

Compensation Board

Local Inmate Data System (LIDS)

USERS GUIDE



JULY 1, 2001

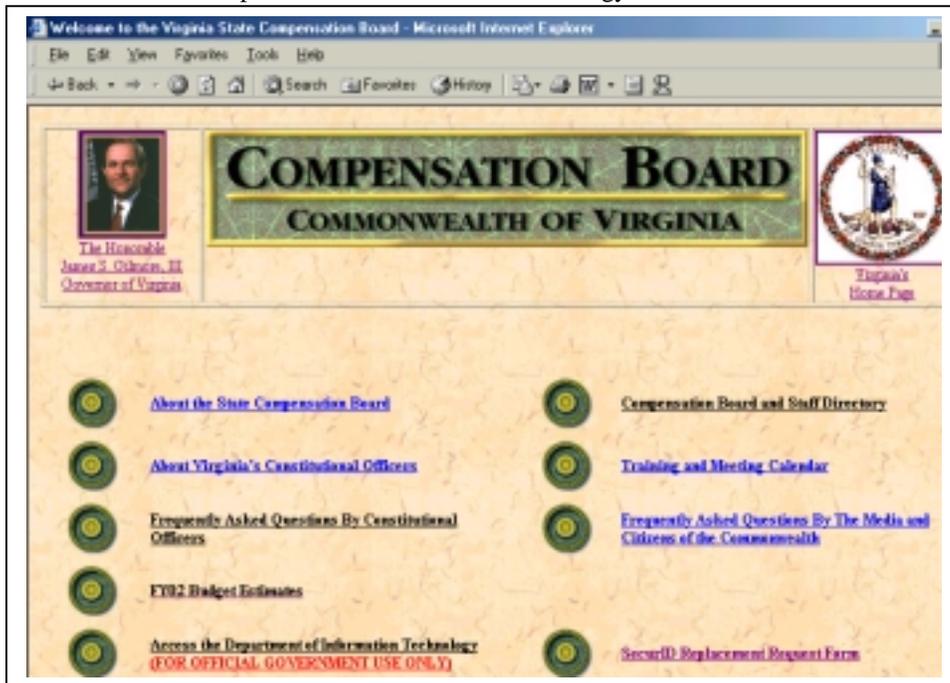


1. Accessing LIDS (On-Line)

In order to access LIDS, you must establish communications with the Department of Information Technology's (DIT) MVS mainframe.

Accessing the Department of Information Technology (DIT) Via the Internet

- From the Compensation Board's Homepage, www.cns.state.va.us/compboard, click on the button titled 'Access the Department of Information Technology'.

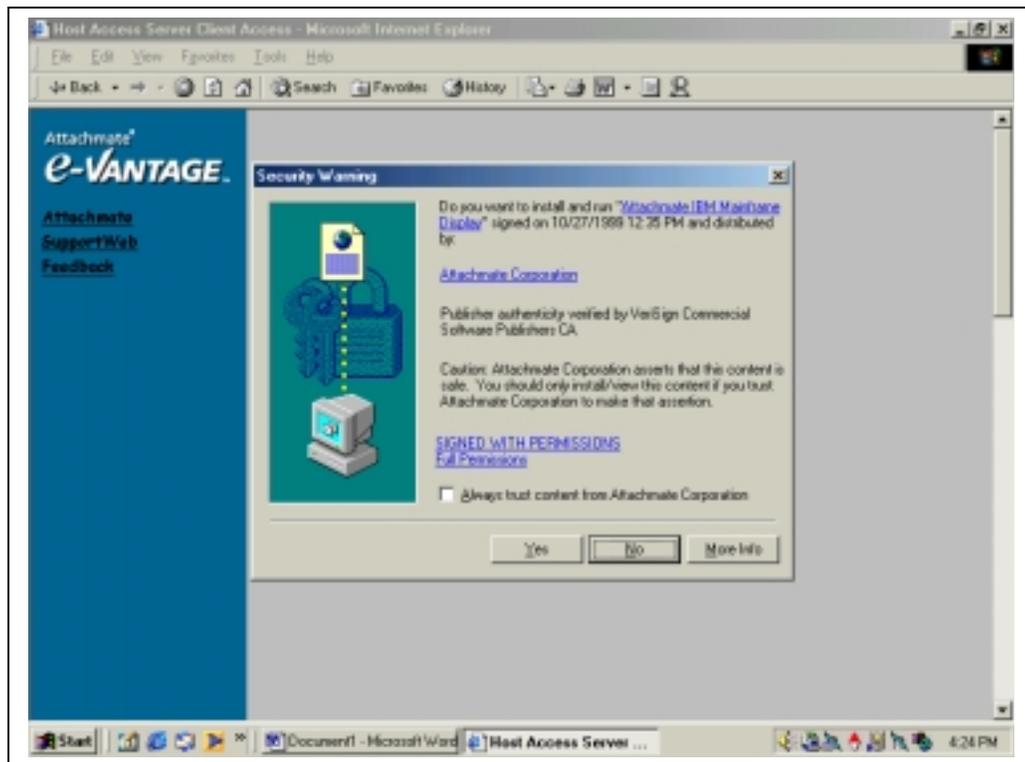


- You will be taken to the Security Agreement page, please read the statement, and click on the Continue button to begin login procedures.



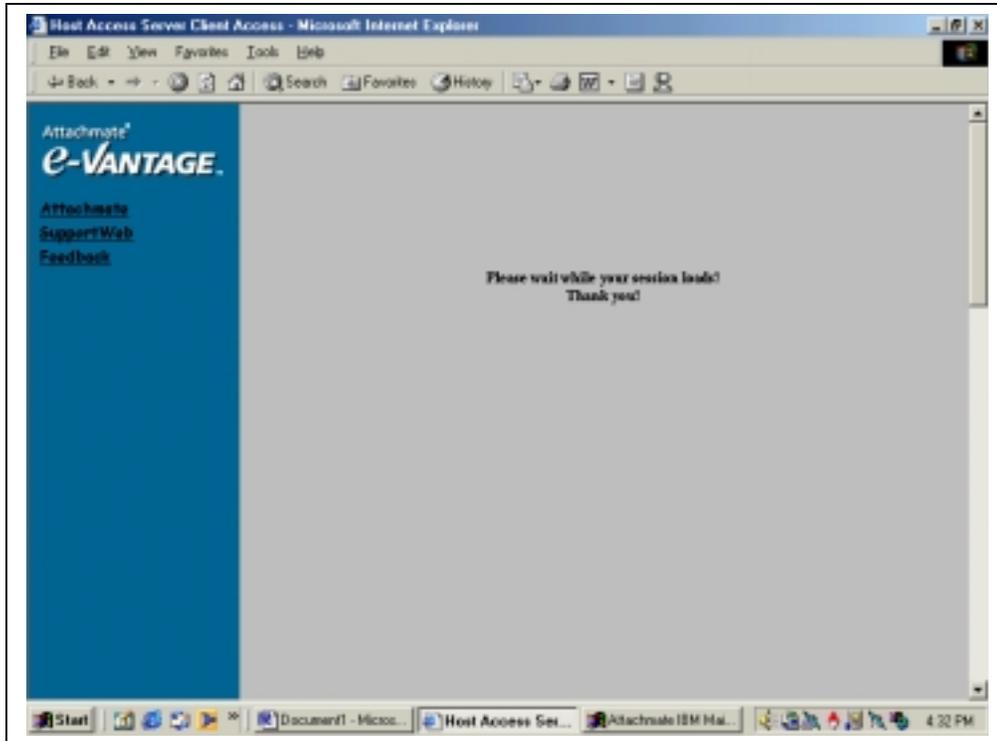
Accessing LIDS (On-Line) - Continued

- The first time you access DIT a Java Applet will be downloaded to your PC. When prompted with the installation message, please choose “Yes”, as this is trusted software. The download may take several minutes, depending on your connection speed. However, subsequent accesses will not require software to be downloaded to your PC. This feature allows the Compensation Board to provide you software updates as they are made available.

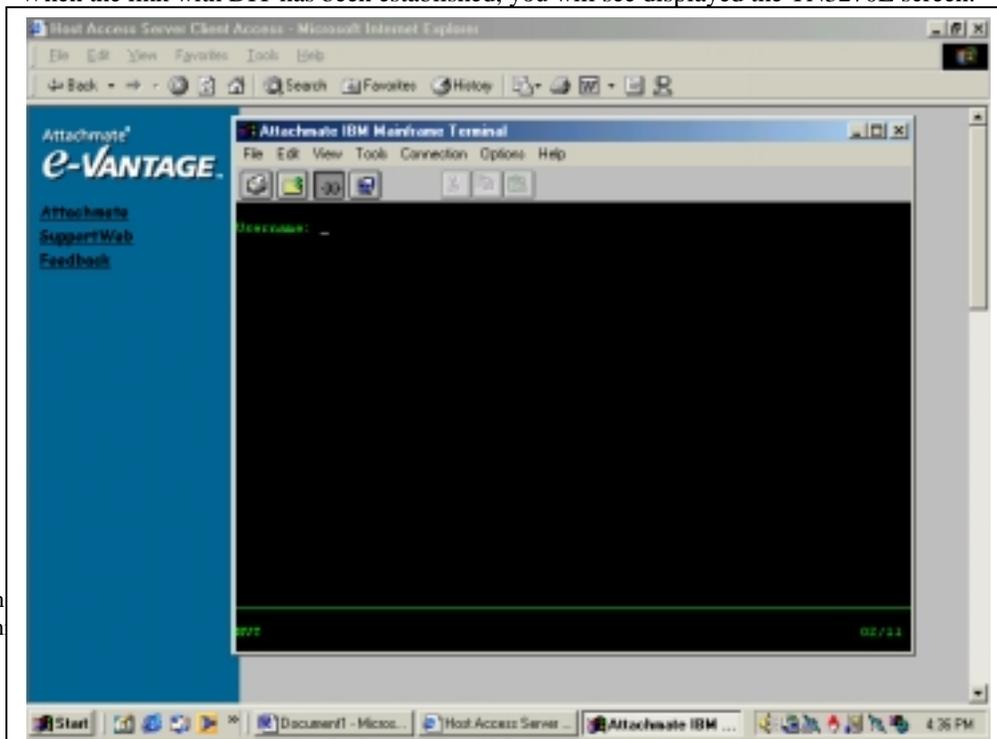


Accessing LIDS (On-Line) - Continued

- You are now viewing Attachmate's customer service and support website. This page will be displayed on every access attempt. This site contains useful information about the E-Vantage software you are using.

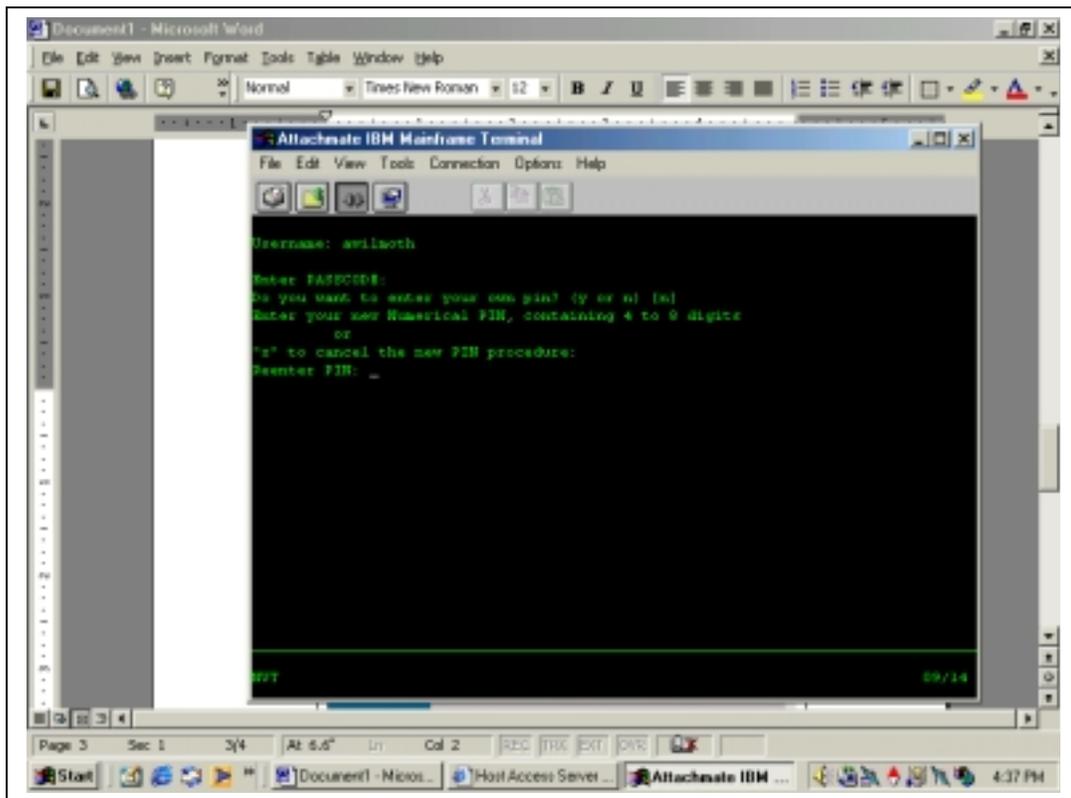


- When the link with DIT has been established, you will see displayed the TN3270E screen.



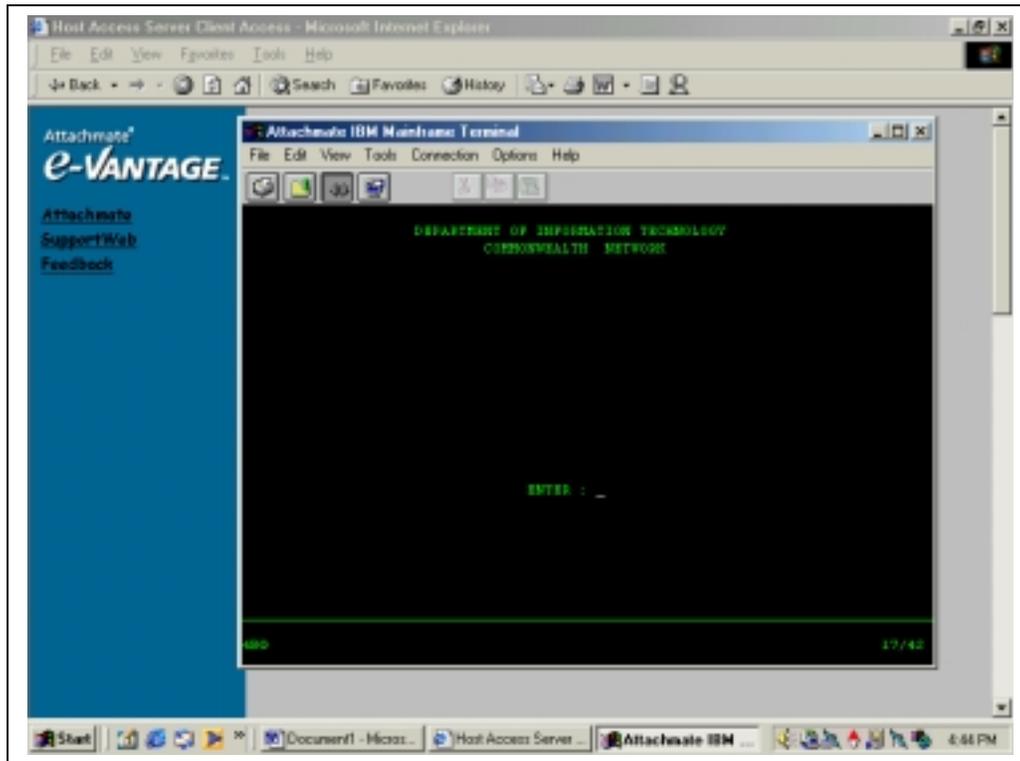
Accessing LIDS (On-Line) - Continued

If a PIN has not been established for your SecurID keyfob, your first attempt will go through the prompts listed below. Please refer to the step-by-step instructions at the end of this document.



Accessing LIDS (On-Line) - Continued

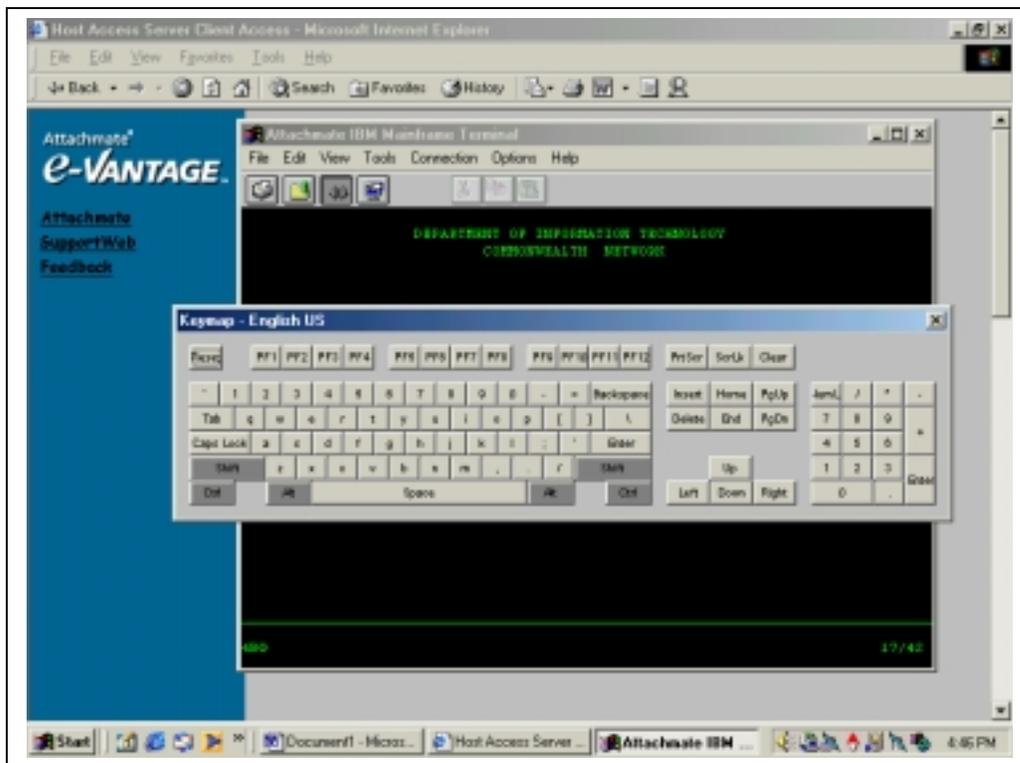
- You are now at the DIT Commonwealth Network Enter screen.



Accessing LIDS (On-Line) - Continued

Keyboard Layout

- To view the keyboard layout, click on 'View' and then 'Keymap'.



Accessing LIDS (On-Line) - Continued

You have a maximum of five (5) attempts to log-in through SecurID before needing to have your key fob reset. In keying your username, Personal Identification Number (PIN) or PASSCODE you may backspace and re-key any keying mistakes.

SecurID Logon Procedures

Steps for Login With PIN Mode Enabled

The first time you sign on with your SecurID device it will be in what is known as 'PIN Mode Enabled' status. This gives you the ability to create your own, easily remembered PIN. A SecurID PIN can be between four (4) and eight (8) **numeric** characters.

- 1) You will be prompted for a 'Username'.
*Enter an 'i' followed by your assigned SCB logon-id and depress the enter key. For example: iscbdbaw
(Your SCB logon-id should always be **entered in lower case**)*
- 2) You will be prompted for a 'PASSCODE'.
Enter the number currently displayed on your SecurID key fob and depress the enter key. For example: 234123 (When you type the Passcode, it will not be displayed on the screen. *Note:* Key fob number **changes every 60 seconds**)*
- 3) You will then be asked the following question: 'Do you want to enter your own PIN? (y or n) [n]' **Enter a 'y', so you can enter the PIN that you wrote on your SecurID Access Form.**
Enter a 'y' and depress the enter key. (When you type the 'y', it will not be displayed on the screen.)
- 4) You will then be prompted to enter your **numerical** PIN, containing 4 to 8 digits, or a 'x' to cancel the PIN procedures.
Enter your PIN and depress the enter key. For example, 189523. (When you type the PIN, it will not be displayed on the screen.)
- 5) You will then be prompted to re-enter the PIN.
*Re-enter your PIN and record the PIN along with your mother's maiden name on the SecurID Security Form. Depress the enter key. *The Mother's maiden name will be used by the CB when giving out PINs when the user has forgotten the PIN. (When you type the PIN, it will not be displayed on the screen).*
- 6) You are now at the DIT-VTAM Screen.
Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

NOTE: If you violate your access (5 attempts) call Melanie Morrison (ext. 204) or Anne Wilmoth (ext. 222) at (804) 786-0786. Once you have been reset follow steps 1-6 mentioned above to establish access to SNIP or LIDS.

