

## Carl Moore

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**From:** Carl Moore <cmoore@petersburg-police.com>  
**Sent:** Thursday, March 29, 2012 4:29 PM  
**To:** cbuffkin@petersburg-police.com; hyoung@petersburg-police.com; jfrye@petersburg-police.com; jsharp@petersburg-police.com; apatterson@petersburg-police.com; mgilstrap@petersburg-police.com; echambliss@petersburg-police.com; jwaldron@petersburg-police.com; devans@petersburg-police.com; apatterson@petersburg-police.com; snoblin@petersburg-police.com; rbatts@petersburg-police.com; jameshe@petersburg-police.com; japonte@petersburg-police.com; T. Brown (brownt@petersburg-police.com); boswellac@petersburg-police.com; 'rharris@petersburg-police.com'  
**Cc:** 'dcassort@petersburg-police.com'; 'Brian Braswell'; cwalker@petersburg-police.com; wrohde@petersburg-police.com; lipkeyla@petersburg-police.com; chinton@petersburg-police.com; 'petgcom1@comcast.net'; swills@petersburg-police.com  
**Subject:** Dissemination of Information Sensitive to Law Enforcement  
**Importance:** High

**There WILL be more to follow in the near future in re: Court Preparation. However, please pass on to YOUR subordinates (or if this describes YOU)... with IMMEDIATE EFFECT!**

No member of this agency shall communicate/disseminate **ANY information** sensitive –in any fashion - to Law Enforcement and/or the Commonwealths Attorney's Office, to ANY member/employee of the Public Defender's Office and/or ANY Defense Attorney...

Yes.. this includes Ms. Pena!!!

Doing so will **absolutely result in SEVERE Disciplinary Action**; up to and including facilitation to another line of work!!!!

Please see me with ANY Questions...but, I don't see any ambiguity here...

1SG C. MOORE  
29March2012

**From:** Carl Moore <cmoore@petersburg-police.com>  
**Sent:** Monday, April 02, 2012 4:15 PM  
**To:** cbuffkin@petersburg-police.com; hyoung@petersburg-police.com; echambliss@petersburg-police.com; mgilstrap@petersburg-police.com; jwaldron@petersburg-police.com; devans@petersburg-police.com; jsharp@petersburg-police.com; jfrye@petersburg-police.com; apatterson@petersburg-police.com; jameshe@petersburg-police.com; japonte@petersburg-police.com; boswellac@petersburg-police.com; 'Cassandra Conover'; cjpgood@aol.com; petgcom1@comcast.net  
**Cc:** wrohde@petersburg-police.com; dcassort@petersburg-police.com; 'Brian Braswell'; cwalker@petersburg-police.com; lcarrico@courts.state.va.us; jstreet@courts.state.va.us  
**Subject:** Case Prosecution and Preparation  
**Attachments:** Court Notification Form.pdf; CA request for Misd. cases (Revised).doc; case folder checklist.pdf  
**Importance:** High

**To ENSURE the SUCCESSFUL PROSECUTION of cases brought before the BENCH; The following SHALL be adhered to with IMMEDIATE EFFECT:**

1. YOUR officer makes an arrest..
2. Officer secures warrant and/or releases on a "Warrant" Summons or Virginia Uniform Summons. \*Note: if officer releases on ANY kind of summons the ARRAIGNMENT is to be set for a MONDAY, WEDNESDAY or FRIDAY at 1130h.\*
3. YOUR officer completes ALL appropriate paperwork associated with the arrest; i.e. Processing via LIVESCAN or CCRE, witness list(s)/subpoena request etc.
4. YOUR officer prepares FELONY or MISDEMEANOR case folder/CA request for assistance; that **SHALL** include copies of ALL relevant paperwork.
5. YOU (Sergeant) SHALL review the case folder to ensure compliance with the above...and deliver it (within five (5) business days) to the Commonwealth's Attorney's Office this can be the Sergeant whose EOT is 0900; if for some reason YOU cannot deliver I will be happy to do so if requested. \*When the items are delivered PLEASE take this opportunity to speak to Mrs. CONOVER or MS. WILSON to obtain feedback as to how WE can improve our performance. \*or speak to any CA that is available\*
6. YOUR officer SHALL follow up in advance of the court date by making an appointment to speak with the CA presenting his/her case.

