



# Forfeited Asset Sharing Program System User Guide

*Department of Criminal Justice Services  
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Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)*

Revised 2/2020

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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 was designed to assist with the 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 Internet Explorer. This system is not guaranteed to work in any other browser(s). FASP staff recommends Google Chrome.**

## Section 1: User Account Management

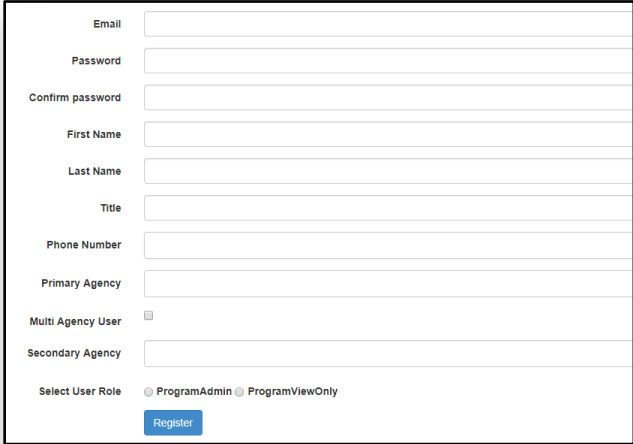
### NEW USER REGISTRATION

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



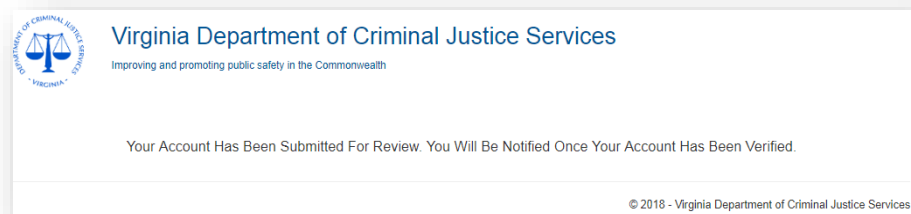
The screenshot shows the login page for the Virginia Department of Criminal Justice Services. It features the department's logo and name at the top. Below the header, there are input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. At the bottom of the login section, 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**.

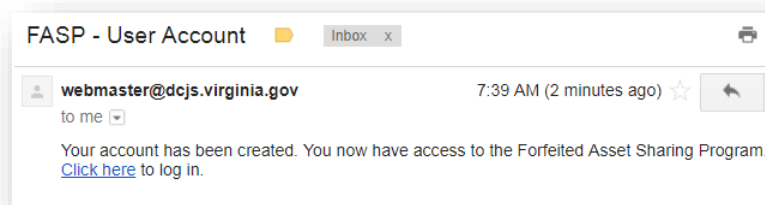


The screenshot shows the registration form. It contains the following fields: 'Email', 'Password', 'Confirm password', 'First Name', 'Last Name', 'Title', 'Phone Number', 'Primary Agency', 'Multi Agency User' (checkbox), 'Secondary Agency', and 'Select User Role' (radio buttons for 'ProgramAdmin' and 'ProgramViewOnly'). A blue 'Register' button is located at the bottom of the form.

3. Password requirements are **"Minimum 8 characters, combination upper/lower case, numerical character and special character"**. A system will display this message if you exit the field without meeting the requirements.
4. 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.
5. 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.
6. If you are a new user, a FASP Registration Approval Form must be completed and signed by the law enforcement agency head, then submit to FASP staff. New users may contact staff for the form, or staff will contact new users after registration if one is not on file.
7. Scan and email the FASP Registration Approval Form to FASP staff at [fasp@dcjs.virginia.gov](mailto:fasp@dcjs.virginia.gov), fax to 804-786-0053 or mail to Department of Criminal Justice Services, FASP, 1100 Bank Street, 12<sup>th</sup> Floor, Richmond, VA 23219.
8. A confirmation message will display: **Your Account Has Been Submitted For Review. You Will Be Notified Once Your Account Has Been Verified.**

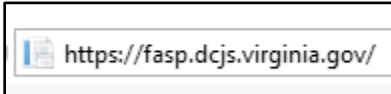


9. Once your account has been verified and approved, you will receive an email notification that the setup is complete and you can proceed to the login.

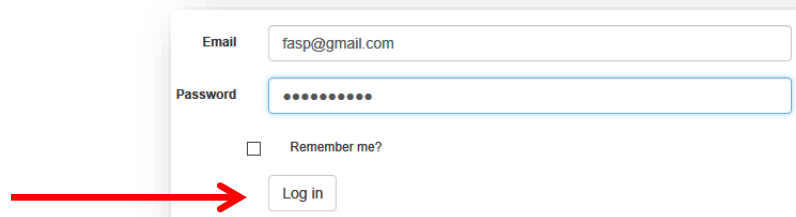


## LOGGING INTO THE FASP SYSTEM

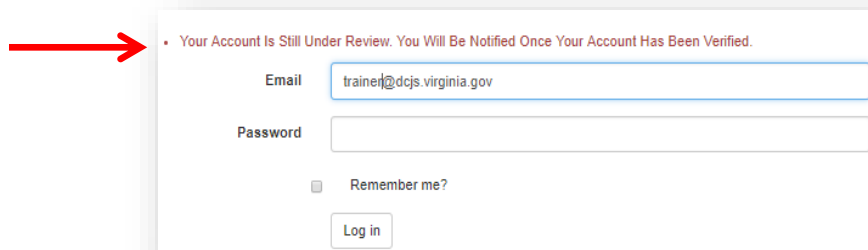
1. Click on the [Click Here](#) link in the email. This should take you to the FASP Login page. If your computer's configuration does not take you to the website copy <https://fasp.dcjs.virginia.gov/> and paste it into your browser's address line.