Accessing LIDS (On-Line) - Continued

Steps for Login After the PIN Has Been Set:

- 1) You will be prompted for a 'Username'.
Enter an 'i' followed by your assigned SCB logon-ID and depress the enter key. For example: iscbdbaw
- 2) You will be prompted for a 'PASSCODE'.
*Enter your PIN + the number currently displayed on your assigned SecurID key fob and depress the enter key. For example: 189523234965
(When you enter your PIN, it will not be displayed on the screen).*
- 3) You are now at the DIT-VTAM Screen.
Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

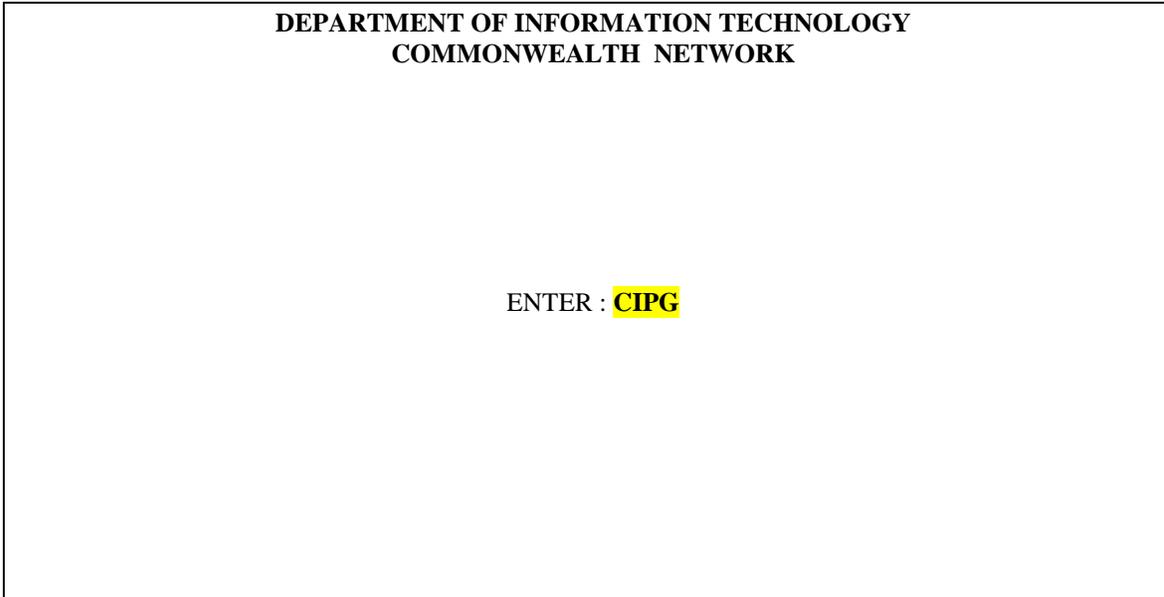
*NOTE: It is quite possible during this process that you will be re-prompted for your 'Username'; this is usually due to the timed changing of the number displayed on the device. However, if you continue to be re-prompted for your 'Username' please contact the Compensation Board.

Accessing LIDS (On-Line) - Continued

Once you have successfully established communications with DIT, and the Commonwealth Network screen is displayed, perform the following steps:

Commonwealth Network Screen

- Enter CIPG in the field labeled 'ENTER', and depress the enter key.



DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK

ENTER : **CIPG**

LIDS PRODUCTION REGION:

- Enter CIPG

LIDS TEST REGION:

- Enter CIDH
 - ⇒ May be used to train staff prior to entering into your production screens
 - ⇒ Anything that you change or add in test (CIDH) will not affect your production (CIPG) file.

After you have depressed the enter key, the CICS logon screen will be displayed.

Accessing LIDS (Continued)

CICS Sign-on Screen

Logon-ID's are established by Department of Information Technology (DIT). To have a new logon-ID established for an employee call Anne Wilmoth at 804-786-0786 ext. 222.

Logon procedures for a new logon-ID (first time logging in LIDS):

- Enter your logon-ID and depress the tab key.
- Enter your logon-ID as the password and depress the tab key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

After your logon-ID and password have been established, you will be able to access LIDS.

Regular Logon procedures:

- Enter your logon-ID and depress the tab key.
- Enter your password and depress the enter key.

Your Password will expire every 30 days and you will receive a message that you need to establish a new password (ACF01017 Password for Logon-ID has expired).

Logon procedures to establish a new password (expire every 30 days):

- Enter your logon-ID and depress the tab key.
- Enter your old password and depress the tab key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

If you try to logon using an incorrect logon-ID (ACF01012 Password Not Match) and/or password more than three times within 24 hours, the system will automatically suspend your logon-ID (ACF01013 Logon-ID Suspended because of password Violation). If this happens, contact your facility personnel approved by DIT to reset passwords or if they are not available, call Melanie Morrison at 804-786-0786 ext. 204.

Logon procedures if your password has been reset because of password violation:

- Enter your logon-ID and depress the tab key.
- Enter your temporary password (reset by Compboard or DIT) and depress the enter key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

```
SYSTEM: CIPG  DFHZC2312 *** WELCOME TO CICS/ESA ***
CICS PG SYSTEM SECURED BY CA-ACF2/CICS 6.3
TERMINAL: 0413
NODE: CIP0344E
DAY: MONDAY

SYSTEM DATE: MAY 08, 2000
SYSTEM TIME: 12:08 PM

LOGONID: ==>
PASSWORD: ==>

NEW PASSWORD: ==>
(enter twice) ==>

CICS/VS - CIPG (SYSTEM SIGNON/SIGNOFF FACILITY)
```

- ◆ After successfully signing on to CICS, you will receive the sign-on statistics screen (see next page).

Accessing LIDS (Continued)

Sign-on Statistics Screen

This is the main menu transaction and will take you into LIDS. On this screen you will need to enter LIDS, the following procedures should be followed:

- Type **LIDS** in the upper left hand corner
- depress the enter key

lids

ACF01137 SCBDBAW LAST SYSTEM ACCESS 06.08-10/16/96 FROM 0001
ACFAE139 ACF2/CICS: 0002 SIGNON OK: USER=SCBDBAW NAME=ANNE WILMOTH

- After successfully signing onto LIDS, you will receive the LIDS Main Menu Screen (see next page).

Accessing LIDS (On-Line) - Continued

FTP Procedures for LIDS Users

- 1) Establish an Internet Connection
- 2) Open the MS-DOS prompt
- 3) Key in 'FTP' and depress the enter key. 'FTP' will replace the 'C:/windows' prompt.
- 4) Key in 'open ditmvs2.state.va.us' (without the quotes) and depress the enter key.
- 5) You will now be prompted for a 'username'. Enter an 'i' followed by your SCB Logon-ID and depress the enter key. For example, 'iscb0271'.
- 6) You will now be prompted for a 'password'. Enter your PIN and the number currently displayed on your SecurID keyfob and depress the enter key. For example, '16712335678'.
- 7) Enter the word 'user' (without the quotes) and depress the enter key.
- 8) You will now be prompted for a 'username'. Enter your LIDS Logon-ID and depress the enter key. For example 'scb0271'.
- 9) You will now be prompted for a 'password'. Enter your LIDS password (the one that changes every 30 days) and depress the enter key.
- 10) You are now at the point where you can do your 'puts' (to send a file to the mainframe) or 'gets' (to retrieve a file from the mainframe).

Accessing LIDS (On-Line) - Continued

FTP Procedures for LIDS Users

- **Example of Sending a File to the Mainframe (PUT)**

- 1) Enter the word 'put' (without the quotes) and depress the enter key.
- 2) You will be prompted for the 'Local-File' name. This is the name of the file on your PC or File Server. Enter the fully qualified name in double quotes("") and depress the enter key. For example, "c:\uploads\jan2001.txt"
- 3) You will be prompted for the 'Remote-File' name. This is the name of the file on the mainframe. Enter the fully qualified name in single quotes (') and depress the enter key. For example, 'scb.test.j027.upload'.
- 4) You will now see the transfer statistics displayed on the screen. You know your file has finished uploading when the 'FTP' prompt is re-displayed on the screen.

- **Example of Retrieving a File from the Mainframe (GET)**

- 1) Enter the word 'get' (without the quotes) and depress the enter key.
- 2) You will be prompted for the 'Remote-File' name. This is the name of the file on the mainframe. Enter the fully qualified name in single quotes (') and depress the enter key. For example, 'scb.test.j027.download'.
- 3) You will be prompted for the 'Local-File' name. This is the name of the file to be sent to your PC or File Server. Enter the fully qualified name in double quotes("") and depress the enter key. For example, "c:\download\jan2001.txt".
- 4) You will now see the transfer statistics displayed on the screen. You know your file has finished downloading when the 'FTP' prompt is re-displayed on the screen.



2. LIDS Main Menu

The **LIDS Main Menu** provides the navigational path for all on-line processes and for correcting Batch submitted errors.

LIDS	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0101096
MAIN MENU		
JAIL 001 ACCOMACK COUNTY JAIL		
3. COMMITMENT MAINTENANCE		
4. FORMS MAINTENANCE		
5. INQUIRY		
6. REIMBURSEMENT MAINTENANCE		
8. RECONCILIATION TOOLS		
X. EXIT LIDS		
GENERAL BROADCAST MESSAGES		
THIS IS WHERE YOU WILL SEE GENERAL MESSAGES (THOSE GOING TO ALL JAILS).		
MESSAGES WILL BE DISPLAYED, MUST ENTER 'N' THEN SELECT PREFERRED OPTION MENTIONED ABOVE.		
OPTION = "N" FOR NEXT MESSAGE		
OPTION _		
Error Messages		

LIDS Main Menu (Continued)

HELPFUL HINTS – Main Menu

- Provides users with a navigational path for both the on-line process and correcting batch submitted errors
- LIDS Main Menu list those sub-menus that you are authorized to access
- You will not have the ability to access non-authorized sub-menus
- Questions relating to LIDS access should be directed to the Compensation Board 804-786-0786.
- Prior to selecting an option you may need to select 'N' to read any broadcast messages
 - ✓ IF there are more broadcast messages you will need to select 'N' again to read the next message
 - ✓ Once there are no more broadcast message then select your screen option listed below
- Main Menu Options:
 - ✓ Option '3' - Commitment Maintenance provide a starting point for on-line confinements
 - ✓ Option '4' - Form Maintenance provides you with a means to request reports to balance monthly submissions
 - ✓ Option '5' - Inquiry provides with a means to inquire on all inmate confinement information
 - ✓ Option '6' - Reimbursement Maintenance provides you with a means to certify, approve and make adjust prisoner status as well as review your quarterly voucher information
 - ✓ Option '8' - Reconciliation Tools provides with a means to balance your Inmate Head Count and Financial Count by Payment Category
 - ✓ Option 'X' - provides the path to exit LIDS

(Left Blank Intentionally)



3. Commitment Maintenance Menu

The purpose of **Option #3, Commitment Maintenance Menu** is to provide you with a navigational path for maintaining all LIDS jail inmate information tables. It provides you with a mechanism for recording confinements, releasing prisoners, updating/changing prisoner's current confinement, browsing prisoner information as well as provides you with the capability to record DNA sampling information.

Navigational Path:

- LIDS Main Menu - Enter Option '3', Commitment Maintenance

LMN2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0030797
COMMITMENT MAINTENANCE MENU		
JAIL 550 CHESAPEAKE CITY JAIL		
PRISONER INFO: SSN: 555555555 DATE OF BIRTH: 09191959 OR APPROXIMATE AGE: __		
NAME: LAST: HARRISON FIRST: FRED MID: _____ SUF __		
COMMIT DATE: _____ COMMIT TIME: _____		
RELEASE DATE: _____ RELEASE TIME: _____ RELEASE REASON: __		
NON-CONSECUTIVE DAYS: ESTIMATED NUMBER OF CONFINEMENTS: _____		
ALIAS: LAST _____ FIRST _____ MID _____ SUF __		
OPTION: 1		
1. CONFINE PRISONER	2. UPDATE PRISONER INFO	
3. UPDATE CURRENT CONFINEMENT INFO	4. UPDATE OFFENSE INFO	
5. ADD ADDITIONAL OFFENSES	6. RELEASE PRISONER	
7. DELETE OFFENSE	8. ADD PRISONER ALIAS NAME	
9. BROWSE BY PRISONER NAME	A. CORRECT PENDING ERRORS	
B. TRANSFER STATUS	C. BROWSE BY PRISONER ALIAS NAME	
D. SSN CHANGE UTILITY	E. SUBMIT BATCH JOB	
F. RE-COMMIT NO NEW CHARGES	G. DELETE CONFINEMENT	
H. UN-RELEASE PRISONER	I. ALIAS SSN MAINTENANCE	
J. DNA STATUS UPDATE		
JAIL BROADCAST MESSAGES:		
Error Message: PRISONER 956000008 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511		
NEW – DNA STATUS UPDATE		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘3’, Commitment Maintenance

- You have two (2) means of submitting inmate data to LIDS, on-line or to batch up-load from a private Jail Management System (JMS)
- LIDS was designed to edit field input in LIDS
 - ✓ On-line data is edit as you input the data and will not allow you to go forward until corrected
 - ✓ Batch up-load data is edited at the back end of the process and you will receive a report of the errors and they must be corrected before you can certify and approve monthly submission
- Guidelines for Social Security Number verification (SSN) matching the inmate’s name, date of birth and sex:
 - ✓ Contact your local Social Security Administration (SSA)
 - ✓ Contact Department of Motor Vehicles
 - ✓ Search through Livescan
 - ✓ Search through VCIN
 - ✓ Search using the CCRE (also known as the SID) or FBI number
- LIDS was designed to assign inmates a generated SSN if unknown at the time of booking or if the inmate does not have a true SSN
 - ✓ If unknown, enter the digit 9, nine times (example: 999999999)
 - ✓ LIDS will generate a SSN for that inmate’s confinement
 - LIDS will automatically generate a unique SSN for that inmate. The generated SSN will start with the digit 9, the next three digits will be your facility’s FIPS code (example: 760), and the remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - Once you enter Option ‘1’ and go to the Prisoner Information screen record the generated SSN within the inmate’s file.
 - **IF** you find out through the SSN verification process the inmates true SSN, go to Option ‘D’ and change the SSN and record the SSN in his inmate file
 - ✓ If you have an inmate that is serving weekend duty and you have verified that inmate does not have a true SSN, every weekend confinement should be confined under the one generated SSN that was assigned the first time that inmate was confined.
 - ✓ If you have an inmate that is a ‘frequent customer’ of your facility (bad check writers, local drunks, etc) and you have verified that inmate does not have a true SSN, use the generated SSN that was assigned the first time that inmate was confined to your facility.
- Birth Date Format is MMDDYYYY
- Day count - LIDS computes reimbursements
 - ✓ Total Days - you do not count the commit date and you do count the release date
 - ✓ State Days - you count the commit date and you do not count the release date
- Utilized to update on-line and batch up-load inmate data
 - ✓ Updating prisoner information:
 - Helps eliminate audit finding, i.e. prevents over payments
 - Helps eliminate errors, i.e. didn’t forget to update and no adjustments are needed
 - Helps eliminate overlaps, i.e. prevents calls from the receiving jail
 - ✓ Not updating prisoner information:
 - Causes over-reimbursements, i.e. audit findings for not releasing the prisoner
 - Causes error, i.e. requires an adjustment if you have approved your report (more work)
 - Causes overlaps, i.e. if you forget to release a prisoner from LIDS that has been transferred to another jail (Reason Confined ‘35’), then you will most likely receive a call from that jail indicating that you have an overlap.

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘3’, Commitment Maintenance (continued)

- LIDS Default and Values for Function Keys when using the 1-800 #'s
 - ✓ Use if your PF Keys are not set up on your computer
 - ✓ Tab Key - will move you from one field to another within LIDS
 - ✓ Enter Key - will send the contents of the screen to LIDS
 - ✓ Control + 'Z' Key - acts as the clear key
 - ✓ Escape key + #1 Key - will bring up the help window
 - ✓ Escape key + #2 Key - will delete a report from the reports viewing area
 - ✓ Escape key + #3 Key - will close the help window, or when viewing a report, will return the forms Maintenance Menu
 - ✓ Escape key + #5 Key - will take you to the first page of the report
 - ✓ Escape key + #6 Key - will take you to the last page of the report
 - ✓ Escape key + #7 Key - will page backward in either the help window or the on-line report
 - ✓ Escape key + #8 Key - will page forward in either the help window or the on-line report

- Each of the options listed below are explained in detail in the upcoming pages of the LIDS User Manual
- Option #1, Confine Prisoner is utilized by localities that confine their inmate population on-line. In order to confine a prisoner on-line in LIDS, Options '1'- Confine Prisoner, you must:
 - ✓ Type in the required data fields on the Commitment Maintenance (See highlighted fields on previous page):
 - Social security
 - Last name, First name
 - Date of birth **OR** approximate age
 - ✓ Enter Option #1 and hit Enter
 - The following screens will come up and need data input
 - ⇒ Prisoner information
 - ⇒ Confinement information
 - ⇒ Offense information
- Required field for Options #2 Update Prisoner Info, #3 Update Current Confinement Info, #4 Update Offense Info, #5 Add Additional Offenses, #6 Release Prisoner, #7 Delete Offense, #8 Add Prisoner Alias Name, #9 Browse by Prisoner Name and 'C' Browse by Prisoner Alias Name
 - ✓ SSN
- Required field for Options 'A' Correct Pending Errors, 'B' Transfer Status, 'D' SSN Change Utility, and 'E' Submit Batch Job
 - ✓ No required fields, select option
- Required fields for Option 'F' Re-Commit No New Charges
 - ✓ SSN
 - ✓ Commit Date and Time
- Required field for Option 'G' Delete Confinement
 - ✓ You do not need to enter in the prisoners SSN
 - ✓ Once you select option 'G' hit enter and the screen will come up for viewing

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner - Prisoner Information Screen #1** is to give you a means to identify the prisoner confined in jail. The Prisoner Information Screen #1 is the first of three (3) screens that you are required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '1' - Confine Prisoner**

LCP1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0022497
CONFINE PRISONER		
** PRISONER INFORMATION**		
JAIL: 009	PRISONER ID _____	SSN: 55555555 CCRE _____
	LAST	FIRST MIDDLE SUFFIX
NAME: HARRISON	FRED	
DATE OF BIRTH: 11101956 APPROX AGE ____ DATE APPROX AGE RECORDED _____		
RACE: W SEX: M HEIGHT: 05 08 WEIGHT: 155 HAIR COLOR: BRO EYE COLOR: BLU		
COUNTRY OF BIRTH ____ COUNTRY OF CITIZENSHIP ____ IMMIGRATION ID NUMBER ____		
SCARS MARKS AND TATTOOS _____		
MEDICAL ALTER FLAG ____ DNA SAMPLE ____ DNA DRAWN DATE _____		
MEDICAL ALTER COMMENTS _____		
INVENTORY OF POSSESSIONS _____		
**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
CORRECT PRISONER INFORMATION		
<u>DNA - Effective July 1, 2001 DNA Data fields will be required, if the offender has been convicted on felony charges</u>		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #1, Prisoner Information:

- This is the first (1st) screen that needs to be completed in order to confine a prisoner on-line
- Required data fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Race
 - ✓ Sex
 - ✓ Hair Color
 - ✓ Eye Color
- **DNA - Effective July 1, 2001 DNA data fields will be required, if the offender has been Convicted on a Felony Charge**
 - Can be update through Option ‘J’ - DNA STATUS UPDATE
 - Form Maintenance Option #4 – Provides you with a report that will let you know who needs DNA drawn (Confined and/or Released)
 - Suggest that you set up procedures to insure that someone (you or the Medical staff) records DNA data in LIDS
 - **Question/Answers**
 - ? Do I update the Reason Confine Code if the offender is awaiting trial/ not sentenced on multiple charges but has been convicted on a felony charge?
 - ✓ No, do not update the Reason Confine Code because the offender has not been sentenced by the judge
 - ✓ Yes, you do need to post the Conviction Date and the DNA Drawn Date
 - ? Am I required to record DNA information if I receive a Court Order to draw DNA on an offender that has been convicted on a ‘M’, misdemeanor charge or a local ‘O’ ordinance charge?
 - ✓ No, you are not required at the present time
 - ✓ Suggest that you record DNA information if the offender has been convicted on a misdemeanor or local ordinance charge. Providing their DNA Drawn Date in LIDS will prevent having to draw DNA if the offender is convicted of a felony charge in the future.
 - ? What do I do if I have a Court Order to Draw DNA and LIDS reflects that the inmate has already had DNA Drawn?
 - ✓ Check LIDS to see if the DNA has already been draw
 - ✓ Screen Print the DNA screen that indicates the drawn date and attach it to the Court Order
 - ✓ Record on the Court Order the DNA Drawn Date and what Jurisdiction drew the DNA
 - ? What do I do if the Inmate refuses to have DNA Drawn?
 - ✓ Go back to Circuit Court for Guidance
 - ? What do I do if we had a Court Order to draw DNA and the DNA was drawn but not recorded in LIDS prior to their transferred to another Jail?
 - ✓ Record the DNA in LIDS
 - ? What do I do if I have a Court Order to draw DNA and the offender is going to DOC?
 - ✓ Draw the DNA and record in LIDS
 - ? What do I do if I have been order by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
 - ✓ Draw the DNA
 - ✓ Telephone, E-Mail or FAX the DNA information to the holding jail so that they can record the needed DNA information in LIDS

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #1, Prisoner Information:

- ? Do I need to draw DNA on Probation and Parole Violators?
 - ✓ Check with your Circuit Court
 - ✓ Suggest that if you do have information on their original felony charge indicating that DNA had been drawn and LIDS does not reflect the same, we suggest that you record the found DNA information in LIDS for future confinements.
- ? If DNA has been drawn does the inmate have a State Identification Number (SID)?
 - ✓ Yes but this may not hold true for juveniles
- ? Does the chain of custody need to be maintained regarding DNA?
 - ✓ Chain of custody must be maintained regarding the DNA through the cycle to Richmond (Change of Custody Form)
- A prisoner can be recorded to LIDS as committed to your jail after the court or magistrate has issued one of the following:
 - ✓ “Disposition Notice” Form # DC 356 11/95 PC, that ordered the sheriff to confine that person to your jail for a specified period;
 - ✓ “Commitment Order” Form # DC-352 2/95 PC;
 - ✓ Department of Corrections Parole Board Warrant;
 - ✓ Court Order that authorized the sheriff to take custody of a specified body, or
 - ✓ US Marshal (Federal or Military) form that authorized the Sheriff to take custody of a federal prisoner.
 - ✓ A standard arrest warrant or personal recognizance form according to the Supreme Court of Virginia **does not** carry the authority for a prisoner to be recorded to LIDS.
- LIDS was designed to assign inmates a generated SSN if unknown at the time of booking or if the inmate does not have a true SSN
 - ✓ If unknown, enter the digit 9, nine times (example: 999999999)
 - ✓ LIDS will generate a SSN for that inmate’s confinement
 - LIDS will automatically generate a unique SSN for that inmate. The generated SSN will start with the digit 9, the next three digits will be your facility’s FIPS code (example: 760), and the remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - Once you enter Option ‘1’ and go to the Prisoner Information screen record the generated SSN within the inmate’s file.
 - **IF** you find out through the SSN verification process the inmates true SSN, go to Option ‘D’ and change the SSN and record the SSN in his inmate file
 - ✓ If you have an inmate that is serving weekend duty and you have verified that inmate does not have a true SSN, every weekend confinement should be confined under the one generated SSN that was assigned the first time that inmate was confined.
 - ✓ If you have an inmate that is a ‘frequent customer’ of your facility (bad check writers, local drunks, etc) and you have verified that inmate does not have a true SSN, use the generated SSN that was assigned the first time that inmate was confined to your facility.
- All required fields contained on the Prisoner Information screen will be edited
- Optional fields will only be edited when data is entered in the field (both Online and Batch)
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic ‘Highlighted fields in error’ message will be returned to the screen
- You must make all corrections before the system will allow you to go on to the next screen.
- To make your job easier, make sure that you have immediately available all the prisoner information that is needed to confine a prisoner in the LIDS.
- See the Reference Code Section of this manual for the back-up LIDS worksheet. This worksheet contains all required fields.
- When all fields associated with the Prisoner Information screen have successfully passed the edit process, the Current Confinement Information Screen #2, will be displayed (See next page/screen)

