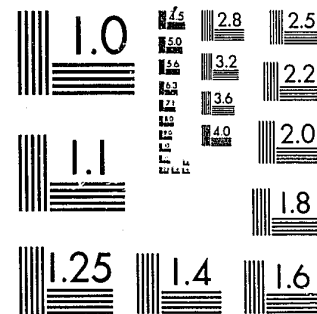


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# THE CRIMINAL JUSTICE SYSTEM IN VIRGINIA

AN INTRODUCTION FOR PLANNERS

75868

VIRGINIA DIVISION OF JUSTICE AND CRIME PREVENTION

~~X~~  
The Criminal Justice System  
in Virginia

an introduction for planners

The Division of Justice  
and Crime Prevention  
8501 Mayland Drive  
Richmond, Virginia 23229

U.S. Department of Justice 75868  
National Institute of Justice

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ACQUISITIONS

PREFACE

The Division of Justice and Crime Prevention (DJCP) is responsible for statewide criminal justice planning in Virginia. The Council on Criminal Justice (CCJ) provides policy guidance and oversees the operations of the Division.

Regional and local criminal justice planners provide an essential link in the Division's work. They assist local agencies in developing programs, identify local and regional needs and priorities, and work to ensure a coordinated approach to solving problems within the criminal justice system.

This booklet, "The Criminal Justice System in Virginia" defines the general concept of the "criminal justice system" and briefly describes the structure and elements of that system in Virginia. The appendices contain a glossary of key terms, a listing and description of federal agencies that impinge on the justice system, and a selected bibliography.

As the title states, this report is intended only to be an introduction: a starting point for detailed study of areas of special concern in the perspective of the entire system. The text has been completely rewritten to reflect the current situation. The coverage of each element of the criminal justice system is brief, but we have attempted to maintain balance and develop a basic understanding of how the system works and the role of each element.

We trust both newcomers and veterans of criminal justice planning will find it informative and helpful.

Richard N. Harris  
Director  
August, 1980

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OVERVIEW

The criminal justice system is the activity our society depends on to provide a measure of protection to individuals and communities; their persons, their property, and their exercise of will. Essentially, society responds to criminal acts in proportion to the effect--or perceptions of the effect--of those acts upon its members. When crime is remote, the criminal justice system receives scant attention; when violent acts are publicized, the public demands protection and criminal justice agencies are called on to provide it.

The basic purpose of the criminal justice system is to protect the individual and the community by preventing and controlling crime. Ideally, the system comprises an orderly sequence of events ranging from pre-arrest surveillance to rehabilitation of offenders.

The main components of the criminal justice system are law enforcement (police, sheriffs, constables); courts (judges, prosecutors, defense counsels); and corrections (probation, parole, institutions, community alternatives). Each has distinct but closely interrelated tasks and objectives; each plays a key role in determining the system's overall effectiveness.

Police forces and other law enforcement agencies occupy the front line in the fight against crime. Their primary objective is to prevent crime and apprehend criminals. The police are the criminal justice component for which local governments have the most direct responsibility; they are also the most visible element of the system and the one with which the public has the most frequent contact. The attention the police receive ranges from criticism of their inability to prevent crime, to sincere recognition of the difficult task they face. Attitudes toward this law enforcement element of criminal justice likewise range from suspicion and fear, to dependence and respect - even admiration - and from antagonism to cooperation.

A police officer is regularly faced with the need to combine many skills in making decisions during an emergency. The discretion he exercises in matters of law enforcement, common-sense judgement, and custody have a profound effect on the individual and society.

The primary role of the police agency to prevent crime and apprehend criminals is clouded by a host of other related and unrelated tasks which the police have acquired, either deliberately or by happenstance. Regardless, the mere presence of an authority figure, represented by a uniformed and armed police officer, is still the single most significant deterrent to crime that exists. When a crime has been committed and a suspect is arrested by the police, the next elements in the criminal justice system come into play; courts, prosecution, and defense.

The Court system is the pivotal point in criminal justice. The courts convict or release persons arrested by the police, and they



determine what is to be done with those who are convicted. They comprise a separate and independent branch of the government under the Constitution. The person arrested by the police, an officer of the executive branch of government, faces the judgement of the court, a part of the judicial branch. In Virginia, there are three levels of State courts: courts of last resort, courts of general jurisdiction, and courts of limited jurisdiction.

The prosecutor, acting on behalf of the State, conducts the proceedings before the court against persons accused of crimes. He has authority to determine whether an alleged offender should be charged, what the charge should be, and to obtain convictions through negotiations (plea bargaining). The prosecutor in almost all States is an independent, locally-elected official.

The defense counsel, usually an attorney in private practice, represents persons charged with criminal offenses. In the event the defendant cannot afford to obtain private counsel, the court will assign counsel, who will usually be a private lawyer. When available, a public defender will be assigned as counsel for indigent defendants.

Corrections is the least visible component of the criminal justice system. Yet, whether an offender is committed to the correctional process, what routes he takes to get there, and how and when he is released, all are elements having a profound effect on society's efforts to prevent and control crime.

If the defendant is found not guilty, he is released; if guilty, he is delivered to the corrections system for confinement or probation. If the judgment of the court is for probation, the convicted offender is supervised in the community under the authority of the court. Supervision is exercised by a probation officer. If the sentence is confinement, the convicted offender enters a prison or jail if an adult, or a learning center or detention home if a juvenile. (Prisons and learning centers for long-term confinement; jails and detention homes for short term confinement.)

After confinement for a period of time, an adult offender may be released into the community on parole prior to the termination of his sentence. He remains under State supervision and subject to conditions which, if violated, can result in his return to confinement. A parole officer supervises the parolee during the period of parole and attempts to ease his return into the life of the community.

In recent years, there has been a movement to reduce the severity, trauma, and public cost of confinement in prison where the accused is not considered a danger to the community. A number of community-based alternatives have been developed for use. These alternatives, which are more confining than probation, but much less confining than imprisonment, include foster and group homes, halfway houses, and work-release and other special programs.

Although the three primary components of the criminal justice system - police, courts, and corrections - are separately organized and

independent from one another, the actions and methods of one directly affect the operations of the others. For example, the number of arrests by the police directly affects the workload of the courts, and decisions by the courts directly affect the nature and workload of corrections. The effectiveness of the correctional process in turn, is one determinant on whether an individual committed to custody will, upon release, once again become an arrest statistic and impact again both on the court system and corrections.

The President's Commission on Law Enforcement and the Administration of Justice summarized the theoretical working of the criminal justice system in these words:

"When an infraction of the law occurs, a policeman finds, if he can, the probable offender, arrests him and brings him promptly before a magistrate. If the offense is minor, the magistrate disposes it forthwith; if it is serious, he holds the defendant for further action and admits him to bail. The case then is turned over to a prosecuting attorney who charges the defendant with a specific statutory crime. This charge is subject to review by a judge at a preliminary hearing of the evidence and in many places -- if the offense charged is a felony -- by a grand jury that can dismiss the charge or affirm it by delivering it to a judge in the form of an indictment. If the defendant pleads "not guilty" to the charge, he comes to trial; the facts of his case are marshalled by prosecuting and defense attorneys and presented under the supervision of a judge, through witnesses, to a jury. If the jury finds the defendant guilty, he is sentenced by a judge either to a term of probation, under which he is permitted to live in the community as long as he behaves himself, or to a term in prison where a systematic attempt to convert him into a law-abiding citizen is made."

Figure No. 1 page 5. "A General View of the Criminal Justice System," traces this theoretical processing of cases through the criminal justice system. It should be noted that guiding this process is not only an established body of law, but also a set of complex administrative rules and procedures. In addition, there exist throughout the process numerous opportunities for the exercise of personal discretion. For example, a police officer has considerable discretion in deciding what kind of conduct constitutes a crime, whether an offense is serious enough to provide the statutory or constitutional basis for arrest, and what specific crime it is. Similarly, the prosecutor exercises wide discretion. He determines the precise charge against a defendant, and "plea bargains" with the defense attorney. Judges also have a certain amount of discretion in sentencing offenders, yet their sentencing decisions are influenced heavily by the time available, access to probation background reports, and existing correctional alternatives.

In recent years, the weaknesses of the criminal justice system - its inability to effectively meet the challenge of modern crime

problems and to function efficiently -have been extensively documented. Foremost among these weaknesses have been the chronic under-financing and inadequate staffing of many agencies. But compounding the weaknesses of the individual agencies is their failure to function truly as a system.

There are no simple answers to these problems. There is a great need to develop better methods of reducing the waste of human lives and society's resources caused by crime and our traditional methods of dealing with it.

Awareness of the problem and a sincere desire to mitigate it are essential to its solution. Individual elements in the criminal justice system need to develop an enlightened understanding of other agencies' functions. Police may think the courts are too lenient and preoccupied with niceties of procedure; courts may feel that the police are overly zealous; corrections that the courts and police consider them the ultimate solution to all social ills. This failure to define and understand the role that each should play continues the process of uncoordinated action. A unified effort is thwarted by not only the constitutional separation of powers, but also by a lack of common experiences, common goals, and common expectations.

Another obstacle to system coordination is that criminal justice is a responsibility shared by every level of government. In general, local governments have major responsibility for police and jails; the States for courts and corrections. Diffusion of responsibility and authority among levels of government is a key feature of the criminal justice system, and one which makes improved coordination difficult. Crime does not respect political and jurisdictional boundaries, while the criminal justice system is strongly influenced by them.

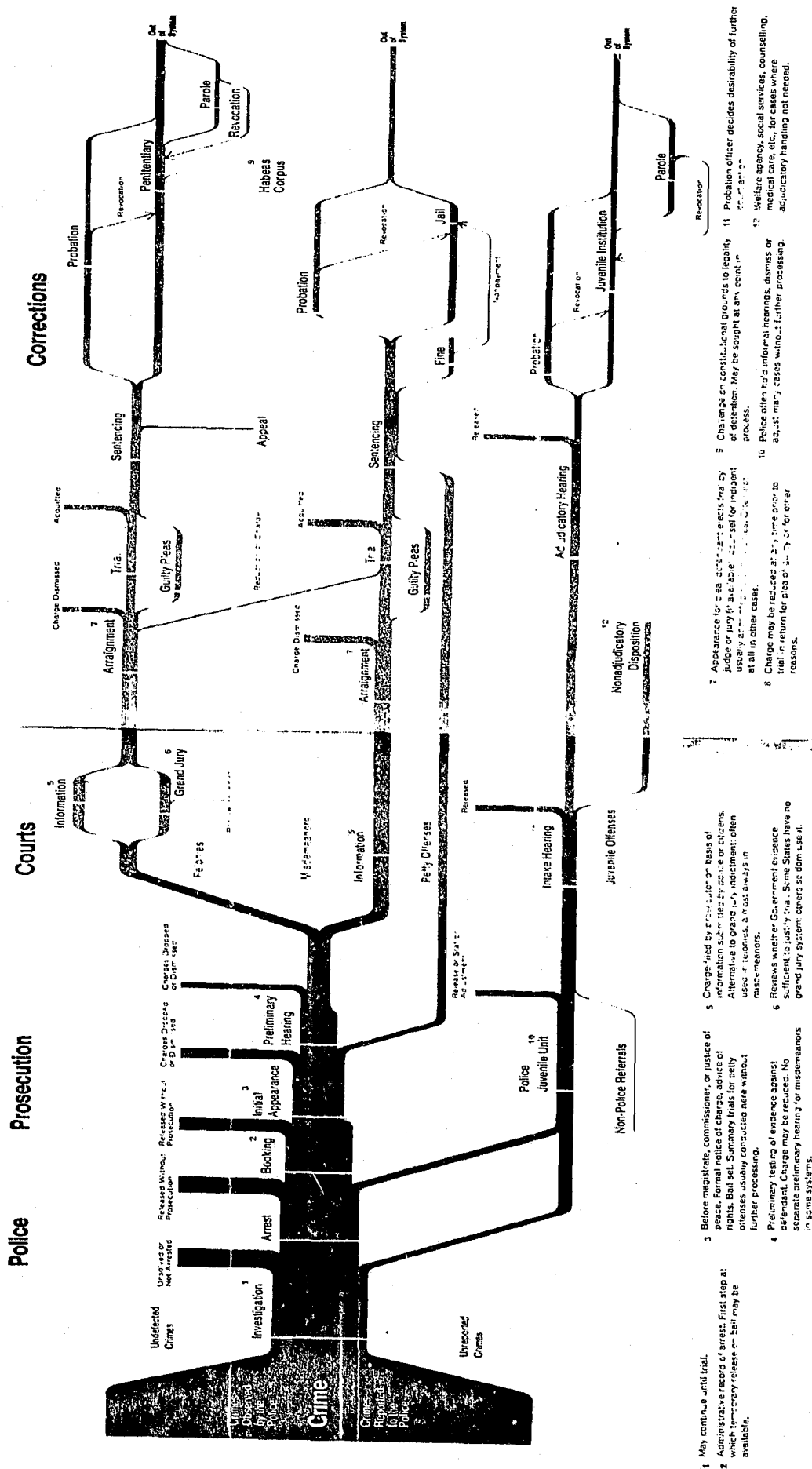
Additionally, criminal justice agencies must sometimes perform tasks which might be assigned more appropriately outside the criminal justice system. Some of these tasks place very heavy demands upon the time and manpower of the criminal justice agencies involved. The primary example of this problem is the heavy investment of the police in regulatory roles, the handling of drunks, and family crises, and other social problems which could probably be better attended by social service or other administrative agencies.

Finally, there is the tendency of the public as well as responsible officials to view crime simplistically as a police problem requiring only an adequate law enforcement response. This view fails to perceive the system as a single process, and frequently disregards the compelling need for improved functioning in courts and corrections.

Criminal justice planning is an attempt to address some of these problems endemic to the American system of criminal justice. It is an attempt to look at the system as a whole, to analyze objectively its strengths and weaknesses, to establish priorities on a sound and rational basis, and to help States and local governments develop comprehensive crime control strategies.

## A general view of The Criminal Justice System

This chart seeks to present a simple yet comprehensive view of the movement of cases through the criminal justice system. Procedures in individual jurisdictions may vary from the pattern shown here. The differing weights of line indicate the relative volumes of cases disposed of at various points in the system, but this is only suggestive since no nationwide data of this sort exists.





## THE CRIMINAL JUSTICE SYSTEM IN VIRGINIA

Problems of jurisdictional and functional fragmentation - the lack of a "system" are no less real in Virginia than in the United States as a whole. The criminal justice system in Virginia is generally similar to criminal justice systems in other States, differing in some details, but with more similarities than differences.

The cost of operating the criminal justice system in Virginia exceeds \$400 million dollars per year. In 1977, State-level expenditures totalled more than \$200 million. Nearly 254,000 full-time equivalent persons were employed by more than one thousand correctional, police, and court agencies at State and local levels of government. Corrections agencies, on the State-level, accounted for 50 percent of the State money allocated to criminal justice. Law enforcement agencies accounted for almost 31 percent, and courts for about 9 percent of the State-level funds.

The absence of a true system in criminal justice can be traced initially to the separation of powers in the Constitution, but it does not end there; nor is the separation of the executive, legislative, and judicial functions necessarily related to many of the other factors involved in continuing a criminal justice non-system. The lack of a "system" is probably no less real - nor more evident - in Virginia than in any other State, even though the pattern of State and local relations, and the authority and structure in Virginia are exceptionally complex and varied. Since Virginia is one of the thirteen original states, it is not surprising that many of its present customs, laws, and organizational structures can be traced to its colonial heritage.

Virginia is divided into three primary political subdivisions - counties, cities, and towns - all of which are recognized and defined by the Code of Virginia. The authority, rights, and relationships of each subdivision, and each to the other, and to the State, are specifically covered by the Code. The Code specifies the autonomy, authority, and responsibilities of counties. Additionally, the Code prescribes significant distinctions between cities and towns.

Cities are administratively and politically independent of the counties in which they are located. Towns, however, remain a part of the county. Towns have certain authority and prescribed functions they perform for themselves while looking to the county for other governmental services.

Under State law, counties may adopt one of several forms of government organization, including what are generally termed the "county manager," "county executive," or "county board" plans. Under each form, the county has not only a different organization, but also different powers and responsibilities. The organization, powers, and responsibilities of cities and towns are set forth in their respective charters as well as in general law.

No single agency - and no one level of government - has ultimate authority, responsibility, or accountability for the overall operation of the criminal justice system. The progress that has been made in statewide criminal justice planning has helped to narrow some of the gaps in the system and introduced an awareness of the inter action of one element with the others. However, lack of coordination and communication, ill-defined or poorly allocated tasks, and overlapping responsibilities continue as the rule rather than the exception. Coordination, accomodation, and cooperation have made relatively good progress within elements of the system, but not in the system as a whole.

Despite disjointed and uncoordinated characteristics, criminal justice operations in Virginia must cope with a crime problem that is measured in over 200,000 serious reported crimes each year. Data on crime is collected on a regular basis and published annually in the Virginia State Police Uniform Crime Reports. These reports are furnished to the federal government and are published annually with data from other States as a part of the national Uniform Crime Report. Comparison of crime data is thus possible from many States and their subdivisions.

The establishment of the Cabinet position of Secretary of Public Safety by the 1976 General Assembly was a specific effort to overcome the disjointed organization of the past and to achieve a coordinated and comprehensive approach to the criminal justice activities of the executive branch by placing them under a single head directly responsible to the Governor. This cabinet position is one of six secretarial positions. These positions are listed below.

The official lines of authority and responsibility for the operation of Virginia's State government are shown on the organization chart, Figure 2, pages 10 and 11. The six Secretaries by law and by executive order are responsible for the overall management of the State agencies in the Executive Branch. The various State agencies are responsible for the day-to-day administration of their own affairs.

Listed on Figure 3, page 12, are Liaison Assignments of each Secretary with and among Collegial Bodies, Non-State Agencies and Virginia Interstate Compact Representatives.

The Office of Public Safety and its agencies are as follows:

#### Secretary of Public Safety

- Department of Alcoholic Beverage Control
- Department of Corrections
- Criminal Justice Services Commission
- Division of Justice and Crime Prevention
- Department of State Police
- Rehabilitative School Authority
- Capitol Police
- Commonwealth's Attorney's Services and Training Council
- Fire Services Commission
- Fire Services Training Commission
- Parole Board

Under each of the other Secretaries there are agencies which are involved in some aspects of criminal justice. These agencies are listed under the Secretary to which they are assigned. Several are described more fully in a later section of this booklet.

#### Secretary of Administration and Finance

- State Compensation Board
- Division of Consolidated Laboratory Services of the Department of General Services

#### Secretary of Commerce and Resources

- Commission of Game and Inland Fisheries

#### Secretary of Education

- Colleges and Universities
- Department of Education

#### Secretary of Human Resources

- Department of Mental Health and Mental Retardation
- Department of Vocational Rehabilitation
- Department of Welfare

#### Secretary of Transportation

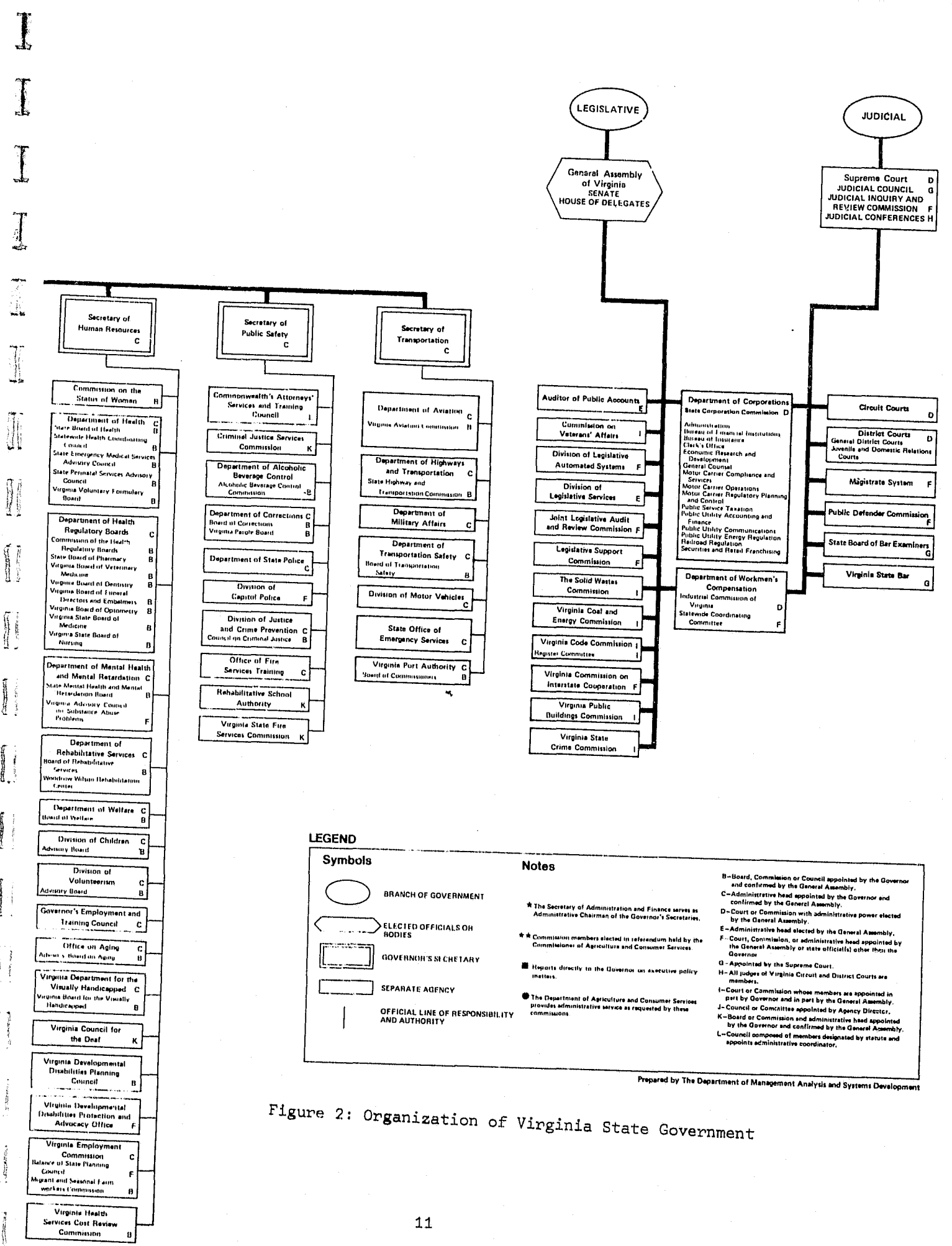
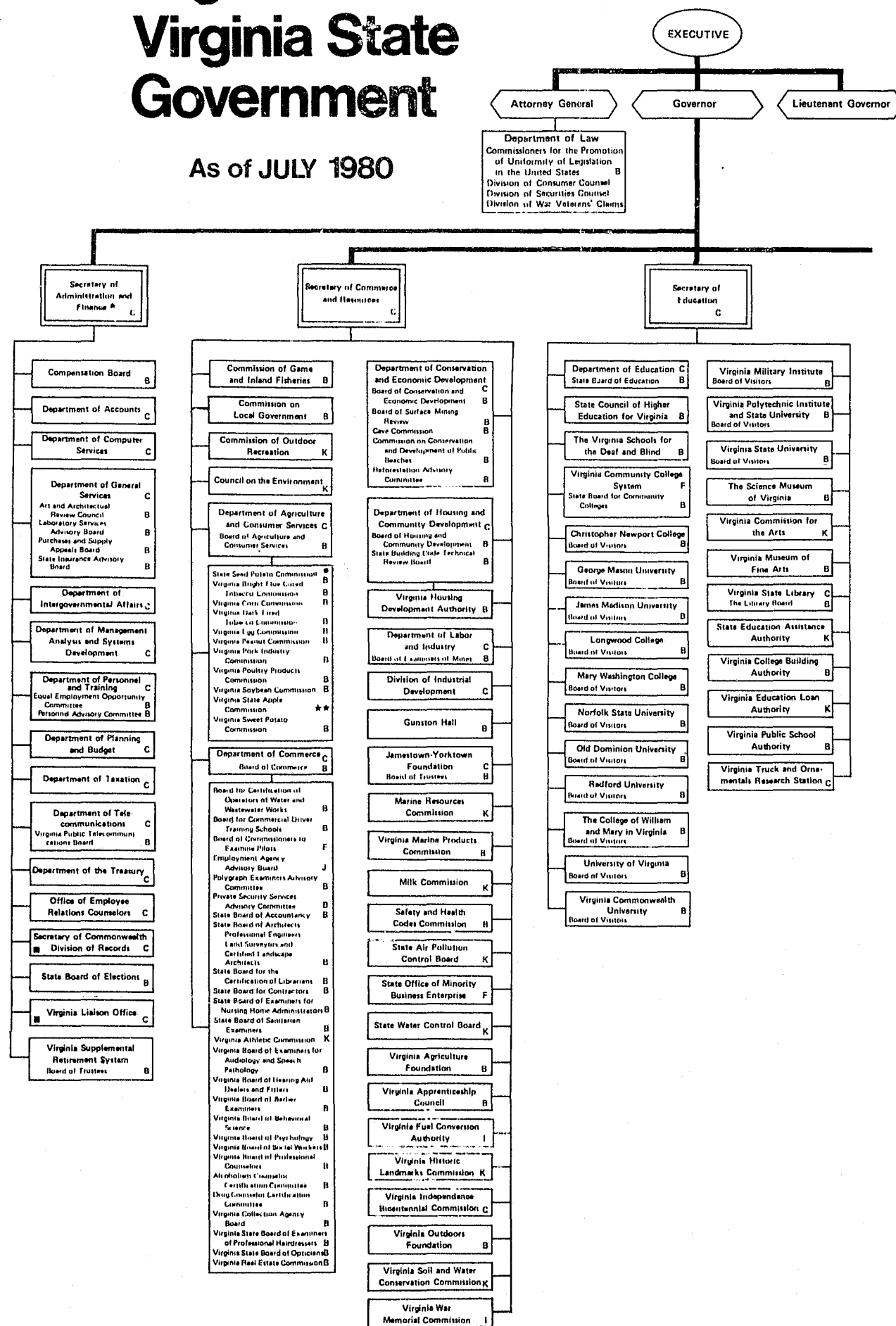
- State Office of Emergency Services
- Department of Highways and Transportation
- Department of Transportation Safety
- Department of Military Affairs
- Division of Motor Vehicles

