



The Federal Bureau of Investigation &  
the Virginia Beach Sheriff's Office  
Presents: **FBI Rap Sheets – A Criminal History  
Workshop**

- A program designed to assist law enforcement, correctional, probation, and court personnel in understanding and utilizing NCIC rap sheets -

*Date & Time:*

Tuesday, 09/14/2010, 8:00 AM to 5 PM

*Location:*

Virginia Beach Law Enforcement Training Academy  
411 Integrity Way  
Virginia Beach, VA 23451

Directions: I-264 to Va Bch, exit to Birdneck, take first right to VBLETA. The class location will be posted in the lobby, near the cafeteria.

*Course Objective & Description*

**A cost-free**, one-day, workshop designed to familiarize attendees in understanding the basics of rap sheets, including the fields on the sheet, the codes, and abbreviations used to enter data. Participants will also learn to submit information on applicant and criminal fingerprint submissions as well as final disposition reports. Attendees will receive a greater understanding of the potential gains and public safety risks associated with NCIC data entry.

DCJS Credit will be provided.

*Presentation Medium*

Course content is presented by an instructor. Lecture and discussion are supplemented by videos and handout materials.

*Who Should Attend*

This course is designed for law enforcement personnel, correctional officers, probation officers, and court personnel.

*Instructors*

Certified Criminal History Instructors from the FBI's Criminal Justice Information Services, Clarksburg, WV

Streamlined Registration & Questions:

To register for the course, simply e-mail or telephone FBI-Norfolk Training Technician Pat Bunting ([patricia.bunting@ic.fbi.gov](mailto:patricia.bunting@ic.fbi.gov), 757-455-2682). You will receive an e-mail confirmation. Seating is limited to 50 attendees. **DEADLINE for registration: Friday, 09/10/2010.**