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the **Option #1, Confine Prisoner –Confinement Information Screen #2** is to give you a means to identify the prisoner's confinement period in jail. This Confinement Information #2 Screen is the second (2) of three (3) screens that you are required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '1' - Confine Prisoner**
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) have successfully passed the edit process, the Confinement Information, Screen #2 will be displayed**

LCA3	LOCAL INMATE DATA SYSTEM (LIDS)	V.04062000
2000-05-23	CONFINE PRISONER	
CONFINEMENT INFORMATION		
JAIL 001	PRISONER ID _____	SSN 55555555 CCRE _____
PRISONER NAME: HARRISON FRED . ____		
COMMITMENT DATE	05202000	TIME 120000 REASON CONFINED 10
RELEASE DATE	_____	TIME _____ REASON RELEASED ____ TRANS JAIL ____
HOUSING STATUS	____	FACILITY LOCATION ____ INSURANCE NUMBER <u>854000461</u> GROUP <u>111</u>
DETAINERS	_ JAIL NUM (1-5) ____ _	
DOC INMATE NUMBER	_____	DOC COMPLIANCE STATUS ____ HOLDING FOR LOC 001
GOOD TIME: EXEMPLARY	YEARS __0 MONTHS __0 DAYS __0	
STATUTORY:	YEARS __0 MONTHS __0 DAYS __0	
JUDICIAL:	YEARS __0 MONTHS __0 DAYS __0	
ALERT FLAG	_	
COMMITMENT COMMENTS	_____	
CURRENT LOCATION	_____	
**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’ Confine Prisoner - Screen #2, Confinement Information

- This is the second (2nd) screen that needs to be completed in order to confine a prisoner on-line.
- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Commitment Date
 - ✓ Time
 - ✓ Reason Confined
 - ✓ Holding For Loc
 - Utilized for Billing Purposes
- Commit and release date should be entered in MMDDYYYY format
 - ✓ MM denotes the month (01 - 12)
 - ✓ DD denotes the day (01 - 31)
 - ✓ YYYY denotes the year (for example, 2000).
- Commit and release time should be entered in military (HHMMSS) format
 - ✓ HH denotes the hour (00 - 23)
 - ✓ MM denotes the minute (00 - 59)
 - ✓ SS denotes the second (00 - 59)
- Reason Confined Codes are broken down in the following categories (See Code Section):
 - ✓ Awaiting Trial
 - ✓ Adult Sentenced - NO Additional Felony Charges Pending
 - ✓ Adult Sentenced - HAS Additional Felony Charges Pending
 - ✓ Adult Sentenced – Miscellaneous
 - ✓ LIDS computes reimbursements based on data input
 - ✓ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ✓ State Day Count Rule- you count the commit date but you don't count the release date
- Reason Release Code '35', Transferred to another Jail, requires a Jail FIPS Code
- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Effective 7/1/99, localities were given the capability to confine and release prisoner on the confinement screen. If the situation fits, you do not need to go to Option #6 to Release a Prisoner
- Effective 7/1/2000, Holding Jurisdiction was added for the purpose of billing
 - ✓ Jails needed a means to identify other jurisdictional holds
 - ✓ **Jails - LIDS defaults Holding Jurisdiction to your Jail number**
 - ✓ **Regional Jail – Must Input the Holding Jurisdiction's FIPS Code**
 - ✓ A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance

(SEE NEXT PAGE FOR MORE HELPFUL HINTS)

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #2, Confinement Information (continued)

- Effective 7/1/99 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states, the District of Columbia, or the Federal Government, for more than 48 hours, the following fields become required and will be utilized by DOC to collect the data needed in accordance with the Appropriations Act Language of the Virginia Acts of Assembly.
 - ✓ ‘Housing Status’ - Utilize to report the prisoners Unit Security Level by indicating:
 - ‘Min’ (Minimum), ‘Med’ (Medium) OR ‘Max’ (Maximum)
 - ✓ ‘Facility Location’ - Utilize to report the prisoners Security Classification by indicating:
 - ‘Min’ (Minimum), ‘Med’ (Medium) OR ‘Max’ (Maximum)
 - ✓ ‘Current Location’ - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes ‘78’ and ‘79’)
 - Washington D.C. (If you used Reason Confined Code ‘73’)
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code ‘73’)
- All required fields contained on the Current Confinement Information screen will be edited
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- When all fields have successfully passed the edit process, the Prisoner Offense Screen #3 will be displayed (See next page/screen)
- Overlap confinements
 - ✓ The procedure that should be followed to prevent overlap confinements is to not book out your prisoner if another jurisdiction picks him or her up (example: Court) and returns your prisoner that day. The jurisdiction picking up the prisoner should not book your prisoner in their jail. The only time you book out and they book in is when the prisoner stays over night.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner - Offense Information Screen, #3** is to identify all offenses associated with a specific prisoner that is held in jail. Offense information will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '1' - Confine Prisoner**
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) and the Current Confinement Information Screen #2 (mentioned previously) have successfully passed the edit process the Offense Information - Screen #3 will be displayed**

LCA4	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1012497
------	---------------------------------	------------

**CONFINE PRISONER -
OFFENSE INFORMATION**

JAIL **550** PRISONER ID _____ SSN **555555555** CCRE _____
PRISONER NAME **HARRISON, FRED**
REASON CONFINED 10 PAYMENT STATUS **LD**
HOUSING STATUS _____ FACILITY LOCATION _____ CURRENT LOCATION _____
OFFENSE CODE: LAR2359F9 OFFENSE TYPE: **A**
OFFENSE DATE: 02202000 OFFENSE SEQUENCE NUMBER : 1

ARREST DATE _____ TIME _____
ARRESTING OFFICER _____
ASSISTING OFFICER _____

COURT JURISDICTION **041** COURT TYPE (JUV) _ DOCKET NUMBER _____
CONVICTION DATE _____
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _
SENTENCE LENGTH: YEARS ___0 MONTHS ___0 DAYS ___0 CONCURRENT SENTENCE n_
OFFENSE DISPOSITION _ DISPOSITION DATE _____

DONE: Y (Y/N)

**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN
ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE"
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
ENTER OFFENSE INFORMATION

NEW **7/1/2001 - CONVICTION DATE**

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #3, Offense Info.

- This is the third (3rd) and last screen that needs to be completed in order to confine a prisoner on-line.
 - Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date
 - ✓ Court Jurisdiction
 - ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section) you must provide the following:
 - Sentenced Date,
 - Offense as Sentenced
 - Offense Type
 - **Conviction Date**
 - Sentence Length
 - Concurrent Sentence
 - ⇒ Each Offense will default to ‘N’ Non-Concurrent
 - ⇒ **IF** the additional offense is ‘C’ Concurrent, then the first offense must be ‘N’ Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect ‘C’ Concurrent
 - Effective 7/1/99 local input in LIDS identifying the Most Serious Offense is NO longer required.
 - **EFFECTIVE 7/1/2001 – DNA DRAWN DATE IS A REQUIRED FIELD IF THE OFFENSE REFLECTS A FELONY CHARGE AND THE OFFENDER HAS BEEN CONVICTED OF THE CRIME**
 - **Effective 7/1/2001 -Convicted date is a required field**
 - The Offense screen is broken down into two (2) sections
 - ✓ Top section is the arresting information concerning that offense
 - ✓ Bottom section is for sentencing information concerning that offense
 - ⇒ When entering in the inmates offenses, always try to enter the most serious offense first to reflect ‘Sequence #1’
 - ⇒ Use the proper Offense Type of ‘A’ or ‘B’ for the pending felony charge
 - Offense Type ‘A’ means that the offense was committed on or after 1/1/1995
 - Offense Type ‘B’ means that the offense was committed before 1/1/1995
 - ✓ **IF**, the offender has more than one offense then hit enter and Sequence #2 offense will appear for data input
 - ✓ **ONCE** you have complete providing all the offenses then at the bottom select ‘Y’ Yes done
 - ✓ **IF** you forget to place a ‘Y’ for ‘Done’ when entering the last offense Control ‘Z’ to back out and the last sequence number will not take as long as no information was entered.
 - Effective 7/1/1999, you are required to use VCC Offences
 - VCC Codes are located on the Compensation Boards website under the LIDS Information Icon:
www.cns.state.va.us/compboard
 - Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be ‘O’. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be ‘M’. Reimbursement for total days is \$8 per day.
 - ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an ‘A’ or ‘B’. Reimbursement for total days is \$8 per day.
- (SEE NEXT PAGE FOR MORE HELPFUL HINTS)**

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #3, Offense Information (continued):

- LIDS computes reimbursements based on data input
 - ✓ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ✓ State Day Count Rule- you count the commit date but you don't count the release date
- Pending Charges
 - ✓ When entering offense information on sentenced offenders who have pending felony charges, you need to do the following:
 - Use the proper sentenced type based on ‘M’, ‘A’, ‘B’ or ‘O’
 - Use the proper Reason Confined Code based on the most serious type of offense and sentence length,
 - **IF** the offender has any pending felony charges you should select one of the Reason Confine Codes for ‘HAS Pending Felony Charges’
 - ⇒ Parole Violator are not considered as ‘Has Additional Felony Charges’ they are ‘Existing Felony Charges’
 - ⇒ **IF** the Parole Violator committed an Additional Felony Charge then you would use the Reason Confined Codes for ‘HAS Pending Felony Charges’
 - ⇒ **DO NOT** use the Reason Confined Codes ‘HAS Pending Felony Charges’ **IF** the only charges pending are ‘M’ or ‘O’
 - **IF** the offender has no pending felony charges you should select one of the Reason Confined Codes for ‘NO Pending Felony Charges’
 - Enter all other sentenced offenses
 - Lastly, enter the felony charge (s) and other charges that are pending
- Please remember to update the pending charge once the offender is sentenced.
- If the only offense that is pending is a ‘M’ (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- Parole violators are not considered to have additional pending felony charges. A Parole Violation is an existing charge. When you confine parole violators, they are already sentenced and are awaiting a revocation hearing.
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #2, Update Prisoner Information Screen** is to allow a local jail facility to update prisoner specific information while the prisoner is currently confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '2'- Update Prisoner Information**

LPU1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1121096
------	---------------------------------	------------

****UPDATE PRISONER INFORMATION****

JAIL 550 PRISONER ID SSN 555555555 CCRE _____
LAST FIRST MIDDLE SUFFIX
NAME HARRISON FRED
LAST REASON CONFINED 10 LAST PAYMENT STATUS LD
DATE OF BIRTH 09191959 APPROX AGE DATE APPROX AGE RECORDED 05082001
RACE W SEX m HEIGHT _0_0 WEIGHT _0_0 HAIR COLOR BRO EYE COLOR BRO
COUNTRY OF BIRTH __ COUNTRY OF CITIZENSHIP __ IMMIGRATION ID NUMBER

SCARS MARKS AND TATTOOS

MEDICAL ALERT FLAG DNA SAMPLE _ DNA DRAWN DATE
MEDICAL ALERT COMMENTS
INVENTORY OF POSSESSIONS

****CHANGE DESIRED INFORMATION AND PRESS ENTER****
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
UPDATE PRISONER INFORMATION

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '2', Update Prisoner Information

- Utilized to update prisoner information
- Option #2 and Option 'J' can be utilized to update DNA information
- **DNA - Effective July 1, 2001 DNA data fields will be required, if the offender has been Convicted on a Felony Charge**
 - The purpose of an Alias SSN screen is to add DNA information for felons that have been convicted on an offense.
 - Required Field
 - ✓ SSN
 - ✓ Commit Date
 - ✓ Commit time
 - Commitment Maintenance Option #3 – New screen to record the date that DNA was drawn
 - Form Maintenance Option #4 – Provides you with a report that will let you know who needs DNA drawn (Confined and/or Released)
 - Suggest that you set up procedures to insure that someone (you or the Medical staff) records DNA data in LIDS
 - **Question/Answers**
 - ? Do I update the Reason Confine Code if the offender is awaiting trial/ not sentenced on multiple charges but has been convicted on a felony charge?
 - ✓ No, do not update the Reason Confine Code because the offender has not been sentenced by the judge
 - ✓ Yes, you do need to post the Conviction Date and the DNA Drawn Date
 - ? Am I required to record DNA information if I receive a Court Order to draw DNA on an offender that has been convicted on a 'M', misdemeanor charge or a local 'O' ordinance charge?
 - ✓ No, you are not required at the present time
 - ✓ Suggest that you record DNA information if the offender has been convicted on a misdemeanor or local ordinance charge. Providing their DNA Drawn Date in LIDS will prevent having to draw DNA if the offender is convicted of a felony charge in the future.
 - ? What do I do if I have a Court Order to Draw DNA and LIDS reflects that the inmate has already had DNA Drawn?
 - ✓ Check LIDS to see if the DNA has already been draw
 - ✓ Screen Print the DNA screen that indicates the drawn date and attach it to the Court Order
 - ✓ Record on the Court Order the DNA Drawn Date and what Jurisdiction drew the DNA
 - ? What do I do if the Inmate refuses to have DNA Drawn?
 - ✓ Go back to Circuit Court for Guidance
 - ? What do I do if we had a Court Order to draw DNA and the DNA was drawn but not recorded in LIDS prior to their transferred to another Jail?
 - ✓ Record the DNA in LIDS
 - ? What do I do if I have a Court Order to draw DNA and the offender is going to DOC?
 - ✓ Draw the DNA and record in LIDS
 - ? What do I do if I have been order by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
 - ✓ Draw the DNA
 - ✓ Telephone, E-Mail or FAX the DNA information to the holding jail so that they can record the needed DNA information in LIDS

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '2', Update Prisoner Information

- ? Do I need to draw DNA on Probation and Parole Violators?
 - ✓ Check with your Circuit Court
 - ✓ Suggest that if you do have information on their original felony charge indicating that DNA had been drawn and LIDS does not reflect the same, we suggest that you record the found DNA information in LIDS for future confinements.
- ? If DNA has been drawn does the inmate have a State Identification Number (SID)?
 - ✓ Yes but this may not hold true for juveniles
- ? Does the chain of custody need to be maintained regarding DNA?
 - ✓ Chain of custody must be maintained regarding the DNA through the cycle to Richmond (Change of Custody Form)
- Effective 7/1/99, the CB added the 'Payment Status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Change desired prisoner information field/fields and once completed, press enter
- You will receive a message that the update is completed
- Clear Screen to returns to the Commitment Maintenance Menu (Option #3)

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the **Option #3, Update Confinement Information Screen** is to allow the local jail facility to update information relating to the current confinement for a specific prisoner.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option '3' - Update Current Confinement Information

LCU2	LOCAL INMATE DATA SYSTEM (LIDS)	VI.1120296
------	---------------------------------	------------

****UPDATE CURRENT CONFINEMENT INFORMATION***

JAIL 001 PRISONER ID _____ SSN 55555555 CCRE _____
PRISONER NAME HARRISON FRED
COMMITMENT DATE 05202000 TIME 120000 REASON CONFINED 10
RELEASE DATE 05212000 TIME 120000 REASON RELEASED 19 TRANS JAIL ___
HOUSING STATUS ___ FACILITY LOCATION ___ INSURANCE NUMBER _____ GROUP ___
DETAINERS _ JAIL NUM (1-5) ___ ___ ___ ___
DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS ___ HOLDING FOR LOC 001
GOOD TIME: EXEMPLARY: YEARS ___ MONTHS ___ DAYS ___
STATUTORY: YEARS ___ MONTHS ___ DAYS ___
JUDICIAL: YEARS ___ MONTHS ___ DAYS ___

ALERT FLAG _
COMMITMENT COMMENTS

CURRENT LOCATION

**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '3', Update Current Confinement Information

- Utilized to update Current Confinement Information for those inmates that are currently confined
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Frequently used to update data that has caused an overlap with another jail
 - ✓ Normally involves where the Commit date or Commit time is incorrect
 - ✓ The procedure that should be followed to prevent overlap confinements is to not book out your prisoner if another jurisdiction picks him or her up (example: Court) and returns your prisoner that day. The jurisdiction picking up the prisoner should not book your prisoner in their jail. The only time you book out and they book in is when the prisoner stays over night.
- Effective 7/1/99 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states, the District of Columbia, or the Federal Government, for more than 48 hours. The following fields become required and may need to be updated. These fields are utilized by DOC to collect the data needed in accordance with the Appropriations Act Language contained in Item 77, J5, of the 1999 Virginia Acts of Assembly.:
 - ✓ 'Housing Status' - Utilize to report the prisoners Unit Security Level by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Facility Location' - Utilize to report the prisoners Security Classification by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes '78' and '79')
 - Washington D.C. (If you used Reason Confined Code '73')
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code '73')
- Effective July 1, 1999, local input in LIDS identifying the Most Serious Offense is NO longer required.
- Once updated enter 'Y' to update or 'N' to not update
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you updated data fields after your monthly approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- **IF** you are updating data fields during the report month you will not receive a message that you need to make a Financial Adjustment
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #4, Update Offense Information Screen** is to allow a local jail facility to update offense information for a specific prisoner while the prisoner is confined. The first screen shown below will be the pick list screen if the offender has multiple offenses. If the offender confined has only one offense then you will receive the second screen listed below.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '4' - Update Offense Information**

LSI1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0100697
OFFENSE INFORMATION PICK LIST		
SSN: <u>55555555</u>	Name: <u>HARRISON, FRED</u>	REASON CONFINED: <u>10</u>
COMMIT DATE/TIME 04052001 20:07:00 RELEASE DATE/TIME _____		
SEL OFFENSE SEQ	TYP OFFN.DTE	DISP DOCKET CRT. DATE SENTENCE COURT
_ MUR0924F1 0001 F	01042000	_____ 550
_ JUS4829M2 0002 M	04052001	_____ 550
_ ORD9966S9 0003 O	04052001	_____ 550
_ NEW	0004	_____
OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE		
"1"=RETURN TO PRISONER SCREEN;		"2"=RETURN TO CONFINEMENT SCREEN;
"N"=NEXT PAGE OF OFFENSES;		"P"=PREVIOUS PAGE OF OFFENSES 'A' ALAIS SSN

LOU2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1120496
UPDATE OFFENSE INFORMATION		
JAIL <u>550</u>	PRISONER ID _____	SSN <u>55555555</u> CCRE _____
PRISONER NAME: <u>HARRISON, FRED</u>		
REASON CONFINED: <u>10</u>		PAYMENT STATUS <u>LD</u>
OFFENSE CODE: <u>MUR0924F1</u>	OFFENSE TYPE: <u>A</u>	
HOMICIDE/MURDER		
OFFENSE DATE: <u>01042000</u>	OFFENSE SEQUENCE NUMBER <u>1</u>	
ARREST DATE _____ TIME _____		
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION <u>560</u> COURT TYPE (JUV) _ DOCKET NUMBER _____		
SENTENCE DATE _____		OFFENSE AS SENTENCED _____ OFFENSE TYPE _
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE N_		
OFFENSE DISPOSITION _____		DISPOSITION DATE _____
NEXT N (N/P/U)		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
N = NEXT OFFENSE P = PREVIOUS OFFENSE "U" = UPDATE OFFENSE		

Compensation Board

Local Inmate Data System (LIDS)

6/1/01

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information

- Utilized to update Current Offense Information for those inmates that are currently confined
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense
- Update Offense Screen
 - ✓ Type in SSN
 - ✓ Commit Date and Time are required, if it is a prior approved month update
 - ✓ Select Option #4
 - If the offender has a single (1) offense then the offense screen will appear that you can update
 - If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - ⇒ Place an 'X' to the left of the offense that you want to update ('Select' column) **OR**
 - ⇒ **IF** you need to add a new offense then place the 'X' beside 'NEW'
 - ⇒ Hit enter
 - ⇒ Update data fields
 - ⇒ Input 'U' in the Option field to Update your data fields **OR**
 - ⇒ Input 'D' in the Option field to Delete the Offense
 - ⇒ You will receive a message asking if you want to delete this offense, hit enter again
 - ⇒ Receive a message that the Offense has been updated or added or deleted
 - ⇒ Back out to see your update on the Offense Pick List
 - ⇒ If you have additional offenses that need to be updated, then go through the same process above
- Offense screen is broken down into two (2) sections
 - ✓ Top section should reflect the arresting information concerning that offense
 - ✓ Bottom section should reflect sentencing information concerning that offense, if it applies
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous,
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information (continued)

- You must remember to update the pending charge once the offender is sentenced.
- ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon
 - ⇒ Total Day Count Rule - don't count the commit date but do count the release date
 - ⇒ State Day Count Rule- count the commit date but don't count the release date
 - ✓ If the offender HAS Pending Felony Charges use the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
 - Your state reimbursement would be \$8 per day (based on the reimbursement rule)
 - The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
 - ⇒ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ⇒ State Day Count Rule- you count the commit date but you don't count the release date
 - Use the proper Offense Type of 'A' or 'B' for the pending felony charge
 - ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
 - ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
 - Use the proper VCC Code to match the felony charge
 - ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
 - Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website under LIDS Information Icon: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.
 - ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information (continued)

- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- If the only offense that is pending is a 'M' (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #5, Add Additional Offenses Screen** is to allow a local jail facility to add additional offenses for a specific prisoner during the prisoner's confinement.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option '5' - Add Additional Information

LOA2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0071296
CONFINE PRISONER - ADD ADDITIONAL OFFENSES		
JAIL 550	PRISONER ID _____	SSN: 55555555 CCRE _____
PRISONER NAME: HARRISON, FRED		
REASON CONFINED 10 REASON RELEASED __ RELEASE DATE/TIME _____		
OFFENSE CODE _____	OFFENSE TYPE 1	PAYMENT STATUS LD
OFFENSE DATE _____	OFFENSE SEQUENCE NUMBER 2	
ARREST DATE _____	TIME _____	
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION 1 COURT TYPE (JUV) DOCKET NUMBER _____		
CONVICTION DATE _____		
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _		
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE _		
OFFENSE DISPOSITION ____ DISPOSITION DATE _____		
DONE N (Y/N)		
**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE" CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2) ENTER OFFENSE INFORMATION		
NEW - CONVICTION DATE EFFECTIVE 7/1/2001		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '5', Add Additional Offenses

- Utilized to add additional Offenses
 - ✓ Sequence #2 through how many new offenses you need to add
- Frequently used when you learn the prisoners has offenses pending in other jurisdictions
- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date
 - ✓ Court Jurisdiction
 - ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section) you must provide the following:
 - Sentenced Date,
 - Offense as Sentenced
 - Offense Type
 - **Conviction Date**
 - Sentence Length
 - Concurrent Sentence
- **EFFECTIVE 7/1/2001 – DNA DRAWN DATE IS A REQUIRED FIELD IF THE OFFENSE REFLECTS A FELONY CHARGE AND THE OFFENDER HAS BEEN CONVICTED OF THE CRIME**
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Hit enter and you will receive a message that the offense has been added
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the Option #6, Release Prisoner Screen is to allow a local jail facility to release a prisoner from his/her current confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '6' - Release Prisoner**

LRU3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0071796
RELEASE PRISONER		
JAIL: <u>001</u>	SSN: <u>123456789</u>	CCRE: PRISONER ID:
PRISONER NAME: <u>DOE RICKI</u>		
REASON CONFINED <u>10</u> COMMIT DATE (MMDDYYYY) : <u>03202000</u> TIME (HHMMSS) <u>120000</u>		
REASON RELEASED <u>35</u> TRANSFERRED TO JAIL <u>810</u>		
RELEASE/TRANSFER DATE (MMDDYYYY)) <u>03202000</u> TIME (HHMMSS) <u>170000</u>		
RELEASE COMMENTS		
<hr/>		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '6', Release Prisoner

- Utilized to release offenders from their current confinement
 - ✓ Enter SSN
 - ✓ Select and enter Option #6
 - ✓ Hit enter
 - ✓ Verify that this is the correct
 - Offender
 - Commitment date and time
 - ✓ Enter Required data fields:
 - Reason Released (See Code Section)
 - **If** '35' Transferred to Jail, enter in FIPS Code (See Code Section) for the jail that he was transferred to for holding
 - Release Date
 - Release time
 - Release Comments
 - Hit Enter
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
 - ✓ Hit enter and you will receive a message that the Offender has been released
- If during the month you find out that you entered in the wrong release date and/or time for an inmate, below are the steps to correct the information entered in incorrectly:
 - ✓ Commitment Maintenance, Option #3
 - ✓ Enter in the inmates SSN, Commit Date, and Commit time
 - ✓ Select Option #6, Release Prisoner
 - ✓ Type over the incorrect release information
 - ✓ Hit enter to update
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #7, Delete Offense Information Screen** is to allow a local jail facility to remove or delete offense information for a specific prisoner while the prisoner is confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '7' - Delete Offense**

LOD2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0121696
DELETE OFFENSE INFORMATION		
PRISONER NAME: HARRISON, FRED		
JAIL: 550	PRISONER ID: _____	SSN: 666666666 CCRE: _____
REASON CONFINED: 10 PAYMENT STATUS LD		
OFFENSE CODE: MUR0924F1 OFFENSE TYPE: A		
OFFENSE DATE: 12011996 OFFENSE SEQUENCE NUMBER: 1		
ARREST DATE _____ TIME _____		
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION 810 COURT TYPE (JUV) _ DOCKET NUMBER _____		
CONVICTION DATE _____		
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _		
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE N		
OFFENSE DISPOSITION ____ DISPOSITION DATE _____		
NEXT N (N/P/U/D)		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
"N"=NEXT OFFENSE "P"=PREVIOUS OFFENSE "U"=UPDATE OFFENSE "D"=DELETE		
OFFENSE		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '7', Delete Offense

- Frequently used when you learn that you have entered to many offenses in LIDS
- Utilized to Delete an Offense
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can delete
 - Check first that you are on the correct offense that you wish to delete
 - 'N' go to next Offense
 - 'P' go to Previous Offense
 - To Delete a Offense you enter Option 'D' Delete Offense
 - Hit enter
 - You will receive a message ' Are you sure you want to Delete'
 - **IF** you do enter to confirm
 - You will then receive a message that the offense has been deleted
 - ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can delete
 - Place an 'X' to the left of the offense that you want to delete ('Select' column) **OR**
 - Hit enter
 - Input 'D' in the Option field to Delete the Offense
 - You will receive a message asking if you want to delete this offense, hit enter again
 - You will receive a message that the Offense has been deleted
 - Back out to see that the offense has been deleted off the Offense Pick List
 - If you have additional offenses that you need to delete, go through the same process above
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #8, Add Prisoner Alias Name Screen** is to allow you to add name records for a specific prisoner. These names are 'also knows as' (AKA) or alias names. In order to add alias names the prisoner must be currently confined in your jail facility. Up to 12 alias names can be recorded on a screen. The screen will initially return all alias names that have been recorded in the LIDS.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option '8' - Add Prisoner Alias Name

LAA1	LOCAL INMATE DATA SYSTEM (LIDS)			V1.0070896
	PRISONER ALIAS NAME (S)			
LOCAL JAIL: <u>001</u> ACCOMACK COUNTY JAIL				
JAIL	SSN	NAME: LAST, FIRST, MIDDLE	CONFINEMENT	L/UPDATE
<u>001</u>	<u>123456789</u>	<u>DOE, RICKI</u>	CONFINED IN <u>001</u>	<u>1996-09-17</u>
C	ALIAS: LAST NAME	FIRST	MIDDLE	SUFX L/UPDATE
-	DOE	JOHN	FRED	1996-07-24
-	SMITH	JOHN		1996-07-24
-	JONES	JOHN		1996-07-24
-	JOHN	JOHN		1996-09-16
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
OPTIONS: ENTER ' <u>A</u> ' ADD, ' <u>C</u> ' CHANGE, OR ' <u>D</u> ' DELETE ALIAS NAME(S)				

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '8', Add Prisoner Alias Name

- Utilized to Add, Change or Delete Prisoner Alias Names for current confinements
- Frequently used when you learn the prisoners has an alias name
 - ✓ Enter in the Inmate's SSN
 - ✓ Select Option #8, Add Prisoner Alias Name
- At the far left of the screen enter
 - ✓ 'A' if you wish to add an Alias Name for the prisoner **OR**
 - ✓ 'C' if you wish to change an Alias Name for the prisoner **OR**
 - ✓ 'D' of you wish to delete an Alias Name for the prisoner
 - ✓ Hit enter and you will receive a message that the update is completed
 - ✓ Also note that on the screen to the far right of the line that you updated will be a date that represents when the line of data was last updated
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #9, Browse Prisoner by Name Screen** allows you to search for a prisoner by name instead of by SSN. The browse prisoner by name screen also provides inquiry capabilities to view prisoner, alias, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option '9' -Browse By Prisoner Name

LPB1	LOCAL INMATE DATA SYSTEM (LIDS)		V1.1092696
	PRISONER BROWSE BY PRIMARY NAME		
NAME: LAST	FIRST	MIDDLE	
JONES			
JAIL T		S	HAIR EYE MED
C NUM P	SSN	NAME (LAST, FIRST MI)	DOB/AGE X HGT WGT COL COL FLG
_ 087 B	1234756789	JONES, ANTONIO LAMONT	1975-08-31 M ____ ____ ____ ____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT 1996-06-19 RELEASE
_ 013 B	987654321	JONES, BRUCE W	023 YEARS M ____ ____ ____ ____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 240 O	147852369	JONES, BRUCE W	023 YEARS M ____ ____ ____ ____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 710 O	369852147	JONES, BRUCE W	023 YEARS M ____ ____ ____ ____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 087 B	654789321	JONES, DALROYCE, JR	1958-03-07 M ____ ____ ____ ____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT 1996-09-24 RELEASE 1996-09-24
OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU			
ENTER TO THE LEFT OF JAIL NUM "A"(ALIAS NM); "C"(CONF);"O"(OFFN);"P"(PRIS)			

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '9', Browse Prisoner By Name

- Utilized to browse by prisoner name
- Frequently used when you need to search information on a prisoner and you don't have their SSN
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different SSN
 - ✓ Example:
 - First shift books the offender into LIDS entering in SSN - 123456789
 - Second shift checks LIDS (Option #2, Inquiry on Confinement Information by SSN) to see if the inmate has been booked into LIDS under the offenders correct SSN - 223456789
 - Because second shift does not see booking in LIDS they precede to book the offender into LIDS under his correct SSN - 223456789
 - ✓ Finding: Offender is booked in LIDS under two (2) different SSN's
 - Incorrect SSN - 123456789
 - Correct SSN - 223456789
 - ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify if an offender is booked into LIDS then they would reduce the possibility of duplications
 - ✓ If not detected, locality will be overpaid everyday until the incorrect SSN/booking is deleted
 - Caught during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
 - Caught after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment
- Enter the prisoner's name you wish to browse on the Commitment Maintenance Screen and select Option '9',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
 - Enter 'A' if you wish to browse the Alias Name information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- You will need to go back to the Commit Maintenance screen and select the proper option to update the data, which is incorrect.
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'A', Correct Pending Errors – Screen #1, Pending Prisoner Information** is to provide batch jails a means to correct any Prisoner Information errors that were encountered during the batch upload. This is the first (1st) of three (3) screens. All available information will be pre-filled from the pending area of the LIDS database. In order to access this screen, you will need to enter the prisoner's SSN.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **Correct Pending Errors - Screen #1 Pending Prisoner Information**

LCP1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0022497
CONFINE PRISONER		
PENDING PRISONER INFORMATION		
JAIL: 009	PRISONER ID _____	SSN: 123456789 CCRE _____
	LAST	FIRST MIDDLE SUFFIX
NAME: WOOD	BARRY	RANDALL
DATE OF BIRTH: 11101956 APPROX AGE ____ DATE APPROX AGE RECORDED _____		
RACE: W SEX: M HEIGHT: 05 08 WEIGHT: 155 HAIR COLOR: BRO EYE COLOR: BLU		
COUNTRY OF BIRTH ____ COUNTRY OF CITIZENSHIP ____ IMMIGRATION ID NUMBER ____		
SCARS MARKS AND TATTOOS _____		

MEDICAL ALTER FLAG ____ DNA SAMPLE ____ DNA DRAWN DATE _____		
MEDICAL ALTER COMMENTS _____		

INVENTORY OF POSSESSIONS _____		
<p style="text-align: center;">**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)</p>		
CORRECT PRISONER INFORMATION		
EFFECTIVE 7/1/2001 – DNA DRAWN DATE IS A REQUIRED FIELD IF THE OFFENSE REFLECTS A FELONY CHARGE AND THE OFFENDER HAS BEEN CONVICTED OF THE CRIME		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors, Pending Prisoner Information

- Option 'A', Correct Pending Errors is utilized by localities that batch up-load their monthly inmate population
- In order to correct the inmate population that was submitted as a batch up-load, localities must complete the screens listed below within Option 'A'. LIDS was designed to edit all data input field. The three (3) screens that will need to be corrected are:
 - ✓ Prisoner information, screen #1
 - ✓ Confinement information, screen #2
 - ✓ Offense information, screen #3
- Utilized to update DNA information
- EFFECTIVE 7/1/2001 – DNA DRAWN DATE IS A REQUIRED FIELD IF THE OFFENSE REFLECTS A FELONY CHARGE AND THE OFFENDER HAS BEEN CONVICTED OF THE CRIME
- If you know that a particular inmate record is incorrect and needs to be corrected you may enter the SSN and select Option 'A' and hit enter and the three (3) screens mentioned above will appear
 - ✓ Example: Can correct an overlap with another jail if that inmate is in your pending error file
- Utilizing the download error file provides you with a means to read error messages
- Optional fields will only be edited when something is entered in the field
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic 'Highlighted fields in error' message will be returned to the screen.
- When all fields associated with the Prisoner Information screen #1, have successfully passed the edit process, hit enter and you will be lead to the next screen, Pending Current Confinement Information - Screen #2. See the next page.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'A', Correct Pending Errors -Screen #2, Update Confinement Information** is to provide batch jails a means to correct data fields relating to the current confinement for a specific prisoner that is being uploaded to LIDS and is sitting in the error file. This is the first (2nd) of three (3) screens.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **Correct Pending Errors - Screen #1 Pending Prisoner Information**
- **Screen #1 Pending Prisoner Information - Screen #2 Current Confinement Information**

```
LCP2          LOCAL INMATE DATA SYSTEM (LIDS)          V.05032001
2001-05-09    CONFINE PRISONER          TOTAL ERRORS:  1
              * PENDING INFORMATION CORRECTION *

NAME: SMITH, FRANK    TO DELETE CONFINEMENT, TYPE DELETE HERE-> _____
JAIL 710  PRISONER ID _____  SSN 00000001
COMMITMENT DATE 12192000  TIME 130600  REASON CONFINED  10
RELEASE DATE--> 12202000  TIME 152300  REASON RELEASED  19
              TRANSFER TO JAIL ____
HOUSING STATUS ____ FACILITY LOCATION ____ HELD FOR LOCALITY: 710
DETAINERS _  JAIL NUM (1-5) ____ _  ____ _
DOC INMATE NUMBER 000000 DOC COMPLIANCE STATUS ____
GOOD TIME: EXEMPLARY: YEARS ____0 MONTHS ____0 DAYS ____0
              STATUTORY: YEARS ____0 MONTHS ____0 DAYS ____0
              JUDICIAL: YEARS ____0 MONTHS ____0 DAYS ____0
ALERT FLAG _
COMMITMENT COMMENTS
275943_____

CURRENT LOCATION
_____

**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
```

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #2, Current Confinement Information

- Option 'A', Correct Pending Errors is utilized by localities that batch up-load their monthly inmate population
- Frequently used to update data that has caused an overlap with another jail
- In order to correct the inmate population that was submitted as a batch up-load, localities must complete the screens listed below within Option 'A'. LIDS was designed to edit all data input field. The three (3) screens that will need to be corrected are:
 - ✓ Prisoner information, screen #1
 - ✓ Confinement information, screen #2
 - ✓ Offense information, screen #3
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- If you know that a particular inmate record is incorrect and needs to be corrected you may enter the SSN and select Option 'A' and hit enter and the three (3) screens mentioned above will appear
- Utilizing the download error file provides you with a means to read error messages
- You may also utilize this screen to delete a confinement if needed. You will have to hit enter again to confirm that you wish to delete the confinement
- Optional fields will only be edited when something is entered in the field
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic 'Highlighted fields in error' message will be returned to the screen. .
- When all fields associated with the Current Confinement Information screen #2, have successfully passed the edit process, hit enter and you will be lead to the next screen, Pending Offense Information Screen #3. See next page.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'A', Correct Pending Errors -Screen #3, Offense Information** is to provide batch jails a means to correct offense data fields relating to the current confinement for a specific prisoner that is being uploaded to LIDS and is sitting in the error file. This is the first (3rd) of three (3) screens.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **1ST Screen #1 Pending Prisoner Information, 2ND Current Confinement Information, THEN Screen #3 Offense Information (if only one offense); OR Offense Pick List if more than one offense**

```

LSH1          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0100697

                PENDING OFFENSE INFORMATION PICK LIST
SSN: 000000001  SMITH, FRANK REASON CONFINED: 10

SEL OFFENSE SEQ TYP OFFN.DTE DISP DOCKET CRT. DATE SENTENCE COURT
_ MURO924F1 0001 F 01042000 _ _ _ _ _ _ _ _ _ _ 550
_ JUS4829M2 0002 M 04052001 _ _ _ _ _ _ _ _ _ _ 550
_ FTA5020M1 0003 O 04052001 _ _ _ _ _ _ _ _ _ _ 550
_ NEW      0004 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
"1"=RETURN TO PRISONER SCREEN;          "2"=RETURN TO CONFINEMENT SCREEN;
"N"=NEXT PAGE OF OFFENSES;              "P"=PREVIOUS PAGE OF OFFENSES 'A' ALAIS SSN
    
```

```

LCP3          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0031297

LCP3          LOCAL INMATE DATA SYSTEM (LIDS)          V.05042001
2001-05-09    CONFINE PRISONER
TOTAL ERRORS: 1 * PENDING OFFENSE INFORMATION *
NAME: MILLER, CHRISTOPHER FRANK
JAIL 710 PRISONER ID 000000425019 SSN 068628175 CCRE
REASON CONFINED 10 RELEASE REASON 19          DELETE OFFENSE N
OFFENSE CODE FTA5020M1 OFFENSE TYPE O
OFFENSE DATE 11272000 OFFENSE SEQUENCE NUMBER 1
FAIL TO APPEAR IN COURT FOR MISDEMEANOR OFFENSE
ARREST DATE 12192000 TIME 112500
ARRESTING OFFICER MCALOOSE,MARK
ASSISTING OFFICER _____
COURT JURISDICTION 710 COURT TYPE _ DOCKET NUMBER _____
CONVICTION DATE _____
OFFENSE SENTENCE DATE _____ OFFENSE AS SENTENCED _____

SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ OFFENSE TYPE
CONCURRENT SENTENCE _ OFFENSE DISPOSITION _ DISP. DATE _____
                        DONE Y (Y/N)

OFFENSE # 1 INCOMPATIBLE OFFENSE CODE (FTA5020M1) OFFENSE TYPE (O)
    
```

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List

- The first screen shown is the pick list screen if the offender has multiple offenses
- If the offender confined has one (1) offense then you will not receive the first screen but you will receive the second offense screen
- Utilized by localities that batch up-load to update Current Offense Information
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense
- Update Offense Screen
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can update
 - ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - Place an 'X' to the left of the offense that you want to update ('Select' column) **OR**
 - **IF** you need to add a new offense then place the 'X' beside 'NEW'
 - Hit enter
 - Update data fields
 - Input 'U' in the Option field to Update your data fields **OR**
 - Input 'D' in the Option field to Delete the Offense
 - You will receive a message asking if you want to delete this offense, hit enter again
 - Receive a message that the Offense has been updated or added or deleted
 - Back out to see your update on the Offense Pick List
 - If you have additional offenses that need to be updated, then go through the same process above
- Offense screen is broken down into two (2) sections
 - ✓ Top section should reflect the arresting information concerning that offense
 - ✓ Bottom section should reflect sentencing information concerning that offense, if it applies
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List (continued)

- You must remember to update the pending charge once the offender is sentenced.
- ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon
 - ⇒ Total Day Count Rule - don't count the commit date but you do count the release date
 - ⇒ State Day Count Rule- count the commit date but you don't count the release date
 - ✓ If the offender HAS Pending Felony Charges utilize the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
 - Your state reimbursement would be \$8 per day (based on the reimbursement rule)
 - The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
 - ⇒ Total Day Count Rule - don't count the commit date but you do count the release date
 - ⇒ State Day Count Rule- you count the commit date but you don't count the release date
 - Use the proper Offense Type of 'A' or 'B' for the pending felony charge
 - ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
 - ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
 - Use the proper VCC Code to match the felony charge
 - ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
 - Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status is provided by LIDS based upon the offense information provided by the locality
 - ✓ See Reference Codes for Payment Status Codes
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website under the LIDS Information Icon: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
- ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.
- ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day.