In the non-cabinet areas these agencies or commissions perform a number of services associated with criminal justice.

- Office of the Attorney General
- State Crime Commission
- State Corporation Commission

# Organization of the Virginia State Government

As of JULY 1980



**LEGEND**

**Symbols**

- BRANCH OF GOVERNMENT
- ◀ Elected Officials or Bodies
- GOVERNOR'S SECRETARY
- ▭ SEPARATE AGENCY
- OFFICIAL LINE OF RESPONSIBILITY AND AUTHORITY

**Notes**

- \* The Secretary of Administration and Finance serves as Administrative Chairman of the Governor's Secretaries.
- \*\* Commission members elected in referendum held by the Commonwealth of Virginia and Consumer Services.
- Reports directly to the Governor on executive policy matters.
- The Department of Agriculture and Consumer Services provides administrative service as requested by these commissions.
- B—Board, Commission or Council appointed by the Governor and confirmed by the General Assembly.
- C—Administrative head appointed by the Governor and confirmed by the General Assembly.
- D—Court or Commission with administrative power elected by the General Assembly.
- E—Administrative head elected by the General Assembly.
- F—Court, Commission, or administrative head appointed by the General Assembly or state official(s) other than the Governor.
- G—Appointed by the Supreme Court.
- H—All judges of Virginia Circuit and District Courts are members.
- I—Court or Commission whose members are appointed in part by Governor and in part by the General Assembly.
- J—Council or Committee appointed by Agency Director.
- K—Board or Commission and administrative head appointed by the Governor and confirmed by the General Assembly.
- L—Council composed of members designated by statute and appoints administrative coordinator.

Figure 2: Organization of Virginia State Government

Figure 3:

| LIAISON ASSIGNMENTS<br>with and among<br>Collegial Bodies, Non-State Agencies and Virginia Interstate Compact Representatives |   |
|---|---|
| <b>Secretary of Administration and Finance</b>  | Advisory Board on Revenue Estimates<br>Advisory Commission on Intergovernmental Relations<br>Deferred Compensation Commission<br>Local Government Advisory Committee<br>State Commission on Local Debt<br>Treasury Board  |
| <b>Secretary of Commerce and Resources</b>  | <div> Appalachian Regional Commission<br/>Atlantic Rural Exposition Board<br/>Atlantic States Marine Fisheries Commission<br/>Board of Trustees of the White House of the Confederacy:<br/>Lee House<br/>Board of Visitors, Mount Vernon<br/>Boating Advisory Committee<br/>Breaks Interstate Park Commission<br/>Chesapeake Bay Commission<br/>Chippokes Plantation Farm Foundation, Board of Trustees<br/>Coal Mine Health and Safety Coordinating Committee<br/>Coastal Plains Regional Commission<br/><br/>Delmarva Advisory Council<br/><br/>Housing Study Commission<br/>Interstate Commission on the Potomac River Basin </div> <div> Interstate Mining Compact Commission<br/>Middle Atlantic Interstate Forest Fire Protection Compact<br/>National Capital Interstate Air Quality Planning Committee<br/>Ohio River Basin Commission<br/>Ohio River Valley Water Sanitation Commission<br/>Partners of the Americas<br/>Pest Control Compact<br/>Potomac River Basin Commission of Virginia<br/>Potomac River Fisheries Commission<br/>Potomac River Sanitation Compact<br/>Potomac Valley Pollution and Conservation Compact<br/>Southern Growth Policies Board<br/>Virginia Beach Erosion Commission<br/>Virginia Korean-Vietnam War History Commission<br/>Virginia Thanksgiving Festival, Incorporated </div> |
| <b>Secretary of Education</b>   | <div> Board of Regents of the James Monroe Law Office<br/>Museum and Memorial Library<br/>Compact for Education<br/>Council on Volunteerism in Public Schools<br/>Education Commission of the States<br/>Eastern Virginia Medical Authority<br/>George C. Marshall Research Center<br/>Institute for Higher Educational Opportunity in the South<br/>Interstate Agreement on Qualification of Educational Personnel </div> <div> Interstate Library Compact<br/>Miller School of Albemarle<br/>Peninsula Nature and Science Center<br/>Private College Advisory Committee<br/>Science Museum of Roanoke Valley<br/>Southern Regional Education Board<br/>The Chrysler Museum<br/>Virginia Naval Museum Authority<br/>Virginia Oceanographic Museum </div>   |
| <b>Secretary of Human Resources</b>   | Home for Needy Confederate Women<br>Interstate Compact on the Placement of Children<br>Overall Advisory Council on the Needs of Handicapped Children and Adults<br>Commission on Solid Wastes   |
| <b>Secretary of Public Safety</b>   | Agreement on Detainers<br>Interstate Compact for Supervision of Parolees and Probationers<br>Interstate Compact on Juveniles<br>Vehicle Equipment Safety Compact<br>Virginia State Crime Commission   |
| <b>Secretary of Transportation</b>  | Capital Region Airport Commission<br>Civil Air Patrol<br>Driver License Compact<br>Dulles International Airport Development Commission<br>Interstate Civil Defense and Disaster Compact<br>Maryland-Virginia Compact on Traffic Violations<br>National Guard Mutual Assistance Compact<br>Non-Resident Violators Compact<br>Northern Virginia Transportation Commission<br>Reciprocity Board<br>Richmond Metropolitan Authority<br>Southern States Energy Board<br>Transportation Advisory Council<br>Washington Metropolitan Area Transit Authority<br>Washington Metropolitan Area Transit Regulation Compact   |

## LAW ENFORCEMENT: THE POLICE FUNCTION

Under our Constitution, the exercise of police power is reserved to the States and their units of government. Crime, is considered as essentially a State and local problem. Law enforcement within Virginia is similar in most respects to law enforcement elsewhere. Federal, State, and local law enforcement agencies are all represented, and although each operates generally in its own sphere, there are numerous points of coordination, cooperation, and support. Generally, federal law enforcement agencies are responsible for the enforcement of federal criminal laws. State and local governments are responsible for enforcing the criminal laws of the States which include most of the nation's criminal sanctions.

Federal law enforcement forces are largely concerned with interstate crime, national security, and crime affecting federal operations or funds. Federal law enforcement agencies also provide nationwide coordination and support in communications, provision of highly specialized skills to State and local authorities on request, a nationwide identification system, forums for standardization, specialized and advanced training, and a major research and development program.

With respect to State and local law enforcement, there are approximately 350 law enforcement agencies and 8500 full-time State and local law enforcement officers in Virginia. Each of the 95 counties has an elected sheriff, all 41 cities and 6 counties maintain their own police departments, and most towns maintain a small police force. Of the 8500 full-time police officers in Virginia, 1313 are employed by the Department of State Police, making it the single largest police agency in Virginia.

Department of State Police

The Department of State Police is responsible for state-wide enforcement of Virginia's motor vehicle and criminal laws. The Department is directed by a superintendent who is appointed by the Governor, subject to the approval of the General Assembly.

The State Police patrol highways, maintain and operate a statewide radio communications system, a Central Criminal Records Exchange (CCRE), the Virginia Criminal Information Network (V-CIN), the Uniform Crime Reporting System (UCR), and supervise motor vehicle inspection stations, adopt standards for motor vehicle safety devices, and register machine guns and shotguns. Additionally, the State Police assist local law enforcement officers in the investigation of crimes and the handling of civil disturbances on request.

The following discussion describes the organizational structure and responsibilities of the Department. See Figure No. 4, page 15, Virginia Department of State Police, Organization.

The Superintendent's Office consists of the Superintendent, Assistant Superintendent, Director of the Bureau of Criminal Investigation,

Administrative Officer, Personnel Officer, Planning Supervisor, Field Supervisors, the Information Director, and others as assigned by the Superintendent. The Superintendent's office functions as a coordinating staff, with each senior member also having operating responsibility for an assigned function.

The Administrative Officer has responsibility for all administrative functions and sections except the personnel office which reports directly to the Superintendent. In addition to typical administrative chores, the administrative officer manages communications systems, records and statistics, training, and the safety program.

The Planning Supervisor is responsible for planning and research and legislative liaison for the department.

#### Field Operations:

The State Police organization is principally staffed for field operations with the bulk of the troopers serving in 44 areas within seven Divisions. See Figure No. 5 Virginia Department of State Police Field Divisions, page 15. Four of the Divisions are assigned to the Field Supervisor for the Eastern District and the remainder to the Western District. Field operations conducted by the State Police include enforcement of the law, promotion of highway safety, patrol of the highways, investigation of motor vehicle and aircraft accidents, investigation of crime, and protection of life and property. The State Police routinely patrol the roads of all counties, however, the Department does not patrol the streets of the cities and towns which have organized police departments.

The State Police are sent to troubled areas and assume concurrent jurisdiction with the local officers when requested by local authorities. During major emergencies and disasters requiring the assistance of the State Police, the field forces may be concentrated as required, and a division commander may take personal charge of all State Police units on the scene.

State Police functions in connection with the Judicial Inquiry and Review Commission are limited to serving papers for the Commission because of the confidentiality of the matters. Actually, the State Police are not authorized to serve in this capacity, hence the recipient of the paper is at liberty to refuse service but generally does not choose to exercise this option.

#### Bureau of Criminal Investigation:

The Bureau of Criminal Investigation conducts criminal investigations of all matters reported directly to them and assists local police with criminal investigations upon request of the head of the local

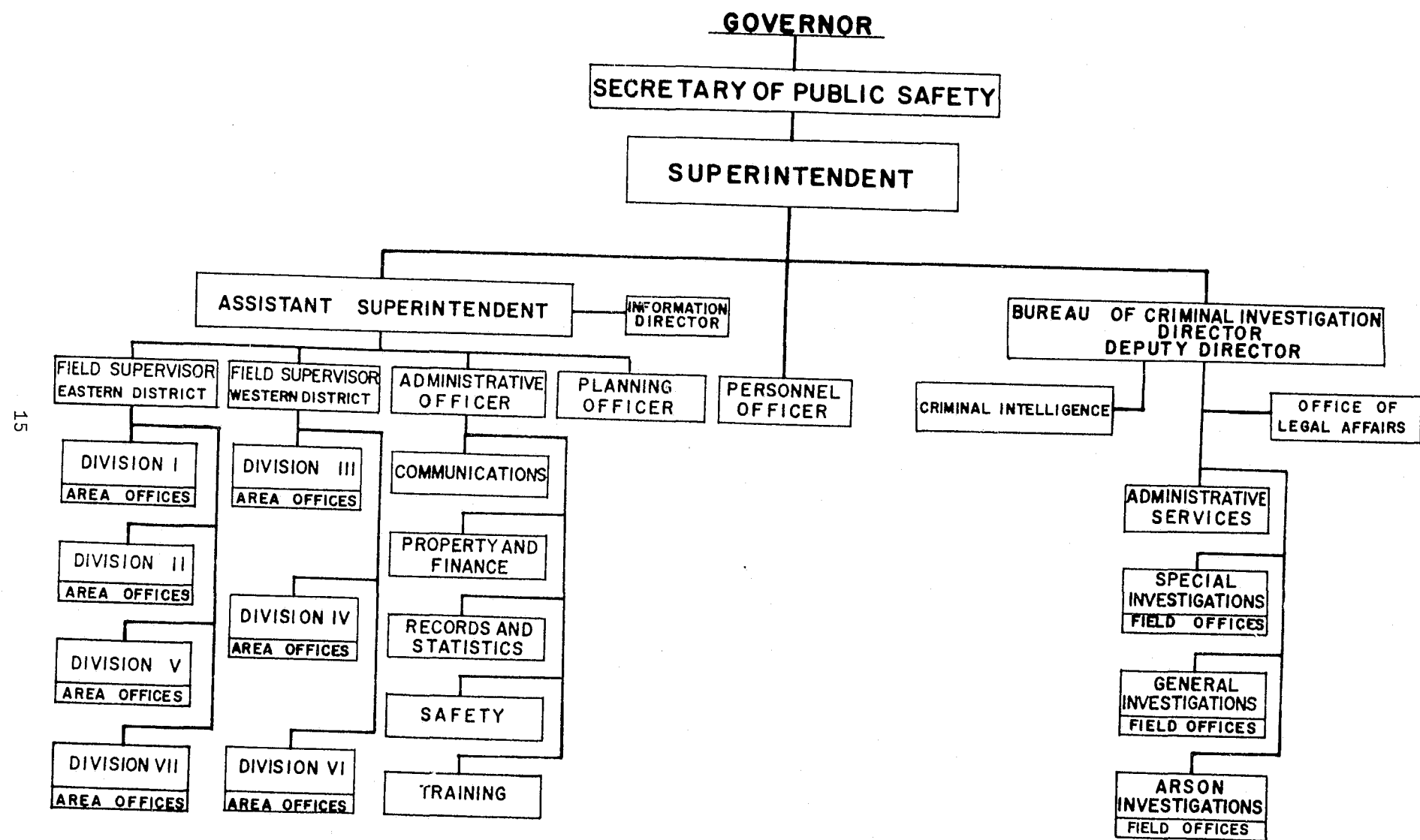


Figure 4

ORGANIZATION - VIRGINIA STATE POLICE



department. For Organization of the Bureau of Criminal Investigation see Figure No. 6, page 18. Investigations of criminal violations are also conducted at the request of the Attorney General, any sheriff, Commonwealth's Attorney, or grand jury if the requester has reasonable cause to believe that a class 1, 2, or 3 felony has been or is about to be committed.

The Bureau provides full-time attention to all major criminal cases that fall within the jurisdiction of the Department. Special emphasis is placed on cases on which uniformed members are unable to follow through because of the demands of routine duties. Special attention is also given to requests from localities for assistance in investigating major criminal cases.

The Special Investigation Division of the Bureau is a tactical investigative unit that is concerned with narcotics and major crime. This Division is able to devote continuing attention to extended investigations and insure continuity and consistency. Investigators are special agents with full police powers.

In the past year, the State Police have redirected emphasis of their activities in the enforcement of narcotics and drug laws to concentrate more heavily on major dealers and organizations. Seven special agent positions have been upgraded to supervisor level to give special emphasis to these matters. In addition, State troopers have been transferred from patrol to work undercover as drug investigators.

Responsibility for arson investigation was transferred from the State Corporation Commission to the Department of State Police and now is a part of the Bureau of Criminal Investigation. Arson Investigators have the same police powers as a sheriff although their activities are normally concerned with the investigation and prosecution of all offenses involving fires, fire bombings, bombings, attempts or threats to commit such offenses, and possession and manufacturing of explosive devices, related substances, and fire bombs.

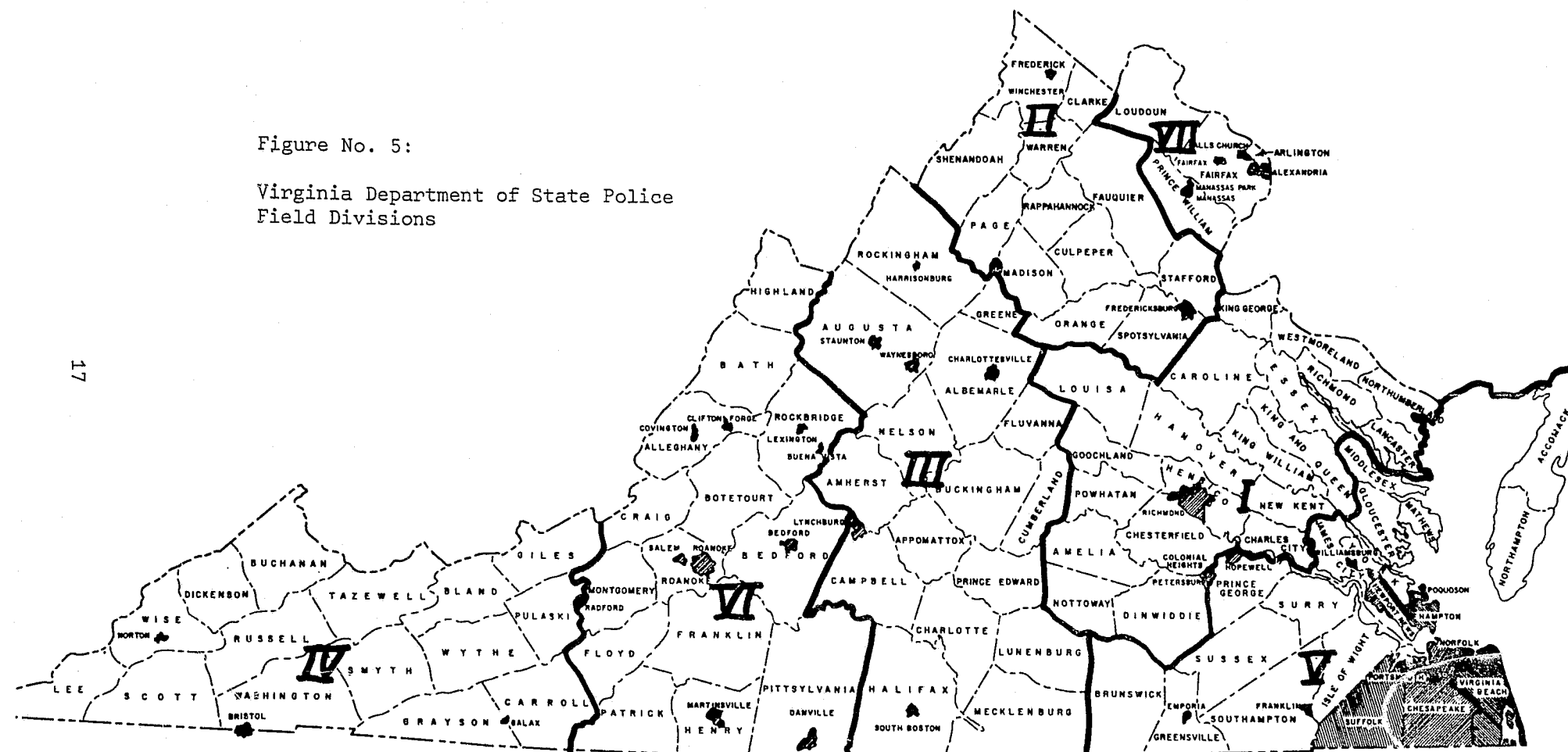
The Bureau of Criminal Investigation diligently pursues criminal matters to gather facts of violations of law and reports their findings to the appropriate commonwealth's attorney for review and prosecution.