2. Enter the registered email address and password and select **Log in**.

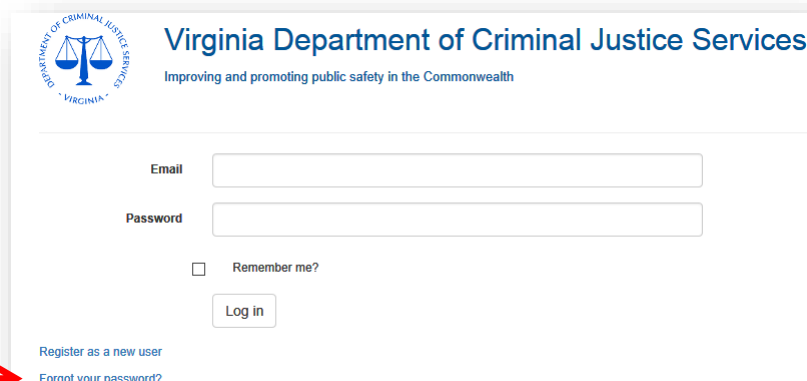
A screenshot of the FASP login form. It has two input fields: "Email" with the value "fasp@gmail.com" and "Password" with masked characters "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember me?". At the bottom is a "Log in" button. A red arrow points from the left towards the "Log in" button.

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

A screenshot of the FASP login form. At the top, there is a red error message: "• Your Account Is Still Under Review. You Will Be Notified Once Your Account Has Been Verified." Below the message are the "Email" and "Password" fields. The "Email" field contains "trainer@dcjs.virginia.gov". There is a "Remember me?" checkbox and a "Log in" button. A red arrow points from the left towards the error message.

## RESETTING YOUR PASSWORD

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

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

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

Forgot your password?  
Enter your email.

Email

6. The system will display **Forgot Password Confirmation. Please check your email to 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.

Hello fasp@gmail.com! Log off

Manage your account

Title  First Name  Last Name

Email  Phone Number

Change Password.  
Change Password Form

Current password

New password

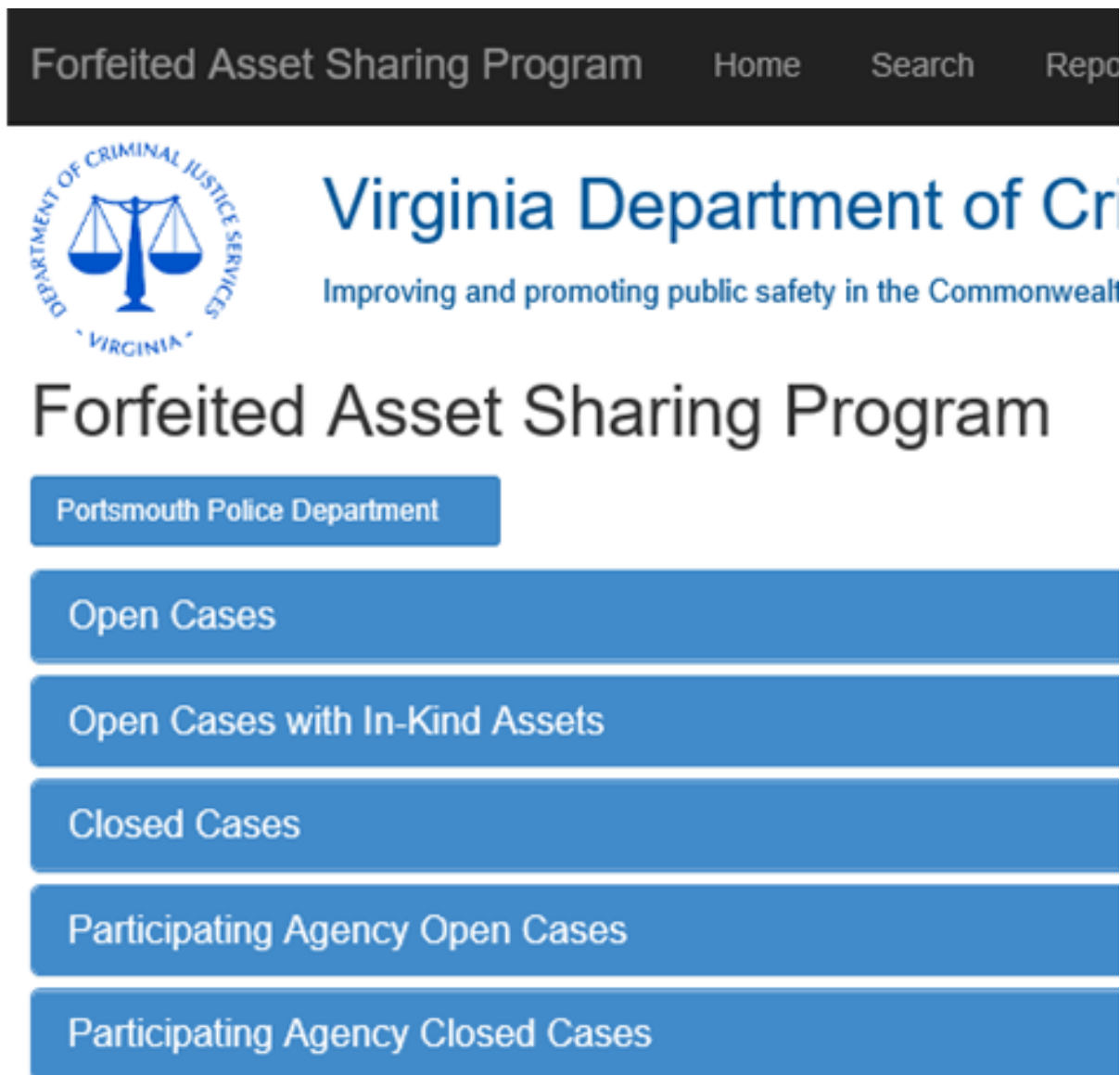
Confirm new password

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. At the top of the page, the agencies you are registered for will be listed.
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 updated. 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"/>
<div> Agency Name: West Point Police Department </div>			
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.



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	
<div> <div>1998</div> <div>x</div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>	<div></div>	
1998 MERCEDES BENZ C230	\$3,000.00	11-FS20205	<div>View 998</div> <div>View 999 (1)</div>

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. You cannot access an Edit 998 page with this search, but can access Edit 999.**

## 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. 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. 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.