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List (continued)

- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The Purpose of Option 'B' Prisoner Transfer Status Screen list all prisoners that Department of Corrections (DOC) reflects as having a complete and final court order posted on the LIDS. These inmates should be transferred to a Department of Corrections facility.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'B' - Transfer Status

SSN	LAST NAME	BONUS START DATE	PLANNED TRANS DATE	DAYS UNTIL RESPONSIBLE
LCS2 LOCAL INMATE DATA SYSTEM (LIDS) V.03232000				
2001-05-09 TRANSFER STATUS				
JAIL: 710 NORFOLK CITY JAIL				
111111111	SMITH	06252000	08262000	-318
222222222	COE	07122000	08132000	-301
333333333	LEE	09032000	11042000	-248
444444444	SMITH	09102000	11112000	-241
555555555	SCHULTZ	09142000	11152000	-237
666666666	WEBB	10182000	12192000	-203
NEXT N (N/P/R) MORE..				
"N" = NEXT PAGE "P" = PREVIOUS PAGE "R" = RETURN TO MENU				

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'B', Prisoner Transfer Status

- Provides you with a screen which lists all prisoner that DOC reflect as having a complete and final court order posted on the LIDS
- Prisoners are listed in descending order by anticipated transfer date
- Prisoners having an anticipated transfer date in the past will have their entry highlighted on the data screen
- Enter one of the following to move through the transfer status screen:
 - ✓ 'N' Next Screen
 - ✓ 'P' Previous Screen
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'C' Browse by Prisoner Alias Name Screen** provides you with another means to search for a prisoner's confinement.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'C' - Browse by Prisoner Alias Name

LPB2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0121096
PRISONER BROWSE BY ALIAS NAME		
NAME: LAST	FIRST	MIDDLE
<u>HARRISON</u>		
JAIL T	S	HAIR EYE MED
C NUM P	SSN ALIAS (LAST, FIRST MI)	DOB/AGE X HGT WGT COL COL FLG
_ 087 B	123456789 HAUSER, CHARLES E	1970-07-30 M _____ N
ALIAS 1	SCAR/TATTOO-> _____	COMMIT 1996-12-05 RELEASE 1997-01-07
_ 085 B	987654321 HAUSLEY, TESSIE M	1963-11-10 F _____ N
ALIAS 1	SCAR/TATTOO-> _____	COMMIT 1997-03-11 RELEASE 1997-03-11
_ 465 B	147852369 HAWKINS, DAVID R	1972-12-11 M _____ N
ALIAS 1	SCAR/TATTOO-> _____	COMMIT 1997-03-21 RELEASE 1997-03-22
_ 087 B	369852147 HAWTHORNE, PREDZEL P	1955-11-25 M _____ N
ALIAS 1	SCAR/TATTOO-> _____	COMMIT 1996-12-09 RELEASE
_ 059 B	258741963 HAYES, SERGIO E	1974-10-19 M 6.00 205 BLK BRO N
ALIAS 1	SCAR/TATTOO-> _____	COMMIT 1997-02-28 RELEASE
_ 087 B	951753258 HAYNES, KIMBERLEY D	1964-09-11 F _____ N
OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'C', Browse By Prisoner Alias Name

- Utilized to browse by prisoner alias name
- Frequently used when you learn the prisoners has an alias name
- Frequently used when you need to search information on a prisoner and you don't have their SSN
- If you browse by prisoner alias name and you enter one of the three (3) options listed below you will go directly to the prisoners primary name and offender information
- Enter the prisoner's alias name you wish to browse on the Commitment Maintenance Screen and select Option 'C',
 - ✓ Enter
 - ✓ At the left of the prisoners alias name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - ⇒ Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - ⇒ Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - ⇒ Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error. You will need to go back to the Commit Maintenance screen and select the proper option to update the data, which is incorrect.
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'D', SSN Change Utility** is to provide the mechanism for changing a SSN for a specific confinement. This screen is to be used to update the prisoner's Social Security Number.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'D' - SSN Change Utility

LND1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1043097
SSN CHANGE UTILITY		
JAIL 560 CLIFTON FORGE CITY JAIL		
CURRENT SSN: <u>66666666</u>		
NAME: LAST	<u>HARRISON</u>	FIRST <u>FRED</u> MID <u>JAMES</u> SUF
REASON CONFINED:	<u>10</u>	COMMIT DATE: <u>03202000</u> COMMIT TIME: <u>120000</u>
REASON RELEASED:	__	RELEASE DATE: _____ RELEASE TIME: _____
CHANGE SSN TO:	<u>121212123</u>	REASON FOR CHANGE: <u>3</u> (1=KEYED IN ERROR, 2=SSN UNKNOWN AT COMMIT, 3=PRISONER SUPPLIED AKA SSN)
"I"=INQUIRE, "U"=UPDATE		
ENTER OPTION HERE = __		
MORE..PRESS ENTER FOR NEXT CONFINEMENT		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'D', Social Security Number Change Utility

- Guidelines for Social Security Number verification (SSN) matching the inmate's name, date of birth and sex:
 - ✓ Contact your local Social Security Administration (SSA)
 - ✓ Contact Department of Motor Vehicles
 - ✓ Search through Livescan
 - ✓ Search through VCIN
 - ✓ Search using the CCRE (also known as the SID) or FBI number
- Utilized to update a prisoners SSN, if incorrectly entered in LIDS
- Utilized to update a prisoners SSN, if the SSN was unknown at the time of booking
- Utilized to update a prisoners SSN, if the prisoner provided and AKA SSN at the time of booking
- Updating SSN:
 - ✓ You must first enter in the Current SSN as entered in LIDS incorrectly
 - ✓ Select Option 'D' and press enter
 - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
 - ✓ Tab and enter in required fields to update SSN:
 - Change SSN to (enter in correct SSN)
 - Enter Reason for Change:
 - ⇒ 1 = Keyed in error
 - ⇒ 2 = SSN unknown at Commit
 - ⇒ 3 = Prisoner supplied AKA SSN
 - ✓ Lastly, select option 'U' for Update SSN
- Clear Screen - Returns you to Commitment Maintenance Menu
- Be sure to update your Local System when you change a SSN on LIDS.
- Be sure to update your inmates file to reflect the changed SSN so that when audited the file and LIDS reflect the updated SSN

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'E', Submit Batch Job** is to allow you to submit your batch job under LIDS instead of through TSO1. This option should be utilized once you have cleared all pending errors.

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'E' - Submit Batch Job

```
LAJ9-1          LOCAL INMATE DATA SYSTEM (LIDS)

                BATCH JOB SUBMISSION

JAIL: 001       ACCOMACK COUNTY JAIL

                OPTIONS

A.....UPLOAD PROCESSING/PENDING MERGE

                _____
Z.....OTHER   ENTER THE FULL DATASET NAME IE: SCB.PROD.LIDS.JCLLIB(SCBJ001)

ENTER OPTION: A
                CLEAR SCREEN TO RETURN TO LIDS MAIN MENU
```

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'E', Submit Batch Job

- The purpose of the Submit Batch Job is to allow you to submit your batch job under LIDS instead of through TSO1.
- This option will save you time by not having to back all the way out to submit your batch job
- This option should be utilized once you have cleared all pending errors.
- Option 'A' submits batch job. This is the only valid option
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'F', Re-Commit with No New Charges** is to allow you to confine a prisoner using information from a previous confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'F' - Re-Commit No New Charges**

LMN2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0030797
------	---------------------------------	------------

COMMITMENT MAINTENANCE MENU

JAIL **560** CLIFTON FORGE CITY JAIL
PRISONER INFO; SSN: **956000008** DATE OF BIRTH: **09191959** OR APPROXIMATE AGE: __
NAME: LAST: **HARRISON** FIRST: **FRED** MID: **JAMES** SUF __
COMMIT DATE: _____ COMMIT TIME: _____
RELEASE DATE: _____ RELEASE TIME: _____ RELEASE REASON: __
NON-CONSECUTIVE DAYS: ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST _____ FIRST _____ MID _____ SUF _____

OPTIONS: **F**

1. CONFINE PRISONER	2. UPDATE PRISONER INFO
3. UPDATE CURRENT CONFINEMENT INFO	4. UPDATE OFFENSE INFO
5. ADD ADDITIONAL OFFENSES	6. RELEASE PRISONER
7. DELETE OFFENSE	8. ADD PRISONER ALIAS NAME
9. BROWSE BY PRISONER NAME	A. CORRECT PENDING ERRORS
B. TRANSFER STATUS	C. BROWSE BY PRISONER ALIAS NAME
D. SSN CHANGE UTILITY	E. SUBMIT BATCH JOB
F. RE-COMMIT NO NEW CHARGES	G. DELETE CONFINEMENT
H. UN-RELEASE PRISONER	I. ALIAS SSN

JAIL BROADCAST MESSAGES

Error Message:
PRISONER 956000008 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'F', Re-Commit No New Charges

- Only the commitment date and time can be changed
- This option is only valid if the previous release is equal to:
 - ✓ '35' Transferred to other jail,
 - ✓ '40' Weekenders,
 - ✓ '45' Released to Hospital OR
 - ✓ '36' Released to State Hospital AND
 - ✓ **IF** the prisoner has no new charges from the last time he was committed.
- Clear screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'G', Delete Confinement** is to allow you to delete a confinement entered in error during the report month.

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'G' - Delete Confinement

LRD1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1093097
DELETE CONFINEMENT		
JAIL <u>001</u> ACCOMACK COUNTY JAIL		
INMATE SSN: <u>956000001</u>		
NAME: LAST	<u>JONES</u>	FIRST <u>HARRY</u> MID ___ SUF
REASON CONFINED: <u>10</u>	COMMIT DATE: <u>03271998</u>	COMMIT TIME: <u>121500</u>
REASON RELEASED: <u>19</u>	RELEASE DATE: <u>03271998</u>	RELEASE TIME: <u>123000</u>
"I"=INQUIRE, "D"=DELETE ENTER OPTION HERE =__		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'G', Delete Confinement

- Utilized to Delete a Confinement during the report month and prior to the monthly approval
- Delete Confinement:
 - ✓ From the Commitment Maintenance Screen you must first enter:
 - Current SSN
 - Commit Date
 - Commit Time
 - ✓ Select Option 'G' and press enter
 - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
 - ✓ Enter 'D' Delete
 - ✓ Enter
 - ✓ Receive a message 'Do you want to delete this confinement'
 - ✓ This gives you one more change to check and make sure you want to delete the confinement
 - ✓ If you do want to delete the confinement, Press Enter
- Clear Screen - Returns you to the Reimbursement Maintenance Menu
- If during the process the system indicates that you cannot delete the confinement from this option then you will need to go to Reimbursement Maintenance, Option #6 from the main menu, Option #12, Delete Confinement within Reimbursement Maintenance
 - ✓ The reason the system may not allow you to delete is that the confinement was reported in a prior month and by deleting the confinement you will need to make a financial adjustment.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'H', Un-Release** Prisoner is to un-release a prisoners confined in jail during the current report month.

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'H' – Un-Release Prisoner

LAU1	LOCAL INMATE DATA SYSTEM (LIDS)	V.12031999
2000-05-23	**UN-RELEASE PRISONER**	DATE: CERTIFIED APPROVED
	06301999	06301999
JAIL 001	SSN 224454564	CCRE PRISONER ID
PRISONER NAME	JONES	ALICE
COMMIT DATE (MMDDYYYY)	05202000	TIME (HHMMSS) 120000
REASON RELEASED	19	TRANSFERRED TO JAIL
OLD RELEASE DATE (MMDDYYYY)	05212000	TIME (HHMMSS) 120000
COMMENTS:	<hr/>	

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'H', Un-Release Prisoner

- The purpose of Option 'H', Un-Release Prisoner is to give you the capability to undo a release that was input in error
- **IF** you need to un-release a prisoner from a previous month that has been certified and approved you must un-release the prisoner through Option #4 – Adjust Monthly Prisoner Status
- Required Fields:
 - ✓ From the Commitment Maintenance screen Select Option 'H'
 - Enter in the prisoners Primary SSN
 - ✓ From the Un-Release Screen clear out the following fields if you wish to un-release the prisoner during the current month:
 - Reason Released
 - Transferred To Jail (If applicable)
 - Old Release Date (mmddyyyy)
 - Time (hhmmss)
- You will receive a message that the prisoner has been un-released

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'I', Alias SSN**, is to add, change or delete an Alias SSN for prisoners confined in jail.

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'I' – Alias SSN

LSU1	LOCAL INMATE DATA SYSTEM (LIDS)	V.04182000
05-22-2000	ALIAS SSN MAINTENANCE	
JAIL: 015 AUGUSTA COUNTY JAIL		
PRISONER'S PRIMARY SSN: <u>223344556</u> NAME: <u>JONES, SAM</u>		
ACTION	ALIAS SSN	ENTERED BY DATE COMMENTS (2ND LINE)
<u>A</u>	<u>223344557</u>	<u>SCB001</u> <u>05232000</u>
PRIMARY SSN VERIFIED THROUGH DMV ON 5/20/2000 BY SCB001		
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
ACTION: <u>A</u> = ADD; <u>D</u> = DELETE; <u>U</u> = UPDATE		
OPTION: ___ <u>N</u> =NEXT PAGE; <u>P</u> = PREVIOUS PAGE; <u>R</u> =RETURN TO MENU		
MESSAGE: Alias SSN Updated		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'I', Alias SSN

- The purpose of an Alias SSN screen is to give you an additional means to monitor and or track your inmate population
- Alias SSN's will be linked to the prisoners Primary SSN
- Required Fields
 - ✓ Action
 - Enter in either Add, Delete or Update
 - ✓ Alias SSN
 - Enter in the prisoners Alias SSN
 - ✓ Comments (2nd Line)
 - Enter in comments to identify method utilized to verify primary SSN
- Non-Required Fields
 - ✓ Entered By
 - Entered in by LIDS based on who's Logon-ID is being used to enter the Alias SSN
 - ✓ Date
 - Enter in by LIDS based on date Alias was Added/Deleted/Updated
- Options
 - ✓ **N** = NEXT PAGE
 - ✓ **P** = PREVIOUS PAGE
 - ✓ **R** = RETURN TO MENU

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'J', DNA Status Update**, is to add DNA information for felons that have been convicted on an offense.

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'J' – DNA Status Update

LNU1 LOCAL INMATE DATA SYSTEM (LIDS) 2001-05-09
V.05012001 DNA SAMPLE UPDATE 16.39.56

JAIL NUMBER: 810 ENTER SSN: 478984767

DNA SAMPLE STATUS (D OR Y): Y SAMPLE STATUS DATE: 08222000

DNA FOR <478984767> HAS BEEN UPDATED.
ENTER NEW "SSN" OR PRESS CLEAR TO EXIT.

NAME: SMITH, ALAN ROBERT

SEX: M RACE: W DATE OF BIRTH: 05051980 CCRE: _____

CONFINEMENT HISTORY		TOTAL COUNT	1		
JAIL	*****COMMIT****	REASON	****RELEASE****	REASON	TRANS TO
810	08022000	010500	10	_____	_____

NEW EFFECTIVE 7/1/2001 – DNA STATUS UPDATE

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'J', DNA Status Update

- **DNA - Effective July 1, 2001 DNA data fields will be required, if the offender has been Convicted on a Felony Charge**
- The purpose of an Alias SSN screen is to add DNA information for felons that have been convicted on an offense.
- Required Field
 - ✓ SSN
- Commitment Maintenance Option #3 – New screen to record the date that DNA was drawn
- Form Maintenance Option #4 – Provides you with a report that will let you know who needs DNA drawn (Confined and/or Released)
- Suggest that you set up procedures to insure that someone (you or the Medical staff) records DNA data in LIDS
- **Question/Answers**
 - ? Do I update the Reason Confine Code if the offender is awaiting trial/ not sentenced on multiple charges **but has been convicted** on a felony charge?
 - ✓ No, do not update the Reason Confine Code because the offender has not been sentenced by the judge
 - ✓ Yes, you do need to post the Conviction Date and the DNA Drawn Date
 - ? Am I required to record DNA information if I receive a Court Order to draw DNA on an offender that has been convicted on a 'M', misdemeanor charge or a local 'O' ordinance charge?
 - ✓ No, you are not required at the present time
 - ✓ Suggest that you record DNA information if the offender has been convicted on a misdemeanor or local ordinance charge. Providing their DNA Drawn Date in LIDS will prevent having to draw DNA if the offender is convicted of a felony charge in the future.
 - ? What do I do if I have a Court Order to Draw DNA and LIDS reflects that the inmate has already had DNA Drawn?
 - ✓ Check LIDS to see if the DNA has already been draw
 - ✓ Screen Print the DNA screen that indicates the drawn date and attach it to the Court Order
 - ✓ Record on the Court Order the DNA Drawn Date and what Jurisdiction drew the DNA
 - ? What do I do if the Inmate refuses to have DNA Drawn?
 - ✓ Go back to Circuit Court for Guidance
 - ? What do I do if we had a Court Order to draw DNA and the DNA was drawn but not recorded in LIDS prior to their transferred to another Jail?
 - ✓ Record the DNA in LIDS
 - ? What do I do if I have a Court Order to draw DNA and the offender is going to DOC?
 - ✓ Draw the DNA and record in LIDS
 - ? What do I do if I have been order by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
 - ✓ Draw the DNA
 - ✓ Telephone, E-Mail or FAX the DNA information to the holding jail so that they can record the needed DNA information in LIDS
 - ? Do I need to draw DNA on Probation and Parole Violators?
 - ✓ Check with your Circuit Court
 - ✓ Suggest that if you do have information on their original felony charge indicating that DNA had been drawn and LIDS does not reflect the same, we suggest that you record the found DNA information in LIDS for future confinements.
 - ? If DNA has been drawn does the inmate have a State Identification Number (SID)?
 - ✓ Yes but this may not hold true for juveniles
 - ? Does the chain of custody need to be maintained regarding DNA?

- ✓ Chain of custody must be maintained regarding the DNA through the cycle to Richmond (Change of Custody Form)



4. Forms Maintenance

The purpose of **Option #4, Forms Maintenance Menu** is to facilitate the production of on-line query reports. These reports cannot be directly printed to a printer. To print the reports you must use your screen print option or download when appropriate. You must first decide what type of report you desire, and then you need to decide the sequence that is needed once you are at the desired screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**

LMN5-A	LOCAL INMATE DATA SYSTEM (LIDS)	2001-05-22
SCBM99	FORMS MAINTENANCE	09.17.17
	JAIL: <input type="text"/>	V.05162001
OPTION: <input type="text"/>		
A. VIEW EXISTING REPORTS	B. OFFLINE REPORTS, QUERIES AND FILES	
C. DRUNK IN PUBLIC	D. OUT-OF-STATE CONTRACT PRISONERS	
E. CURRENT JAIL ROSTERS	F. MONTHLY JAIL SUMMARY	
G. COMMITTED DURING PERIOD	H.	
I. RELEASED DURING PERIOD	J. HELD BY AGREEMENT	
K. PRETRIAL REPORT	L. PRETRIAL RELEASE	
M. HELD FOR JURISDICTION	N. HOUSED IN ANOTHER JAIL	
O. JAIL CONTRACT BED LIST	P. LIST BY REASON CONFINED	
Q. MONTHLY BILLING REPORT - FEDS ONLY	R. MONTHLY BILLING REPORT	
S. VOUCHER COMPARISON	T. MONTHLY ACTIVITY COMPARISON	
SELECT OPTION THEN PRESS ENTER		
OR CLEAR KEY TO EXIT		
* New 7/1/2001		

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘4’, FORM MAINTENANCE

- Utilized to produce on-line query reports
- Utilized to balance monthly submissions
- Utilized to prepare for LIDS Audits performed by CB staff
- Effective 7/1/200, Forms Maintenance was redesigned to be user friendly
- Enter one of the following Option:
 - ✓ ‘A’ View Existing Reports
 - Provides you with a means to go back and look at every requested report
 - ✓ ‘B’ Offline Reports, Queries and Files
 - Provides you with a means to download reports or files
 - Must write down the COMPLETE file name that is to be downloaded
⇒ Example: SCB.TEST.J013.CURRTJRA.RTF
 - ✓ ‘C’ Drunk in Public
 - Provides you with a means to view your Drunk in Public population
 - ✓ ‘D’ Out-Of-State Contract Prisoners
 - Provides you with a means to view your Out-of-State Contract population
 - ✓ ‘E’ Current Jail Roster
 - Provides you with a means to view your Current Jail Roster
 - ✓ ‘F’ Monthly Jail Summary
 - Provides you with a means to view your monthly statistics
 - ✓ ‘G’ Committed During Period
 - Provides you with a means to view who was Committed during a certain period
 - ✓ ‘H’ (left blank for future expansion)
 - ✓ ‘I’ Released During Period
 - Provides you with a means to view who was Released during a certain period
 - ✓ ‘J’ Held by Agreement
 - Provides you with a means to view who was Held by Agreement during a certain period
 - ✓ ‘K’ Pretrial Reports
 - Provides you with a means to view who was held on Pretrial during a certain period
 - ✓ ‘L’ Pretrial Release
 - Provides you with a means to view who was Released on Pretrial status
 - ✓ ‘N’ Housed in another Jail
 - Provides you with a means to view who was Housed in another Jail during a certain period
 - ✓ ‘O’ Jail Contract Bed List
 - Provides you with a means to view the population that was placed in a Jail Contract Bed
 - ✓ ‘P’ List by Reason Confined
 - Provides you with a means to view who was Released during a certain period
 - ✓ ‘Q’ Burglar/Sex Offender Report
 - Provides you with a means to view your Burglar/Sex Offender population
 - ✓ ‘R’ Monthly Billing Report
 - Provides you with a means to help you with your monthly billings
 - In order to utilize you must provide/fill in the information on the Confinement Screen
 - ✓ **‘S’, Voucher Comparison**
 - Provides you with a means to view Quarterly Reimbursements made to localities for holding prisoners confined in jail
 - ✓ **‘T’, Monthly Activity Comparison**
 - Provides you with a means to view monthly prisoner activity
 - Monthly Commits
 - Monthly Releases
- OR Clear Screen - Returns you to Commitment Maintenance Menu

Forms Maintenance (Continued)

The purpose of **Option 'A' View Existing Reports** is to provide you with a means to go back and look at every report requested from Option #B, OFFLINE REPORTS, QUERIES AND FILES from the Form Maintenance Menu.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'A', View Existing Reports**

LPS2-1	LOCAL INMATE DATA SYSTEM (LIDS)	V.04022000		
OPTION 'A' - VIEW EXISTING REPORTS				
S	DATE	TIME	USER-ID	TITLE
V	05162000	135408	SCB1111	CURRENT CONFINES BY NAME CNT= 281

V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT F3 = EXIT				

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – SCREEN ‘A’, VIEW EXISTING REPORTS

- This screen should be utilized after you have gone in and request to view reports that you have requested a download from a Forms Maintenance Report
 - ✓ When you download make sure you remember to write down the File Name.
- ‘A’ View Existing Reports
 - ✓ Provides you with a means to go back and look at every requested report
- Provides the following information
 - ✓ The date that the report was submitted
 - ✓ The time of the day that the report was submitted
 - ✓ The User that requested the report
 - ✓ AND the title of the report requested
- The following options are available
 - ✓ V = VIEW REPORT **OR**
 - ✓ D = DELETE **OR**
 - ✓ P = PRINT (BATCH) REPORT
- OR Clear Screen - Returns you to Commitment Maintenance Menu

Forms Maintenance (Continued)

The purpose of Screen 'B' Offline Reports, Queries and Files is to provide you with a means to download reports or files.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'B', Offline Reports, Queries and Files
- Screen 'B', Offline Reports, Queries and Files to the File Name Screen