#### Communication Division:

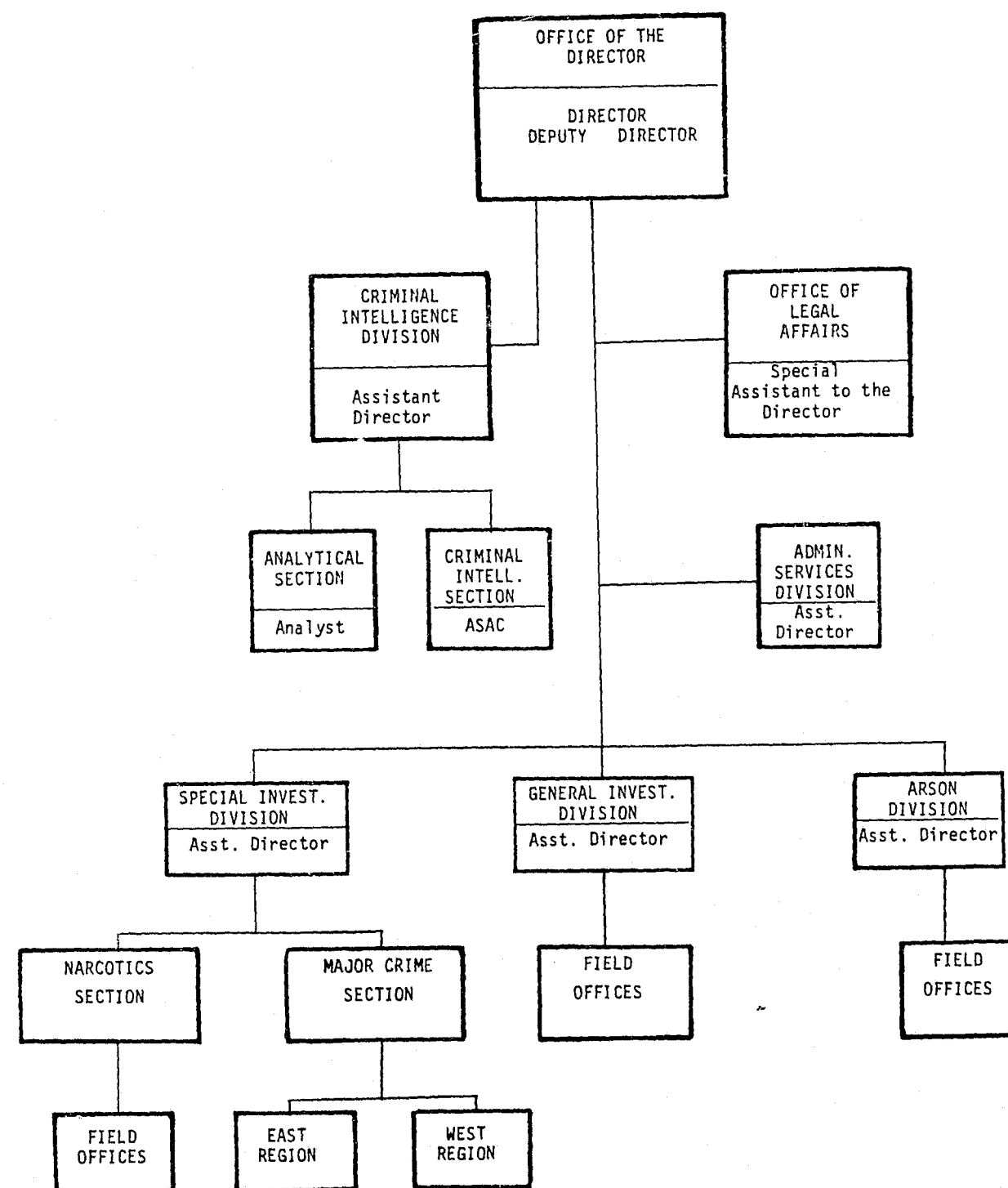
The Communications Division is commanded by a Communications Officer-in-charge who is responsible for the installation and maintenance of all radio and electronic equipment used by the State Police, and for radio equipment used by other State agencies. The Communications Officer is responsible for providing emergency communications for disasters and special events, and for the cooperative agreements between the State Police and other States for interstate police communications. Additionally, he is responsible for all commercial telephone service, and for liaison with commercial communications and power companies with respect

Figure No. 5:

Virginia Department of State Police  
Field Divisions



DEPARTMENT OF STATE POLICE  
BUREAU OF CRIMINAL INVESTIGATION



to rates and schedules for telephone, teletype, telegraph, and electrical services. Further, the Communications Officer is responsible for being informed on the best police communications operations and procedures and for maintaining the division's operations and procedures at the highest level of effectiveness and efficiency.

Records and Statistics Division:

The Records and Statistics Division is directed by a Records and Statistics Officer-in-charge, with responsibilities for the records administration and procedures of all divisions, the maintenance of records of criminal offenses and traffic violations, and the dissemination of information about wanted and missing persons and stolen properties, including motor vehicles.

Additionally, this division records motor vehicle accidents; traffic deaths; and all reported fatal, personal injury, and property damage accidents. Three major operations of the division are the Central Criminal Records Exchange (CCRE), the Virginia Uniform Crime Reporting System (UCR), and supervision of the Virginia Criminal Information Net (V-CIN).

V-CIN is designed to serve the entire criminal justice system. It is operated by the Records and Statistics Division. The first phase of the system was completed in December 1971 when V-CIN terminals began replacing the teletype network. The second and third phases of V-CIN development, involving the automation of State "wanted" files and criminal histories, was completed during 1973-1975.

Information currently available to criminal justice agencies through V-CIN includes the driver and vehicle registration files of the Division of Motor Vehicles, State "wanted" files (persons, property and vehicles), and criminal histories reported to the Central Criminal Records Exchange (CCRE). Information can be added to the State "wanted" files by terminals located in police and sheriff's agencies throughout the State.

The Uniform Crime Reporting System (UCR) is part of the nationwide system which compiles crime data collected and reported on a uniform basis. Although crime data has been reported to the State Police for many years, all local law enforcement agencies have been required to report crime data according to specific criteria and in a uniform format since January 1, 1975. As a result, the validity and credibility of local, State, and national crime statistics have improved over earlier records. The Records and Statistics Division receives uniform crime data on a monthly basis and files a return for Virginia with the Federal Bureau of Investigation (FBI). The Division also publishes monthly statistics and an annual report for statewide distribution.

The Central Criminal Records Exchange (CCRE) receives, classifies, and files records of any arrests for all felonies and for class 1 and 2 misdemeanors. All records of arrests are required to be reported from throughout the State to CCRE. All dispositions of these arrests by

courts are also reported to and maintained by CCRE. All reporting is done on standard CCRE forms to insure uniformity. Copies of records from CCRE are available on request from the subject of the report and from criminal justice officials or agencies maintaining repositories of criminal records. CCRE records are not available to the public except as provided by law. The information in criminal records files is routinely integrated into the Virginia Criminal Information Network (V-CIN) as computerized criminal histories.

#### Capitol Police

The Capitol Police is a law enforcement agency which exercises all the duties and functions of a general police department for buildings and grounds associated with the seat of State government. It is responsible for the security of the Governor's Mansion, the Capitol, the office buildings of the legislature, the Virginia War Memorial and, with the Governor's approval, may exercise police powers on any other property owned or controlled by the State. In addition, the Capitol Police have general police powers in any area within the State where the Governor is present. As required, the Capitol Police request and receive assistance from the State Police and the Richmond City Police Department.

#### The Department of Alcoholic Beverage Control (ABC)

The ABC Board members have the same powers to enforce criminal justice laws of Virginia as sheriffs of counties and police of cities and towns. The Virginia Code authorizes the Board to designate officers, agents, and employees for the exercise of these police powers. In practice, the Enforcement Division of the Department is responsible for investigating the illegal manufacture, sale, transportation, and possession of alcoholic beverages and related violations of the Alcoholic Beverage Control Act. Officers of the Enforcement Division have general police powers.

#### State Corporation Commission (SCC)

The Enforcement Division of the State Corporation Commission deals almost exclusively with the transportation industry and is charged with enforcement of the Motor Carriers Act and parallel legislation for aircraft. The Code of Virginia provides for the Commission to appoint agents, inspectors, or investigators of the SCC, as well as the Department of State Police, to enforce the laws, rules, and regulations covering motor carrier operations on highways in Virginia. Persons so appointed have powers of arrest which include arrests for any criminal violations detected in the course of enforcing motor carrier laws.

Mutual assistance is provided SCC agents and State Police. (Note that the police powers of SCC personnel are limited. The Enforcement Division of ABC is not so limited).

#### Division of Motor Vehicles (DMV)

The DMV is responsible for titling and registering motor vehicles, licensing motorists, maintaining driving records, licensing motor vehicle dealers and salesmen, and generating revenue from fee and tax collections through administration of the Virginia Motor Vehicle Code. The Enforcement Section of the Division checks on flagrant violators of automobile driving laws and handles certain cases requiring revocation or surrender of revoked operators' licenses. The Commissioner, his assistants, and police officers appointed by him, are vested with the powers of a sheriff for the purpose of enforcing those State laws the Commissioner is required to enforce.

#### Commission of Game and Inland Fisheries

The Enforcement Division of the Commission of Game and Inland Fisheries has jurisdiction throughout the State for the enforcement of Virginia's hunting, trapping, inland fishing, motorboat, water safety, and dog laws. The Commission is authorized to appoint game wardens and supervisors who have the power to arrest any person found anywhere in the act of violating a hunting, trapping, inland fish, or dog law. However, game wardens enjoy general police powers while performing their duties on land owned or controlled by the Commission.

#### Local Law Enforcement Agencies

Cities, towns, and counties provide a major part of the police services in the Commonwealth. The 41 cities are completely separate jurisdictions from the counties in which they are located. Towns, which are generally of less than 5,000 population, come under the jurisdiction of the county in which they are located. All of the cities, and 122 out of 189 towns have police departments. Only six counties have police departments separate from their sheriffs' departments; the sheriffs provide law enforcement services in the others.

Although the 1970 General Assembly enacted legislation designed to encourage consolidation and cooperation on a multi-jurisdictional basis by permitting counties, cities, or towns to enter into reciprocal agreements for the purpose of sharing police services or consolidating police departments, there has not been appreciable movement in this direction.

#### County Law Enforcement Agencies

In all Virginia counties, the sheriffs' departments have general criminal jurisdiction. However, in six counties (Arlington, Chesterfield, Fairfax, Henrico, Prince William, and Warren) a separate police department has been established to enforce the criminal laws. In these six counties, the sheriffs' departments generally do not perform law enforcement duties. The Fairfax County police department is the largest county police agency in Virginia.

Each sheriff's department is reimbursed by the State for its allowable operational costs.

The State funds are provided through the State Compensation Board. The State Compensation Board, after receiving recommendations from the board of supervisors or city council, establishes the number of deputies that the sheriff may appoint. Additionally, the county must provide the total cost for any separate county police department.

All county sheriffs maintain and operate a county jail, serve civil process, provide courtroom security, and perform other duties incident to the operation of the courts. Sheriff's Departments in Prince George, York, and Roanoke counties maintain special sheriff's police departments for the enforcement of criminal laws.

#### City Law Enforcement Agencies

All cities in Virginia have municipal police departments that are established and administered in accordance with their city charter. Each police department is headed by a chief of police who is usually appointed by the city manager or director of public safety. Each city is financially responsible for operating and maintaining its police department.

In all Virginia cities the sheriffs' departments have general criminal jurisdiction; however, the sheriffs' departments generally do not perform law enforcement duties, leaving that to the police departments. The city sheriff maintains and operates the city jail, serves civil process, provides courtroom security, and performs other duties incident to the operation of the courts.

The city police department is responsible for the prevention of crime and enforcement of the criminal laws of the Commonwealth and ordinances and regulations of the city. While city police do not have authority in civil matters, a police officer is required to execute warrants and summons given to him by any magistrate or judge within his city.

City police departments generally organize in functional divisions, e.g., patrol, communications, traffic, training, and highly specialized units for the investigation of criminal offenses. Nearly all localities in Standard Metropolitan Statistical Areas (SMSA) have a computerized network of police information which is available to other jurisdictions within the immediate geographic region. Typical organizational structures of city police departments are shown in Figure Nos. 7 and 8 on page 24. Although typical, the organizations shown do not necessarily depict any particular department, and individual departments may differ in detail depending on local circumstances.

#### Town Police Departments

Town police departments operate in 122 out of 189 incorporated towns. Their strength ranges from a one to fifteen man force headed by a chief of police or town sergeant. The smallest town with a police chief, according to the 1970 census, was Glen Lyn with 191 residents; the

largest was Pulaski at 10,279. Town police are empowered to enforce State criminal laws and town ordinances and regulations.

The county sheriff's law enforcement jurisdiction (or county police department) extends into towns in the county. However, the town sergeant or chief of police is not subordinate to the county sheriff, but reports to the town manager or mayor, who also appoints him. Town police departments are aided by the county sheriff's department and the Department of State Police when necessary. Those towns not having an organized police department receive law enforcement services from the county sheriff or county police department. Operating costs for town police departments must be provided by the town in which they are located.

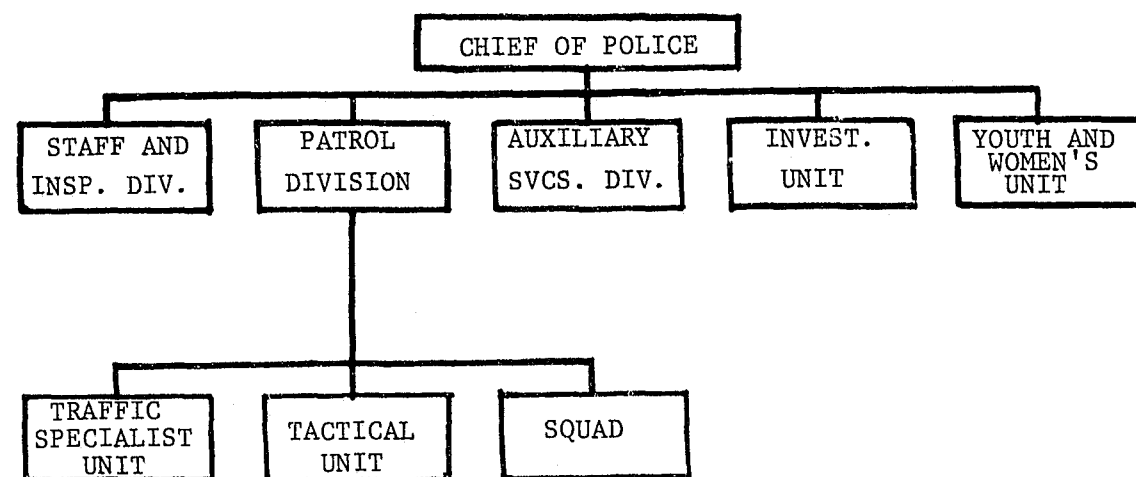


FIGURE NO. 7 Typical Organization of Police Department Serving a City of 40,000.

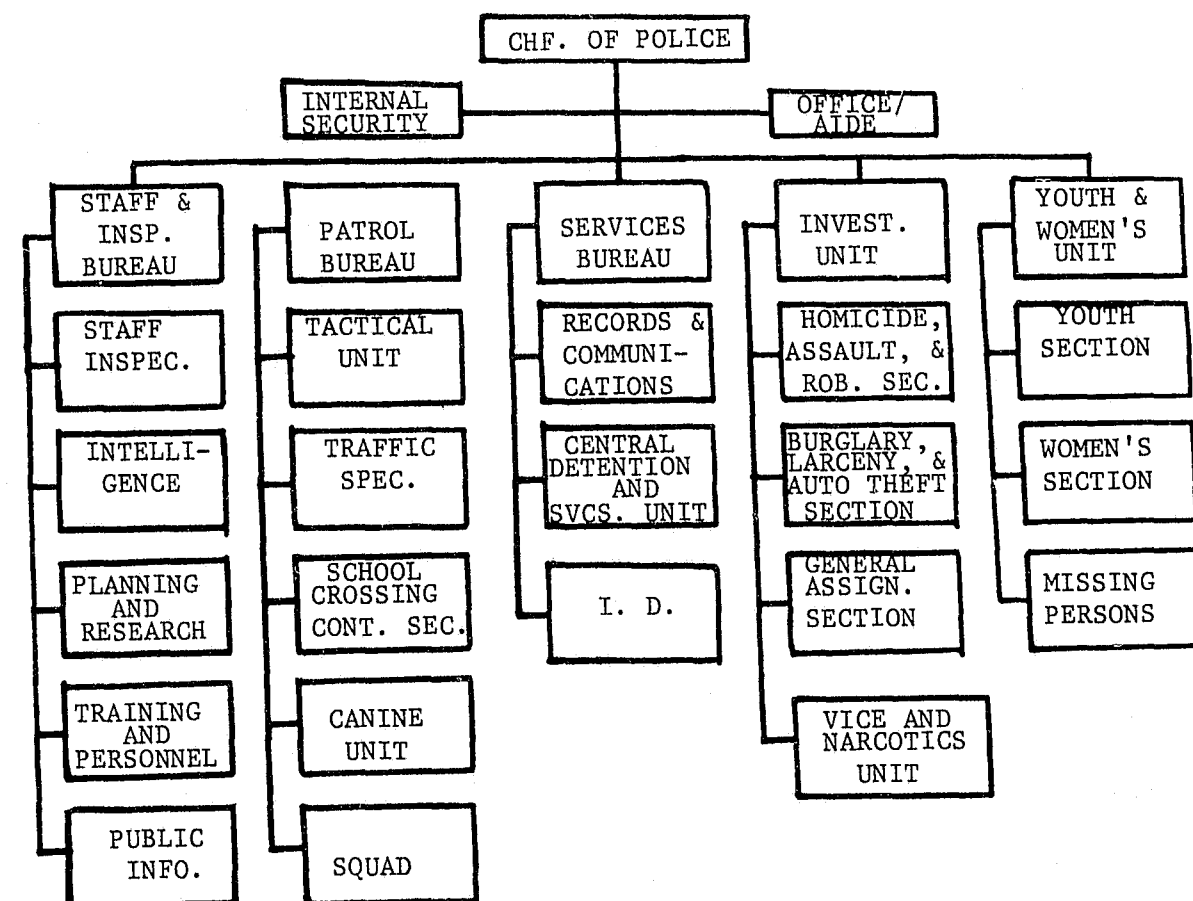


FIGURE NO. 8 Typical Organization of Police Department Serving a City of 125,000.

## THE JUDICIAL SYSTEM: THE COURTS' FUNCTION

The judicial organization for criminal justice in Virginia is a unified court system that provides for three types of courts:

- (1) The Supreme Court of Virginia is the only court with general appellate review power. The Supreme Court also has some special first-instance power.
- (2) The courts of record consist of thirty circuit courts, each of which is staffed with two or more judges. A chief circuit court judge is elected by the judges in each circuit for a one-year term.
- (3) The courts not of record include district courts and juvenile and domestic relations district courts (both district and juvenile courts conform to 31 districts). Each judicial district has one chief general district judge elected by the judges of that court for a term of one year. A chief juvenile and domestic relations district judge is elected by the judges of that court for a term of one year.

### The Supreme Court

The Supreme Court of Virginia is the only court with general appellate review in Virginia. The court consists of seven justices, including a chief justice (who is generally the justice in longest continuous service). Any four of the justices constitute a quorum. The justices are elected by a joint vote of both houses of the General Assembly for individual terms of twelve years.

The Constitution of Virginia provides that the Supreme Court shall have all appellate jurisdiction. There is no appeal of right in Virginia; the Code provision that a writ of error shall lie in any criminal case for the accused, grants only the right to seek to invoke such appellate jurisdiction. The party for whom a writ of error lies must apply on petition, and the petition must be granted before the case is heard.

The Supreme Court has original jurisdiction in cases of habeas corpus, mandamus and prohibition, and in matters of judicial censure, retirement, and removal.



Circuit Courts  
(Courts of Record)

The Circuit Courts are trial courts of general jurisdiction. They have original jurisdiction of all cases in chancery and civil cases at law, except cases at law to recover personal property or money not of greater value than one hundred dollars, exclusive of interest. These courts have original jurisdiction of all indictments for felonies and of presentments, informations, and indictments for misdemeanors. The Circuit Courts have appellate jurisdiction of all cases in which an appeal may be taken from the judgment or proceedings of any district court. When an appeal is taken, the trial is de novo; i.e., a new trial is held. The Judicial Circuits of Virginia are shown on Figure No. 9, page 27.

In felony cases, a preliminary hearing is first held in the District Court of competent jurisdiction. The district judge, sitting without a jury, hears the evidence and determines if probable cause exists for certification of the charge to the grand jury. See Appendix D for details of jury selection.

Judges of the Circuit Courts are elected by the General Assembly for a term of eight years. These judges may not hold other offices, may not practice law, and in general, must reside within the geographic limits of their jurisdiction.

Compensation for circuit court judges is paid by the State through the office of the Executive Secretary of the Supreme Court. The State pays all salaries, fringe benefits, travel expenses as specified, and workmen's compensation.

The governing body of each county or city is required to provide a courthouse with suitable space and facilities to accommodate the various courts of record and the court clerk's office. The governing body is to provide books, stationery, appropriate furniture, and office equipment and appliances for the clerk's offices.

Grand Jury

Grand Juries are impanelled as regular grand juries or as special grand juries. Regular grand juries alone determine whether bills of indictment, prepared by a Commonwealth's Attorney evidence sufficient probable cause to return such indictment, "a true bill". Either regular or special grand juries may investigate and report any condition which tends to promote criminal activity in the community or indicates misfeasance of governmental authority by government agencies or officials.

The proceedings of a grand jury are secret except that a regular grand juror may be called on to testify in the prosecution for perjury of a witness examined by a regular grand jury.

# JUDICIAL CIRCUITS OF VIRGINIA

PREPARED IN OFFICE OF EXECUTIVE SECRETARY

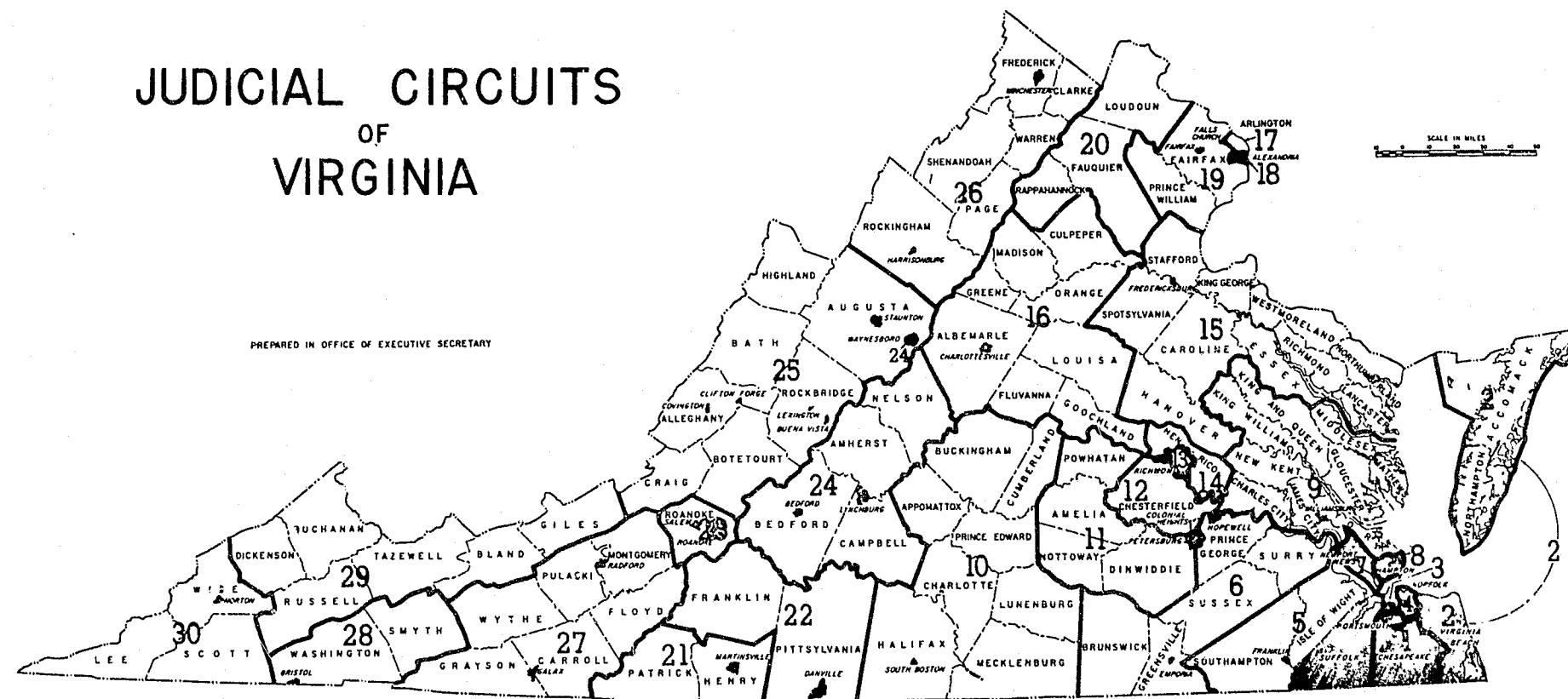


Figure No. 9

### Regular Grand Juries

A regular grand jury is impanelled for each term of the county or city circuit court unless the court finds it unnecessary or impractical to do so and enters an order to that effect. The action may be taken on request of the Commonwealth's Attorney or with his concurrence. If the case load exceeds the capacity of a single grand jury, the court may order two or more grand juries to be impanelled. If a regular grand jury is discharged by the court during the term, another grand jury may be impanelled. For details of selection of grand jurors see Appendix D.