3. **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 annotations:

- Criminal Charges Filed:** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- VSP (Virginia State Police) Involved?** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- Joint Seizure Participating Agencies:** A list of agencies including 'HALIFAX COUNTY COMMONWEALTH'S ATTORNEY', 'HALIFAX COUNTY SHERIFF'S OFFICE', 'SOUTH BOSTON POLICE DEPARTMENT', and 'VIRGINIA DEPT OF STATE POLICE'.
- Seizing Agency Case Number:** A text input field. A red arrow points to this field. Below the field is a yellow warning message: 'Case Number is Required.'
- Date of Seizure:** A date picker showing '05/23/2018'.
- Seizure State:** A dropdown menu with 'VA' as the selected value.
- Seizure Locality:** A dropdown menu with 'Select locality...' as the placeholder. A red arrow points to this field. Below the field is a yellow warning message: 'A Locality is required.'
- Legal Grounds for Seizure:** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- Buttons:** 'Save & Continue' and 'Cancel' buttons are at the bottom.
- Footer:** '© 2018 - Virginia Department of Criminal Justice Services'.

4. 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.

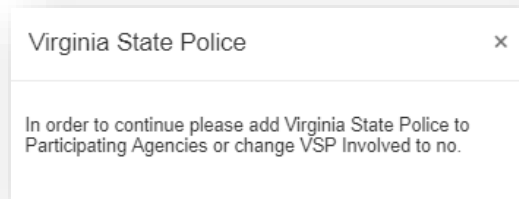
The first screenshot shows the 'Criminal Charges Filed' dropdown menu with 'Yes' selected. The second screenshot shows the same dropdown menu with 'Non-drug Related ...' selected.

**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.**

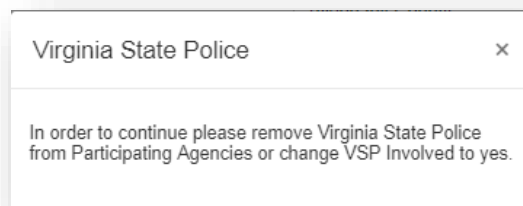
The dialog box is titled 'Drug Related' and contains the following text:

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.

5. If **Yes** is selected in **Virginia Dept of State Police (VSP) involved?** you must include VSP as a Participating Agency. 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.



6. 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.



7. **Joint Seizure Participating Agencies:** If you select a task force, the task force members will automatically populate on the next page.
8. **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.
9. **Date of Seizure:** This date needs to be accurate to ensure criminal charges selected are correct.
10. **Seizure Locality:** Where the seizure occurred; generally the locality and the Commonwealth's Attorney's Office will match
11. **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.

12. 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.

Save & Continue

Cancel

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

Forfeited Asset Sharing Program


Home

Search

Reports

Help: Beth Dandridge

Log off



**Virginia Department of Criminal Justice Services**  
Improving and promoting public safety in the Commonwealth

Edit 998

20-FS28202

**Seizing Agency**

Tri-Rivers Drug Task Force/Middlesex-SX

**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 X

JAMES CITY COUNTY COMMONWEALTH'S ATTORNEY X

JAMES CITY COUNTY POLICE DEPARTMENT X

MATHEWS COUNTY SHERIFF'S OFFICE X

MIDDLESEX COUNTY SHERIFF'S OFFICE X

POQUOSON POLICE DEPARTMENT X

TRI-RIVERS DRUG TASK FORCE/MIDDLESEX-SX X

VIRGINIA DEPT OF STATE POLICE X

WILLIAMSBURG POLICE DEPARTMENT X

YORK COUNTY SHERIFF'S OFFICE X

**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**

19.2 - 248.1 - Penalties for sale, gift, distribution or possession with intent to sell, give or distribute marijuana

**Defendant/Co-Defendant**

Per Code of Virginia § 19.2-306.14, 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	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) 796-4249

**Chief/Sheriff/ Superintendent**

Special Agent Eric Van Fossen

**Email**

Eric.VanFossen@vsp.virginia.gov

**Phone**

(804) 693-1145

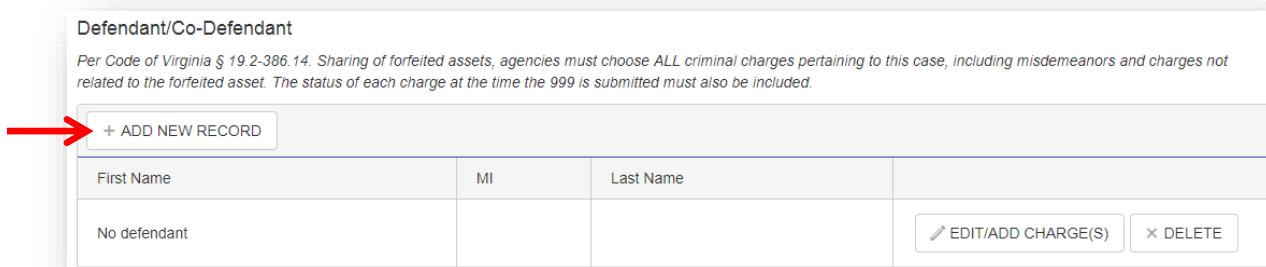
**Comments**

Save

Submit

Back to main menu

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



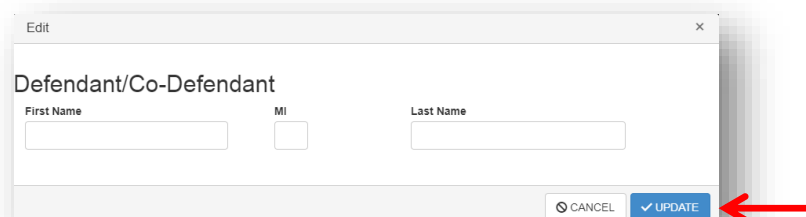
Defendant/Co-Defendant

*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			<b>EDIT/ADD CHARGE(S)</b> <b>× DELETE</b>

15.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.