**\*THIS APPOINTMENT SHALL BE MADE VIA E-MAIL with a Cc: to the SERGEANT...Sergeant(s) please ensure you retain/archive the e-mail for future review if needed..... \*IF an issue arises where an appointment IS NOT kept by either side that is to be forwarded as well.**

- e-mail address: [petgcom1@comcast.net](mailto:petgcom1@comcast.net)
- phone #: 804.861.8899
- address: #150 North Sycamore St. (Brick Structure at the Corner of Sycamore St. and West Tabb St.)

7. ANY issue that may arise where an officer takes exception to the “preparedness” of the CA presenting his/her case will be forwarded through COC... \*This DOES NOT mean the officer is dissatisfied that a “deal” was struck; the CA may use discretion in how the case is prosecuted.. The officer may not like it...but that IS NOT an issue.
- I have attached the Case Folder Checklist, Request for Court Absence etc....for your convenience.  
\*also on the server X: Drive; FORMS; Case FOLDER Checklist...

In addition: the previous e-mail in re: Communication with Defense Attorney's/Ms. Pena... DOES NOT INCLUDE the CA's office... YES, YOU MUST, SHALL, HAVE TO, NEED TO, CANNOT DO ANYTHING BUT, communicate with the CA who is prosecuting YOUR CASE!!!!

YOUR CASE HAS NOT CONCLUDED until it is disposed of SUCCESSFULLY!!!!

PLEASE see me or YOUR SERGEANT with questions....

1SG C. L. MOORE  
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*Strong People are HARDER to KILL than weak people...and more useful in general; Be HARD to KILL!*

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**From:** bossyda@aol.com  
**Sent:** Tuesday, April 10, 2012 9:51 PM  
**To:** Carl Moore; cbuffkin@petersburg-police.com; jfrye@petersburg-police.com; mgilstrap@petersburg-police.com; echambliss@petersburg-police.com; devans@petersburg-police.com; jwaldron@petersburg-police.com; jsharp@petersburg-police.com; hyoung@petersburg-police.com; apatterson@petersburg-police.com; snoblin@petersburg-police.com; japonte@petersburg-police.com; jameshe@petersburg-police.com; relkins@petersburg-police.com; rmarks@petersburg-police.com; rbatts@petersburg-police.com; boswellac@petersburg-police.com; cjwgood@aol.com; T. Brown; lcarrico@courts.state.va.us  
**Cc:** wrohde@petersburg-police.com; chinton@petersburg-police.com; 'Brian Braswell'; cwalker@petersburg-police.com; dcassort@petersburg-police.com  
**Subject:** Re: Communication with the CA (Part Deux)

Carl, thank you so much for the work you are doing to address our communication issues. You and Cheryl are doing a great job. It is important that we all work together instead of apart.  
Cassandra Conover

Sent from my HTC on the Now Network from Sprint!

