4,670.00 U.S. Currency	\$4,670.00	3/15/2018			
Albemarle County Police Department	A201655256	17-FS27060	9/18/2016	Pending	\$2,415.00 U.S. Currency	\$2,415.00	9/26/2016			

VIN/Serial #	Asset Disposition	Court Disposition	Seizure Locality	Seized From	Disbursed Amount	Disbursement Date	998 Comments	999 Comments
	Currency Reportable		Albemarle County	Eron Jerrel Fleming				
	Currency Reportable		Albemarle County	Calvin E Waver Jr				
	Currency Reportable		Albemarle County	Landon Devon Fields			\$1135 in U.S. currency	
	Currency Reportable		Albemarle County	Tyrik Alloyd Ayres			Seizure of \$6842.01	
	Currency Reportable		County of Albemarle	Hanson s Gregory				
	Currency Reportable		County of Albemarle	Allegra E Cooper				
	Currency Reportable		County of Albemarle	Leandra I Henderson				
	Currency Reportable		County of Albemarle	Aleman Pineda Santos Israel				
	Currency Reportable		County of Albemarle	Scott A Melton				
	Currency Reportable		County of Albemarle	Charles W Yancy, Jr.				
	Currency Reportable		County of Albemarle	Marcel M Jones				
	Currency Reportable		County of Albemarle	Rashid C Carey				
	Currency Reportable		County of Albemarle	JERMEL A COLEMAN				
1HGCR2F39HA1	Reportable		County of Albemarle	JERMEL A COLEMAN				

- This report downloads as an Excel spreadsheet in which the data can be manipulated
- The following information is available: Seizing Agency, LEA Case #, DCJS Case #, Seizure Date, Case Status, Asset Description, Asset Value, 998 submitted date, 999 created and printed date, 999 status, VIN/Serial#, Asset Disposition, Court Disposition, Seizure Locality, Seized From person, Disbursed Amount, Disbursement Date, comments on the case
- Each line shows information for one asset
- An asset's case will indicate pending if **any** asset on the case doesn't have a disposition

5. Case History-Participating Agency-this report runs just like the Case History-Seizing Agency, but it will generate a list of cases where your agency participated but was not the seizing agency.

6. Criminal Charge Details-this report shows all criminal charges your agency reported on the 999 and the status of the charges for each case.

Virginia Law Enforcement Agencies	DCJS Case Number	Basis for Seizure	Defendant	Original Charge	Convicted	Convicted of Amended Charge	Fugitive	Pending	Dismissed	Nolle Prossed	Plea Agreement	Federal Conviction
Chesapeake Police Department	22-FS01401	18.2 - 248	Defendant1	18.2-248(C)	No	18.2-248(C)						No
Chesapeake Police Department	22-FS01401	18.2 - 248	Defendant1	18.2-308.4(E)	Yes						Yes	No
Chesapeake Police Department	22-FS01401	18.2 - 248	Defendant1	18.2-308.2(A)	Yes						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-308.4(E)	No	18.2-308.4(C)					Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-308.4(E)	No						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-248.1(a)	Yes						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-308.4(E)	No						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-248(H)	Yes						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-250(A)	No						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-308.4(E)	No						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant1	18.2-248(H)	No						Yes	No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant2	18.2-308(A)	Yes							No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant2	18.2-460(A)	Yes							No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant2	18.2-308.4(E)	Yes							No
Chesapeake Police Department	22-FS05601	18.2 - 248	Defendant2	18.2-248.1(a)	Yes							No

- This report downloads as an Excel spreadsheet in which the data can be manipulated
- The following information is available: DCJS Case Number, Basis for Seizure, Charges, and status of charges
- This report reflects the report which will be submitted to the Governor and General Assembly each year for all agencies

7. Criminal Charge Summary-this report shows the number of assets forfeited by your agency in a date range, how many had criminal charges associated with them, and how many of those charges were convictions and how many were still pending at the time the forfeiture was reported.