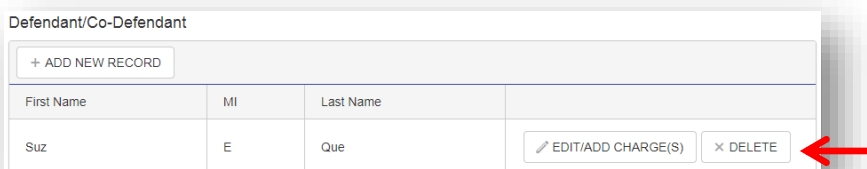
Edit

Defendant/Co-Defendant

First Name MI Last Name

**CANCEL** **✓ UPDATE**

16.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 at a later date on the 999. See section creating Form 999 for more information.

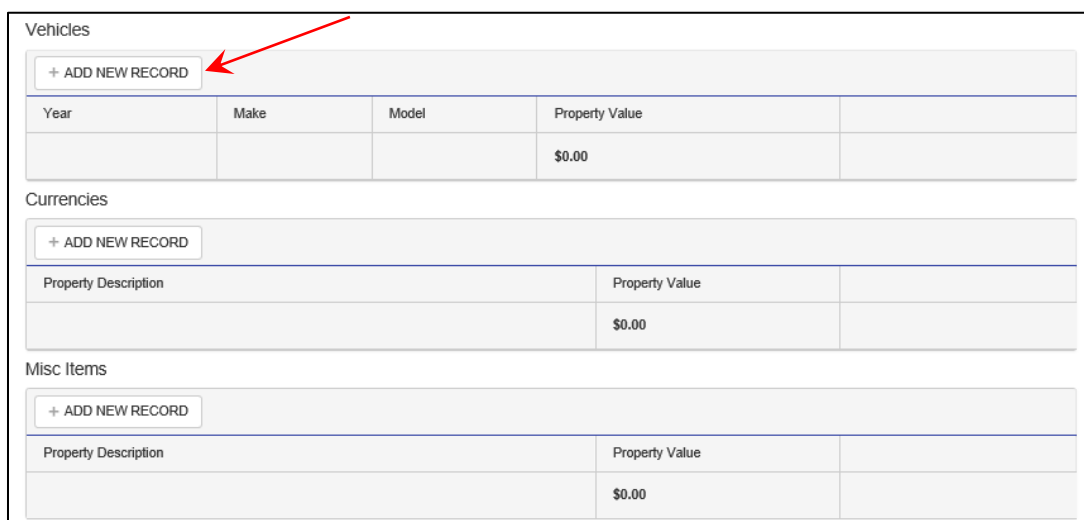


Defendant/Co-Defendant

**+ ADD NEW RECORD**

First Name	MI	Last Name	
Suz	E	Que	<b>EDIT/ADD CHARGE(S)</b> <b>× DELETE</b>

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



The screenshot displays three asset categories: Vehicles, Currencies, and Misc Items. Each category has a '+ ADD NEW RECORD' button. A red arrow points to the button in the Vehicles section. Below each button is a table with columns for asset details and a 'Property Value' column.

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	

- 18.A form will generate to fill with the asset information.

Vehicles: Enter the VIN, mileage, year, make, and model, and the value will automatically generate if the VIN is found. If VIN is not found, year, make and model are required, and you must enter an estimated value. Storage location and comments will print on the 998.

**A description and a value is required on all assets. For currency, DCJS recommends including the dollar amount in the description.**

- 19.To include 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

20. Once you have entered Seized From information once, there will be a drop down menu on other assets to choose the owner's 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. Information entered into the Comments section of an asset can be viewed by DCJS and **will** print on the 998.

## Currency

**Property Description**

**Value**

\*\*\*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**

**First Name**

**Middle Name**

**Last Name**

**Address 1**

**Address 2**

**City/County**

**State**

**Zip Code**

**Storage Location**

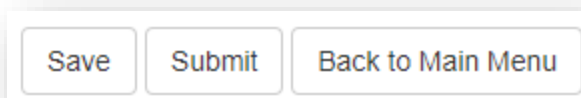
**Comments**

19.A comments section is also available at the bottom 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**

17. 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.**



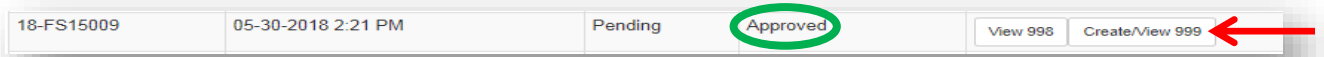
18. DCJS staff will review each 998. If accepted, you will receive an automated email. If rejected, you will receive an email stating the reason for the rejection. Correct the 998 and submit again.
19. Cases are displayed on the Home page along with the status and actions available based on the status 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	Details	Create/View 999
18-FS14318	86543	Pending	Rejected	Edit	Details Delete
18-FS14319	01-2345	Pending	Submitted	Details	
18-FS14308	879	Pending	Saved	Edit	Details Delete

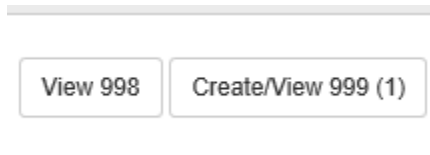
**IMPORTANT NOTE:** Once a 999 is created no additional changes to the 998 will be allowed. It is important that you ensure the accuracy of the case information (i.e. participating agencies, etc.) entered on the 998 before creating a 999.