After being sworn and charged by the court, the regular grand jury, after considering the bills of indictment, may request that it be impanelled as a special grand jury.

The grand jury has the duty to inquire of and present all felonies, misdemeanors and violations of penal laws committed within the jurisdiction of the respective court wherein they are sworn. At least four of the jurors must concur in finding or making an indictment or presentment. The presentment may be made, or the indictment found, upon the information of two or more of their own body, or on the testimony of witnesses called by the grand jury, or sent to it by the court. The Commonwealth's Attorney may not appear before the grand jury during its deliberations except when duly sworn to testify as a witness; he may however, advise the jury on matters relating to the discharge of their duties.

If, after hearing the testimony, the grand jury determines that probable cause exists, the indictment is endorsed as "A True Bill". The court then awards process against the accused to answer the indictment. If the prosecution is for a felony, the process is called a capias (a warrant of arrest). In misdemeanor prosecutions, process may be either a capias or a summons, at the discretion of the court.

### Special Grand Juries

Special grand juries may be impanelled by a circuit court at any time upon its own motion, or upon recommendation of a minority of the members of a regular grand jury. A special grand jury shall be impanelled by a circuit court upon the recommendation of a majority of the members of a regular grand jury. Special grand juries shall consist of not less than seven and not more than eleven members, and shall be summoned from a list prepared by the court. Members of a special grand jury shall possess the same qualifications as those prescribed for members of a regular grand jury. The court shall appoint one of the members as foreman.

The special grand jury may subpoena persons to appear before it to testify and to produce specified records, papers and documents. The witness may have counsel of his own procurement present when he appears to testify. Each witness may later be called upon to testify in any case that might grow out of the investigation and report of the special grand jury.

The attorney for the Commonwealth shall not be present at any time while the special grand jury is in session except that during the investigatory stage of its proceedings he may be present when his presence is requested by the special grand jury or when the special grand jury was impanelled upon his motion. When present before the special grand jury, he may interrogate witnesses, provided the special grand jury requests or consents to such interrogation.

The attorney for the Commonwealth shall not be present during or after the investigative stage of the proceedings, at any time while the special grand jury is discussing, evaluating or considering the testimony of a witness or is deliberating in order to reach decisions or prepare its report, except that he may be present when his legal advice is requested by the special grand jury.

At the request of the special grand jury, the court may designate special counsel to assist it in its work, and may also provide it with appropriate specialized personnel for investigative purposes.

A court reporter shall be provided for a special grand jury to record, manually or electronically, and transcribe all oral testimony taken before a special grand jury, but such reporter shall not be present during any stage of its deliberations. The notes, tapes and transcriptions of the reporter are for the sole use of the special grand jury, and the contents thereof shall not be divulged by anyone except as hereinafter provided. After the special grand jury has completed its use of the said notes, tapes and transcriptions, the foreman shall cause them to be sealed, and the container dated and delivered to the court.

The court shall cause the sealed container to be kept safely. If any witness testifying before the special grand jury is prosecuted subsequently for perjury, the court, on motion of either the attorney for the Commonwealth or the defendant, shall permit them both to have access to the testimony given by the defendant when a witness before the special grand jury, and the said testimony shall be admissible in the perjury case.

If no prosecution for perjury is instituted within three years from the date of the report of the special grand jury, the court shall cause the sealed container to be destroyed.

At the conclusion of its investigation and deliberation, the special grand jury shall file a report of its findings with the court, including therein any recommendations that it may deem appropriate, after which it shall be discharged. The report by the special grand jury shall be sealed and not open to public inspection except by court order. Any bill of indictment for alleged criminal offenses, which may follow as a result of the report of the special grand jury, shall be prepared by the attorney for the Commonwealth for presentation to a regular grand jury.

If a special grand jury has not filed a report within six months of its impanelling, the circuit court appointing it shall discharge it;

provided, however, if such court, in its discretion, determines that the special grand jury is making progress in its investigation, the court may direct that special grand jury to continue its investigation.

#### Petit Jury

Unless the accused enters a plea of guilty or, with the concurrence of the Commonwealth, waives his right to a jury trial, a "petit" jury is impanelled to hear the case. (See Appendix D for details of jury selection.) Twelve persons from a panel of twenty constitutes a jury in a felony case. Five persons from a panel of eleven constitutes a jury in a misdemeanor case. In all criminal prosecutions, the verdict of guilty by the jury must be unanimous. In a jury trial, if the verdict is guilty, the jury must also determine punishment at the same time it reports its verdict. Punishment, within the limits prescribed by law, is determined by the jury, or by the judge sitting without a jury.

#### General District Courts (Courts Not of Record)

The 1973 General Assembly passed legislation providing for the establishment of a General District Court in every city and county and dividing the Commonwealth into 31 judicial districts. The Judicial Districts of Virginia are shown on Figure No. 10, page 32.

Criminal jurisdiction in the district courts is as follows:

- Jurisdiction over misdemeanors arising within its territorial area.
- Violations of local ordinances (territorial jurisdiction extends one mile beyond city limits).
- Original jurisdiction over offenses against Virginia motor vehicle laws.
- Preliminary hearings in felony cases.
- Such other jurisdiction as may be conferred by statute or charter.

Defendants convicted in these courts may appeal to the Circuit Court. The trial on appeal is de novo, equivalent to a new trial without regard to the former proceedings.

General District Court judges are elected for a term of six years by a majority vote of both houses of the General Assembly. The judges of the circuit court having jurisdiction over the district submit a panel of no more than three nominees from which the General Assembly elects a judge.

Each county is required to provide suitable quarters for the court and its clerk, and a suitable room or rooms for sessions of the court at the places designated for its sittings. The county is also required to provide all necessary furniture, filing cabinets, and other equipment necessary for efficient operation. When a designated place for the court to sit is in a city or town other than the county seat, that city or town is required to provide a suitable place for the court to meet.

Each district court judge serving on a full-time basis shall be paid by the State an annual salary which shall be fixed in the general appropriation acts and set at an amount equal to ninety per centum of the annual salary fixed by State law for judges of the circuit courts.

Each district court judge serving on a part-time basis shall be paid an annual salary to be determined by the Committee on District Courts, within the limits prescribed by § 14.1-41 of the Code of Virginia provided that no such annual salary shall be less than two thousand six hundred dollars nor more than twenty thousand five hundred dollars.

The Committee on District Courts, see page 34, shall fix the salaries for the clerks and personnel of the district courts; provided, however, any county or city may, by ordinance, increase the salaries of the clerks and other personnel of the district courts or any one of them, as it may deem proper. Any such increase shall be paid wholly by the county or city. Any locality supplementing such salaries shall make an annual report of such payments as of June thirtieth of each year to the State Treasurer and the Executive Secretary of the Supreme Court. No supplements may be paid to full-time district court judges, substitute judges, or employees paid on an hourly or daily basis. All salaries of district court judges, clerks and other district court personnel shall be payable by the State.

Travel expenses of judges and clerks; - any judge or clerk traveling more than five miles from the courthouse in the city or county in which he resides on court business shall be entitled to reimbursement by the Commonwealth for such of his actual expenses as are necessarily and ordinarily incidental to such travel. If conveyance is by public transportation, reimbursement shall be at the actual cost thereof. If conveyance is by private transportation, reimbursement shall be at the rate established for members of the General Assembly.

#### Juvenile and Domestic Relations District Courts (Courts Not of Record)

Each of the 31 judicial districts has at least one juvenile and domestic relations district court, which is a court not of record. The judges are elected by the General Assembly for six-year terms in the same manner as general district court judges.

Juvenile and domestic relations district court judges, clerks, and other employees are paid by the State on the same basis as previously described for other district courts.

# JUDICIAL DISTRICTS OF VIRGINIA

PREPARED IN OFFICE OF EXECUTIVE SECRETARY

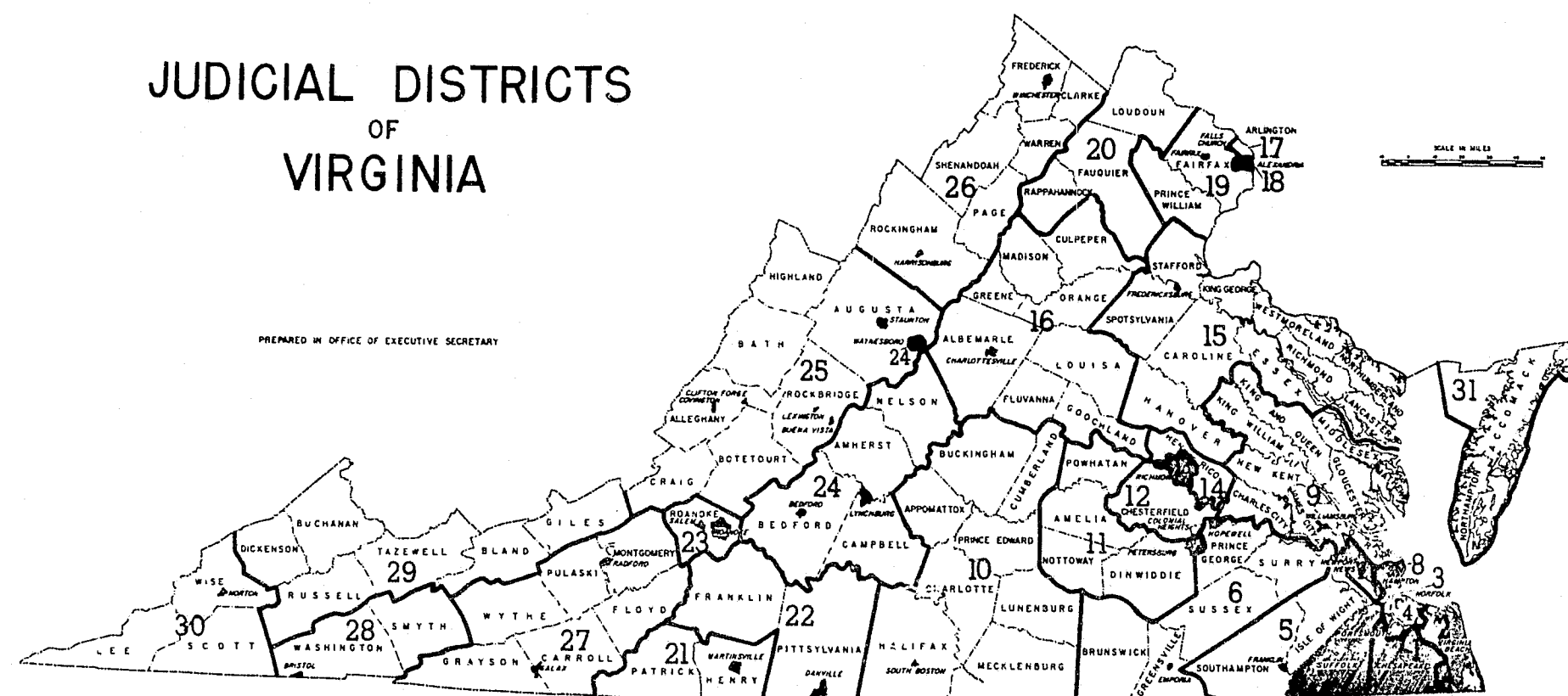


Figure No. 10



ile and domestic relations district judge, two attorneys qualified to practice in the Supreme Court, and the chairmen of the Committees for Courts of Justice of the Senate and House of Delegates. The bench and bar members are appointed by the Chief Justice of the Supreme Court of Virginia to serve for four years unless sooner changed by the Chief Justice. The Chief Justice is generally the presiding officer and summons the Council to meet in Richmond during October each year, and at other times and places he may designate.

The Council makes a continuous study of the organization and the rules and methods of procedure and practice of the judicial system of the Commonwealth, the work accomplished and the results produced by the system and its various parts; studies the need for additional judges of courts of record; and considers the advisability and practicability of establishing an intermediate court whose judgment would be final in certain classes of cases, thus relieving congestion in the circuit courts. On the request of the presiding officer, the Attorney General attends the Council meetings and confers with the members on the Commonwealth's business in the courts, and to devise methods to prevent undue delay in such trials. A report of the proceedings and recommendations of the Council is made to the General Assembly and to the Supreme Court.

#### The Committee on District Courts

The Committee on District Courts is composed of the chairmen of the House and Senate Courts of Justice Committees, two additional members from these Committees chosen by the respective chairman; plus one judge each from a circuit court, general district court, and juvenile and domestic relations district court appointed by the Chief Justice.

The Committee is charged with determining policy and supervising the administration of the district courts. The Committee authorizes the appointment of substitute judges, the establishment of clerks' offices in counties or cities, the appointment of personnel for the district courts, fixes salary schedules for court personnel, and establishes vacation and leave policies for district court judges and other district court personnel and full-time magistrates.

#### The Judicial Conference of Virginia

The Judicial Conference of Virginia consists of the Chief Justice and Justices of the Supreme Court of Virginia, all other judges of circuit courts, and all retired justices and judges of such courts. The honorary membership consists of the Attorney General; the chairmen of the Courts of Justice Committees of the Senate and the House of Delegates; the presidents and secretaries of the Virginia State Bar, Virginia Bar Association, and Virginia Trial Lawyers Association; the deans of the law schools of the College of William and Mary, University of Richmond, University of Virginia, and Washington and Lee University; and four attorneys appointed by the Chief Justice as members of the Judicial Council. The Chief Justice serves as President of the Conference. Five judges are elected by the Conference to act as the Executive Committee.



The juvenile and domestic relations district courts generally have jurisdiction over any person less than 18 years old who has violated any State, federal, municipal, or county law or ordinance; or who is habitually disobedient, incorrigible, or truant from school. If the offender is 15 years or older, there is concurrent jurisdiction with the court of record. Transfer cannot be made to the circuit court, unless the juvenile and domestic relations district court finds that there is probable cause that the child is not amenable to rehabilitation and treatment as a juvenile, that the child cannot be committed to an institution for the mentally ill or retarded, and that the interests of the community require that the child be placed under legal restraint or discipline.

#### Magistrates

The office of magistrate has the same authority, duty, and obligations that were held by justices of the peace prior to January 1, 1974, the date they were abolished. Magistrates replaced justices of the peace and are authorized to issue arrest warrants, search warrants, civil warrants, and subpoenas; to administer oaths and take acknowledgments; to act as conservators of the peace; and to decide bail matters.

Magistrates in each county and city are appointed by the chief judge of the circuit court which has jurisdiction within the district. Magistrates are appointed to serve the entire judicial district and come under the supervisory authority of the appointing judge. Authority for supervision of magistrates may be delegated to the chief general district judge. The Committee on District Courts may authorize the chief judge to appoint substitute magistrates.

Any citizen of the United States and resident of the district may be appointed a magistrate, provided neither they nor their spouse is a law enforcement officer, or an employee of a court or law enforcement agency. Members of city or county governing bodies cannot be appointed magistrates. A magistrate cannot issue a warrant or process on the complaint of one of his or her relatives.

The chief circuit judge may appoint a chief magistrate for the judicial district to assist him in the administration of the magistrate system.

Persons appointed magistrates serve for four years and receive a salary as fixed by the Committee on District Courts at least annually. In determining the salary of any magistrate, the committee shall consider the workload of, and territory and population served by, the magistrate and other factors it deems relevant. The Commonwealth's Attorney is required to provide legal advice to magistrates. The Executive Secretary of the Supreme Court has the duty of assisting in supervision and mandatory training of all magistrates.

#### The Judicial Council

The Judicial Council is composed of eleven members, consisting of five circuit court judges, one general district court judge, one juven-

The Conference meets at least once a year to consider means of improving the administration of justice in Virginia.

#### Judicial Conference of Virginia for Courts Not of Record

The Judicial Conference of Virginia for Courts Not of Record includes the active judges of every general district court and juvenile and domestic relations district court of the Commonwealth. Honorary members without voting rights are the Attorney General, the Chairmen of the Courts of Justice Committees of the Senate and House of Delegates, and the President and Secretary of the Virginia Bar Association. The Chief Justice serves as president of the Conference. Seven judges of courts not of record are elected by the Conference to serve as the Executive Committee. The Conference meets at least once a year to consider means of improving the administration of justice in Virginia.

#### The Judicial Inquiry and Review Commission

The Judicial Inquiry and Review Commission consists of members of the judiciary, the bar, and the public; and is vested with the power to investigate charges which would be the basis for retirement, censure, or removal of a judge. The Commission is authorized to conduct hearings and to subpoena witnesses and documents. Proceedings before the Commission are confidential. Upon finding that the charges are well-founded, the Commission may file a formal complaint before the Supreme Court.

#### Virginia State Bar

The Virginia State Bar is an agency of the Supreme Court in which all persons practicing law in Virginia are required to be members in good standing. Its responsibilities include: enforcing the law and canons of ethics governing the practice of law in Virginia; cultivating and advancing the science of jurisprudence; promoting reform in the law and in judicial procedure; facilitating the administration of justice; upholding and elevating the standards of honor, integrity, and courtesy in the legal profession; and encouraging continuing education for members.

Although the records of the Virginia State Bar show a total of 12,127 attorneys currently licensed to practice law in Virginia, this figure includes all deceased and debarred attorneys who have ever been members. The active attorneys number 9,538 who are currently licensed to practice law in Virginia. To this must be added 4,135 associate members, 365 judicial members, 206 retired or disabled members, none of whom are licensed to practice law in Virginia. The criminal law section of the Virginia State Bar has approximately 500 members; however, there are no figures available on how many are actually practicing criminal law. These figures are accurate as of July 2, 1979.

#### Executive Secretary of the Supreme Court

The Executive Secretary is responsible for helping the Chief Justice manage the State's judicial system including temporary assignments of judges; preparing budgets for the courts of record, the Supreme Court, the Judicial Council and Conferences, and the Judicial Inquiry and Review Board; handling payroll and personnel records for the entire court system, collecting and publishing data on all courts, magistrates, and the judicial system at large; and serving as secretary for the Judicial Council, and the Judicial Inquiry and Review Board. He is also responsible for developing educational and training programs for judges and all personnel and providing administrative assistance to the chief judge of each circuit, and such other duties related to the management of the State's entire judicial system as the Chief Justice may assign. He also serves as the chief administrative officer for the District Courts under the guidance of the District Court's Committee.

#### The Attorney General's Office

The Attorney General, Chief Executive Officer of the Department of Law, is elected by popular vote for a four-year term concurrent with the Governor's term.

The Attorney General represents the State in all criminal appeals to the Supreme Court of Virginia and in all post-conviction proceedings, including habeas corpus, prisoner civil rights, and prisoner damage suits. In addition, the Attorney General serves as legal counsel to State agencies.

The Attorney General, unless specifically requested by the Governor, has no authority to institute or conduct criminal prosecutions in trial courts, except in cases involving the confiscation of motor vehicles pursuant to the Alcoholic Beverage Control and Motor Vehicle laws, handling of funds by a State agency, and cases involving the practice of law without due authorization or a license. Upon request by a Commonwealth's Attorney, the Attorney General will assist in the conduct of trial court prosecutions.

#### Commonwealth's Attorneys

The prosecutor of criminal cases in cities and counties is a Commonwealth's Attorney, an elected official. The Commonwealth's Attorney may be authorized by the governing body of the city or county to employ assistants. Salaries for the prosecutor and his staff are set by the State Compensation Board and paid by the State.

The Commonwealth's Attorney is authorized and directed to provide legal counsel to any constitutional officer who is a defendant in civil action arising out of the performance of his official duties. The Commonwealth's Attorney is also charged to render legal advice to the magistrates within his city or county and to advise them of changes in law and procedures. The Commonwealth's Attorney also enforces the Virginia Conflict of Interests Act with regard to violations by an officer or

employee serving at the local level of government within the jurisdiction he serves. At his discretion, the Commonwealth's Attorney may also render advice in civil matters to officials of his county in the performance of their duties.

#### Public Defender Commission

The Public Defender Commission was created by the General Assembly to establish and supervise pilot programs of public defenders at selected sites in Virginia to test and demonstrate this concept for providing defense services to indigent defendants in criminal proceedings, in comparison with the traditional practice of using court-appointed attorneys for such defense services.

The Public Defender Commission is composed of nine citizens and residents of this Commonwealth. Members of the Commission are appointed by the Speaker of the House of Delegates in consultation with the chairmen of the Courts of Justice Committees of the House of Delegates and the Senate. The Commission consists of two members who are active judges of courts of record, one member who is an active general district court judge, three members who are active members of the Virginia State Bar and have practiced law in the Commonwealth for ten or more years immediately preceding their appointment, and three public members who are not active or retired judges and have never been licensed lawyers. Members of this Commission receive no compensation for their services but are paid their reasonable and necessary expenses incurred in the performance of their duties.

The duties of the Public Defender Commission are:

- (a) To select five areas wherein public defender offices are to be established, two of which are to be established subsequent to January one, nineteen hundred seventy-eight, one to be located in a county or city with a population in excess of one hundred thousand and one in a county or city with a population of less than one hundred thousand.
- (b) Appoint a public defender for each of the above areas to serve at the pleasure of the Commission, who shall devote his full time to his duties and not engage in the private practice of law. The Commission shall fix his compensation.
- (c) To authorize the public defender to employ such assistants as authorized by the Commission. Such performance of their duties as may be required by the public defender or the Commission and may engage in the private practice of law. The Commission shall approve the salaries to be paid said assistants.