LMN5-B	LOCAL INMATE DATA SYSTEM (LIDS)	2001-05-22
SCBM99	FORMS MAINTENANCE	09.21.24
	JAIL # 001	V.05162001

OPTION: **A**

A. CURRENT JAIL ROSTER FILE	B. CONFINEMENTS FOR PERIOD FILE
C. RELEASES FOR PERIOD FILE	D. MONTHLY FINANCIAL DETAIL FILE
E. INSURANCE REPORT AND FILE	F. POSSIBLE ERRORS REPORT
I. INMATES THAT REQUIRE A DNA SAMPLE	H. HISTORIC JAIL ROSTER
K. 12 MONTH ADP COMPARE	J. JAIL ROSTER FOR PERIOD

SELECT OPTION THEN PRESS ENTER
OR CLEAR KEY TO EXIT

* New 7/1/2001

LMN5-M	LOCAL INMATE DATA SYSTEM (LIDS)	V.05162000
SCBM99M		

YOUR REPORT/FILE: **CURRENT JAIL ROSTER FILE** (05/18/2000)
THE BELOW LISTED FILE MAY BE DOWNLOADED, WHEN THE JOB IS COMPLETE.
SCB.TEST.J001.LSTBCJR2.RTF

PRESS ENTER TO CONTINUE

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – SCREEN ‘B’, OFFLINE REPORTS, QUERIES AND FILES

- Provides you with a means to download reports or files
- You have the capability to download the following reports
 - ✓ A. Current Jail Roster File
 - ✓ B. Confinements for Period File
 - ✓ C. Releases for Period File
 - ✓ D. Monthly Financial Detail File
 - ✓ E. Insurance Report and File
 - ✓ F. Possible Errors Report
 - ✓ H. Historic Jail Roster
 - ✓ I. Inmates that Require DNA Samples to Be Taken
 - ✓ J. Jail Roster for Specific Time Period
 - ✓ L. 12 Month ADP Compare
- Enter Option
- Press Enter
- The next screen represents the report you wish to either
 - ✓ View from Option ‘A’ View existing Reports OR
 - ✓ Download
- ⇒ Must write down the **COMPLETE FILE NAME** that you wish to downloaded
- ⇒ Example: **SCB.TEST.J001.LSTBCJR2.RTF**
- ⇒ Press Enter to Continue

FORM MAINTENANCE MENU (Continued)

- **File Names to be Downloaded**

<u>File Name</u>	<u>Report Title</u>
SCB.PROD.J%%%.BDNARF01	INMATES THAT REQUIRE A DNA SAMPLE FILE
SCB.PROD.J%%%.BDUPLR00.RTF	POSSIBLE ERRORS REPORT
SCB.PROD.J%%%.BINSUF01	TRIGON INSURANCE FILE (NOT COMMA DELIMITED)
SCB.PROD.J%%%.BINSUF02	TRIGON INSURANCE FILE (COMMA DELIMITED)
SCB.PROD.J%%%.BINSUR00.RTF	TRIGON INSURANCE REPORT
SCB.PROD.J%%%.COMMITPA.RTF	COMMITTED DURING PERIOD BY SSN
SCB.PROD.J%%%.COMMITPB.RTF	COMMITTED DURING PERIOD BY LOCAL PRISONER ID
SCB.PROD.J%%%.COMMITPC.RTF	COMMITTED DURING PERIOD BY NAME
SCB.PROD.J%%%.COMMITPD.RTF	COMMITTED DURING PERIOD BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.COMMITPE.RTF	COMMITTED DURING PERIOD BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.COMMITPF.RTF	COMMITTED DURING PERIOD BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.COMMITPG.RTF	COMMITTED DURING PERIOD BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.CURRTJRA.RTF	CURRENT JAIL ROSTER BY SSN
SCB.PROD.J%%%.CURRTJRB.RTF	CURRENT JAIL ROSTER BY LOCAL PRISONER ID
SCB.PROD.J%%%.CURRTJRC.RTF	CURRENT JAIL ROSTER BY NAME
SCB.PROD.J%%%.CURRTJRD.RTF	CURRENT JAIL ROSTER BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.CURRTJRE.RTF	CURRENT JAIL ROSTER BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.DNARLIST.RTF	INMATES THAT REQUIRE A DNA SAMPLE
SCB.PROD.J%%%.DRUNKPBA.RTF	DRUNK IN PUBLIC BY SSN
SCB.PROD.J%%%.DRUNKPBB.RTF	DRUNK IN PUBLIC BY LOCAL PRISONER ID
SCB.PROD.J%%%.DRUNKPBC.RTF	DRUNK IN PUBLIC BY NAME
SCB.PROD.J%%%.DRUNKPBD.RTF	DRUNK IN PUBLIC BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.DRUNKPBE.RTF	DRUNK IN PUBLIC BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.DRUNKPBF.RTF	DRUNK IN PUBLIC BY DATE RELEASED ASCENDING

FORM MAINTENANCE MENU (Continued)

- **File Names to be Downloaded**

<u>File Name</u>	<u>Report Title</u>
SCB.PROD.J%%%.DRUNKPBG.RTF	DRUNK IN PUBLIC BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.HELDBAGA.RTF	HELD BY AGREEMENT BY SSN
SCB.PROD.J%%%.HELDBAGC.RTF	HELD BY AGREEMENT BY NAME
SCB.PROD.J%%%.HELDFORA.RTF	HELD FOR JURISDICTION BY SSN
SCB.PROD.J%%%.HELDFORB.RTF	HELD FOR JURISDICTION BY LOCAL PRISONER ID
SCB.PROD.J%%%.HELDFORC.RTF	HELD FOR JURISDICTION BY NAME
SCB.PROD.J%%%.HOUSEDJA.RTF	HOUSED IN ANOTHER JAIL BY SSN
SCB.PROD.J%%%.HOUSEDJB.RTF	HOUSED IN ANOTHER JAIL BY LOCAL PRISONER ID
SCB.PROD.J%%%.HOUSEDJC.RTF	HOUSED IN ANOTHER JAIL BY NAME
SCB.PROD.J%%%.HOUSEDJD.RTF	HOUSED IN ANOTHER JAIL BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.HOUSEDJE.RTF	HOUSED IN ANOTHER JAIL BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.HOUSEDJF.RTF	HOUSED IN ANOTHER JAIL BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.HOUSEDJG.RTF	HOUSED IN ANOTHER JAIL BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.JCBLISTA.RTF	JAIL CONTRACT BED LIST BY SSN
SCB.PROD.J%%%.JCBLISTB.RTF	JAIL CONTRACT BED LIST BY LOCAL PRISONER ID
SCB.PROD.J%%%.JCBLISTC.RTF	JAIL CONTRACT BED LIST BY NAME
SCB.PROD.J%%%.JCBLISTD.RTF	JAIL CONTRACT BED LIST BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.JCBLISTE.RTF	JAIL CONTRACT BED LIST BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.JCBLISTF.RTF	JAIL CONTRACT BED LIST BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.JCBLISTG.RTF	JAIL CONTRACT BED LIST BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.LSTBCJR2	CURRENT JAIL ROSTER
SCB.PROD.J%%%.LSTBCON1	RELEASES FOR PERIOD FILE
SCB.PROD.J%%%.LSTBCON2	CONFINEMENTS FOR PERIOD FILE

FORM MAINTENANCE MENU (Continued)

- **File Names to be Downloaded**

<u>File Name</u>	<u>Report Title</u>
SCB.PROD.J%%%.LSTBFIN1	MONTHLY FINANCIAL DETAILS FILE
SCB.PROD.J%%%.LSTJHISR	HISTORIC JAIL ROSTER FILE
SCB.PROD.J%%%.LSTJROSP	JAIL ROSTER FOR A PERIOD FILE
SCB.PROD.J%%%.MONBILLF.RTF	MONTHLY BILL REPORT BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.MONBILLX.RTF	MONTHLY BILL REPORT - FEDS ONLY
SCB.PROD.J%%%.MONJSUMC.RTF	MONTHLY JAIL SUMMARY
SCB.PROD.J%%%.OSCONTPX.RTF	OUT-OF-STATE CONTRACT PRISONERS
SCB.PROD.J%%%.PRETRIAA.RTF	PRETRIAL REPORT BY SSN
SCB.PROD.J%%%.PRETRIAB.RTF	PRETRIAL REPORT BY LOCAL PRISONER ID
SCB.PROD.J%%%.PRETRIAC.RTF	PRETRIAL REPORT BY NAME
SCB.PROD.J%%%.PRETRIID.RTF	PRETRIAL REPORT BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.PRETRIAE.RTF	PRETRIAL REPORT BY DATE CONFINED DESCENDING
SCB.PROD.J%%%.PRETRIAF.RTF	PRETRIAL REPORT BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.PRETRIAG.RTF	PRETRIAL REPORT BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.PRETRIRA.RTF	PRETRIAL RELEASE REPORT BY SSN
SCB.PROD.J%%%.PRETRIRC.RTF	PRETRIAL RELEASE REPORT BY NAME
SCB.PROD.J%%%.Rnnnnnnn.RTF	RTF FILE CREATED WITH THE PRINT PF KEY
SCB.PROD.J%%%.REACON??.RTF	LIST BY REASON CONFINED ??
SCB.PROD.J%%%.RELEASPA.RTF	RELEASED DURING PERIOD BY SSN
SCB.PROD.J%%%.RELEASPB.RTF	RELEASED DURING PERIOD BY LOCAL PRISONER ID
SCB.PROD.J%%%.RELEASPC.RTF	RELEASED DURING PERIOD BY NAME
SCB.PROD.J%%%.RELEASPD.RTF	RELEASED DURING PERIOD BY DATE CONFINED ASCENDING
SCB.PROD.J%%%.RELEASPE.RTF	RELEASED DURING PERIOD BY DATE CONFINED DESCENDING

FORM MAINTENANCE MENU (Continued)

- **File Names to be Downloaded**

<u>File Name</u>	<u>Report Title</u>
CB.PROD.J%%%.RELEASEPF.RTF	RELEASED DURING PERIOD BY DATE RELEASED ASCENDING
SCB.PROD.J%%%.RELEASEPG.RTF	RELEASED DURING PERIOD BY DATE RELEASED DESCENDING
SCB.PROD.J%%%.VOUCHCP1.RTF	VOUCHER COMPARE - PREVIOUS QUARTER
SCB.PROD.J%%%.VOUCHCP2.RTF	VOUCHER COMPARE - PREVIOUS FISCAL YEAR

Forms Maintenance (Continued)

The purpose of **Option 'C', Drunk in Public** is to provide you with a means to view your Drunk in Public population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'C' Drunk in Public**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.32.56
	JAIL # 001	V.05102000
REPORT/FILE: OPTION 'C' - DRUNK IN PUBLIC		
MONTH: 01 YEAR: 1999		
SEQUENCE ORDER: A		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
ENTER VALID MONTH/YEAR		

LPS2-2	JAIL 001	DRUNK IN PUBLIC	COUNT	<u>7</u> DAYS	<u>37</u>	V.04022000
FOR MONTH 01/1999 AS PRODUCED ON <u>05182000</u>						
SSN	COMMIT.DATE	TIME	INMATE NAME (LAST,FIRST,MIDDLE)		DAYS	DOLS
211111111	12251998	210800	VICTORY, BOOTH		31	248
211222222	01121999	163500	EWELL, JOHN			1
	8					
211333339	01031999	205000	BONDS, JAMES		1	8
222333333	01121999	123500	SPOUSE, THOMAS		1	8
244444444	01021999	231000	MEARS, JIM		1	8
455555555	01231999	104600	PATLAN, BRUCE		1	8
566666666	01231999	104600	DOE, JOHN		1	8
TOTAL DAYS DRUNK IN PUBLIC					37	296
F2	F3	F4				
DELETE	EXIT	PRINT				
REPORT						

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘C’, OFFLINE REPORTS, QUERIES AND FILES

- Provides you with a means to view your Drunk in Public population
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Once you are in the report screen you will utilize the following:
 - ⇒ ‘F2’ Deletes the report
 - ⇒ ‘F3’ Allows you to Exit the report
 - ⇒ ‘F4’ Allows you to Print the report

Forms Maintenance (Continued)

The purpose of **Screen 'D', Out-Of-State Contract Prisoners** is to provide you with a means to view your Out-of-State Contract population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'D', Out-Of-State Contract Prisoners**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.37.11
	JAIL # 710	V.05102000
	REPORT/FILE: OUT-OF-STATE CONTRACT PRISONERS	
MONTH: 02 YEAR: 2000		
ENTER VALID MONTH/YEAR		

2000-05-24	REPORT OF OUT-OF-STATE CONTRACT PRISONERS	JAIL SUMMARY
	REPORT DATE: FEBRUARY 2000	
VIEW	JAIL JAIL NAME	COUNT MONTHLY STATUS
Y	710 NORFOLK CITY JAIL	10 APPROVED
-	---	---
-	---	---
OPTION 1 (1 REPORT VIEW / ENTER "Y" LEFT OF JAIL; CLEAR TO RETURN TO MENU)		

LPI3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1081199			
2000-05-24	REPORT OF OUT-OF-STATE CONTRACT PRISONERS	JAIL DETAIL			
	REPORT DATE: FEBRUARY 2000				
JAIL: 710	JAIL NAME: NORFOLK CITY JAIL				
RESN	SSN	PRISONER NAME	CUR LOC	HOUSING FACILITY	DAYS
HELD					
73	077777778	GILLIS, JIM	NORFOLK MAX	MED	12
73	091111111	DUNCAN, MIKE	NORFLK MED	MAX	16
73	102222222	TYSON, JAMES	NORFOLK MED	MAX	16
73	177777771	LEVENITE, TOM	NORFOLK MED	MAX	29
73	214444444	OBRIEN, WAYNE	NORFOLK MED	MED	2
73	220333333	PETTIT, JIM	NORFOLK MED	MAX	12
73	314444444	DAILEY, TOM	NORFOLK MAX	MAX	29
73	325555555	SHIPP, BRUCE	NORFOLK MAX	MAX	26
73	336666666	CLARK, JOE	MIN	MED	29
73	387777777	WADE, OLIVER	NORFOLK MAX	MAX	2

OPTION J		"J" VIEW NEXT JAIL		CLEAR MAIN MENU	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘D’, OUT-OF-STATE CONTRACT PRISONERS

- Provides you with a means to view your Out-of-State Contract population
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Place an ‘x’ next to the Jail you wish to view
 - ✓ Enter
- Once you are in the report screen you will utilize the following:
 - ⇒ ‘J’ View Next Jail
 - ⇒ OR Clear Screen to go back to the main menu

Forms Maintenance (Continued)

The purpose of option 'E', **Current Jail Roster** is to provide you with a means to view your Current Jail population

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'E', Current Jail Roster**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.38.13
	JAIL # 001	V.05102000
	REPORT/FILE: CURRENT JAIL ROSTER (05/16/2000)	
SEQUENCE ORDER: A		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST		
PRESS ENTER TO CONTINUE		

LPS2-2	JAIL 001	CURRENT CONFINES BY SSN	CNT= 105	V.04022000		
AS OF 05162000 143924						
SSN	COMMIT-DATE-TIME	REASON	LOCAL-ID	SSN NAME		
111111111	02252000 201900	10	011111111	FERN, JAMES		
222222225	07271999 060000	10	222222225	REID, TIM		
333333333	09141999 215500	10	333333333	REID, JAMES		
444444440	01242000 170700	11	333333333	BOWEN, JOHN		
555555511	09141999 160000	10	555555511	REID, FREDDIE		
666666638	06151999 005600	10	666666638	SMITH, JIM		
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	EXT	SCROLL
REPORT		PAGE	PAGE		SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN 'E', CURRENT JAIL ROSTER

- Provides you with a means to view your Current Jail Roster
- **Recommend that you balance your internal headcount to the Current Jail Roster report on a daily bases**
- Utilized to balance to your internal head count report
- Required Field:
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ 'F2' Deletes the report
 - ✓ 'F3' Allows you to Exit the report
 - ✓ 'F4' Allows you to Print page
 - ✓ 'F6' Takes you to the Last page
 - ✓ 'F8' Takes you to the next page of Information
 - ✓ 'F10' Allows you to scroll to the next screen of prisoners
 - ✓ 'F12' Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'F', Monthly Jail Summary is to list monthly prisoner statistics

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'F', Monthly Jail Summary

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.39.27
	JAIL # 680	V.05102000
	REPORT/FILE: MONTHLY JAIL SUMMARY	
PERIOD BEGIN DATE (MMDDYYYY): 04012000 PERIOD END DATE (MMDDYYYY): 04302000		

SCBBSUMM-R001-680	LIDS JAIL SUMM			
PAGE 1				
PRODUCTION	B.R.R.J.- LYNCHBURG		DATE 5/22/00 TIME	
10:35:49				
	EXTRACT DATES: FROM 04/01/2000 TO 04/30/2000			
DESCRIPTION	IN CUSTODY	RELEASED	TOTAL	TOTAL COMMITS
FEMALES	28	66	94	
MALES	107	268	375	
*** TOTALS ***	135	334	469	314
WHITES	26	126	152	
BLACKS	108	207	315	
HISPANICS	1	0	1	
OTHERS	0	1	1	
*** TOTALS ***	135	334	469	
FELONY	122	107	229	
MISDEMEANOR	13	178	191	
ORDANANCE	0	49	49	
*** TOTALS ***	135	334	469	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘F’, MONTHLY JAIL SUMMARY

- Provides you with a means to view your Monthly Jail Summary
- Required fields are:
 - ✓ Period Begin Date (Mmddyymm): _____
 - ✓ Period End Date (mmdyyymm): _____
- The following categories are examples of areas that are summarized on Screen ‘F’ Monthly Jail Summary:
 - ✓ **Pretrial Commitments**
 - ✓ **Pretrial Releases**
 - ✓ **Convicted Commitments**
 - ✓ **Federal Commitments**
 - ✓ **Convicted Releases**
 - ✓ **Appeals**
 - ✓ **Convicted Days**
 - ✓ **Pretrial Days**
 - ✓ **United States Marshall**
 - ✓ **Gender**
 - ✓ **Race**
 - ✓ **Charges**
 - ✓ **Reason**
 - ✓ **Alternative**

Forms Maintenance (Continued)

The purpose of Screen 'G', **Committed During Period** is to provide a on-line report that list those inmates confined to a jail facility during a specified period.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'G', Committed During Period**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.40.29
	JAIL # 001	V.05102000
	REPORT/FILE: COMMITTED DURING PERIOD	
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
VERIFY PERIOD BEGIN/END DATES		

LPS2-2	JAIL 001	CONFINED BETWEEN 07011999 AND 07311999 V1.0120396	
	AS OF 12011999 075152	CNT(25)	
NAME	SSN	COMMIT	REASON LOCAL-ID
ALLEN, TOM	22222222	10211996 180000	80
BEAMON, WYATT	33333333	01261997 170000	10
BEVERLY, JAMES	44444444	10091996 183000	12
BRENNER, ADAM	55555555	01071997 141500	22
BROWN, JAMES	66666666	01011997 024500	10
BROWN, JAMES JR	77777777	01211997 163000	10
BUNNY, EASTER	88888888	01011997 120000	29
BUNNY, EASTER	88888888	01161997 120000	29
BUNNY, EASTER	88888888	01211997 120000	29
COOPER, BUDDIE	99999999	11091996 183000	20
COOPER, FREDDIE	10101010	12221996 033000	10
DILBERT, MR	11111111	12011996 120000	10
FORBES, THOMAS	12121212	01091997 175600	10
FORD, HENRY	13131313	12021996 140000	10
GODFREY, EARSEY W	14141414	12241996 215000	10
GODFREY, EARSEY W	15151515	01031997 141700	10
F2	F3	F10	F12
DELETE	EXIT	NEXT	SCROLL
REPORT		SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘G’, COMMITTED DURING PERIOD

- Provides you with a means to view your inmate population that was confined during a specific time period
- Required fields are:
 - ✓ Period Begin Date (Mmddyyyy): _____
 - ✓ Period End Date (Mmddyyyy): _____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ⇒ ‘F2’ Deletes the report
 - ⇒ ‘F3’ Allows you to Exit the report
 - ⇒ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ⇒ ‘F12’ allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'I', Released During Period is to list those prisoners who have been released from a jail facility during a specified time period.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'I', Released During Period

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.41.22
	JAIL # 001	V.05102000
	REPORT/FILE: RELEASED DURING PERIOD	
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
SEQUENCE ORDER: C		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
VERIFY PERIOD BEGIN/END DATES		

LPS2-2	JAIL 001	RELEASED BETWEEN 07011999 AND 07311999	V1.0120396
	AS OF 05131997 075304	CNT(24)	
NAME	SSN	COMMIT	REASON LOCAL-ID
ALLEN, MICHAEL D	222222222	10211996 180000	80
BEAMON, LAMONT	333333333	01261997 170000	10
BRENNER, CHARLES F	444444444	01071997 141500	22
BROWN, DAVID W	555555555	01011997 024500	10
BROWN, EDWARD D, JR	666666666	01211997 163000	10
BUNNY, EASTER	777777777	01011997 120000	29
BUNNY, EASTER	777777777	01161997 120000	29
BUNNY, EASTER	777777777	01211997 120000	29
DILBERT, MR	888888888	12011996 120000	10
FORBES, TERRY W	999999999	01091997 175600	10
FORD, HENRY	101010101	12021996 140000	10
GODFREY, EARSEY W	121221212	01031997 141700	10
HAMM, AUSTIN	131313131	12011996 120000	10
HARRISON, FRED JAMES	141414141	03201997 120000	10
HARRISON, FRED JAMES	141414141	04011997 120000	10
HUFFMAN, RONNIE LEE	151515151	10191996 163000	11
JENKINS, JARVIS L	161616161	01211997 000500	10
F2	F3	F10	F12
DELETE	EXIT	NEXT	SCROLL
REPORT		SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘I’, RELEASED DURING PERIOD

- Provides you with a means to view your inmate population that was released during a specific time period
- Required fields are:
 - ✓ Period Begin Date (Mmddyddd): _____
 - ✓ Period End Date (Mmddyddd): _____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ⇒ ‘F2’ Deletes the report
 - ⇒ ‘F3’ Allows you to Exit the report
 - ⇒ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ⇒ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'J', Held by Agreement is to list those inmates that are state responsible being held in the jail at the request of the Sheriff/Superintendent.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'J', Held by Agreement