## 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.

999's for 19-FS19907 (Sample 999)

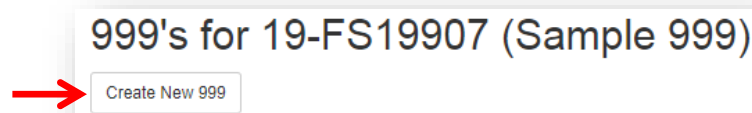
Create New 999

Submitted By	DCJS FS Number	Creation Date	Status	
Fasn@gmail.com	19-FS19907	7/18/2018 3:31:53 PM	Saved	<a href="#">View 999</a> <a href="#">Edit 999</a> <a href="#">Delete</a>

- 1995 Ford F-150
- US Currency
- Jewelry

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



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

Create 999

DCJS FS Number: 18-FS13001

Available Property

- 2006 BMW 5 Series - (\$6375)
- US Currency - (\$5000) - (\$5000)
- Toy Hauler - (\$0) - (\$0)

Selected Property

Create Back to List

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.

Please select at least one item below to continue. ?

Available Property		Selected Property
2006 BMW 5 Series - (\$6375)	▲	US Currency - (\$5000) - (\$5000)
Toy Hauler - (\$0) - (\$0)	▼	
	▶	
	◀	
	▶▶	
	◀◀	
	✕	

6. Select **Create** to proceed.

Please select at least one item below to continue. ?

Available Property		Selected Property
	▲	US Currency (3500.00)
	▼	Jewelry (2500.00)
	▶	1995 Ford F-150 (900.00)
	◀	
	▶▶	
	◀◀	
	✕	

→ Create Cancel

7. The 999 form is displayed



# Virginia Department of Criminal Justice Services

Improving and promoting public safety in the Commonwealth

## Edit 999

DCJS FS #: 19-FS10608

### Seizing Agency

Blacksburg Police Department

### Email Address

elizabeth.dandridge@dcjs.virginia.gov

### Seizing Agency Case Number

2019-0005754

### Date of Forfeiture Order/Plea Agreement

month/day/year

### Date of Seizure

4/11/2019

### 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	Middle Name	Last Name	
Alec		American	<a href="#">EDIT/ADD CHARGE(S)</a> <a href="#">X DELETE</a>

### Currency

Description	Value	Court Disposition	Disbursement Amount
\$740.00	\$740.00	Court Disposition...	\$0.00

### Total Disbursement

\$0.00

Agency	Percentage
Virginia Dept of Criminal Justice Services	10.0000
Blacksburg Police Department	0.0000
Montgomery County Commonwealth's Attorney	0.0000
	Total %: 10.0000

Save & Continue

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**

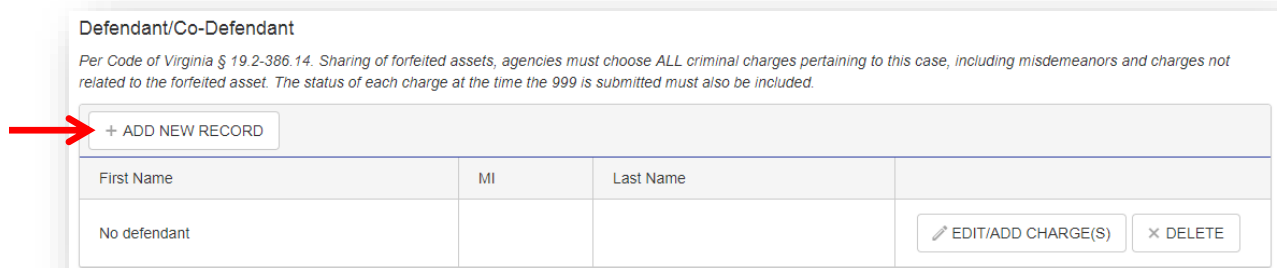


Date of Forfeiture Order/Plea Agreement

5/4/2018

**CRIMINAL CHARGES: ALL CRIMINAL CHARGES RELATED TO THIS CASE AND THEIR STATUS ARE REQUIRED BY CODE §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, skip to Step 15.
10. To add Defendant/Co-Defendant information to the case select **+ ADD NEW RECORD**.



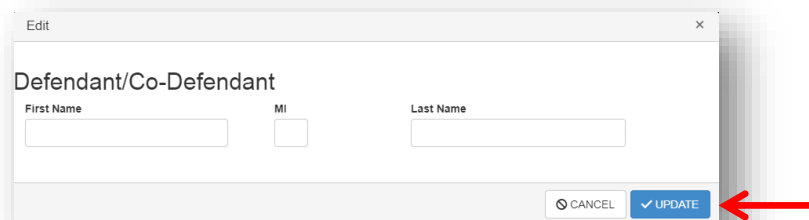
Defendant/Co-Defendant

*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			<a href="#">EDIT/ADD CHARGE(S)</a> <a href="#">X DELETE</a>

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.



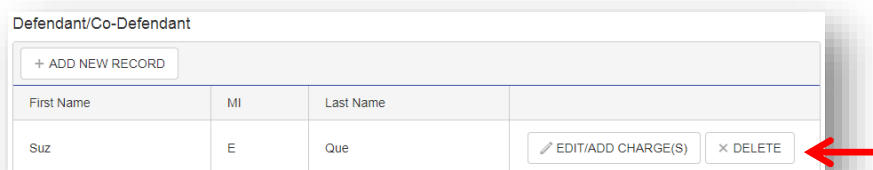
Edit

Defendant/Co-Defendant

First Name MI Last Name

[CANCEL](#) [UPDATE](#)

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.