- (d) To authorize the public defender to employ the necessary staff, including secretarial and investigative personnel and such other personnel as may be necessary to carry out the duties imposed upon him.
- (e) To authorize the public defender to secure such office space as needed and to purchase or rent such office equipment and purchase supplies and to incur such expenses as are necessary to carry out the duties imposed upon him.
- (f) To receive and expend moneys appropriated by the General Assembly of Virginia and to receive other moneys as may be available to it and to expend the same in order to carry out the duties imposed upon it.
- (g) In any case in which a public defender or his assistant represents an indigent person charged with an offense and such person is convicted, such sum as would have been allowed a court-appointed attorney as compensation and as reasonable expenses shall be taxed against the person defended as a part of the costs of the prosecution, and, if collected, shall be paid to the Commonwealth.

Public defenders and their assistants shall carry out the following duties:

- (a) To secure office space, to employ a staff, to fix salaries and to do such other things necessary to carry out the duties imposed upon him with the approval of the Commission.
- (b) To represent indigent persons charged with a crime or offense when such persons are entitled to be represented by law by court-appointed counsel in a court of record or a court not of record, and to assist the courts in verifying the indigent status of such persons.
- (c) To represent indigent persons who are entitled to be represented by court-appointed counsel in an appeal of their conviction to the Supreme Court of Virginia.
- (d) To represent indigent prisoners when a habeas corpus proceeding is brought by such prisoners.
- (e) To submit such reports as required by the Commission.

Public Defenders are operating in four jurisdictions in Virginia: Virginia Beach, the Staunton-Waynesboro area, Petersburg, and Roanoke.

At the request of a public defender, the Attorney General shall provide legal services to such attorney, his assistants, or members of his staff in any proceeding brought against him, his assistants, or staff for money damages, when the cause of action allegedly arises out of the duties of his office.

Any costs chargeable against the defendant or defendants in any such case shall be paid by the Commonwealth from the appropriation for the payment of criminal charges.

The Commission shall be authorized to appoint and employ and, at pleasure, remove, an executive director, counsel, and such other persons as it may deem necessary; and to determine their duties and fix their salaries or compensation within the amounts appropriated therefore.

In the majority of jurisdictions within the State, those criminal defendants who are unable to retain counsel are represented by appointed counsel (members of the local bar) who are compensated by the State.

THE VIRGINIA CORRECTIONS SYSTEM:  
THE CUSTODY AND REHABILITATION FUNCTIONS

The Virginia corrections system consists of all the institutions, agencies, and services concerned with the custody, supervision, treatment, and care of persons sentenced to incarceration, placed on probation or parole, or under the informal supervision of a juvenile court. The Virginia Department of Corrections is the largest single correctional agency in the State; however, the 94 jails and jail farms operated by sheriffs in counties and cities represent almost half of the total capacity for confinement. In addition to the jails, penitentiaries, and field units whose prime orientation is to custody, the Virginia corrections system includes probation and parole operations, counseling, aftercare, rehabilitation, vocational training, academic instruction, recreation, and employment and medical services.

Organizations involved in the corrections system are:

- Virginia Department of Corrections
- Sheriffs' Departments
- Rehabilitative School Authority
- State Board of Corrections
- State Compensation Board
- Probation and Parole Board
- City and County Juvenile Detention Facilities
- Criminal Justice Services Commission
- Virginia State Crime Commission
- Department of Vocational Rehabilitation
- Division for Children
- Virginia Department of Transportation Safety
- Department of Mental Health and Mental Retardation
- Non-governmental groups which provide services or operate facilities

The involvement of State government in corrections is much greater than that indicated by simply comparing State to local facilities, or inmate populations in jails to penitentiary populations.

The State Compensation Board, after receiving recommendations from the board of supervisors or city council, establishes the number of deputies that the sheriff may appoint.

The State Compensation Board also reimburses cities and counties for one-half of the cost of construction or enlargement of a jail up to \$25,000 for each participating city or county. The State reimburses cities and counties for a portion of the jail's operating expenses on a formula that returns from 65% to 100% of total expenses to the locality. The State also pays the salaries and allowable expenses of the sheriff and his deputies and treatment personnel, and the locality pays one-third.

### The Department of Corrections and the Board of Corrections

The Department of Corrections was established as an independent executive department effective July 1, 1974. Prior to that date, its functions were the responsibility of the Department of Welfare and Institutions. The Department of Corrections is headed by a Director who is appointed by the Governor and subject to confirmation by the General Assembly. The Director is given broad latitude by the Virginia Code in appointing heads of divisions, delegating authority to them, organizing the Department as necessary, and generally carrying out his many responsibilities.

The Department is responsible for all adult correctional services, all juvenile services, and all probation and parole services.

The Board of Corrections consists of nine persons, also appointed by the Governor and subject to confirmation by the General Assembly. The Board acts in an advisory capacity to the Director and may also conduct investigations and make recommendations on their own initiative or as requested by the Director or Governor.

The State Board of Corrections sets minimum standards for the construction, equipment, and operation of all adult and juvenile detention facilities in the State. These standards are enforced by the Department of Corrections.

During 1978, the Department of Corrections underwent a dramatic and far-reaching reorganization, accompanied by many changes in staff assignments, as well as the elimination and redesignation of a number of staff positions. The present organization of the Department is shown on Figures numbered 11 through 16. The Department is organized as five divisions, plus an office of the Executive Assistant Director for Administration. The five divisions are:

- The Division of Institutional Services
- The Division of Community and Prevention Services
- The Division of Capital Outlay and Maintenance
- The Division of Finance
- The Division of Program Development and Evaluation

Each of these divisions is headed by an assistant director. Two of the divisions, Institutional Services and Community and Prevention Services, are administered through five regional offices. In the Division of Institutional Services, a sixth "region" has been established to administer all youth learning centers separately from adult institutions.

VIRGINIA DEPARTMENT OF CORRECTIONS  
TABLE OF ORGANIZATION

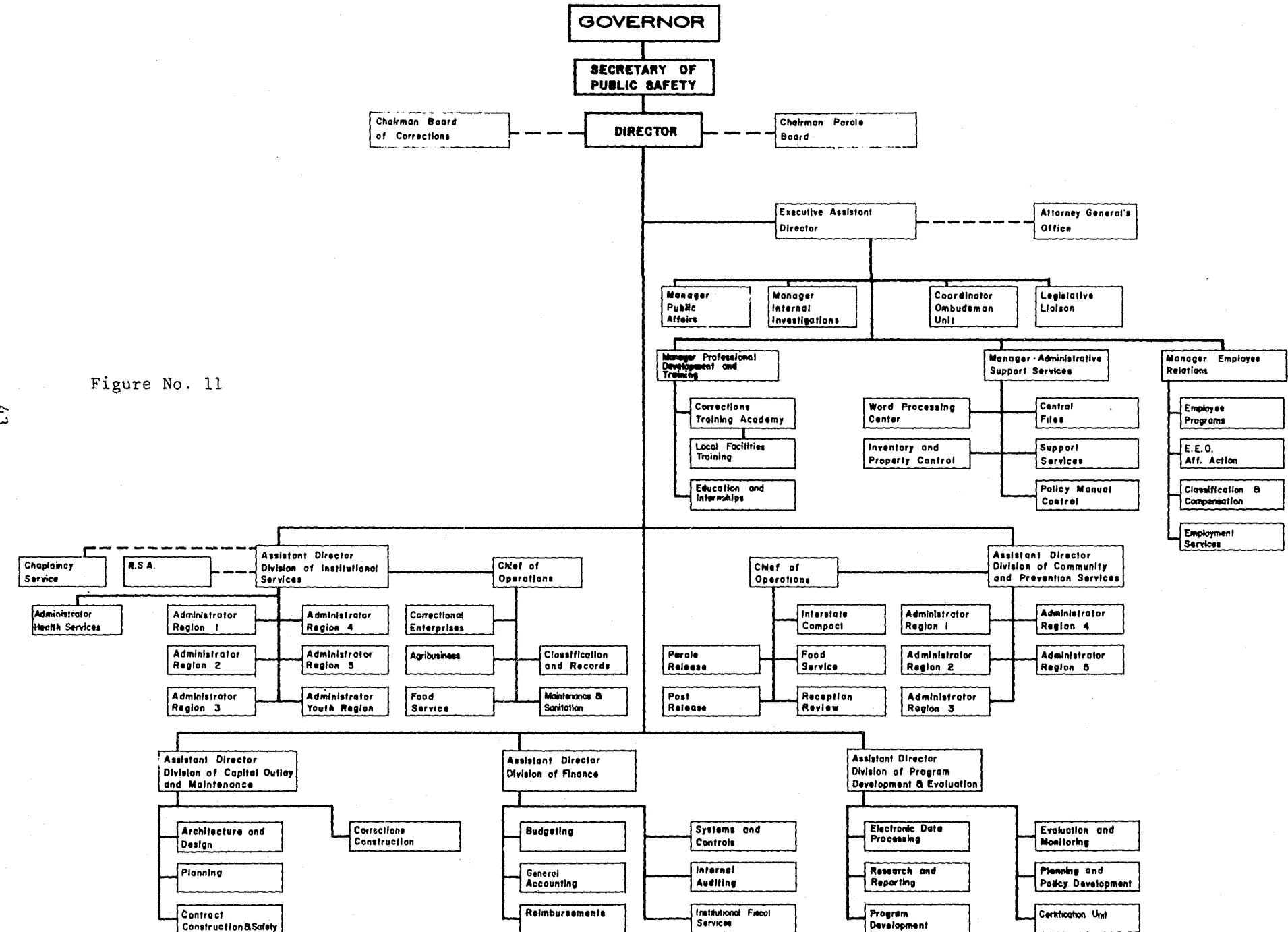


Figure No. 11

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**TABLE OF ORGANIZATION**  
**DEPARTMENT OF CORRECTIONS**  
**EXECUTIVE STAFF**

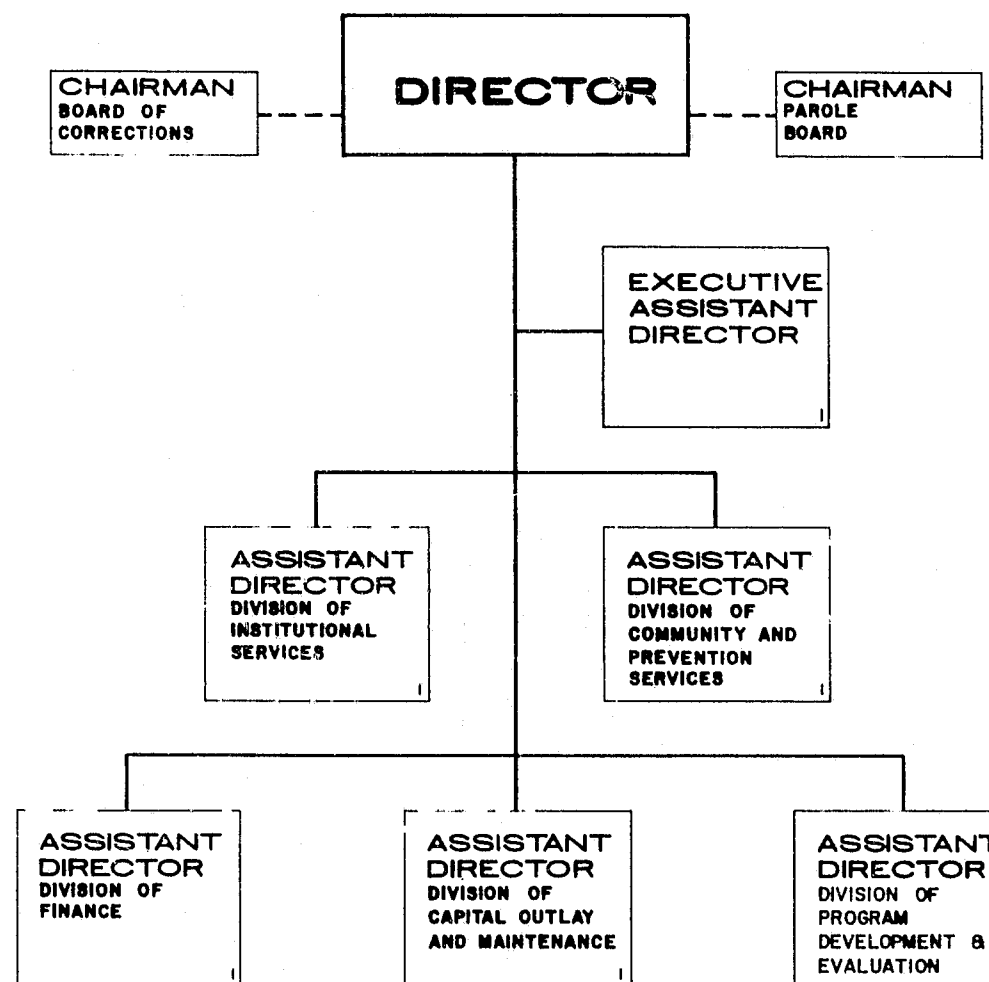


Figure No. 12

# TABLE OF ORGANIZATION

## DEPARTMENT OF CORRECTIONS

### DIVISION OF INSTITUTIONAL SERVICES

Figure No. 13

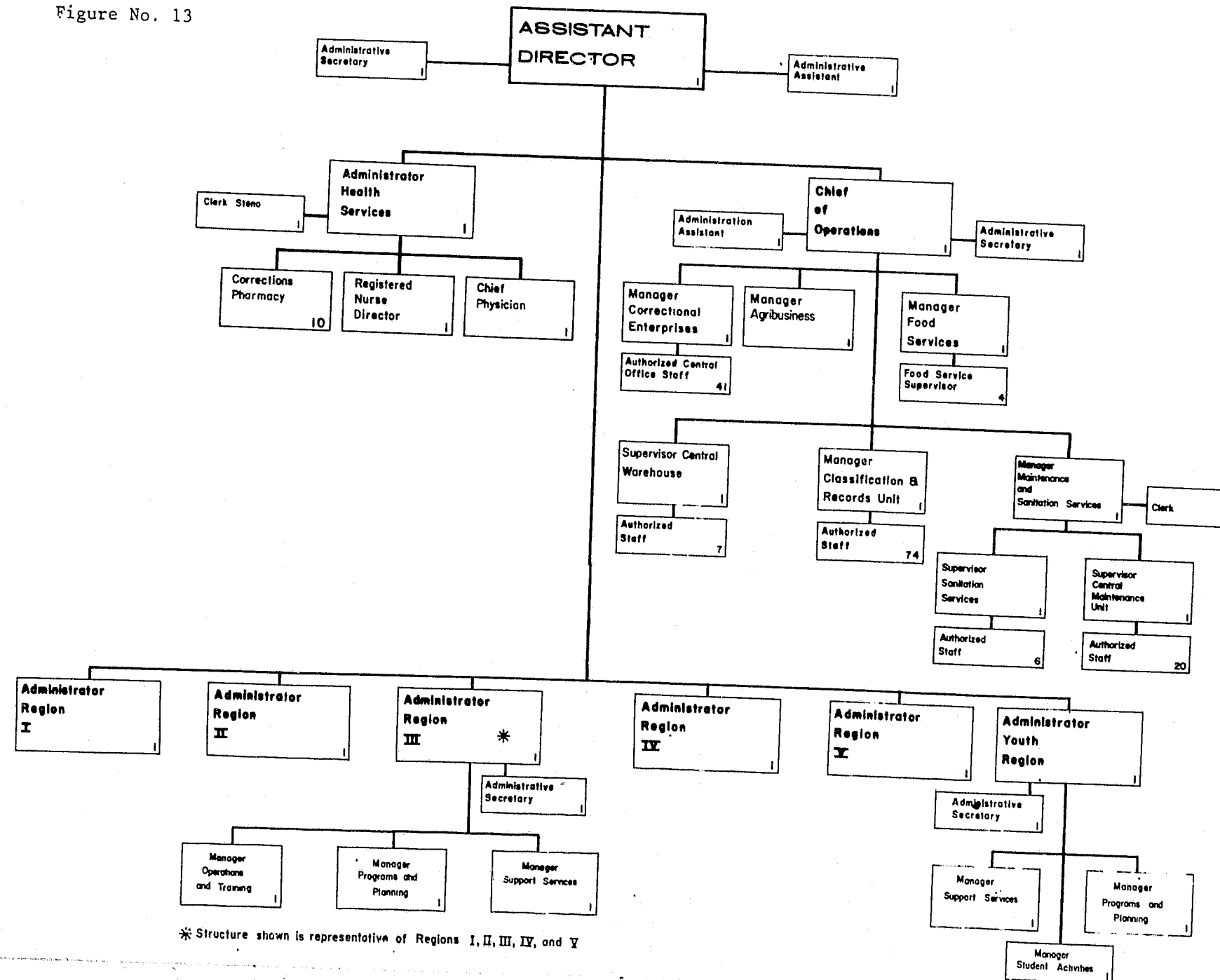
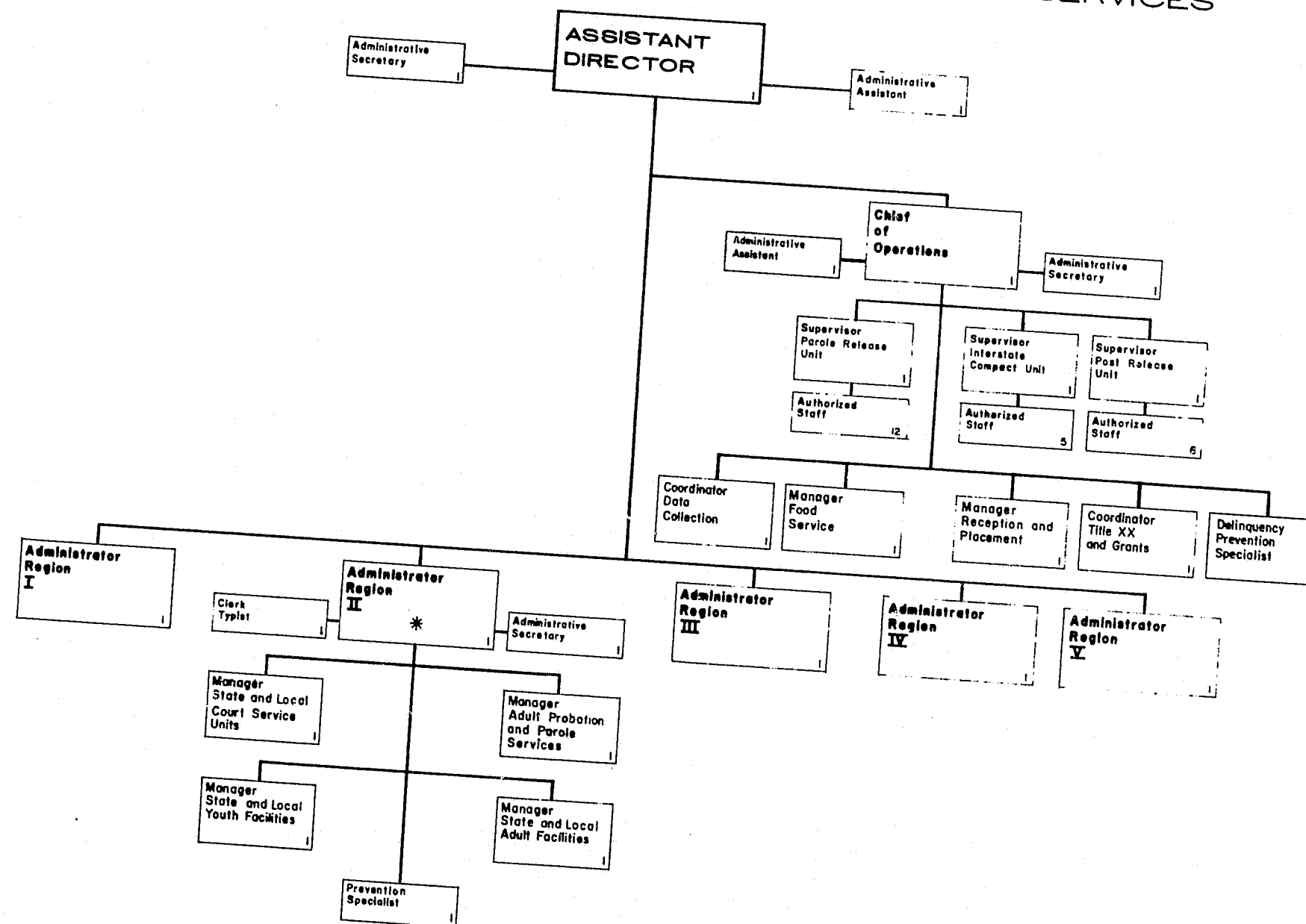


