

**I. PURPOSE**

To provide guidelines for deputy sheriff's executing Commonwealth seizures.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office to execute all Commonwealth seizures in a timely manner and in accordance with all applicable sections of the Code of Virginia.

**III. PROCEDURE**

**A. Office Procedure for Commonwealth Seizures.**

1. The Administrative Support Unit supervisors will examine all Vehicle Seizure and Inventory Records Forms ([SOP 806 - Attachment 1](#)) that are received for completeness.
2. Once the Vehicle Seizure and Inventory Record have been reviewed by staff, it will be stamped with the date and time of receipt. The Sheriff's Office Commonwealth Seizure Form ([SOP 806 - Attachment 2](#)) will then be attached to the Vehicle Seizure and Inventory Record.

**B. Commonwealth Seizure Form.**

1. The Administrative Support Unit supervisor will complete the top portion of the Commonwealth Seizure Form.
2. A Civil Enforcement Branch supervisor will review the forms for completeness and distribute them to the area deputy.
3. The area deputy will proceed to the location and conduct the seizure. The deputy will then complete the remaining portion of the form with the appropriate information. Once completed:
  - a. A copy will be retained by the seizing deputy.
  - b. A copy will be served on the defendant.
  - c. A copy will be provided to the tow truck person.
  - d. A copy will be sent to the court.
4. The Civil Enforcement Branch deputy will ensure that the seized property has been inspected and that a vehicle inventory has been conducted and documented at the bottom of the Vehicle Seizure and Inventory Record. PSTOC will be notified about the vehicle seizure/towing.
5. All completed forms will then be returned to the Civil Enforcement Branch Second Lieutenant's desk for review. After the Second Lieutenant's review, a copy of the forms will be sent to the Commonwealth Attorney's Office to facilitate a sale date for the seized vehicle being set. A second copy will be returned to an Administrative Support Unit supervisor to be placed in a sixty-day (60) suspense file. The suspense file acts as a reminder to the Civil Enforcement Branch Second Lieutenants to safeguard the Commonwealth Attorney's Office completing the sale in a timely manner.

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 806  
SUBJECT: COMMONWEALTH SEIZURES**

01/01/00  
**DATE APPROVED**

11/12/19  
**EFFECTIVE DATE**

**Revised: May 2004, AUGUST 2016, October 2019**

A handwritten signature in black ink that reads "Stacey A. Kincaid". The signature is written in a cursive, flowing style.

**STACEY A. KINCAID  
SHERIFF**