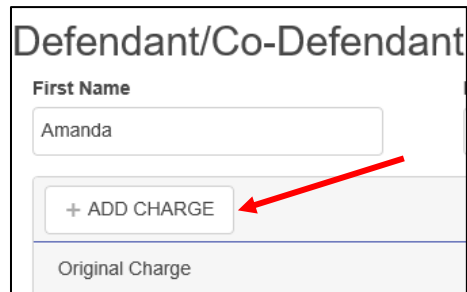


Defendant/Co-Defendant

+ ADD NEW RECORD

First Name	MI	Last Name	
Suz	E	Que	<a href="#">EDIT/ADD CHARGE(S)</a> <a href="#">X DELETE</a>

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



Defendant/Co-Defendant

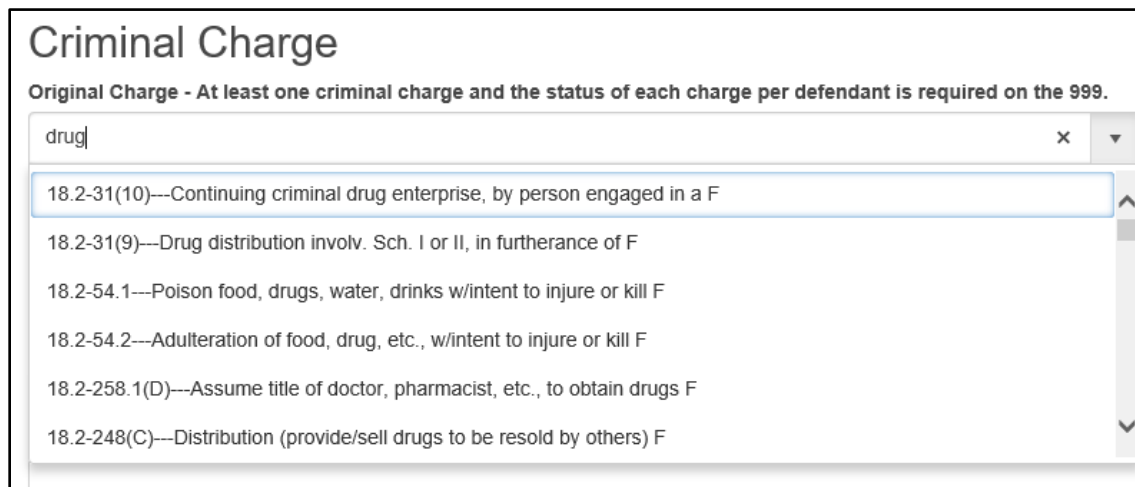
First Name

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. 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?

Other

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

16. **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 NOT convicted of original charge **OR** an amended charge, click dismissed.
- If the charge was Nolle Prossed, click that as well.
- If convicted of an amended charge, click that box and enter the code section in the amended charge field (see below). If the lesser charge is the result of a plea agreement, 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

17. 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

18. 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

19. 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 ▲▼

**Court Disposition**

Forfeiture ▼

Court Disposition...

Dismissal

**Forfeiture**

Release to Lien Holder

Return to Owner

Administrative (DCJS use only)

**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.**

20. 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.**

## 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.

Vehicles

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

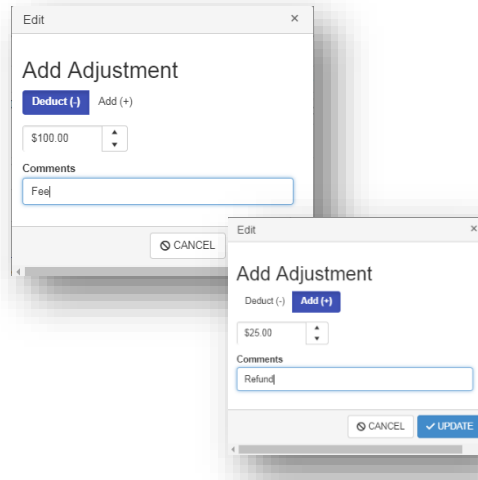
Sale Price: 4000.00 Date of Sale: 5/10/2018

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.



**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**

+ ADD ADJUSTMENT

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

21.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 are not eligible for disbursement by DCJS. 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. Disbursements on non-reportable items are made by the seizing agency.

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

Vehicles

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

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

Expenses

+ ADD ADJUSTMENT

Expense Type	Expense Comment	Expense Amount	
Deduct	Fee	\$65.00	<div>EDIT</div> <div>DELETE</div>
Deduct	Towing	\$125.00	<div>EDIT</div> <div>DELETE</div>

22.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 must 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.

If the disbursement amount is less than \$500.00, the asset disposition must be marked as 'Non-reportable Item', please review.

Assets are non-reportable if the value is less than \$500 or the court date was more than a year ago (except currency). To make the asset non-reportable, delete all expenses and change the disposition, then re-enter expenses.

OK

23. 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 ▼

x CAROLINE COUNTY SHERIFF'S OFFICE

If the agency changes, notify DCJS so the records may be updated.

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

24. 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.

		<b>Total Disbursement</b>	
		<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"/>	
<div>Save &amp; Continue</div>			

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

26. 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**

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

**Currency**

Description	Value	Court Disposition	Disbursement Amount
US Currency	\$9,876.53	Forfeiture	\$9,875.30

**Expenses**

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

**Agency**

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.**



27.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.

**Summary**

Agency	Amount
Virginia Dept of Criminal Justice Services	\$1,037.53
Buckingham County Commonwealth's Attorney	\$518.77
Buckingham County Sheriff's Office	\$207.51
Colonial Beach Police Department	\$1,794.93
Fairfax County Police Department	\$964.90
Fairfax County Sheriff's Office	\$1,680.80
Falls Church Police Department	\$539.52
Frederick County Sheriff's Office	\$518.77
Prince George County Police Department	\$2,593.83
Virginia Dept of State Police	\$518.77
<b>Total Amount:</b>	<b>10,375.33</b>

**Officer Information**

Contact Officer: Tester Lisa S

Chief: Chief Oscar Meyer

Comments: [Back] [Save] [Print]

**Summary**

Agency	Amount
Virginia Dept of Criminal Justice Services	\$1,037.53
Buckingham County Commonwealth's Attorney	\$518.77
Buckingham County Sheriff's Office	\$207.51
Colonial Beach Police Department	\$1,794.93
Fairfax County Police Department	\$964.90
Fairfax County Sheriff's Office	\$1,680.80
Falls Church Police Department	\$539.52
Frederick County Sheriff's Office	\$518.77
Prince George County Police Department	\$2,593.80
Virginia Dept of State Police	\$518.77
<b>Total Amount:</b>	<b>10,375.30</b>