Virginia Law Enforcement Agencies	Assets Forfeited	Criminal Charges	Convictions	Pending	No Criminal Charges	Federal Convictions
Chesapeake Police Department	19	18	18		1	

8. Pending Assets-this report will list all assets still pending where your agency was the seizing agency.

Status

clear selection

Pending

In-Kind

Start Date

1/1/1992

End Date

2/4/2020

AgencyName

select all clear selection

Albemarle County Police Department

Jade-Charlottesville PD-3A

Click Pending Assets in the Reports menu.

Highlight either Pending or In-Kind. Pending will show all assets that do not have a final disposition, including the in-kind status assets. In-Kind will only return a report of the assets your agency is holding in in-kind status.

Enter the start and end dates the report should return. This date will hit on the date the asset was seized.

Highlight the agency you want to run the report for.

- Report may be downloaded as a pdf or word document by clicking the download button, or print for your records.
- DCJS sends a request to seizing agencies to run this report in February to clear old cases, and the report is due by April 1. DCJS suggests agencies run this report periodically to ensure cases are processed in a timely manner.

Pending Asset Report for DCJS Asset Forfeiture Cases			Report Date:
Albemarle County Police Department			2/4/2020 4:02 PM
For cases submitted 1/1/1992 through 2/4/2020			
DCJS Number: 13-FS02503	Law Enforcement Agency Case Number: A2013-00270		
998 Submitted: 1/25/2013	Date of Seizure: 1/11/2013	Court Order Date:	
Participating Agencies: Albemarle County Commonwealth's Attorney, Albemarle County Police Department			
Defendant Name(s): GARY L MINNIS			
<u>Property Description</u>	<u>Property Value</u>	<u>Status</u>	<u>999 Print Date</u>
\$852.00 U.S. Currency (Currency)	\$852.00	Pending	
Seized from: GARY L MINNIS			
Is there a forfeiture order for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please submit a 999 as soon as possible.			
DCJS Number: 15-FS05061	Law Enforcement Agency Case Number: A2015-01142		
998 Submitted: 2/19/2015	Date of Seizure: 2/13/2015	Court Order Date:	
Participating Agencies: Albemarle County Commonwealth's Attorney, Albemarle County Police Department			
Defendant Name(s): Thomas W Bartley			
<u>Property Description</u>	<u>Property Value</u>	<u>Status</u>	<u>999 Print Date</u>
\$1,028.00 U.S. Currency (Currency)	\$1,028.00	Pending	
Seized from: Thomas W Bartley (999 not received by DCJS)			
Is there a forfeiture order for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please submit a 999 as soon as possible.			
DCJS Number: 15-FS07165	Law Enforcement Agency Case Number: A2015-01855		
998 Submitted: 3/12/2015	Date of Seizure: 3/12/2015	Court Order Date:	
Participating Agencies: Albemarle County Commonwealth's Attorney, Albemarle County Police Department			
Defendant Name(s): Rakeem L Tutwyler			
<u>Property Description</u>	<u>Property Value</u>	<u>Status</u>	<u>999 Print Date</u>
\$1,128.00 U.S. Currency (Currency)	\$1,128.00	Pending	
Seized from: Rakeem L Tutwyler			
Is there a forfeiture order for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please submit a 999 as soon as possible.			
DCJS Number: 16-FS07626	Law Enforcement Agency Case Number: A2016-01957		
998 Submitted: 3/16/2016	Date of Seizure: 3/8/2016	Court Order Date:	
Participating Agencies: Albemarle County Commonwealth's Attorney, Albemarle County Police Department			
Defendant Name(s): Mark O Jones			
<u>Property Description</u>	<u>Property Value</u>	<u>Status</u>	<u>999 Print Date</u>
\$1,926.00 U.S. Currency (Currency)	\$1,926.00	Pending	
Seized from: Mark O Jones			
Is there a forfeiture order for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please submit a 999 as soon as possible.			

For questions or information about the Forfeited Asset Sharing Program, please contact Forfeited Asset Sharing Program staff. Contact information is available at: [Forfeited Asset Sharing Program | Virginia Department of Criminal Justice Services](#).