Figure No. 14

# **TABLE OF ORGANIZATION** **DEPARTMENT OF CORRECTIONS** **DIVISION OF COMMUNITY AND PREVENTION SERVICES**

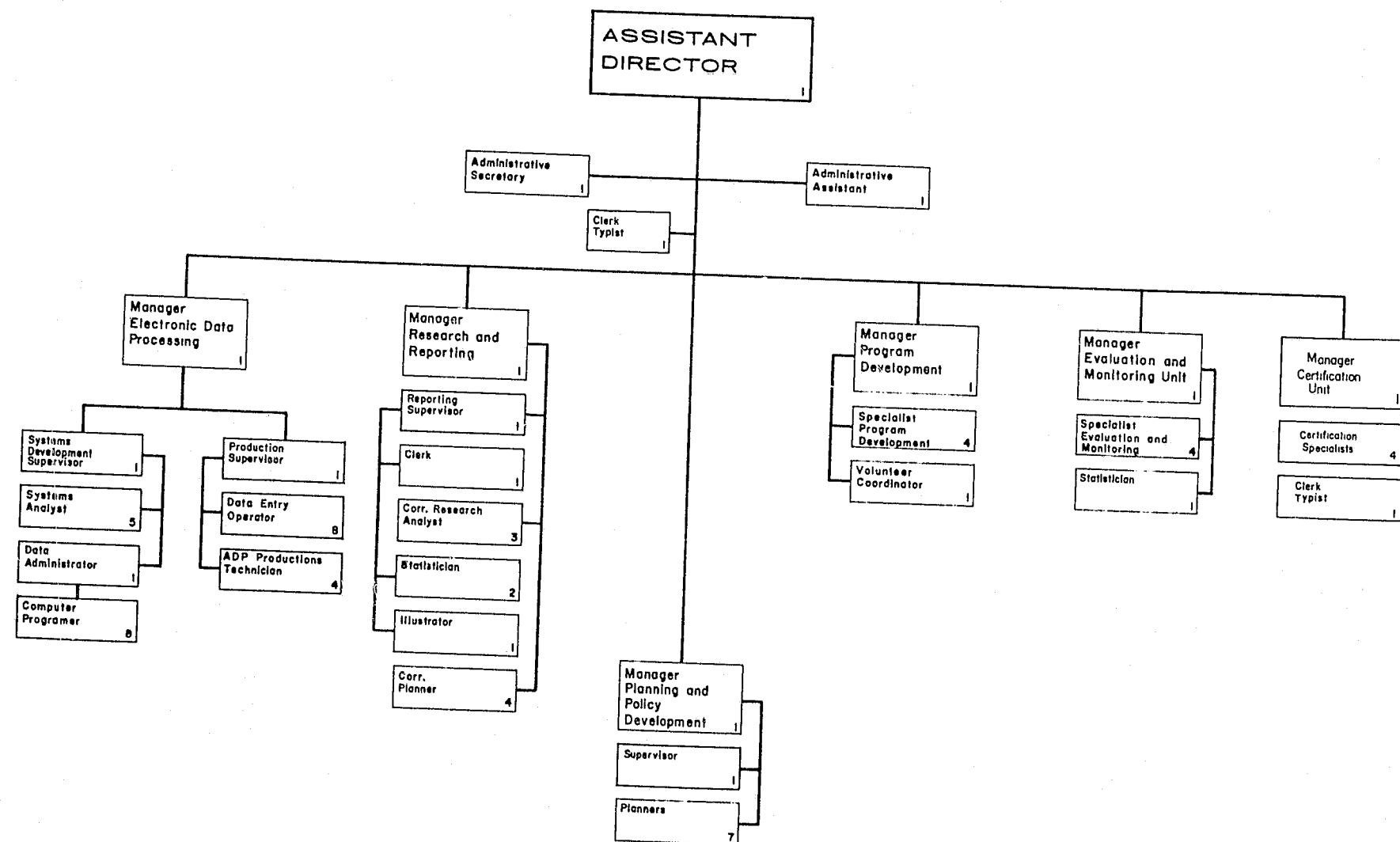
46



\* Structure shown is representative of Regions I, II, III, IV and V

Figure No. 15

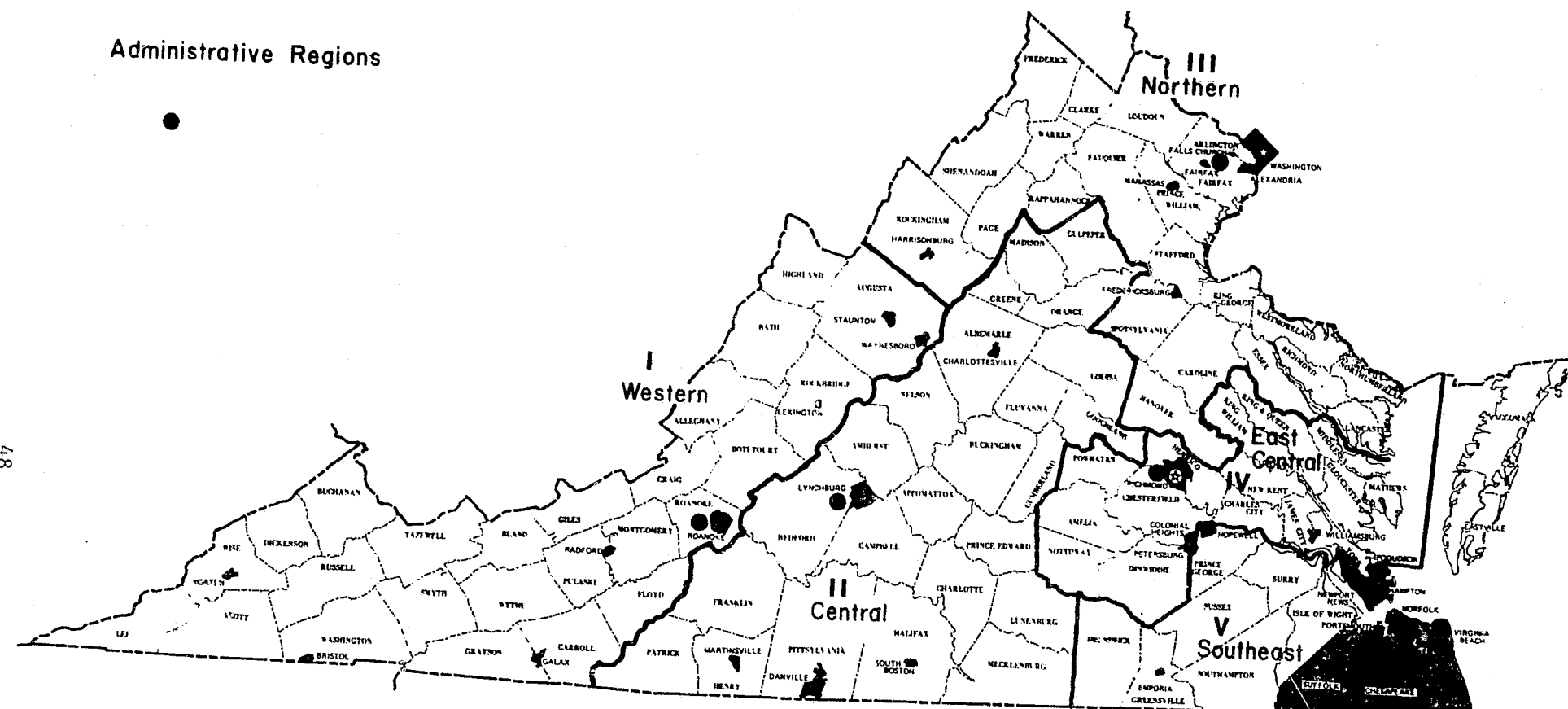
# **TABLE OF ORGANIZATION** **DEPARTMENT OF CORRECTIONS** **DIVISION OF PROGRAM DEVELOPMENT AND EVALUATION**



47

Virginia Department of Corrections

●



### The Division of Institutional Services

Headed by an Assistant Director, this Division is responsible for all adult and youth institutions. Adult institutions are administered in five geographic regions by regional administrators. The sixth administrator is responsible for all youth services institutions.

Although the regional boundaries (with the exception of Youth Services) follow the boundaries of judicial districts, the adult correctional centers in Goochland County have been retained in the East Central Region because of their close administrative ties with the Powhatan Correctional Center.

The Division of Institutional Services operates 51 institutions with a total bed capacity of 9,212, of which 945 are in youth service institutions, and 342 at the Correctional Center for Women. The Division is responsible for all institutional operations and services provided to inmates although educational and vocational services are furnished by the Rehabilitative School Authority (RSA), and religious services are made available through the Ministerial Association. The average daily adult inmate population is about 7,000 persons, while the average daily juvenile ward population is about 950.

While a number of significant improvements have been made in recent years, it is generally recognized that more improvement is necessary to provide the State with a modern and effective corrections system. Institutions in the six regions in the Division are shown in Table No. 1, page 50.

Principal adult institutions of the Division are as follows:

Bland Correctional Center: Bland Correctional Center was established in 1946 as a western regional jail farm. Today, the Center handles both misdemeanants and felons from all areas of the State.

Correctional Field Units: These units are an evolution of the former State convict road force. The nearly twenty-eight Correctional Field Units located throughout the State serve primarily to provide labor forces for maintenance of the State Highway System. Both felons and misdemeanants are assigned to these units. Recently, the State has attempted to expand inmate services in the Correctional Field Units to include recreation, counseling and education program. A work-release program has been initiated in selected units, as well as a study-release program which was authorized by the 1970 General Assembly.

Deerfield Correctional Center: Deerfield is adjacent to Southampton Correctional Center, but is separately administered. The Center provides housing for 216 persons in government surplus trailers.

James River Correctional Center: The James River Correctional Center is designed primarily for misdemeanants who are physically unfit to work on the highways, or present custody or other security problems disqualifying them for assignment to field units. Prior to 1974, the James River and Powhatan Correctional Centers were jointly administered as the State Prison Farm for Men.

Table No. 1

FACILITIES OF THE DIVISION OF INSTITUTIONAL SERVICES

| Southwest Region | Assignable and Special Purpose Beds | Total | East Central Region         | Assignable and Special Purpose Beds | Total |
|------------------|-------------------------------------|-------|-----------------------------|-------------------------------------|-------|
| Staunton         | 332 + 6                             | 338   | Va. Corr. Center            | 270 + 72                            | 342   |
| Bland            | 435 + 15                            | 450   | for Women                   | 280 + 71                            | 351   |
| Field Units:     |                                     |       | James River                 | 830 + 155                           | 985   |
| 029-Buchanan     | 90 + 0                              | 90    | Penitentiary                | 604 + 124                           | 728   |
| 031-Tazewell     | 100 + 4                             | 104   | Powhatan                    | 160 + 0                             | 160   |
| 025-Botetourt    | 88 + 0                              | 88    | Powhatan West               | 100 + 4                             | 104   |
| 018-Wise         | 85 + 4                              | 89    | North Housing Unit          | 240 + 0                             | 240   |
| 005-Floyd        | 60 + 4                              | 64    | Powhatan Rec. Unit          | 0 + 15                              | 15    |
| 010-Augusta      | 85 + 4                              | 89    | MCV Sec. Ward               | 432 + 0                             | 432   |
|                  |                                     | 1,312 | Deep Meadow                 |                                     |       |
| Subtotal:        | 1,275 + 37                          | 1,312 | Field Units:                |                                     |       |
|                  |                                     |       | 013-Pocahontas              | 200 + 4                             | 204   |
|                  |                                     |       | 016-New Kent                | 90 + 0                              | 90    |
|                  |                                     |       | 027-Dinwiddie               | 85 + 4                              | 89    |
|                  |                                     |       | Subtotals:                  | 3,291 + 449                         | 3,740 |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Northern Region             |                                     |       |
|                  |                                     |       | Field Units:                |                                     |       |
|                  |                                     |       | 002-Caroline                | 130 + 4                             | 134   |
|                  |                                     |       | 008-Harrisonburg            | 100 + 4                             | 104   |
|                  |                                     |       | 021-Stafford                | 85 + 4                              | 89    |
|                  |                                     |       | 030-Northern Va.            | 160 + 4                             | 164   |
|                  |                                     |       | 007-Whitepost               | 85 + 4                              | 89    |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | 026-Haymarket               | 90 + 0                              | 90    |
|                  |                                     |       | 017-Haynesville             | 85 + 4                              | 89    |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Subtotals:                  | 735 + 24                            | 759   |
|                  |                                     |       | Totals:                     | 7,649 + 618                         | 8,267 |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | YOUTH SERVICES INSTITUTIONS |                                     |       |
|                  |                                     |       | Bon Air                     | 160                                 | 160   |
|                  |                                     |       | Beaumont                    | 265                                 | 265   |
|                  |                                     |       | Barrett                     | 100                                 | 100   |
|                  |                                     |       | Hanover                     | 150                                 | 150   |
|                  |                                     |       | Pinecrest (closed)          | 0                                   | 0     |
|                  |                                     |       | Natural Bridge              | 80                                  | 80    |
|                  |                                     |       | Appalachian                 | 50                                  | 50    |
|                  |                                     |       | Reception &                 |                                     |       |
|                  |                                     |       | Diagnostic Cntr.            | 140                                 | 140   |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Total                       | 945                                 | 945   |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Subtotal                    | 1,401 + 70                          | 1,471 |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Central Region              |                                     |       |
|                  |                                     |       | Mecklenburg                 | 132 + 12                            | 144   |
|                  |                                     |       | Field Units:                |                                     |       |
|                  |                                     |       | 023-Halifax                 | 185 + 8                             | 193   |
|                  |                                     |       | 011-Culpeper                | 65 + 1                              | 66    |
|                  |                                     |       | 012-Fluvanna                | 90 + 0                              | 90    |
|                  |                                     |       | 015-Chatham                 | 85 + 4                              | 89    |
|                  |                                     |       | 004-Baskerville             | 100 + 4                             | 104   |
|                  |                                     |       | 009-Rustburg                | 100 + 4                             | 104   |
|                  |                                     |       | 024-Smith Mtn. Lake         | 90 + 1                              | 91    |
|                  |                                     |       | 028-Patrick Henry           | 100 + 4                             | 104   |
|                  |                                     |       | Subtotal                    | 947 + 38                            | 985   |
|                  |                                     |       |                             |                                     |       |
|                  |                                     |       | Southeast Region            |                                     |       |
|                  |                                     |       | St. Brides                  | 225 + 12                            | 237   |
|                  |                                     |       | Southampton                 | 554 + 54                            | 608   |
|                  |                                     |       | Southampton Rec. Unit       | 116 + 0                             | 116   |
|                  |                                     |       | Deerfield                   | 216 + 0                             | 216   |
|                  |                                     |       | Field Units:                |                                     |       |
|                  |                                     |       | 020-Capron                  | 90 + 0                              | 90    |
|                  |                                     |       | 022-Tidewater               | 85 + 4                              | 89    |
|                  |                                     |       | 072-Southampton             | 25 + 0                              | 25    |
|                  |                                     |       | 003-Nansemond               | 90 + 0                              | 90    |
|                  |                                     |       | Subtotal                    | 1,401 + 70                          | 1,471 |

Mecklenberg Correctional Center: The Mecklenberg Correctional Center is a new maximum security facility that, upon its total completion, will have a capacity of 360 inmates.

Powhatan Correctional Center: The Powhatan Correctional Center is the largest correctional institution in the State. (See Table 1). The Center is divided between the main complex and a new reception and classification unit. The Center was formerly part of the State Prison Farm for Men and is designed primarily to house felons who are unsuitable for work on the highways or who present custody or other security problems. The North Housing Unit outside the perimeter fence provides minimum security custody. Additionally, the Deep Meadow Annex, using government surplus house trailers as primary living units, is located nearby within its own perimeter fence. It houses inmates awaiting classification.

St. Bride's Correctional Center: This is a medium security institution in a rural area of the City of Chesapeake. Originally used as the Norfolk city work farm, it now houses adult male offenders.

Southampton Correctional Center: The Southampton Correctional Center was established in 1937 for housing selected young first-offenders who are judged to have high potential for rehabilitation. Southampton contains a special receiving unit for screening all felons who are 22 years old or younger. Recidivists and others who might not be suitable for the Center's programs are transferred to other institutions.

Treatment services at Southampton include compulsory school enrollment and a number of vocational programs provided by the Rehabilitative School Authority, as well as recreational counseling and drug treatment programs.

State Penitentiary: The State Penitentiary in Richmond was first occupied in 1800. The Penitentiary houses the majority of felons with sentences of 20 years or more and certain other problem prisoners. The prison complex consists of two large general population cell-houses, a maximum security cell-house, a hospital, industrial buildings, a dining hall, classrooms, and an administrative building.

The Penitentiary was originally designed for custodial and industrial production and presently contains a population that is considered to be too large and too diverse for comprehensive treatment programs. A new maximum security institution, (Mecklenberg Correctional Center, page 56), a new reception and classification center, (Powhatan Correctional Center), and three medium security institutions are planned to replace present functions of the Penitentiary. All Adult males over the age of 22 are screened at the reception and classification center at Powhatan. These functions were formerly located at the penitentiary. Following the screening, each inmate is assigned to an institution appropriate to his needs and in the best interests of the Commonwealth.



Virginia Correctional Center for Women: The Virginia Correctional Center for Women is the only State institution for adult female offenders. The Center is in Goochland County and houses women felons and misdemeanants. Principal work assignments include laundry, housekeeping, the cannery, agribusiness and horticulture. Treatment services include academic and vocational education, counseling, and recreational programs. A work-release program, in operation since 1970, is located in the city of Richmond.

#### Juvenile Institutions

Principal juvenile institutions in the Division of Institutional Services are:

Appalachian Learning Center: Located in Russell County, this center was established in October, 1967, to house older, more aggressive male delinquent juveniles and recidivists. Youngsters assigned to this institution represent the most recalcitrant offenders who are particularly resistant to supervision and authority.

Barrett Learning Center: Located in Hanover County, Barrett Learning Center has been in operation since 1920, and is designed for delinquent boys up to twelve years of age. It provides academic, pre-vocational and recreational programs.

Beaumont Learning Center: The Beaumont Learning Center in Powhatan County has been in operation since 1920. Major emphasis is on vocational training, but academic studies are offered. The Center serves male delinquents between the ages of fifteen and seventeen.

Bon Air Learning Center: Located in Bon Air, the Bon Air Learning Center was established in 1910 and is designed for delinquent girls of all ages. Vocational training and academic education are emphasized.

Hanover Learning Center: First established in 1898, Hanover Learning Center is located in Hanover County and is designed for boys twelve to fifteen years of age. Pre-vocational training and an academic program are offered.

Mobile Psychiatric Clinic: Based at the Reception and Diagnostic Center in Bon Air, the Mobile Psychiatric Clinic is the clinical service agency for the Reception and Diagnostic Center and the learning centers of the youth region. Some staff members work at the Diagnostic Center; others are attached to the various learning centers and provide diagnostic, counseling, referral and consultant services.

The Clinic is also responsible for the delivery of clinical services to children under State care in foster homes and in the other placement options.

Natural Bridge Learning Center: This learning center is located in the

Jefferson National Forest and provides a unique program under minimum security for select male juveniles, ages fifteen-and-a-half and older.

Some youths spend several hours daily working in the National Forest, clearing rights-of-way, maintaining parks and roadways, restocking trout streams, and occasionally fighting forest fires. The youths are also involved in academic studies, vocational training in auto service and mechanics, cabinet making, brick masonry and barbering.

The vocational programs and work-release program are offered in cooperation with the Department of Vocational Rehabilitation. These programs, together with the placement of only select delinquent juveniles in this institution, account for the Center's significantly low rate of recidivism.

Camp New Hope, established in 1973, is located adjacent to the Natural Bridge Learning Center. The camp provides year-round camping programs for youth from all learning centers.

Reception and Diagnostic Center for Children: The Reception and Diagnostic Center is located in Bon Air and serves as the intake unit for all juveniles committed to the State Department of Corrections. During three to six weeks that a juvenile remains at the Center, all intake and diagnostic studies are completed. Each child also undergoes a medical and dental examination and receives prescribed treatment. Additionally, psychological screening and, when indicated, psychiatric and neurological examinations are conducted. Educational achievement testing is done by RSA educational evaluators and a series of casework interviews is completed.

Following all testing, a diagnostic team recommends the placement which it feels will best meet the needs of the child. Options for placement include learning centers, foster homes, and group homes. Other placement possibilities are private residential treatment facilities and boarding schools both within and outside of Virginia, State mental hospitals, vocational schools, Interstate Compact agreements, and possible return to the community. The Center is also responsible for continuing service to all children who are placed in facilities outside of the Division of Youth Services.

#### Division of Community and Prevention Services

This Division combines all adult and juvenile community-based and prevention services under one Assistant Director. The Division operates through a Chief of Operations and five Regional Administrators. Regional boundaries are the same as those used by the Division of Institutional Services. Under each regional administrator, there are managers of State and local court service units, State and local youth facilities, State and local adult facilities, and adult probation and parole services. Additionally, a prevention specialist is provided for on each regional staff.

A listing of facilities in four of the five regions is shown in Table No. 2, Page 55.

Youth Development and Delinquency Prevention Programs: Delinquency prevention personnel are employed in the Department of Corrections and assigned to each of the five regions to assist communities to develop programs which promote healthy social growth in children before predelinquent behavior is evident. The Community and Prevention Services staff aids communities in program planning and in the coordination of service delivery systems.

A number of communities have developed youth service systems under the guidelines of the prevention program. These systems insure the best use of available resources in fostering healthy development of youth and in providing early intervention when the need arises.

These programs give the juvenile court intake staff the assurance of follow-up treatment when they divert cases from the juvenile court.

Community-Based Services: Community-based services include all those services available in a community which can be useful in the treatment and service programs for inmates. The maximum use of these local services serves the two-fold purpose of providing a means for maintaining ties between an offender and the locality he lives in and also reducing duplication of services and unnecessary expenses to the State.

These services are available to adults, families, and juveniles and run the gamut of social welfare, counseling, emergency relief, vocational rehabilitation, education, training, job placement, shelters, drug and alcohol services and facilities that have more specific orientation to the criminal justice system and include court service units, community group homes, half-way houses, probation and parole services, and other services concerned with aftercare supervision.

The five regional offices of the Division of Community and Prevention Services may use one or many of these community-based services in planning a program for each assigned client. Where formerly some of these services were provided from a central Division of Youth Services, they will now be administered or coordinated from the regional offices. Probation and Parole Services will continue to operate from established districts, but they will receive administrative support from the regional office.

Community (youth) group homes are in operation and under development. Fifteen State and locally operated facilities are now in operation and a number of additional units are being planned. These facilities permit a court to place a child for short-term intensive residential treatment without sending the child out of his/her home community. Selected youth who are returning from institutional care are placed in other group homes which provide them the stabilizing influence of shelter, additional training and employment planning prior to aftercare supervision.

Table No. 2

FACILITIES OF THE  
DIVISION OF COMMUNITY & PREVENTION SERVICES

Facilities

| <u>Southwest</u>                                       | <u>Assignable<br/>Beds</u> |
|--|----------------------------|
| Work Release Center:<br>Pulaski                        | 70                         |
| Community Youth Homes<br>Roanoke<br>Staunton           | 12<br>12                   |
| <u>East Central</u>                                    |                            |
| Work Release/Pre-Release Center:<br>Chesterfield       | 100                        |
| Spring Street Women's Work Release Center:<br>Richmond | 25                         |
| Community Rehabilitation Center:<br>Richmond           | 24                         |
| Community Youth Home<br>Richmond                       | 12                         |
| <u>Northern</u>  |                            |
| Work Release Center:<br>Woodbridge                     | 70                         |
| <u>Southeast</u>                                       |                            |
| Community Youth Home<br>Hampton                        | 10                         |

Probation and Parole Services: Probation and Parole Services is responsible for the supervision and administration of all adult probation and parole services in Virginia.

There are 37 probation and parole districts throughout the State, divided among the five regions of the Division of Community and Prevention Services. A staff located in the Chief of Operations section provides central office administrative support. The districts follow the boundary lines of the circuit courts, with some circuits having more than one probation and parole district.

Probation and parole officers are appointed by the circuit court judges from lists of eligible persons submitted by the head of Probation and Parole Services; they serve both as officers of the court and as field agents for the Department of Corrections.

The major activities of the Division are: pre-sentence reports and probation supervision for the circuit and district courts; parole investigation and case supervision; services requested by the Governor in the exercise of executive clemency; and cooperative services with other States under an Interstate Compact.

The salaries and expenses of probation and parole officers are paid by the State; however, localities may choose to supplement salaries up to fifty percent of the amount paid by the State.

Virginia Parole Board: The Parole Board is responsible for adopting general rules governing the granting of parole; releasing confined felons from prison on parole; revoking parole upon violations of parole conditions; and issuing final discharges to parolees.

The Board consists of five members appointed by the Governor and subject to confirmation by the General Assembly. Members serve for four years but are subject to removal by the Governor at his discretion. One of the members will be designated Chairman of the Board by the Governor.

The Virginia Parole Board is a part of the Department of Corrections. Prior to 1975, the Virginia Probation and Parole Board functioned as an independent board which was not an organizational part of the Department of Corrections. The Division of Probation and Parole, later the Division of Probation and Parole Services, and now Probation and Parole Services, has always been a part of the Department of Corrections and remains so. There is no direct chain of command between the Parole Board and Probation and Parole Services, although the latter is responsible, under the Director of the Department of Corrections, for carrying out the administration of the policies and decisions made by the Parole Board.