**Officer Information**

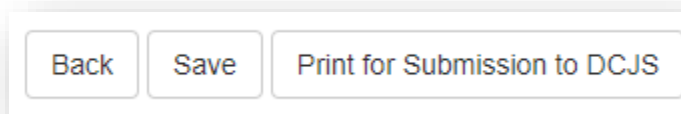
Contact Officer: Tester Lisa S | Email: LisaS23116@comcast.net | Phone: (804) 766-8475

Chief: Chief Oscar Meyer | Email: oscarm@gmail.com | Phone: (804) 555-1234

Comments: [Back] [Save] [Print]

## Section 5: Producing the 999 form for Submission

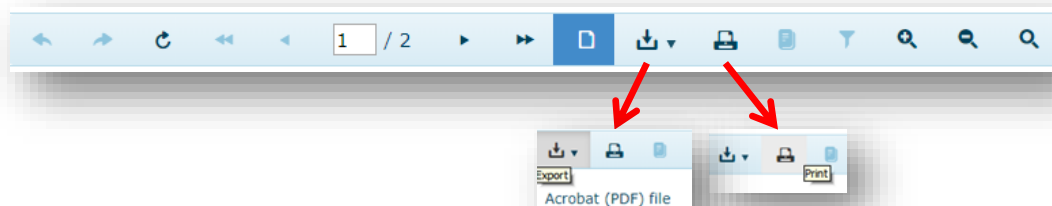
1. Once the Total Disbursement and Total Amount on each asset are equal you will be presented with the option to **Save** or **Print for Submission to DCJS**. The Save option allows you to save your work and remain on the form, or exit out and return later.



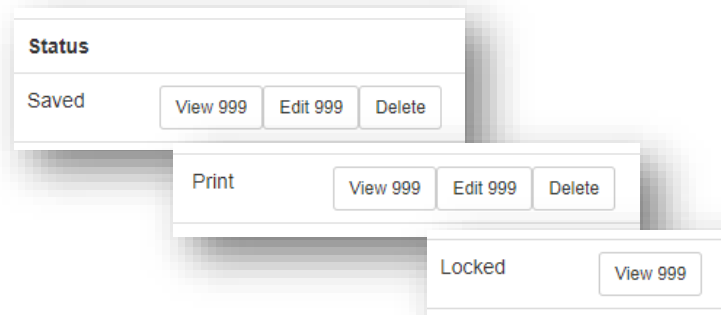
The Print for Submission to DCJS option allows DCJS staff to view the 999 online immediately, generates the 999 form for printing and adds a date/time stamp at the top of both the on-line form and the printed form. The date/time will be updated each time you select the print option from the edit 999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

Two overlapping screenshots. The top one is titled '999 Sharing Information' and shows a red circle around the text 'Date/Time printed: 7/3/2018 2:15:33 PM' and a text box for 'DCJSFS #: 19-FS18401'. The bottom one is the '999' form, showing the Department of Criminal Justice Services logo, the name 'Name: Tester Lisa S.', a red circle around 'Printed: 7/3/2018 2:15 PM', the ID '19-FS18401', and the title 'Asset Seizure Reporting Form'.

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.
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 are not available for processing by DCJS FASP Staff.
7. Print status indicates the 999 form has been printed and submitted to DCJS. 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 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:

Forfeited Asset Sharing Program   Home   Search   Reports ▼

 **Virginia Department of Criminal Justice Services**  
Improving and promoting public safety in the Commonwealth

### 999 Sharing Information

DCJS FS #:

Seizing Agency

- Agency Disbursements
- County Disbursements
- Disbursal Amounts
- Case History - Seizing Agency
- Case History - Participating Agency
- Disbursements (VSP Use Only)
- Criminal Charge Details
- Criminal Charge Summary
- Pending Assets

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.

0 / 0

Please input a valid value.

**Start Date**  
Please input a valid value.

**End Date**  
Please input a valid value.

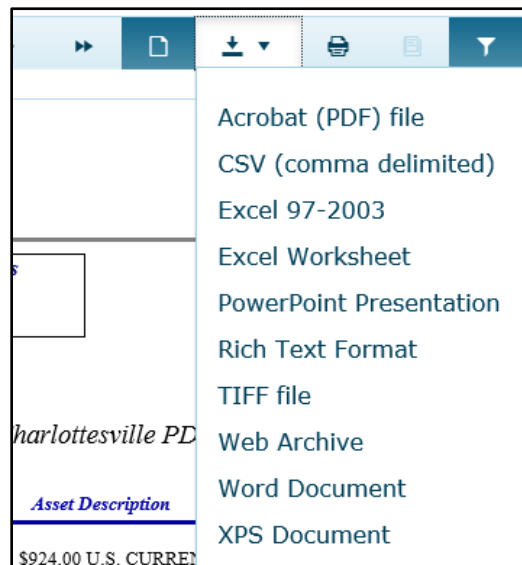
**Agency Name**  
Please input a valid value.

select all   clear selection

Albemarle County Police Department

Jade-Charlottesville PD-3A

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

The seal of the Department of Criminal Justice Services, Virginia, is located at the top center. It features a pair of scales of justice in the center, with the words "DEPARTMENT OF CRIMINAL JUSTICE SERVICES" in a circular border around the top and "VIRGINIA" at the bottom.