----- Reply message -----

From: "Carl Moore" <cmoore@petersburg-police.com>  
Date: Tue, Apr 10, 2012 9:30 pm  
Subject: Communication with the CA (Part Deux)  
To: <cbuffkin@petersburg-police.com>, <jfrye@petersburg-police.com>, <mgilstrap@petersburg-police.com>, <echambliss@petersburg-police.com>, <devans@petersburg-police.com>, <jwaldron@petersburg-police.com>, <jsharp@petersburg-police.com>, <hyoung@petersburg-police.com>, <apatterson@petersburg-police.com>, <snoblin@petersburg-police.com>, <japonte@petersburg-police.com>, <jameshe@petersburg-police.com>, <relkins@petersburg-police.com>, <rmarks@petersburg-police.com>, <rbatts@petersburg-police.com>, <boswellac@petersburg-police.com>, "Cassandra Conover"; <bossyda@aol.com>, <cjwgood@aol.com>, "T. Brown" <brownt@petersburg-police.com>, <lcarrico@courts.state.va.us>  
Cc: <wrohde@petersburg-police.com>, <chinton@petersburg-police.com>, "Brian Braswell"; <bbraswell@petersburg-police.com>, <cwalker@petersburg-police.com>, <dcassort@petersburg-police.com>

Sergeants –

Let me apologize for making assumptions, I also apologize if this seems elementary but, please convey to your personnel the following information for their edification:

Copy and distribute as necessary but PLEASE ensure an understanding.....

- It is imperative that we fulfill our obligation as Police Officers to see that our cases, in which we have "charged" or accused an alleged offender with a CRIME, to a successful conclusion within the Criminal Justice System; that means seeing the case through prosecution. To do so **YOU MUST/SHALL..**
  1. Communicate with the Commonwealth's Attorney assigned to your case. Ms. WILSON and Mrs. CONOVER are in the process of assigning each Attorney an e-mail address; when I get them I will pass it on.. Until then... the easiest way to do this is as follows:

- a) Officer arrest offender, secures warrant(s), processes, prepares subpoena/witness list etc...
  - b) Officer prepares case folder with all pertinent documents and his/her Sergeant reviews and delivers information to the CA's office.
  - c) Offender is arraigned (remember if you release on a Criminal or Va. Uniform Summons; arraignment on.. M, W, F @ 1130h)
  - d) Officer receives a subpoena to appear in court; on the summons is the name of the offender you arrested and the return date that YOU are to appear in Court.
  - e) On the Circuit Court Docket (posted in Roll Call) you will find the CA assigned to each court for each day of the month.
  - f) That information will allow you to contact the CA assigned to that court, on that day... They will be prosecuting your case.
  - g) E-mail that attorney via [petgcom1@comcast.net](mailto:petgcom1@comcast.net) until I receive the individual e-mail... requesting to meet and discuss the case. Cc; your Sergeant... Note: The officer cannot refer to his/her case by an Incident #... the CA has no idea what you're talking about... they need a name and a date...
2. You, as a Police Officer, **SHALL NOT**, discuss information sensitive to Law Enforcement/the Commonwealth on pending criminal matters.. **The Commonwealth can provide them with whatever information they require**... Note: **IF, after the initial conference with the Prosecuting Attorney**, that Attorney advises you to speak with the Attorney for the defendant... you may do so. **\*\*FYI.. they are trying to gain a tactical advantage. i.e.; THEY want to WIN and subsequently YOU/WE & the Community we have chosen to protect, LOSE! Why would you as a Police Officer choose to jeopardize your chances at VICTORY in regards to YOUR case?\*\*\***
    3. **GO to AND be prepared to give confident TESTIMONY in COURT.**
    4. Have your calendar ready with AVAILABLE dates if a continuance is necessary.
    5. Uniform is required for ALL personnel unless assigned to a unit requiring "plain clothes" and then Officers and Detectives SHALL wear appropriate professional business attire..
    6. Request(s) for continuance **IS NOT** always granted, nor should it be inferred.. Officers and Detectives shall complete the required court absence **request** (on the server X: Drive; FORMS... Court: Court Notification Form) if you are requesting the continuance for training, vacation etc.
- The **ARREST and subsequent "charging"/accusation of a person with a CRIME is VERY SERIOUS (especially a FELONY charge)**. Please ensure your officers are doing their due diligence in preparing and assisting in the prosecution of these cases.

Please...see me with questions if clarification is needed...we can "tweak" it as we go but this is the basics...

1SG C. MOORE  
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