#### Division of Program Development and Evaluation

This Division is organized into five sections: electronic data processing, research and reporting, program development, evaluation and

monitoring, and planning and policy development. The Division collects and analyzes data, performs program and facility monitoring, develops standards for facilities and services, develops programs, and prepares plans and research reports. Major functions of the Division are coordination, liaison, and technical assistance.

#### Local And Regional And Juvenile Corrections

Jails are generally considered to be the local facilities where adults can be detained temporarily while awaiting trial or, following conviction, awaiting transfer to a State institution. Additionally, adults serving sentences of less than one year may serve their terms in the local jail. In general, a jail is oriented strongly to security and its administration normally places little emphasis on treatment programs, education, counseling, or recreation. Most of the jails in Virginia operate under a maximum security philosophy, however, some larger jails have relatively effective classification systems which permit a more flexible operation and some provide counseling, treatment, education, and recreation. The functioning of jails and the services they can offer are influenced by the size of the jail and the characteristics of its population.

Presently, there are 90 local jails, four city jail farms and three State jail farms. Each of the local jails is operated by a county sheriff, a constitutional officer, independent, and locally elected. Virginia jails range in capacity from 4 to 728 persons, and in use from an average daily population of less than one person per day to over 520.

Juvenile detention homes and probation houses provide varying levels of custody for children. Federal law and the Code of Virginia have specific provisions affecting the detention of children and their custody. The law makes specific reference to separation of children from adult offenders in all cases, and describes the permissible conditions under which a child may be held in custody.

County and city governments have the responsibility for constructing and operating juvenile detention homes and probation houses and are reimbursed by the State for some of the costs.

The Department of Corrections has the responsibility to develop a statewide plan for local and regional detention homes, group homes and other residential care facilities for children who are in need of services, and for delinquent or alleged delinquent youth.

The State Board is responsible for establishing staffing levels, minimum salaries and minimum standards for construction equipment, feeding, clothing, medical attention, supervision and care. The Board may prohibit the use of any facility which does not meet its standards and its order is enforced by the appropriate circuit court.

The Virginia Department of Corrections reimburses localities for the costs of housing State prisoners in jails and other facilities and

must therefore audit billings from localities for food, utilities, clothing, etc. Personnel costs are not included, since the State already pays the salary of sheriffs and deputies. Reimbursement is based on the ratio of State prisoner days to total prisoner days.

The Commonwealth will also reimburse a city or county for:

- up to one-half the cost of construction, enlargement, renovation, purchase, or rental of a regional group home or detention house.
- the entire cost of necessary equipment, and operating and transportation expenses of children in custody who are awaiting a hearing or disposition of their cases.
- two-thirds of the salaries of officers and employees of regional residential facilities.

Any city or county with a population exceeding 250,000 is eligible for the above reimbursements for detention homes whether they are regional or not, and any city or county with more than 50,000 residents is also eligible for the above reimbursements for residential care facilities for children in need of services, or delinquent or allegedly delinquent youth.

#### Regional Residential Care Commissions:

The Virginia Code authorizes the establishment of joint or regional citizen juvenile detention homes, group homes, or residential care facility commissions. A judge of the juvenile and domestic relations court must be a member of the commission, and other members are selected from participating cities, counties, or towns. The commission can employ staff and consultants; acquire property; construct or renovate buildings; establish and enforce rules for operating youth residential facilities; accept gifts, grants, and donations; and make rules for care of juveniles in residence.

#### Juvenile Probation and Other Court Services:

The Department of Corrections is empowered to establish court service units whose purpose is to insure that all children under court jurisdiction receive the full protection of the court. Appointments to court service units are made with the mutual approval of the judge of the J&DR district court and the Director of the Department of Corrections. Court service units perform typical probation duties and assist the courts in investigation of assigned cases to insure the development of adequate information for an informed decision.

Counties or cities served by court service units may establish a citizen's advisory council whose members are appointed by the governing body and the chief judge of the J&DR district court. The advisory council makes recommendations and cooperates with the court in matters con-

cerning juvenile justice and its members are encouraged to become aware of the conditions and surroundings of youth institutions and to report their findings to the court.

#### Rehabilitative School Authority (RSA)

The Rehabilitative School Authority administers and operates all educational activities within the Department of Corrections. Although the RSA functions integrally and cooperatively with the Department of Corrections, it is a separate State agency operating as a statewide school division. Policies, rules and regulations for the administration of educational programs and facilities in the RSA are established by an eleven member school board.

The RSA Boards employs 335 professional staff members, including supervisors, principals, assistant principals, teachers, and teacher aides, to provide a comprehensive educational program for 3,000 adults and juvenile students in twenty State correctional institutions. RSA administrators and teachers have the same academic and professional credentials as their counterparts in public education, and all hold active Virginia teaching certificates issued by the State Board of Education.

Through its educational programs, the RSA seeks to aid each pupil to become competent in fundamental academic skills, to become qualified for further training and/or employment, to participate in society as a responsible citizen, and to develop a positive and realistic self image. To this end, elementary, secondary, post-secondary, vocational, technical, adult, special education, library, and college programs are available in RSA.

A variety of special learning programs designed to meet individual needs are provided. These programs attempt to overcome illiteracy, learning disabilities, and academic underachievement.

Where professional RSA staff are not regularly available, inmate self-help groups have been developed, and their use, along with professional and para-professional volunteers has helped to expand educational opportunities for inmates. These self-help groups have demonstrated values that extend well beyond formal education in the improved morale and positive attitudes they have fostered.

#### OTHER STATE AGENCIES WHICH PROVIDE SERVICES TO THE CRIMINAL JUSTICE SYSTEM

##### Bureau of Forensic Science

The Bureau of Forensic Science of the Division of Consolidated Laboratory Services, Department of General Services, provides comprehensive forensic laboratory services to all enforcement agencies in the State, as well as to commonwealth's attorneys and defense counsel. The Bureau's facilities are located in Richmond, Fairfax County, Norfolk and Roanoke. Laboratories provide forensic services and train technicians, laboratory personnel, and investigation officers in forensic skills for detection and analysis of crime. The Bureau was authorized in 1974 to establish a forensic science academy to provide advanced training to law enforcement agencies on locating, collecting, and preserving evidence. The academy began operations in 1975.

##### Criminal Justice Services Commission (CJSC)

The Criminal Justice Services Commission was established in 1968 by the Virginia General Assembly as the Law Enforcement Officers Training Standards Commission. The Commission's responsibilities include establishing minimum training standards for law enforcement, corrections, and court security personnel; establishing minimum curriculum requirements for in-service and advanced courses; and approving schools and facilities for training law enforcement officers. In 1974 the Commission was renamed the Criminal Justice Officers Training Standards Commission. In addition, the 1974 General Assembly established limits on the time allowed to comply with the compulsory minimum training standards established by the Commission.

The 1976 General Assembly established the Criminal Justice Services Commission to replace the Criminal Justice Officers Training Standards Commission in establishing minimum training standards for law enforcement personnel; coordinating the operation of a criminal justice information system; and assuring the completeness, accuracy, security, and privacy of criminal history records.

##### Department of Mental Health and Mental Retardation

The Department of Mental Health and Mental Retardation is responsible for the care and treatment of the mentally ill and mentally retarded. Facilities for the criminally insane are provided at Southwestern State Hospital in Marion, and at Central State Hospital in Petersburg. Patients are detained for psychiatric examination and treatment at both hospitals, and the Director provides case reports to the courts. These hospitals accept mentally ill patients from the field units, learning centers, correctional centers, and the penitentiary.

There are now 38 mental health clinics and centers in Virginia, all of which provide consultation to local law enforcement officers and to the juvenile and domestic relations courts. These clinics conduct educational programs relating to the prevention of juvenile delinquency, drug addiction, and other crimes, although this is not the primary function of mental hygiene clinics and forms only a small part of their work.

The Department has responsibility for accepting persons convicted of an offense whom a judge determines to need treatment for drug abuse. Treatment for such persons is coordinated through the Division of Substance Abuse by close liaison with the courts, the Department of Corrections, and other State and local agencies and organizations. The Division also conducts training programs to insure the most effective application of client centered treatment.

#### Department of Vocational Rehabilitation

The Department of Vocational Rehabilitation provides vocational rehabilitation services to eligible handicapped individuals, including offenders. Cooperative programs between the Department of Vocational Rehabilitation and the Department of Corrections have existed since 1966. Programs are in operation at Bon Air, Beaumont, Natural Bridge and the Southampton Correctional Center. Individual referrals are made to the Department's general field counselors from State correctional centers and field units. Vocational rehabilitation activities are coordinated with probation and parole officers after the individual inmate has returned to the community.

#### Division for Children

The Division for Children was established by the 1977 General Assembly to replace the Commission for Children. The Division has an advisory board appointed by the Governor.

The Division's responsibilities include: developing a public information program about services and opportunities available to children and youth in Virginia; providing technical assistance and training in support of efforts to initiate and improve services to children and youth; recommending legislation to the Governor and the General Assembly; evaluating federal legislation; reviewing in conjunction with the Department of Planning and Budget the proposed budgets of State agencies delivering services to youth and to make recommendations to the Governor; evaluating state programs which deliver services to children and youth; reporting evaluation findings to appropriate officials; monitoring State programs which provide services to children and youth; and maintaining a central registry of current information on all public and private placements of children and youth by State agencies.

#### Virginia Department of Transportation Safety

The Department of Transportation Safety provides funds to local units of government for supplies, equipment, and training to assist in the reduction and prevention of traffic related accidents, loss of life, and property damage on the highways of Virginia. Primary funding for this agency's activities comes from the federal government under the Highway Safety Act of 1966. The Virginia Alcohol Safety Action Program (VASAP) is one of the major programs managed by the Department through its ten field offices and 24 locally operated ASAP programs. Local ASAP officials receive court referrals in conjunction with court sanctions for driving-under-the-influence-of-alcohol (DUI)-defendants and provide education and training services to them.

#### Virginia Code Commission

The Virginia Code Commission was created in 1946 to recodify all of the statute laws beginning with the 1919 Code and embracing all subsequent acts of the General Assembly.

#### Virginia State Crime Commission

The Virginia State Crime Commission, composed of thirteen members, was created by the 1966 General Assembly of Virginia, to study matters relating to crime, its causes, and prevention. The 1972 General Assembly made the Commission a permanent State agency, effective July 1, 1972.

In carrying out the Commission's function as an advisory body to the General Assembly, the Commission is currently involved in studies of corrections, sexual assault, law enforcement training, youth services and other topics.



FEDERAL AGENCIES WITH MAJOR CRIMINAL JUSTICE RESPONSIBILITIES

Alcohol, Tobacco and Firearms Division

This Treasury Department agency has law enforcement activities which include controlling illegal firearms, destructive devices, and explosives; seizing illicit distilleries; and efforts against organized crime.

Bureau of Justice Statistics

The Bureau of Justice Statistics is a part of the Department of Justice, under the general authority of the Attorney General. The Bureau is headed by a Director appointed by the President, and confirmed by the Senate.

The Bureau provides for and encourages the collection and analysis of statistical information concerning crime (including white-collar crime and public corruption), juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. It supports the development of information and statistical systems at the Federal, State, and local levels to improve the ability of government to measure and understand the levels of crime and the operation of the criminal justice system. The Bureau uses State governmental organizations and facilities for the collection and analysis of criminal justice data and statistics and gives primary emphasis to the problems of State and local justice systems.

Bureau of Justice Statistics Advisory Board

The Bureau of Justice Statistics Advisory Board consists of twenty-one members appointed by the Attorney General. The members include representatives of States and units of local government, police, prosecutors, defense attorneys, courts, corrections, and other components of the justice system, representatives of professional organizations, members of the academic, research, and statistics community, officials of neighborhood and community organizations, members of the business community, and the general public. The Administrator of the Law Enforcement Assistance Administration, Office of Juvenile Justice and Delinquency Prevention, and Directors of the National Institute of Justice and Bureau of Justice Statistics are non-voting ex officio members.

The Board reviews and makes recommendations to the Bureau of Justice and Statistics on its activities and formulates and recommends policies and priorities.



#### Bureau of Prisons

The Bureau of Prisons, an agency of the Department of Justice, has custody of persons convicted of federal crimes. The Bureau provides technical assistance to States and localities including on-site and self-study training courses in jail operation and management.

#### Bureau of the Census

The Bureau of the Census is in the Department of Commerce. Primary law enforcement activities include surveys sponsored by LEAA, such as the survey of expenditure and employment data for the criminal justice system, the National Jail Census, the Juvenile Detention and Correction Facilities Census, and several pilot studies of victimization.

#### Consolidated Federal Law Enforcement Training Center

This training center operated by the Treasury Department provides training to federal law enforcement officers, including immigration and customs security officers and criminal investigators of the Treasury Department. At peak enrollment, over 3,500 officers may be in attendance. The facility is located close to Brunswick, GA.

#### Coordinating Council on Juvenile Justice and Delinquency Prevention

The Coordinating Council on Juvenile Justice and Delinquency Prevention is an independent organization in the executive branch of the Federal Government composed of the Attorney General, the Secretary of Health and Human Services, the Secretary of Labor, the Director of the Office of Drug Abuse Policy, the Secretary of the Department of Education, the Director of the ACTION Agency, the Secretary of Housing and Urban Development, or their respective designees, the Associate Administrator of the Office of Juvenile Justice and Delinquency Prevention, the Deputy Associate Administrator of the Institute for Juvenile Justice and Delinquency Prevention, and representatives of such other agencies as the President shall designate.

The Council coordinates all Federal juvenile delinquency programs and makes recommendations to the Attorney General and the President at least annually on the coordination of overall policy and development of objectives and priorities for all Federal juvenile delinquency programs and activities.

#### Drug Enforcement Administration (DEA)

The Drug Enforcement Administration is in the Department of Justice replacing the Bureau of Narcotics and Dangerous Drugs (BNDD), and assuming the functions of the Office for Drug Abuse Law Enforcement (DALE), and the Office of National Narcotics Intelligence. The DEA is responsible for the coordination of all activities directly related to the enforcement of laws respecting narcotics and dangerous drugs with the cooperation of state and local government, and for maintaining a National Narcotics Intelligence System.

#### Federal Aviation Administration (FAA)

The FAA is part of the Department of Transportation. Its law enforcement activities are concerned primarily with anti-hijacking and airport security programs.

#### Federal Bureau of Investigation (FBI)

The FBI is an agency in the Department of Justice which investigates violations of federal criminal laws and provides training, laboratory and identification services to state and local law enforcement agencies. The FBI publishes Uniform Crime Reports (UCR) quarterly and issues a comprehensive Statistical Annual Source Book.

#### International Criminal Police Organization (INTERPOL)

INTERPOL consists of 100 member nations which assist each other in answering and executing law enforcement and investigative requirements. The United States representative to INTERPOL alternates yearly between the Secret Service of the Treasury Department and the Justice Department.

#### Juvenile Justice and Delinquency Prevention Office

The Office of Juvenile Justice and Delinquency Prevention is within the Department of Justice, Law Enforcement Assistance Administration.

The Office implements overall policy and develops objectives and priorities for all Federal juvenile delinquency programs and activities relating to prevention, diversion, training, treatment, rehabilitation, evaluation, research, and improvement of the juvenile justice system in the United States. The Office consults with the Council and the National Advisory Committee for Juvenile Justice and Delinquency Prevention.

#### Law Enforcement Assistance Administration (LEAA)

The Law Enforcement Assistance Administration is part of the Department of Justice under the general authority of the Attorney General. The Administration is directed by an Administrator, who is appointed by the President with the concurrence of the Senate. The Administrator has final authority over all grants, cooperative agreements, and contracts awarded by the Administration.

The LEAA provides funds to eligible States and units of local government to improve the criminal justice system; designate national criminal justice priorities, and award and allocate funds and technical assistance according to the criteria; publicize the condition and progress of the criminal justice system; encourage and promote consultation and coordination with State and local criminal justice priorities; provide technical assistance to criminal justice activities; and provide funds and technical assistance for the development of operational information and telecommunications systems.

### Law Enforcement Standards Laboratory (LESL)

Formed through interagency agreement between the National Bureau of Standards (NBS) and LEAA, LESL develops voluntary performance standards to aid law enforcement agencies at all levels of government in the selection, evaluation and procurement of equipment. The National Bureau of Standards is part of the Department of Commerce.

### Manpower Administration

Manpower Administration in the Department of Labor funds offender rehabilitation programs which include: prison inmate training; pretrial intervention; a bonding program for ex-offenders; and State correctional manpower models.

### National Advisory Commission on Criminal Justice Standards and Goals

A commission established by the Law Enforcement Assistance Administration, Department of Justice as directed by the Attorney General to develop standards and goals for State and local criminal justice agencies. A report was published in September, 1973.

### National Advisory Committee for Juvenile Justice and Delinquency Prevention

The National Advisory Committee for Juvenile Justice and Delinquency Prevention consists of twenty-one members.

The members of the Coordinating Council on Juvenile Justice and Delinquency Prevention are ex officio members of the Committee.

Regular members of the Advisory Committee are appointed by the President from persons whose training or experience provide special knowledge of the prevention and treatment of juvenile delinquency or the administration of juvenile justice. At least seven members shall be less than twenty-six years of age on the date of their appointment, of whom at least three shall have been under the jurisdiction of the juvenile justice system.

The Advisory Committee shall make recommendations to the Associate Administrator, the President, and the Congress at least annually with respect to planning, policy, priorities, operations, and management of all Federal juvenile delinquency programs, policy, and operations.

### National Crime Information Center (NCIC)

NCIC, an agency under the Department of Justice, operates a computerized index and communication network linking law enforcement agencies with FBI data concerning stolen property and persons wanted for the commission of serious crimes.

### National Criminal Justice Reference Service (NCJRS)

See National Institute for Law Enforcement and Criminal Justice (NILECJ).

### National Highway Traffic Safety Administration

This agency in the Department of Transportation has programs for police traffic patrols; police training; police communications, equipment, and helicopters; traffic court administration; and alcohol safety action.

### National Institute for Juvenile Justice and Delinquency Prevention

The National Institute for Juvenile Justice and Delinquency Prevention is established within the Juvenile Justice and Delinquency Prevention Office.

The National Institute for Juvenile Justice and Delinquency Prevention activities are coordinated with the activities of the National Institute of Law Enforcement and Criminal Justice

The Institute provides a coordinating center for the collection, preparation, and dissemination of useful data regarding the treatment and control of juvenile offenders, and to provide training for Federal, State, and local law enforcement officers, educators, juvenile workers and personnel associated with juvenile courts and corrections including lay personnel.

An Institute Advisory Board advises, consults with, and makes recommendations on overall policy and operations.

### National Institute of Justice

The National Institute of Justice, provides for and encourages research and demonstration efforts to improve Federal, State, and local criminal justice systems and related aspects of the civil justice system; preventing and reducing crimes; insuring citizen access to appropriate dispute-resolution forums; improving efforts to detect, investigate, prosecute, and otherwise combat and prevent white-collar crime and public corruption; and identifying programs of proven effectiveness, programs having a record of proven success, or programs which offer a high probability of improving the functioning of the criminal justice system.

### National Institute of Justice Advisory Board

The National Institute of Justice Advisory Board consists of twenty-one members appointed by the President. The members represent the public interest and are experienced in the criminal or civil justice system and experts in victim and witness assistance and other components of the justice system at all levels of government, representatives of professional organizations, representatives of the academic and research community, members of the business community, officials of neighborhood

and community organizations, and the general public.

The Board recommends the policies and priorities of the Institute; creates, where necessary, formal peer review, procedures, and recommends to the President at least three candidates for the position of Director of the Institute in the event of a vacancy.

#### National Institute on Alcohol Abuse and Alcoholism (NIAAA)

NIAAA is a Department of Health and Human Services agency charged with administration of block grants to states for alcohol abuse and alcoholism prevention and rehabilitation programs.

#### National Institute for Law Enforcement and Criminal Justice (NILECJ)

NILECJ is a division of LEAA in the Department of Justice which encourages research, development, and evaluation to improve and strengthen law enforcement. The Institute is responsible for technology transfer to insure that knowledge acquired through research or project experience is available to operating criminal justice agencies.

NILECJ operates the National Criminal Justice Reference Service (NCJRS) which provides a central information reference source for criminal justice personnel. Services include: (1) Notification of Information for automatically sending abstracts of recent document acquisitions to registered users; (2) Current Awareness Material to announce or describe significant new documents, programs or services, (3) and a Reference Service to provide bibliographies, literature searches, abstracts of existing documents that are available for loan, plus other current information to meet specific requests.

NILECJ sponsors an "Exemplary Projects Program" which identifies projects which have demonstrated a notable degree of success and are adaptable to other communities or states. NILECJ prepares "Prescriptive Packages", essentially, "How-to-do-it" manuals on police-community relations, services for misdemeanants, and other selected areas of criminal justice administration.

#### National Institute of Mental Health (NIMH)

NIMH is another Department of Health and Human Services agency that conducts basic and applied research in juvenile delinquency, crime, and related fields; and administers grants to combat narcotics addiction, drug abuse, and alcoholism.

#### Office of Community Anti-Crime Programs

The Office of Community Anti-Crime Programs is part of the Law Enforcement Assistance Administration. The Office provides technical assistance to community and citizens groups to help in applying for grants which encourage community and citizen groups in crime prevention and criminal justice activities and provide assistance in program development and the encouragement of neighborhood and community partici-

pation in crime prevention and public safety efforts.

#### Office of Education (Department of Education)

The Office of Education formerly a part of the Department of Health, Education, and Welfare is now a separate Department of Education. It funds vocational educational programs in correctional institutions, and training projects for teachers. The Law Enforcement Education Program (LEEP) was transferred from the Department of Justice to the Department of Education.

#### Office of Justice Assistance, Research, and Statistics

The Office of Justice Assistance, Research, and Statistics is a part of the Department of Justice, under the general authority and policy control of the Attorney General. The chief officer of the Office of Justice Assistance, Research and Statistics is the Director appointed by the President subject to confirmation by the Senate.

The Office of Justice Assistance, Research, and Statistics provides staff support to, and coordinates the activities of, the National Institute of Justice, the Bureau of Justice Statistics, and the Law Enforcement Assistance Administration.

#### United States Secret Service

The Secret Service is an agency in the Department of Treasury with the primary mission of protecting the President and Vice President. Suppressing counterfeiting and forging of bonds and checks, and specialized training to federal, State, and local law enforcement personnel are other missions of the service.

## APPENDIX B

### PROGRAM AND PLANNING TERMINOLOGY

#### Action Grant

A grant to a State agency or locality by the Council on Criminal Justice from LEAA block funds awarded to Virginia.

#### Area Development Act

Virginia State legislation in Chapter 34 of the Code of Virginia "Virginia Area Development Act". The Act established planning district commissions to promote the orderly and efficient development of the physical, social and economic elements of the district by planning, and encouraging and assisting governmental subdivisions to plan for the future. The commissions are authorized only to implement certain plans and policies they develop and to furnish specified governmental services within their districts.