Asset Forfeiture Proceeds

Disbursements for: Jade-Charlottesville PD-3A

For: 1/1/2016 through 2/4/2020

Date to Finance	DCJS Seizure No	Asset Description	Value	Disbursal Amt	Voucher No
1/12/2016	07-FS16310	\$924.00 U.S. CURRENCY	\$924.00	\$369.60	15424
	Maria Esthella Juarez				
1/12/2016	15-FS10659	\$4,116.00 U.S. Currency	\$4,116.00	\$446.40	15427
	Maurice L Crider				
1/12/2016	16-FS20282	\$675.00 U.S. Currency	\$675.00	\$270.00	15420
	Nathan L St. Louis				
1/12/2016	16-FS21229	\$600.00 U.S. Currency	\$600.00	\$240.00	15417
	Jamar A Gladden				
1/21/2016	15-FS32886	\$1,610.00 U.S. Currency	\$1,610.00	\$644.00	15506
	Matthew M Gloum				
1/21/2016	16-FS18898	\$1,470.00 U.S. Currency	\$1,470.00	\$588.00	15503
	Demar S Gardner				
2/18/2016	00-FS23221	\$990.00 U. S. Currency	\$990.00	\$396.00	15657

Tuesday, February 04, 2020

Page 1 of 5

- 2. County Disbursements**-this report is similar to the Agency Disbursement Report, but will list disbursements made to the paying locality. For example, Albemarle County Police Department receives their disbursements through the County of Albemarle. This report will show all disbursements to the Albemarle County Commonwealth's Attorney and Police Department for a particular time period which was paid to Albemarle 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: 1/1/2016 through 2/4/2020

Date to Finance	DCJS Seizure No	Asset Description	Value	Disbursal Amt	Voucher No
<b>County of Albemarle</b>					
<i>Albemarle County Commonwealth's Attorney</i>					
1/12/2016	07-FS16310	\$924.00 U.S. CURRENCY	\$924.00	\$83.16	15423
	Maria Esthella Juarez Coureras				
1/14/2016	15-FS11078	\$1,280.00 U.S. Currency	\$1,280.00	\$230.40	15498
	Jamar A Gladden				
2/18/2016	00-FS23221	\$990.00 U. S. Currency	\$990.00	\$89.10	15655
2/18/2016	01-FS32102	\$645.00 U. S. Currency	\$645.00	\$58.05	15656
	Eric Kirschnick				
3/22/2016	15-FS14155	\$3,055.00 U.S. Currency	\$3,055.00	\$549.90	16055
	Matthew T Dabney				
3/28/2016	14-FS09815	\$19,410.00 U.S. Currency	\$19,410.00	\$873.45	16134
	Jacqueline R. Jones				

Tuesday, February 04, 2020

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- 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.

<b>Disbursal Amounts</b>				
<b>Jade-Charlottesville PD-3A</b>				
<b>For the Period 1/1/2018 through 12/31/2018</b>				
<b>Agency Case #</b>	<b>Asset/Value</b>	<b>Seizure #</b>	<b>Date to Finance</b>	<b>Disbursal Amt.</b>
C2017-06344	\$601.00 U.S. Currency/\$601.00	17-FS05920	3/14/2018	\$240.40
	Marcus A Magruder			
C2017-06451	\$1,507.00 U.S. Currency/\$1,507.00	17-FS05922	3/14/2018	\$602.80
	Antwan D Scott			
C2017-07291	\$2,040.00 U.S. Currency/\$2,040.00	17-FS06250	3/14/2018	\$816.00
	Robert E Varona			
A201721409	\$10,500.00 U.S. Currency/ \$10,500.00	17-FS12438	3/14/2018	\$4,200.00
	Darius L Tyler			
C2016-00032020	\$10,803.00 U.S. Currency/ \$10,803.00	17-FS18978	3/14/2018	\$3,240.90
	Norell S Ward			
A2016-62906	\$3,220.00 U.S. Currency/\$3,220.00	17-FS31277	3/14/2018	\$1,288.00

- 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 which 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
Jade-Charlottesville PD-3A	07-FS16309	18.2 - 248	Defendant1	No Criminal Charge							
Jade-Charlottesville PD-3A	17-FS02003	18.2 - 248	Defendant1	18.2-248(C)				Yes			
Jade-Charlottesville PD-3A	17-FS02003	18.2 - 248	Defendant1	18.2-308.4(A)				Yes			
Jade-Charlottesville PD-3A	17-FS10940	18.2 - 248	Defendant1	18.2-308.2(A)	Yes						
Jade-Charlottesville PD-3A	17-FS10940	18.2 - 248	Defendant1	18.2-248(C)	Yes						
Jade-Charlottesville PD-3A	18-FS06467	19.2-386	Defendant1	18.2-248(C)	Yes						Yes
Jade-Charlottesville PD-3A	19-FS02203	18.2 - 248	Defendant1	18.2-248(C)				Yes			
Jade-Charlottesville PD-3A	19-FS02203	18.2 - 248	Defendant1	18.2-248.1(a,2)				Yes			
Jade-Charlottesville PD-3A	19-FS02203	18.2 - 248	Defendant1	18.2-248(C,4)				Yes			
Jade-Charlottesville PD-3A	19-FS20011	18.2 - 248	Defendant1	18.2-248.1(a,2)				Yes			
Jade-Charlottesville PD-3A	19-FS20011	18.2 - 248	Defendant1	18.2-248(C)				Yes			
Jade-Charlottesville PD-3A	19-FS23905	18.2 - 248	Defendant1	18.2-248(C)	No					Yes	
Jade-Charlottesville PD-3A	19-FS23905	18.2 - 248	Defendant1	18.2-308.4(A)	No					Yes	
Jade-Charlottesville PD-3A	19-FS23905	18.2 - 248	Defendant1	18.2-308.2(A)	Yes						

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

**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.

A	B	C	D	E	F
Virginia Law Enforcement Agencies	Assets Forfeited	Criminal Charges	Convictions	Pending	No Criminal Charges
Jade-Charlottesville PD-3A	7	6	3	3	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 return all assets, including the in-kind. In-Kind will only return a report of the assets your agency is still 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 downloaded button, or printed for your records.
- DCJS suggests running this report at least yearly to clear old cases.

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 Tutwiler				
<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 Tutwiler				
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 one of the staff members below:

Beth Dandridge, Coordinator  
[\(804\) 371-0538](tel:8043710538) or [elizabeth.dandridge@dcjs.virginia.gov](mailto:elizabeth.dandridge@dcjs.virginia.gov)

Bobbie Morris, Asset Forfeiture Specialist  
[\(804\) 786-4249](tel:8047864249) or [bobbie.morris@dcjs.virginia.gov](mailto:bobbie.morris@dcjs.virginia.gov)