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.42.30
	JAIL # 465	V.05102000
	REPORT/FILE: HELD BY AGREEMENT	
MONTH: 01 YEAR: 2000		
SEQUENCE ORDER: C		
A. BY SSN		
C. BY NAME		

LPS2-2	HELD BY AGREEMENT 01012000 - 01312000	CNT= 11	V.04022000
AS OF 05222000 105102			
SSN	NAME	COMMIT DATE/TIME	RLSE DATE/TIME RSN JAIL
230191749	DANIEL, PAUL B	01102000 195746	26 465
228198718	ROACH, RICKY WENDELL	01212000 190615	26 465
TOTAL COUNT FOR JAIL 465 IS 2			
F2	F3	F4	F12
DELETE	EXIT	PRINT	SCROLL
REPORT			RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘J’, HELD BY AGREEMENT

- Provides you with a means to view your state responsible inmate population that are held under Reason Confined Code ‘70’ Held by Agreement
- Sheriff/Superintendent have entered into an agreement with DOC to keep these inmates in their jail
 - ✓ Example:
 - Inmate is state responsible – Type ‘A’ or ‘B’ Offense
 - Great cook/worker
 - Sheriff/Superintendent enters into an agreement with DOC
 - Inmate will serve his/her time in the local jail instead of in a DOC/State Institution
- Required fields are:
 - ✓ Period Begin Date (Mmddyyyy): _____
 - ✓ Period End Date (Mmddyyyy): _____
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'K', Pretrial Report is to list those prisoners who are in a pretrial status.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'K', Pretrial Report

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.44.06
	JAIL # 001	V.05102000
	REPORT/FILE: PRETRIAL REPORT	
MONTH: 01 YEAR: 2000		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
ENTER VALID MONTH/YEAR		

LPS2-2	JAIL 001	PRE-TRIAL REPORT COUNT	92 DAYS 1,613	V.04022000		
FOR MONTH 01/2000 AS PRODUCED ON 05222000						
SSN	COMMIT.DATE	TIME	FEL MIS	INMATE NAME(LAST,FIRST,MIDDLE	DAYS	DOLS
900100001	10031999	043500	4 0	ARANDA, THOMAS	31	248
133445559	12171999	122700	1 0	BAILEY, JAMES	31	248
223355997	06091999	143000	0 0	BAILEY, PETER	31	248
900100105	01312000	001800	0 1	BARTOLOGO, TIM	1	8
222222224	01022000	221000	0 1	BAUMGARDNER, ROSCOE	5	40
233333334	01012000	040500	0 1	BURKE, PETER	1	8
900100107	09071999	160000	2 0	CEPHAS, JAMES	31	248
244444440	11011999	170000	3 0	CHANDLER, BRUCE	31	248
555555547	09141999	214500	5 0	COSTON, JOE	31	248
F2	F3	F4	F6	F8	F10	
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	
REPORT			PAGE	PAGE	SCREEN	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘K’, PRETRIAL REPORT

- Provides you with a means to view your inmate population who are in a pretrial status
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to go to the end of the report
 - ✓ ‘F6’ Takes you to the last page of the report
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of Screen 'L', Pretrial Release is to list those prisoners who are in a pretrial status that have been released.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'L', Pretrial Release

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.44.55
	JAIL # 001	V.05102000
	REPORT/FILE: PRETRIAL RELEASE	
MONTH: 02	YEAR: 2000	
SEQUENCE ORDER: A		
A. BY SSN		
C. BY NAME		
ENTER VALID MONTH/YEAR		

LPS2-2	PRE-TRIAL RELEASE	02012000 - 02292000 CNT= 715	V.04022000
	AS OF 05242000 130614		
SSN	NAME	COMMIT DATE/TIME	RLSE DATE/TIME RSN JAIL
001111120	SIMMONS, JANE	02282000 222500	10 02282000 231100 19 710
001222222	VIAR, TAMMY	02032000 162500	10 02032000 212400 19 710
004333333	MCAULEY, SUE	02202000 230500	10 02212000 005800 19 710
005444448	BROWN, TIM	02272000 233400	10 02282000 032600 19 710
005555550	HANNAH, JAMES	02062000 015500	10 02062000 110500 19 710
011111112	ARTATES, TIM	02052000 005500	10 02052000 013100 19 710
022222226	GRAHAM, RALPH	02072000 235500	10 02082000 014300 19 710
033333333	ROBINSON, TOM	02272000 070000	10 02272000 101100 19 710
039444449	KOTRBA, CHARLENE	02042000 054300	10 02042000 064400 19 710
041111118	SHEPARD, MIKE	02112000 005700	10 02112000 014300 19 710
042222229	ROBINSON, JAMES	02152000 120400	10 02152000 131400 19 710
043333335	GOINS, FREDDIE	02092000 185800	10 02102000 020600 19 710
044444446	OBRYANT, TOMMY	02022000 130600	10 02052000 225700 19 710
046555558	RICKS, JIM	02102000 213200	10 02112000 033500 19 710
047666668	WHITFIELD, JANE	02162000 151600	10 02162000 164600 19 710
047777772	BROWN, JAMES	02162000 061800	10 02162000 185200 19 710
050121212	AHRENS, BRUCE	02192000 081100	10 02192000 083300 19 710
F2 F3	F6 F8	F10 F12	
DELETE EXIT	LAST	NEXT	SCROLL
		REPORT	PAGE PAGE SCREEN RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘L, PRETRIAL RELEASE

- Provides you with a means to view your inmate population who are in a pretrial status that have been released
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to go to the end of the report
 - ✓ F’6’ Takes you to the last pate of the report
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of Section 'M', **Housed for Jurisdiction** report is to list inmates confined for a specific jurisdiction in another jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'M', Housed for Jurisdiction**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.45.51
	JAIL # 001	V.05102000
	REPORT/FILE: HELD FOR JURISDICTION	
MONTH: 01	YEAR: 2000	
JURISDICTION (FIPS CODE): ___ JAIL NUMBER: ___		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
H. BY REGION	I. BY JAIL	
ENTER VALID MONTH/YEAR		

LPS2-2	FIPS CODE 001 HOUSED BETWEEN 01012000 AND 01312000	V1.0120396
	AS OF 05132000 075426	CNT(17)
NAME	SSN	COMMIT REASON LOCAL-ID
BEAMON, TIMMY	111111110	01262000 170000 10
BRENNER, CLAY	222222220	01072000 141500 22
BROWN, JAMES	555555553	01012000 024500 10
BROWN, TIM	444444443	01212000 163000 10
FORBES, ED	999999991	01092000 175600 10
GODFREY, JAMES	121222223	01032000 141700 10
OVERTON, TOM	888888882	01282000 123100 75
PARKS, JAMES	232322224	01242000 124000 10
F2	F3	F10 F12
DELETE	EXIT	NEXT SCROLL
REPORT		SCREEN RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘M’, HELD FOR JURISDICTION

- Utilized to produce on-line query reports for prisoners Housed for other Jurisdictions
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Section 'N', **Housed In Another Jail** is to list those prisoners in other jails for the jurisdiction specified.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Section 'N', Housed In Another Jail n**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.46.42
	JAIL # 001	V.05102000
	REPORT/FILE: HOUSED IN ANOTHER JAIL	
	PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999	
JURISDICTION (FIPS CODE): 013 JAIL NUMBER: ____		
REASON CONFINED: __		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
H. BY REGION	I. BY JAIL	
ENTER VALID MONTH/YEAR		

LPS2-2	FIPS CODE 013 HOUSED BETWEEN 01012000 AND 01312000	V1.0120396	
	AS OF 05131997 075820	CNT (4)	
NAME	SSN	COMMIT	REASON LOCAL-ID
BUNNY, EASTER	956000007	01012000 120000	29
BUNNY, EASTER	956000007	01162000 120000	29
BUNNY, EASTER	956000007	01212000 120000	29
HARRISON, FRED JAMES	956000008	01012000 120000	10
F2	F3	F12	
DELETE	EXIT	SCROLL	
REPORT		RIGHT	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘N’, HOUSED IN ANOTHER JAIL

- Utilized to produce on-line query reports for prisoners Housed in another Jail
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Jurisdiction (FIPS Code): ____
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'O', Jail Contract Bed List is to list those inmates receiving contract bed per diem for a specific month and year.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'O', Jail Contract Bed List

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16	
SCBM99	FORMS MAINTENANCE	10.47.46
	JAIL # 001	V.05102000
	REPORT/FILE: JAIL CONTRACT BED LIST	
MONTH: 01 YEAR: 1999		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME	D. BY DATE CONFINED EARLIEST FIRST	
E. BY DATE CONFINED LATEST FIRST		
F. BY DATE RELEASED EARLIEST FIRST		
G. BY DATE RELEASED LATEST FIRST		
ENTER VALID MONTH/YEAR		

LPS2-2	JAIL 001 CONTRACT BED LIST - COUNT (178)		V1.0120396		
	FOR MONTH 01/1999 AS PRODUCED ON 05121998				
SSN	INMATE NAME (LAST,FIRST,MIDDLE)	START	END	DAYS \$\$\$	
111111111	ALLEN, JOHN	09171996		030 420	
222222222	ARMSTONG, TOM	12021997	04231998	022 308	
333333333	ARRINGTON, JIM	04061998		025 350	
444444444	BANKS, FREDDIE, SR.	04091998	04211998	012 168	
555555555	BANKS, FREDDIE, JR	09091997		030 420	
111112211	BANKS, FREDDIE, III	01041996		030 420	
222333333	BANNISTER, JAMES	12021997		030 420	
112233445	BRATTON, AMOS	12021997	04081998	007 098	
F2	F3	F4	F6	F8	F10
DELETE	EXIT	PRINT	LAST	NEXT	NEXT
REPORT		PAGE	PAGE	SCREEN	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘O’, JAIL CONTRACT BED LIST

- The information provided on Screen ‘O’, Jail Contract Bed List is pulled from the financial tables within LIDS
- The desired month must be created under the Reimbursement Maintenance Menu prior to requesting the Jail Contract Bed (JCB) List report
 - ✓ Create = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **To ensure that your monthly submission is correct in LIDS, we recommend that you run the Jail Contract Bed List report prior to approving your monthly LIDS Submission**
 - ✓ Check each prisoners Start date (When he was placed in JCB)
 - ✓ Check each prisoners End date (When he came out/finished JCB)
 - ✓ Check days and dollars
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F6’ Takes you to the Last page
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of **Option 'P' List by Reason Confined** is to list those inmates confined for a specific reason confined.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'P' - List by Reason Confined**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.48.28
	JAIL # 001	V.05102000
	REPORT/FILE: LIST BY REASON CONFINED	
MONTH: 4 YEAR: 1999		
REASON CONFINED: 10		
SEQUENCE ORDER: C		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
ENTER VALID MONTH/YEAR		

LPS2-2	JAIL 001	CONFINED FOR REASON (10)	COUNT(649)	V1.0120396		
FOR MONTH 04/1998 AS PRODUCED ON 05121998 102719						
NAME	SSN	COMMIT	DOLLARS	LOCAL-ID		
ADAMS, VICKI	999999999	04061998 201200	008	31852		
ADKINS, KATHY	888888888	04131998 023400	008	39591		
AMOS, ALICE	777777777	04031998 215700	008	39482		
ANDERSON, JOE	665566556	04101998 141500	024	32028		
ANDERSON, TOM	112244885	04231998 224100	032	32028		
ANDERSON, FREDDIE, JR	665599772	04111998 161100	008	01584		
BAILEY, KEITH	121212121	04081998 195700	008	08359		
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	SCROLL
REPORT			PAGE	PAGE	SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘P’, LIST BY REASON CONFINED

- The information provided on Screen ‘P’, List by Reason Confined is pulled from the financial tables within LIDS
- Utilized to ensure that commitments have been updated – Sentenced vs. Awaiting Trial
- The desired month must be created under the Reimbursement Maintenance Menu prior to requesting the Jail Contract Bed (JCB) List report
 - ✓ Create = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **To ensure that your monthly submission is correct/updated in LIDS, we recommend that you run this report prior to approving your monthly LIDS Submission**
 - ✓ Check each prisoners Start date (When he was placed in JCB)
 - ✓ Check each prisoners End date (When he came out/finished JCB)
 - ✓ Check days and dollars
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F6’ Takes you to the Last page
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of Screen 'Q', Monthly Billing Report – Feds Only is to provide you with a means to view offenders that have been arrested on a Federal Warrant.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'Q' – Monthly Billing Report – FEDS Only

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2001-05-22
SCBM99	FORMS MAINTENANCE	09.30.48
	JAIL # 510	V.05162001
	REPORT/FILE: MONTHLY BILLING REPORT - FEDS ONLY	
MONTH: 08	YEAR: 2000	
ENTER VALID MONTH/YEAR		

LMN5-M	LOCAL INMATE DATA SYSTEM (LIDS)
SCBM99M	
YOUR REPORT/FILE: MONTHLY BILLING REPORT - FEDS ONLY MAY BE VIEWED ONLINE OR YOU MAY DOWNLOAD SCB.USER.J510.MONBILLF.RTF FOR PRINTING. BE SURE TO SAVE THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.	
PRESS ENTER TO CONTINUE	

LPS2-2	JAIL 510	FEDERAL BILLING REPORT FOR 2000/08	V.10172000			
AS OF 2001-05-22-09.31.4						
HELD FOR		COUNT	DAYS			
881 US MARSHALL		2	62			
*** FINAL TOTAL		2	62			
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	SCROLL
REPORT			PAGE	PAGE	SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘Q’, MONTHLY BILLING REPORT – FED ONLY

- Utilized to produce on-line query reports on prisoners that are held for the FEDS
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print the report
 - ✓ ‘F6’ Takes you to the last page
 - ✓ ‘F8’ Takes you to the next page
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of Screen 'R', Monthly Billing Report is to provide you with a means to view monthly billings.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'R' – Monthly Billing Report

```

LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-05-22
SCBM99          FORMS MAINTENANCE                          12.52.36
                JAIL # 510                                V.05162001
                REPORT/FILE: MONTHLY BILLING REPORT

MONTH:  08      YEAR:  2000

ENTER VALID MONTH/YEAR
    
```

```

LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.05162001
SCBM99M

YOUR REPORT/FILE: MONTHLY BILLING REPORT
MAY BE VIEWED ONLINE OR YOU M LMN5-M
SCB.USER.J510.MONBILLX.RTF FOLOCAL INMATE DATA SYSTEM (LIDS)
SAVE THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.

                SCBM99M

                YOUR REPORT/FILE: MONTHLY BILLING REPORT

                MAY BE VIEWED ONLINE OR YOU MAY DOWNLOAD
                PRESS ENTER TO CONTINUE
    
```

```

LPS2-2          JAIL 510 HELD FOR BILLING REPORT FOR 2000/08  V.10172000
                AS OF 2001-05-22-12.53.5
HELD FOR          COUNT  DAYS
013 ARLINGTON    1      3
510 ALEXANDRIA   1      25
881 US MARSHALL  2      62
*** FINAL TOTAL  4      90

F2  F3  F4          F6          F8          F10         F12
DELETE EXIT PRINT   LAST       NEXT       NEXT       SCROLL
REPORT             PAGE       PAGE       SCREEN    RIGHT
    
```

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘R’, MONTHLY BILLING REPORT

- Utilized to produce on-line query reports on prisoners that are held in your jail for another jurisdiction
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __

Forms Maintenance (Continued)

The purpose of **Screen 'S', Voucher Comparison** is to provide you with a means to view Quarterly Reimbursements to localities for holding prisoners confined in jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'S' – Quarterly Comparison**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS)
 SCBM99 FORMS MAINTENANCE
 JAIL # **???**
REPORT/FILE: VOUCHER COMPARISON

FISCAL YEAR: **2001** QUARTER: **4**

COMPARE WITH: **1**

OPTIONS: 1 = PREVIOUS QUARTER OR _2_ = SAME QUARTER PREVIOUS YEAR
 ENTER FISCAL YEAR, QUARTER AND OPTION

LMN5-M LOCAL INMATE DATA SYSTEM (LIDS)
 SCBM99M

LOCAL INMATE DATA SYSTEM (LIDS)

REPORT/FILE: VOUCHER COMPARISON CAN BE VIEWED ONLINE OR YOU MAY DOWNLOAD USER.J510.VOUCHCPI.RTF FOR PRINTING. BE SURE TO VIEW THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.

PRESS ENTER TO CONTINUE

LPS2-2 QTRLY VOUCHER COMPARISON JAIL: **???** QTR: **4** V.10172000
QUARTERLY VOUCHER COMPARISON

JAIL NUMBER: **???** FY QTR FY QTR

	***** 2001 3 *****		***** 2001 4 *****		
	DAYS	DOLLARS	DAYS	DOLLARS	% CHANGE
LOCAL RESPONSIBLE	15,384	123,072.00	14,788	118,304.00	3.87-
STATE RESPONSIBLE	7,092	56,736.00	5,994	47,952.00	15.48-
FELON (BONUS DAYS)	2,942	17,652.00	2,870	17,220.00	2.45-
ALTERNATE HEM	148	1,184.00	54	432.00	63.51-
ALTERNATE SWE	462	3,696.00	558	4,464.00	20.78
JCB	0.00	0.00	0.00		
FEDERAL	0.00	0.00	0.00		
ORDINANCE	0.00	0.00	0.00		
OTHER STATE	53	424.00	21	168.00	60.38-
HEM	0.00	0.00	0.00		
MILITARY	0.00	0.00	0.00		
CONTRACT/TRANSIENT	0.00	0.00	0.00		
FED OH RECOV	0.00	0.00			
ADJUSTMENTS	383-	3,098.00-	121-	984.00-	
TOTAL	25,698	199,666.00	24,164	187,556.00	

F2 F3 F4
 DELETE EXIT PRINT
 REPORT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘S’, QUARTERLY COMPARISON

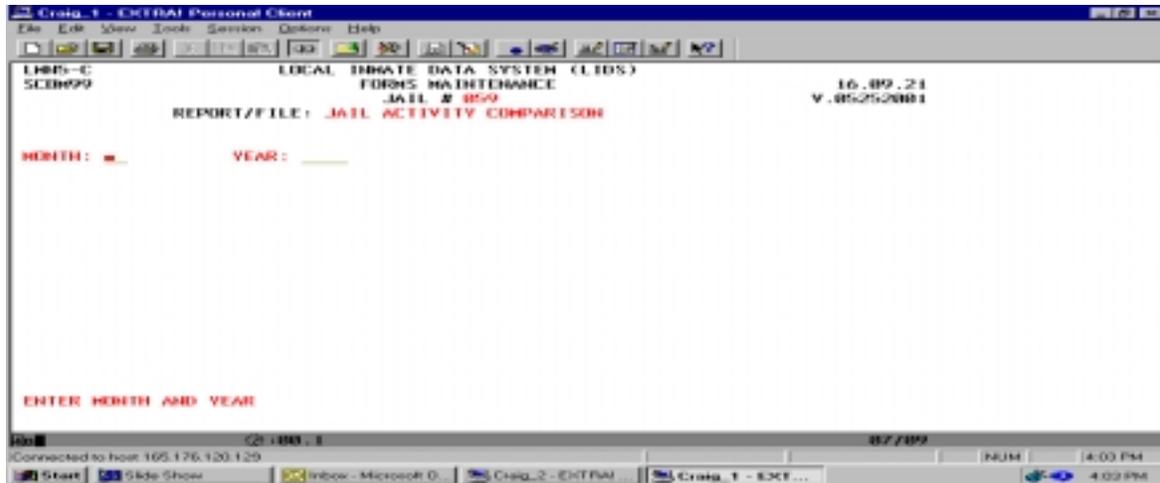
- Utilized to produce on-line query reports on quarterly reimbursements
- Required fields are:
 - ✓ Fiscal Year
 - ✓ Quarter
 - ✓ Compare with:
 - **1** = Previous Quarter
 - **2** = Same Quarter Previous Year
- There are four (4) quarters in a fiscal year
 - ✓ Quarter 1 is for the months of March, April and May and is paid in July
 - ✓ Quarter 2 is for the months of June, July and August and is paid in October
 - ✓ Quarter 3 is for the months of September, October and November and is paid in January
 - ✓ Quarter 4 is for the months of December, January and February and is paid in April.
- Fiscal Year runs from July 1 through June 30th
 - ✓ July 1, 1999 through June 30, 2000 = Fiscal Year ‘2000’
 - ✓ July 1, 2000 through June 30, 2001 = Fiscal Year ‘2001’
 - ✓ July 1, 2001 through June 30, 2002 = Fiscal Year ‘2002’

Forms Maintenance (Continued)

The purpose of **Screen 'T', Month Activity Comparison** is to provide you with a means to view monthly prisoner activity.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'T' – Month Activity Comparison



LMN5-M LOCAL INMATE DATA SYSTEM (LIDS)
SCBM99M

LOCAL INMATE DATA SYSTEM (LIDS)

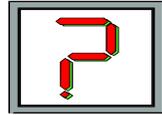
REPORT/FILE: MONTH ACTIVITY COMPARISON CAN
BE VIEWED ONLINE OR YOU MAY **DOWNLOAD**
.USER.J510.MONTHCPL.RTF FOR PRINTING. BE SURE TO
VIEW THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.