#### Central Criminal Records Exchange (CCRE)

CCRE is operated by the Virginia Department of State Police. The Exchange receives, classifies, and files records of arrests for all felonies and for class 1 and 2 misdemeanors and records of their disposition by courts. Serves as a State Identification Bureau. (VC Sec. 19.2-387).

#### Circular A-95

Review procedure developed by the OMB and extended to all projects for which an application is planned for grants or loans from a State or federal agency; administered by the Virginia Department of Intergovernmental Affairs to ensure adherence to regional and State plans.

#### Computerized Criminal Histories (CCH)

Accessed via VCIM, this system provides on-line inquiry into criminal history information for authorized criminal justice agencies throughout the State.

#### Corrections Grants

Grants for corrections programs (Part E funds) authorized by the Crime Control Act.

#### Council on Criminal Justice (CCJ)

The governing and policy making board responsible for the supervision of the administration of the Crime Control Act in Virginia. Ten of the council's 22 members serve ex officio; the other 12 are appointed by the Governor.

#### Criminal Justice Advisory Committee (CJAC)

A regional body undertaking comprehensive criminal justice planning whose members include criminal justice agency personnel as well as interested citizens. The CJAC reviews and comments on all applications for action grants from localities within its region and supervises the preparation of an annual local component plan. The CJAC serves in an advisory capacity to the regional planning district commission and is a subcommittee of the commission.

#### Criminal Justice Information System (CJIS)

There is no single CJIS within the State or federal government. However, there are various information systems that are linked at various points, that may exchange information or communicate with each other. Listed below are the most common system components and their acronyms.

CCH -Computerized Criminal Histories

CCRE -Central Criminal Records Exchange

NCIC -National Crime Information Center

NLETS -National Law Enforcement Telecommunications System

OBTS -Offender Based Transactions Statistics

PROMIS -Prosecutors Management Information System

TRACER -Total Recall Adult Criminal Elements Records

UCR -Uniform Crime Reports

VCIN -Virginia Criminal Information Network

#### Discretionary Grant

A percentage of the total funds appropriated to LEAA which is reserved for discretionary grants to support experimental and special emphasis projects. Grants may be made to State planning agencies, units of local government, or private non-profit organizations.

#### Division of Justice and Crime Prevention (DJCP)

The State planning and coordinating agency responsible for administering the Crime Control Act under the direction of the Council on Criminal Justice.

#### Felony

An offense punishable by incarceration in a state prison for more than one year.

#### FMC 74-4

"Principles for Determining Costs Applicable for Grants and Contracts with State and Local Government" promulgated by the General Services Administration, Office of Federal Management Policy establishes standards to be followed in determining allowable costs. (See Policy No. 2.5 in the CCJ Policy Manual.)

#### Hard Match

Cash appropriated by a State or locality to meet the match requirements (non-federal share) of the Crime Control Act of 1973.

#### International Association of Chiefs of Police (ICAP)

A national organization whose staff works to improve law enforcement and police practices through research, standards, technical assistance, etc.

#### Law Enforcement Education Program (LEEP)

A program which provides funds to institutions of higher learning for payment of tuition, books, and fees of eligible criminal justice personnel enrolled in degree programs appropriate for criminal justice careers.

#### Local Component Plan (LCP)

The criminal justice plan developed at the local or planning district level, which serves as a local guideline and provides information to the DJCP for the State Plan.

#### Misdemeanor

An offense of lesser gravity than a felony, not requiring a sentence of more than one year's imprisonment.

#### National Center for State Courts

An organization which provides technical assistance and conducts research programs to aid State court systems, the Center will have its headquarters in Williamsburg, Virginia.

#### National Council on Crime and Delinquency (NCCD)

A non-profit private agency combining a large research, information and training effort with formation of citizen action groups to implement local reform.

#### National Crime Information Center (NCIC)

A computerized filing system operated by the FBI servicing federal, state and local law enforcement. The system contains document information covering such items as stolen property, wanted persons, criminal histories, missing persons, etc.

#### National Law Enforcement Telecommunications System: (NLETS)

A telecommunications system operated by a private, nonprofit organization of the same name. The system is subscribed to and supported by federal, state and local law enforcement agencies. The system performs a message switching function via teletype and enables subscribing agencies to communicate with each other nationwide.

#### Offender Based Transaction Statistics: (OBTS)

A systematic collection of significant data reported by law enforcement court clerks and corrections agencies about every person arrested on a serious charge, from the time of arrest through final disposition.

#### OMB Circular A-102

"Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments" information on standards and procedures for grants.

#### Part B Funds

See Planning Grant.

#### Part C Funds

See Action Grant.

#### Part E Funds

Part E funds are used exclusively for corrections activities. One half of the funds are distributed to the States according to population; other half are retained by LEAA for discretionary grants. Special requirements are imposed on the utilization of funds, such as minimum construction standards, the development of special programs in facilities receiving funds, and the collection of recidivism data. Part E funds constituted approximately eleven percent of LEAA appropriations.

#### Planning District Commission (PDC)

Regional agency responsible for coordination of local and regional planning within its jurisdiction. Twenty-two such districts were established in Virginia by the Area Development Act.

#### Planning Grant

Block planning grants (Part B funds) are awarded by LEAA to each State to assist them in preparing annual comprehensive criminal justice plans. The Act requires that at least 40 percent of the State's block planning funds be made available to localities, and that all major cities and counties receive planning funds. Local and regional criminal justice planners are supported by planning grants from the State. At least \$50,000 of Part B funds must be made available to the Judicial Planning Council each year.

#### Prosecutors Management Information System (PROMIS)

A systematic approach to records management oriented toward prosecutorial needs for case management at the local unit of government. The system may be either manual or automated.

#### Standard Metropolitan Statistical Area (SMSA)

A geographical area defined by the Federal Office of Management and Budget. See Appendix E.

#### State Buy-In

Requirement set forth in Federal grant programs that the State provide, a specified portion of the nonfederal local match funds.

#### State Comprehensive Plan

The Crime Control Act requires each State to prepare a Comprehensive State Plan for the improvement of law enforcement and criminal justice and submit it to LEAA in order to receive federal assistance. The State Comprehensive Plan is Virginia's blueprint for action, and sets forth those programs, with their priorities and funding limits, which the State will implement. The plan is prepared every three years, with annual updates, by the DJCP with inputs from local units of govern-



ment and State agencies, and is approved by the Council on Criminal Justice prior to submission to LEAA. The Act requires that no plan be approved as comprehensive unless it provides for "adequate assistance" to areas characterized by both high crime incidence and high law enforcement and criminal justice activity, and includes a comprehensive program for the improvement of juvenile justice.

#### State Law Enforcement Officer Education Program (SLEOEP)

Program of the State Board of Education, like LEEP, administered by the DJCP, for the financing of higher education for law enforcement officers (VC Sec. 23.9-2:4).

#### State Planning Agency (SPA)

State Planning Agencies are required as one of the conditions to establish eligibility for federal funds awarded under the Crime Control Act. The Virginia SPA is the Division of Justice and Crime Prevention.

#### Statewide Interdepartmental Radio System (SIRS)

A new radio system which places local law enforcement in direct radio contact with the State Police. This system is designed to improve cooperation and coordination between these departments in carrying out their law enforcement duties.

#### System for Electronic Analysis and Retrieval of Criminal Histories (SEARCH)

The goal of the SEARCH Group is to constitute a national forum to foster communications among States and the Federal government in application of technology to justice systems. The SEARCH Group endeavors to create a recognized source of technological expertise on criminal justice information systems and to participate in national policy deliberations. The SEARCH Group in this area provides technical and administrative staff support to its membership, board of directors, and committees.

#### Total Recall Adult Criminal Element Records (TRACER)

Developed by the City of Norfolk, TRACER tracks an individual through each step in the criminal justice process. The system provides a variety of information services to authorized criminal justice agencies, in addition to on-line inquiry of an individual's status.

#### Uniform Crime Reports (UCR)

A program approved by the State Police for the collection and reporting of uniform crime data gathered by all law enforcement agencies throughout the State. The State Police then forward the collected data to the FBI for inclusion in its national UCR program.

#### Variable Pass-Through

Requirements set forth in the Crime Control Act that block grants made by the Law Enforcement Assistance Administration to each State be divided between State and local governments according to the ratio of State and local law enforcement expenditures.

#### Virginia Criminal Information Network (VCIN)

An electronic communications network in the Department of State Police which provides criminal justice agencies rapid access and response to inquiries on crimes committed and/or offenders. The net ties into the Division of Motor Vehicles, National Crime Information Center, the Central Criminal Records Exchange, and TENPIN, the regional police information network serving the Tidewater area.

#### Youth Services Bureaus (YSB)

Local independent public agencies which are being established to provide an alternative to criminal court procedures for juvenile offenders. The Bureaus mobilize community resources for programs to solve problems of youth and remedy conditions which tend to breed delinquency.



## BIBLIOGRAPHY

This bibliography is intended to serve as a basic, introductory reading list for criminal justice planners. Books included are mostly nontechnical in nature and periodicals selected are those that will be most helpful in keeping the planners up-to-date in all aspects of the criminal justice field.

Planners are urged to use the National Criminal Justice Reference Service (NCJRS), Box 6000, Rockville, Maryland 20850 (301) 251-5500, for literature searches and document loans. The DJCP library can also assist planners.

CRIMINAL JUSTICE - GENERAL

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Books:

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## APPENDIX D

### SELECTION OF JURY COMMISSIONERS, GRAND JURY AND PETIT JURY

#### Jury Commissioners

##### Appointment of Jury Commissioners

The judge of each circuit court in which juries are impaneled shall, before October 1st each year, appoint for the next year not less than two nor more than nine persons as jury commissioners, who shall be competent to serve as jurors and shall be citizens of intelligence, morality, and integrity. Any single judge of the judicial circuit may make such appointment. No practicing attorney-at-law shall be appointed as a jury commissioner. Such appointment shall be certified by the judge to the clerk of the court for which the appointment is made and the clerks will enter it in the common-law order book of the court. No jury commissioner shall be eligible to reappointment for at least two years after the expiration of the year for which he was appointed. Jury commissioners shall be immediately notified of their appointment by the clerk, and before their duties shall take an oath or affirmation before the clerk of the court.

##### Selection for the Master Jury List

The commissioners shall, not later than December 1st following their appointment, submit a list of names, addresses and, if available, the occupations of inhabitants of their respective counties or cities who are well qualified to serve as jurors and are not excluded or exempt. Such list is effective on the following January 1st. The number of persons selected for each court shall be as specified in the order appointing the commissioners.

The jury commissioners shall use random selection to choose jurors for the master jury list from a current voter registration list and other lists approved by the chief judge of the circuit. After the selection, the commissioners shall delete those names for which statutory exceptions and exemptions apply. The chief judge shall establish procedural rules necessary to ensure the integrity of the random selection process and compliance with laws on jury selection and service. The master jury list shall be delivered to the clerk of the court to be safely kept by him. The judge may from time to time order the commissioners to add additional jurors to the list and to strike any who have become disqualified or exempt.

Substantially the same percentage of population shall be taken from each magisterial district, borough, ward, precinct, or election district. The inhabitants of a city, however, which borders in whole or in part on a county shall not be placed on the lists for such county

unless the circuit court of the county and the circuit court of the city have concurrent jurisdiction of both civil and criminal cases within the territorial limits of such county or city.

#### How Names Put In Jury Box

When the master list is made out, the commissioners shall cause each name thereon to be written on a separate ballot, and fold or roll up the ballots so they will resemble each other as nearly as possible and the names will be not visible, and shall deposit the ballots with the list in a secure box prepared for that purpose. Such box shall be locked and safely kept by the clerk of such court and opened only by the direction of the judge thereof.

#### How Names of Jurors Drawn From Box

Before or during any term of court at which a jury may be necessary, the clerk, in the presence of the judge or, a commissioner in chancery appointed for the purpose by the judge, shall thoroughly mix the ballots in the box, and draw out the number of ballots necessary for the trial of all cases during the term, or as the judge shall direct. No commissioner shall be eligible to witness the drawing of a jury to be used in the trial of any case in which he shall be interested as attorney or otherwise. The chief judge may order that selection of the list of jurors necessary for the trial of all cases during any term of court for that year be made from the master list by the use of random selection techniques, either mechanically or electronically.

#### Notations on Ballots Drawn; Return to Box; When Such Ballots May Be Drawn Again

If any ballot drawn from the box shall bear the name of a person known by the clerk or other person attending the drawing to be deceased, exempt or disqualified by law, not a resident of the county or city, or physically or mentally incapacitated for jury service, an appropriate notation shall be made. The ballot shall be placed by the clerk in an envelope kept for that purpose. The other ballots, marked "drawn", shall be placed in a separate envelope and a notation of the date of the drawing shall be made on the jury list opposite the name of each juror drawn. The envelope shall be kept in the box. After all ballots have been drawn from the box, the ballots marked "drawn" may be again drawn subject to the provisions of the original drawing.

#### Preparation and Disposition of List of Jurors Drawn

The clerk shall list the names on the ballots in alphabetical order showing the address and occupation of each juror, and shall deliver a signed copy of the list to the sheriff. The list shall be signed also by the judge or the commissioner in chancery appointed by the judge.

The list shall be available in the clerk's office for inspection by counsel in any case to be tried by a jury.

\*\*\*\*\*

#### Grand Jury

##### Grand Jury: Selection of

The judges of circuit courts shall annually, in June, July, or August, select from their respective circuits at least sixty and not more than one hundred twenty citizens eighteen years of age or over, of honesty, intelligence and good demeanor and suitable to serve as grand jurors for the county or city from which they are selected for the next twelve months. Such jurors shall be selected in each political subdivision in proportion to the population thereof. The judge making the selection shall furnish to the clerk of his court in each county and city of his circuit a list of those selected for that county or city. The clerk, within twenty days before the term of his court at which a regular grand jury is required, shall issue a venire facias to the sheriff of his county or city, commanding him to summon not less than five nor more than seven of the persons selected. No person shall be required to appear more than once until all the others have been summoned, nor more than twice until the others have been summoned, and so on.

##### Number and Qualifications of Grand Jurors

A regular grand jury shall consist of not less than five nor more than seven persons. Each grand juror shall be a citizen of this State, eighteen years of age or over, and shall have been a resident of this State one year and of the county or corporation in which the court is to be held six months, and in other respects a qualified juror.

If a sufficient number of grand jurors do not appear, the court may order the deficiency to be supplied from bystanders or from a list furnished by the judge to the sheriff or sergeant.

From among the persons summoned who attend, the court shall select a foreman. If the foreman or any grand juror, at any time after being sworn, fails, to attend, another may be sworn in his stead.

### Petit Jury

#### Numbers of Jurors in Criminal Cases; How Jurors Selected from Panel

Twelve persons from a panel of twenty shall constitute a jury in a felony case. Seven persons from a panel of thirteen shall constitute a jury in a misdemeanor case.

The parties or their counsel, beginning with the attorney for the Commonwealth, shall alternately strike off one name from the panel until the number remaining shall be reduced to the number required for a jury.

In any case in which persons indicted for felony elect to be tried jointly, if counsel or the accused are unable to agree on the full number to be stricken, or, if for any other reason counsel or the accused fail or refuse to strike off the full number of jurors allowed, the clerk shall place the names of the jurors whose names have not been stricken in a box and shall have the number of ballots necessary to complete the number of strikes allowed the party or parties failing or refusing to strike drawn from the box. Thereafter, if the opposing side is entitled to further strikes, they shall be made in the usual manner.

### APPENDIX E

#### STANDARD METROPOLITAN STATISTICAL AREAS

A standard metropolitan statistical area always includes a city (cities) of specified population which constitutes the central city and the county(counties) in which it is located. A standard metropolitan statistical area also includes contiguous counties when the economic and social relationships between the central and contiguous counties meet specified criteria of metropolitan character and integration. A standard metropolitan statistical area may cross State lines. In New England, standard metropolitan statistical areas are composed of cities and towns instead of counties.

#### Basic Criteria

1. Each standard metropolitan statistical area must include at least:
  - a. One city with 50,000 or more inhabitants, or
  - b. A city having a population of at least 25,000 which, the addition of the population of contiguous places, incorporated or unincorporated, which have a population density of at least 1,000 persons per square mile, and which together constitute for general economic and social purposes, a single community with a combined population of at least 50,000 provided that the county or counties in which the city and contiguous places are located has a total population of at least 75,000.
2. A contiguous county will be included in a standard metropolitan statistical area if:
  - a. At least 75.00% of the resident labor force in the county is in the nonagricultural labor force, and
  - b. At least 30.00% of the employed workers living in the county work in the central county or counties of the area.
3. A contiguous County which does not meet the requirements of Criterion 2 will be included in a standard metropolitan statistical area if at least 75.00% of the resident labor force is in the nonagricultural labor force and it meets two of the following additional criteria of metropolitan character and one of the following criteria of integration.

a. Criteria of metropolitan character.

1. At least 25.00% of the population is urban.
2. The county had an increase of at least 15.00% in total population during the period covered by the two most recent Censuses of Population.
3. The county has a population density of at least 50 persons per square mile.

b. Criteria of integration.

1. At least 15.00% of the employed workers living in the county work in the central county or counties of the area, or
2. The number of people working in the county who live in the central county or counties of the area is equal at least to 15.00% of the employed workers living in the county, or
3. The sum of the number of workers commuting to and from the central county or counties is equal to 20.00% of the employed workers living in the county.

Notes:

1. A "contiguous" county either adjoins the county or counties containing the largest city in the area, or adjoins an intermediate county integrated with the central county. There is no limit to the number of tiers of outlying metropolitan counties so long as all other criteria are met.
2. Unincorporated places as identified and defined by the U. S. Bureau of the Census.
3. In New England, the cities and towns qualifying for inclusion in a standard metropolitan statistical area must have a total population of at least 75,000.
4. Nonagricultural labor force is defined as those employed in nonagricultural occupations, those experienced unemployed whose last occupation was a nonagricultural occupation, members of the Armed Forces, and new workers.
5. In applying criteria 2 and 3, the central county or counties of the area are defined as:

- a. The county or counties which contain the urban part of a central city of a standard metropolitan statistical area.
- b. For areas having central cities qualifying on the basis of Criterion 1(b), the county and counties containing the urban part of the city of 25,000 and the contiguous places which together with the city constitute the community of 50,000.
- c. In a standard metropolitan statistical area of 250,000 or more, a county containing (1) a city of at least 50,000 which has a contiguous boundary with a central city (cities) of the standard metropolitan statistical area, and (2) a population which is at least 80% urban and has nonagricultural employment of at least 50,000.

A city whose name is included in the title of a standard metropolitan statistical area is a central city.

The "urban part" of a central city means that part of a central city identified as "urban" by the Bureau of the Census.



VIRGINIA STANDARD METROPOLITAN STATISTICAL AREA  
TITLES AND DEFINITIONS, JULY 12, 1979

| <u>Titles</u>   | <u>Definition</u>   |
|---|---|
| Johnson City-Kingsport-Bristol,<br>Tennessee; Virginia        | <u>Tennessee Portion:</u><br>Johnson City<br>Kingsport City<br>Bristol City<br>Carter, Hawkins, Sullivan<br>Unicoi, and<br>Washington County<br><br><u>Virginia Portion:</u><br>Bristol City<br>Scott County<br>Washington County<br><br>Lynchburg City<br>Amherst County<br>Appomattox County<br>Campbell County<br><br>Hampton City<br>Newport News City<br>Poquoson City<br>Williamsburg City<br>Gloucester County<br>James City County<br>York County<br><br>Chesapeake City<br>Norfolk City<br>Portsmouth City<br>Suffolk City<br>Virginia Beach City<br>Currituck County, NC<br><br>Colonial Heights City<br>Hopewell City<br>Petersburg City<br>Prince George County<br>Dinwiddie County |
| Lynchburg, Virginia   |   |
| Newport News-Hampton, Virginia                                |   |
| Norfolk-Virginia Beach-Portsmouth<br>Virginia; North Carolina |   |
| Petersburg-Colonial Heights-<br>Hopewell, Virginia            |   |

VIRGINIA STANDARD METROPOLITAN STATISTICAL AREA  
TITLES AND DEFINITIONS, JULY 12, 1979

| <u>Titles</u>                            | <u>Definition</u>   |
|--|---|
| Richmond, Virginia                       | Richmond City<br>Charles City County<br>Chesterfield County<br>Goochland County<br>Hanover County<br>Henrico County<br>New Kent County<br>Powhatan County<br><br>Roanoke City<br>Salem City<br>Botetourt County<br>Roanoke County<br>Craig County<br><br>Washington, D. C.  |
| Roanoke, Virginia                        |   |
| Washington, D. C., Maryland,<br>Virginia |   |
|  | <u>Maryland Portion:</u><br>Charles County<br>Montgomery County<br>Prince Georges County<br>Rockville<br><br><u>Virginia Portion:</u><br>Alexandria City<br>Fairfax City<br>Falls Church City<br>Manassas City<br>Manassas Park City<br>Arlington County<br>Fairfax County<br>Loudoun County<br>Prince William County |

APPENDIX F

COMMONLY USED ACRONYMS AND INITIALS

|        |   |
|--------|---|
| CCH    | Computerized Criminal Histories                             |
| CCJ    | Council on Criminal Justice                                 |
| CCRE   | Central Criminal Records Exchange                           |
| CJAC   | Criminal Justice Advisory Committee                         |
| CJIS   | Criminal Justice Information System                         |
| DEA    | Drug Enforcement Administration                             |
| DJCP   | Division of Justice and Crime Prevention                    |
| FAA    | Federal Aviation Administration                             |
| FBI    | Federal Bureau of Investigation                             |
| ICAP   | International Association of Chiefs of Police               |
| LCP    | Local Component Plan  |
| LEAA   | Law Enforcement Assistance Administration                   |
| LEEP   | Law Enforcement Education Program                           |
| LESL   | Law Enforcement Standards Laboratory                        |
| NCCD   | National Council on Crime and Delinquency                   |
| NBS    | National Bureau of Standards                                |
| NCIC   | National Crime Information Center                           |
| NCJRS  | National Criminal Justice Reference Service                 |
| NIAAA  | National Institute on Alcohol Abuse and Alcoholism          |
| NILECJ | National Institute for Law Enforcement and Criminal Justice |

COMMONLY USED ACRONYMS AND INITIALS

|        |  |
|--------|--|
| NIMH   | National Institute of Mental Health                                |
| NLETS  | National Law Enforcement Telecommunications System                 |
| OBTS   | Offender Based Transactions Statistics                             |
| PDC    | Planning District Commission                                       |
| PROMIS | Prosecutors Management Information System                          |
| SEARCH | System for Electronic Analysis and Retrieval of Criminal Histories |
| SIRS   | Statewide Interdepartmental Radio System                           |
| SLEOEP | State Law Enforcement Officers Education Program                   |
| SMSA   | Standard Metropolitan Statistical Area                             |
| SPA    | State Planning Authority   |
| TRACER | Total Recall Adult Criminal Elements Records                       |
| UCR    | Uniform Crime Reports  |
| VCIN   | Virginia Criminal Information Network                              |
| YSB    | Youth Services Bureaus   |

**END**