PRESS ENTER TO CONTINUE

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘T’, MONTH ACTIVITY COMPARISON

- Utilized to produce on-line query reports on monthly prisoner activity
- Utilized to compare monthly commits to previous month commits
- Utilized to compare monthly releases to previous month releases
- Required fields are:
 - ✓ Period Begin Date
 - ✓ Period End Date



5. INQUIRY MENU

The purpose of the Inquiry Menu is to provide the navigational path for all LIDS requests for information.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu

LMN4	LOCAL INMATE DATA SYSTEM (LIDS)	V.10262000
	INQUIRY MENU	
JAIL		
PRISONER SSN: _____ DOC INMATE CODE: _____ INSURANCE NUMBER: _____		
NAME: LAST _____ FIRST _____ MID _____ SUF _____		
COMMIT DATE: _____ COMMIT TIME: _____		
MONTH: __ YEAR: __ VOUCHERS: FISCAL YEAR __ QUARTER __		
OPTIONS:		
1. PRISONER INFORMATION	D. SOCIAL SECURITY VERIFICATION BY SSN	
2. CONFINEMENT INFORMATION	E. SOCIAL SECURITY VERIFICATION BY NAME	
3. OFFENSE INFORMATION		
4. BROWSE PRISONER BY NAME		
5. BROWSE PAYMENT STATUS BY CONFINEMENT		
6. PRISONER STATUS FILE FOR PRIOR MONTHS		
7. BROWSE PRISONER BY ALIAS NAME		
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS		
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH		
A. BROWSE ALIAS SSN BY PRIMARY SSN		
B. REVIEW VOUCHERS		
C. INSURANCE NUMBER INQUIRY		
ENTER DESIRED OPTION => __		

INQUIRY MENU (CONTINUED)

HELPFUL HINTS – OPTION #5, INQUIRY MENU

- Utilized as a navigational path for all LIDS requests for prisoner information
- Inquiry menu allows you to view prisoner information, confinement information and offense information
- Inquiry will not allow you to update any prisoner information, you must back out and select:
 - Current Confinement updates select from the Main Menu Option #3, Commitment Maintenance and then select the proper option to update the information
 - Prior Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information
- You have 6 means to view/browse prisoner information
 - ✓ By Social Security Number (SSN)
 - Option #1, Prisoner Information
 - Option #2, Confinement Information
 - ⇒ LIDS archives prisoner information so when you are looking for a specific confinement make sure that you selected 'N' Next Screen until you have the proper confinement
 - Option #3, Offense Information
 - ⇒ LIDS archives prisoner information so when you are looking for a specific offense make sure that you selected 'N' Next Screen until you have selected the proper offense for the proper confinement period
 - ✓ By Prisoner Name
 - Option # 4, Browse Prisoner by Name
 - ⇒ Allows you to browse prisoners by name when the SSN is unknown for the prisoner
 - ⇒ Utilized to determine if you have a duplicate confinement
 - When you pull up the prisoner's name you may also find that the same prisoner has been booked into LIDS with a different SSN for the same confinement date and time
 - Example:
 - First shift books the inmate into LIDS with a SSN of 123456789
 - Second shift looks into the LIDS to see if the inmate has been booked in with a SSN of 223456789
 - Results – Second shift thinks he has not booked because the correct SSN did not come up as booked into the system, but if they had used Option #9 browse prisoner by name they would have noted that the incorrect SSN was used for that confinement
 - If not detected you will be overpaid everyday until the incorrect SSN/booking is deleted

INQUIRY MENU (CONTINUED)

HELPFUL HINTS – OPTION #5, INQUIRY MENU (CONTINUED)

- ✓ By Prisoner Name (Continued)
 - ⇒ Enter the prisoner's name you wish to browse on the Commitment Maintenance Screen and select Option '9',
 - Enter
 - At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
 - ✓ By SSN, Confinement Date and Time
 - Option #5, Browse Payment Status by Confinement
 - ⇒ This option is utilized to view the financial status for a specific prisoners confinement period
 - ✓ By Month and Year
 - Option #6, View Prisoner Status File for Prior Months
 - ⇒ Allows you to inquire on report months which have been approved for payment
 - ⇒ Allows you to inquire on monthly Average Daily Populations (ADP)
 - Option #8, Browse Out-Of-Compliance Payment Status
 - ⇒ Allows you to view the funding that was disbursed for Out-Of-Compliance inmates
 - Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
 - ✓ By Alias Name
 - Option #7, Browse Prisoner by Alias Name
 - ⇒ Give you another means to browse prisoner data
 - ⇒ Will be linked to the prisoners name and SSN as originally input into LIDS
 - ✓ By Alias SSN
 - Option #10, Browse Prisoner by Alias SSN
 - ⇒ Give you another means to browse prisoner data
 - ⇒ Will be linked to the prisoners name and SSN as originally input into LIDS
 - ✓ By Insurance Number
 - Option #C, will allow you to view commitment information using the Insurance number
 - ⇒ Will be linked to the prisoners name and SSN as originally input into LIDS
- Clear Screen - Returns you to the Inquiry Menu
 - For further details about any of the reports mentioned above, go to the specific screen display in the upcoming pages of this manual

(Left Blank Intentionally)

Inquiry Menu (Continued)

The purpose of the Prisoner Information screen is to allow viewing of prisoner demographic information. All users regardless of where the prisoner is confined can access this screen.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Screen #1 Prisoner Information

LPI1	LOCAL INMATE DATA SYSTEM (LIDS)	V.09192000
2001-05-24	*** PRISONER INFO INQUIRY ****	
JAIL 630	PRISONER ID 000009908198	SSN 555555555 CCRE
LAST	FIRST	MIDDLE SUFFIX
NAME ABBOTT	STEVE	
MOST RECENT CONFINED DATE	12271999	MOST RECENT RELEASE DATE _____
MOST RECENT REASON CONFINED	20	MOST RECENT REASON RELEASED
MOST RECENT PAYMENT STATUS	FD	
DATE OF BIRTH 03041967	APPROX AGE	DATE APPROX AGE RECORDED
RACE W SEX M HEIGHT 05 11	WEIGHT 160	HAIR COLOR BRO EYE COLOR HAZ
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	IMMIGRATION ID NUMBER
SCARS MARKS AND TATTOOS	_____	

MEDICAL ALERT FLAG	DNA SAMPLE	DNA DRAWN DATE _____
MEDICAL ALERT COMMENTS		

INVENTORY OF POSSESSIONS		
OPTION _		
ENTER A "R" IN THE OPTION FIELD TO RETURN TO THE BROWSE OR PREVIOUS MENU		
CLEAR SCREEN TO RETURN TO PREVIOUS MENU		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #1, PRISONER INFORMATION INQUIRY

- Allows you to view Prisoner Information when needed
- Inquiry will not allow you to update any prisoner information, you must back out and select:
 - ✓ Current Confinement updates you must select from the Main Menu Option #3, Commitment Maintenance and then select Option # option to update the information
 - ✓ Prior Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information
- Enter in the Social Security Number (SSN) for the prisoner information you which to view
- Enter in Option #1
- **IF** you do not know the prisoners SSN, then select Option #4, Browse Prisoner by Name
- **NEW, DNA Sample and DNA Sample Known Date are required fields effective 7/1/2001, if the offender has been convicted on a felony charge**
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The purpose of the Inquire Confinement Information screen is to allow you to view a prisoner's confinement information. All confinements recorded on LIDS can be viewed, with the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' – Inquire Menu to Option '2' Confinement Information**

LCI1	LOCAL INMATE DATA SYSTEM (LIDS)	V.11282000
2001-05-24	**CONFINEMENT INFORMATION**	OFFENSES:
JAIL NAME: RAPPAHANNOCK REGIONAL JAIL		
JAIL 630	PRISONER ID 000009908198	SSN 5555555555 CCRE _____
PRISONER NAME: Name: <u>ABBOTT, STEVE</u> PAYMENT STATUS FD		
COMMITMENT DATE 12271999	TIME 133100	REASON CONFINED 20
RELEASE DATE _____	TIME _____	REASON RELEASED _____
HOUSING STATUS MED FACILITY LOCATION CLS INSURANCE NUMBER _____ GROUP ____		
DETAINERS N	JAIL NUM (1-5) ____	TRANSFERRED TO JAIL ____
DOC INMATE NUMBER _____	DOC COMPLIANCE STATUS ____	HOLDING FOR LOC ____
GOOD TIME: EXEMPLARY: YEARS ____	MONTHS ____	DAYS ____
STATUTORY: YEARS ____	MONTHS ____	DAYS ____
JUDICIAL: YEARS ____	MONTHS ____	DAYS ____
JCB CONTRACT DATES - START: _____	END: _____	COURT ORDER: _____
ALERT FLAG _		
COMMITMENT COMMENTS		
CURRENT LOCATION		
PREV R		
CLEAR/ENTER KEY RETURNS TO PREVIOUS SCREEN		
"R" = RETURN / "O" = OFFENSES		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #2, CONFINEMENT INFORMATION INQUIRY

- Allows you to track Confinement Information
- LIDS archives all confinements for a prisoners
 - The earliest confinement will always be shown first
 - First line indicates where the prisoner was confined (Jail Code)
 - Second line indicates the prisoners name
 - Third line indicates the confinement period
 - ⇒ Enter 'N' to move to the prisoner's next confinement
 - ⇒ Enter 'P' to move to the prisoner's previous confinement
 - ⇒ Enter 'R' to Returns you to Inquiry Menu
- 7/1/99 - if the Sheriff or Regional Jail Administrator houses contract prisoners from other sates, the District of Columbia, or the Federal Government, for more than 48 hours. The following fields will be utilized by DOC to collect the data needed in accordance with the Appropriations Act Language contained in Item 77, J5, of the 1999 Virginia Acts of Assembly.
 - ✓ 'Housing Status' - Utilize to report the prisoners Unit Security Level by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Facility Location' - Utilize to report the prisoners Security Classification by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes '78' and '79')
 - Washington D.C. (If you used Reason Confined Code '73')
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code '73')
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option #3 and select the proper option to update

Inquiry Menu (Continued)

The purpose of the Offense Information Inquiry screen is to allow the viewing of all offenses associated with a specific prisoner. All offenses recorded in the LIDS can be viewed. Offenses will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '3' Offense Information**

LRI2	LOCAL INMATE DATA SYSTEM (LIDS)		V.05212001	
2001-05-24 JAIL: 630	OFFENSE INFORMATION PICK LIST		NAME: RAPPAHANNOCK REGION	
SSN <u>55555555</u>	Name: <u>ABBOTT, STEVE</u>		REASON CONFINED <u>20</u>	
COMMIT DATE/TIME <u>12271999</u>	<u>133100</u>	RELEASE DATE/TIME		
SELECT	OFFENSE	SEQUENCE	TYPE	OFFN.DATE DISP CRT. DATE SENTENCE COURT
<u>X</u>	NAR3035F5	0001	A	07051999 02152000 10/ 6/ 2000 630
-	NAR3038F9	0002	A	07071999 02152000 1/ 12/ 2000 630
-	FAM3805M1	0003	M	07071999 12271999 12/ 1/ 2000 630

"X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR INQUIRY
 OPTION=> _ "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
 "C"=OFFENSES FOR NEXT CONFINEMENT

LOI1	LOCAL INMATE DATA SYSTEM (LIDS)		V.03202001	
2001-05-24	DISPLAY OFFENSE INFORMATION			
JAIL 630	PRISONER ID 000009908198		SSN <u>55555555</u>	CCRE _____
PRISONER NAME: ABBOTT, STEVE				
COMMIT DATE/TIME: 12271999 133100 RELEASE DATE/TIME: _____				
REASON CONFINED <u>20</u>		PAYMENT STATUS <u>FD</u>		REA. RELEASE
OFFENSE CODE: <u>NAR3035F5</u> OFFENSE TYPE <u>A</u>				
OFFENSE DESCRIPTION SALE FOR ACCOMMODATION				
OFFENSE DATE <u>07051999</u>		OFFENSE SEQUENCE NUMBER <u>1</u>		
ARREST DATE _____		TIME _____		
ARRESTING OFFICER _____				
ASSISTING OFFICER _____				
COURT JURISDICTION <u>630</u> COURT TYPE (JUV) _ DOCKET NUMBER _____				
CONVICTION DATE _____				
SENTENCE DATE 02152000 OFFENSE AS SENTENCED NAR3035F5 SENTENCE TYPE <u>A</u>				
SENTENCE LENGTH: YEARS <u>0000</u> MONTHS <u>0006</u> DAYS <u>0000</u> CONCURRENT SENTENCE <u>N</u>				
OFFENSE DISPOSITION: _ DISPOSITION DATE: _____				
NEXT N (N/P/R)				
CLEAR KEY OR OPTION "R" TO RETURN TO THE PREVIOUS SCREEN				
"N" = NEXT OFFENSE "P" = PREVIOUS OFFENSE "R" = RETURN				

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #3, OFFENSE INFORMATION INQUIRY

- Allows you to view Offense Information on prisoners confined in jail
- Provides you historical offense information as arrested and/or sentenced
 - Offenses will be displayed in commitment date order with the offenses attached to the most recent confinement listed first
 - First line indicates where the prisoner was confined (Jail Code)
 - Second line indicates the prisoners name
 - Third line indicates the confinement period
 - Fourth line indicates the reason confined and payment status for this confinement
 - Fifth and Sixth line reflects the arresting offense information for the offender
 - **IF** you need to find a previous confinement and look at its offense information then
 - ⇒ Enter 'N' to move to the prisoner's next confinement
 - ⇒ Enter 'P' to move to the prisoner's previous confinement
 - ⇒ Enter 'R' to Returns you to Inquiry Menu
 - The offense screen also reflects Payment Status
- **New 7/1/2001, Conviction Date – Would be provided when the offender has been convicted**
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update

Inquiry Menu (Continued)

The browse prisoner by name screen allows you to search for a prisoner by name instead of by SSN. The browse prisoner by name screen will also provide inquiry capabilities to view prisoner, alias, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option '4' Browse Prisoner by Name

LPB1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1092696
PRISONER BROWSE BY PRIMARY NAME		
NAME: LAST	FIRST	MIDDLE
JONES		
JAIL T		S HAIR EYE MED
C NUM P	SSN NAME (LAST, FIRST MI)	DOB/AGE X HGT WGT COL COL FLG
_ 087 B	111111111 JONES, ANTONIO LAMONT	1975-08-31 M ___ ___ ___ N
ALIAS	0 SCAR/TATTOO->_____	COMMIT 1996-06-19 RELEASE
_ 013 B	222222222 JONES, BRUCE W	023 YEARS M ___ ___ ___ N
ALIAS	0 SCAR/TATTOO->_____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 240 O	333333333 JONES, BRUCE W	023 YEARS M ___ ___ ___ N
ALIAS	0 SCAR/TATTOO->_____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 710 O	444444444 JONES, BRUCE W	023 YEARS M ___ ___ ___ N
ALIAS	0 SCAR/TATTOO->_____	COMMIT 1996-04-01 RELEASE 1996-04-01
_ 087 B	555555555 JONES, DALROYCE, JR	1958-03-07 M ___ ___ ___ N
OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU		
ENTER TO THE LEFT OF JAIL NUM "A"(ALIAS NM); "C"(CONF);"O"(OFFN);"P"(PRIS)		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #4, BROWSE PRISONER BY PRIMARY NAME

- Utilized when you need to search information on a prisoner and you don't have their SSN
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different SSN
 - ✓ Example:
 - First shift books the offender into LIDS entering in SSN - 123456789
 - Second shift checks LIDS (Option #2, Inquiry on Confinement Information by SSN) to see if the inmate has been booked into LIDS under the offenders correct SSN - 223456789
 - Because second shift does not see booking in LIDS they precede to book the offender into LIDS under his correct SSN - 223456789
 - ✓ Finding: Offender is booked in LIDS under two (2) different SSN's
 - Incorrect SSN - 123456789
 - Correct SSN - 223456789
 - ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify if an offender is booked into LIDS then they would reduce the possibility of duplications
 - ✓ If not detected, locality will be overpaid everyday until the incorrect SSN/booking is deleted
 - Caught during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
 - Caught after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment
- Enter the prisoner's primary name you wish to browse and select Option '4',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'A' to move to the prisoner's Alias Name
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- Need to go back to the Main Menu screen and select the proper option to update the data, which is found to be incorrect
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ "A" ALIAS Name
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

Inquiry Menu (Continued)

The browse payment status by confinement screen allows you to view payments by confinement. The browse payment status by confinement screen will also provide inquiry capabilities to view the type of payment that will be received. Error Messages may be found under Section #26, of this Guide.

Screen Image - Option '5' Browse Payment Status By Confinement

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option '5' Browse Payment Status by Confinement

LPS1		LIDS - JAIL FACILITY PAYMENT STATUS			
V1.0050197					
JAIL 560	MONTH OF	APRIL	1997		
SSN 956000008	NAME	HARRISON, FRED JAMES	COMMIT DATE	04011997	TIME 120000
-ADJUSTMENT-					
			DAYS	*DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->			1	\$ 8	0 \$ 0
PAYMENTS (TOTAL DAYS) STATE----->			0	\$ 0	0 \$ 0
PAYMENTS (OUT OF STATE)----->			0	\$ 0	0 \$ 0
PAYMENTS ALTERNATIVE (HEM)----->			0	\$ 0	0 \$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)->			0	\$ 0	0 \$ 0
PAYMENTS - STATE FELON DAYS----->			0	\$ 0	0 \$ 0
PAYMENTS - JAIL CONTRACT BED----->			0	\$ 0	0 \$ 0
NON-PAYMENT (FEDERAL)----->			0	\$ 0	0 \$ 0
NON-PAYMENT (ORDINANCE)----->			0	\$ 0	0 \$ 0
NON-PAYMENT (MILITARY)----->			0	\$ 0	0 \$ 0
NON-PAYMENT (HEM)----->			0	\$ 0	0 \$ 0
CONTRACT (OUT OF STATE)----->			0	\$ 0	0 \$ 0
PRIVATE TRANSPORTS ----->			0	\$ 0	0 \$ 0
ADJUSTMENTS POSTED THIS MONTH----->					0 \$ 0
TOTAL--- (INCLUDES ADJUSTMENTS)----->			1	\$ 8	
VOUCHER NO.					
DATE					
SCREEN OPTION _ (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)					

Inquiry Menu (Continued)

Information Contained on the Screen - Option '5' Browse Payment Status by Confinement

- Allow you to view Payment Status by Confinement
- Enter the prisoner's SSN you wish to browse on the Payment Status Screen
 - ✓ Select Option '5',
 - ✓ Enter
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Screen Options:
 - ✓ N=Next Month;
 - ✓ P=Previous Month;
 - ✓ R=Previous Screen

Inquiry Menu (Continued)

The browse Prisoner Status File For Prior Months screen allows you to view prior month payments as approved. The browse Prisoner Status File for Prior Months screen will also provide inquiry capabilities to view the detail summary screen or the review/update screen. Error Messages may be found under Section #26, of this Guide.

Screen Image - Option '6' Browse Prisoner Status File for Prior Months

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option '6' Browse Prisoner Status File for Prior Months

LCI2-1		LIDS - FINANCIAL INQUIRY SUMMARY		
V.03052001				
JAIL 013 ARLINGTON COUNTY DETENTION ENDING 02281999 DAYS 28 COUNT				
12				
		COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->		12	138	\$ 1,104.00
PAYMENTS (TOTAL DAYS) STATE----->		1	0	\$ 0.00
PAYMENTS (OUT OF STATE)----->		0	0	\$ 0.00
PAYMENTS ALTERNATIVE (HEM)----->		0	0	\$ 0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->		0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS----->		0	0	\$ 0.00
PAYMENTS - JAIL CONTRACT BED----->		0	0	\$ 0.00
NON-PAYMENT (FEDERAL)----->		0	0	\$ 0.00
NON-PAYMENT (ORDINANCE)----->		0	0	\$ 0.00
NON-PAYMENT (MILITARY)----->		0	0	\$ 0.00
NON-PAYMENT (HEM)----->		0	0	\$ 0.00
CONTRACT (OUT OF STATE)----->		0	0	\$ 0.00
PRIVATE TRANSPORTS----->		0	0	
FEDERAL PRISONER OVERHEAD RECOVERY---->				\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->				\$ 0.00
TOTAL----->		13	138	\$ 1,104.00
MONTHLY ADP: 4 DOC RATED CAPACITY: 474				
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____				
SCREEN OPTION _ (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)				

Inquiry Menu (Continued)

Information Contained on the Screen - Option '6' Browse Prisoner Status File for Prior Months

- Option #6, Prisoner Status File for Prior Months allows you to view financial detailed information
 - ✓ Enter '2' Detailed Summary' for the Month you selected to view
 - Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners you wish to view detailed information on or
 - Tab to the bottom of the page and place a 'Y' in the space ' Review all On Page ___ (Y/N)' if you want to view all the inmates listed on the screen
 - ⇒ When you select 'Y' all on page you will only receive the folks listed on that page and not the prisoners that may be on the next page
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to view the previous page of inmates select 'P' = Previous Page
 - If you want to go back to the summary page select option '1' = Summary **or**
 - If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ✓ Enter '3' Review screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
 - ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed information on each adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
 - ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order
 - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #7, PRISONER BROWSE BY ALIAS NAME

- Utilized when you need to search information on a prisoner and you don't have their SSN and you want to check if he/she is under an Alias Name
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different Alias Name
 - ✓ Example:
 - First jail books the offender into LIDS entering in SSN – 123456789, John A. Smith and not released
 - Second Jail books the offender into LIDS entering in SSN - 123456789, Smith A. Jones
 - Second Jail receives the overlap message with Jail #1.
 - ⇒ Finding:
 - ⇒ Jail #1 needs to release prisoner
 - ⇒ Jail #1 and jail #2 need to verify which name is correct and enter an alias
- Enter the prisoner's name you wish to browse and select Option '7',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- Need to go back to the Main Menu screen and select the proper option to update the data, which is found to be incorrect
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

Inquiry Menu (Continued)

The browse prisoner by alias name screen allows you to search for a prisoner by alias name instead of by SSN. Up to eight prisoners will be displayed on a screen. Error Messages may be found under Section #26, of this Guide.

Screen Image - Option '8' Browse Out of Compliance Status

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option '8' Browse Out of Compliance Status

```

LPS3          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0042997
DATE: 05-12-1998  OUT OF COMPLIANCE PAYMENT STATUS
PERIOD: 01/1996 THRU: 03/1998
JAIL NUMBER: 550  SSN: 024318736 COMMITMENT DATE: 01161997 TIME: 135600
NAME: RICKS, TERESA LYNETTE
REPORT  POSTED  VOUCHER  VOUCHER  $TOTAL  $TOTAL  $TOTAL  PERIOD
PERIOD  DATE    NUMBER   DATE    OVR 60  OVR 90  OVR 120  TOTAL
01311997  _____  _____  _____  0  0  0  0
02281997  _____  _____  _____  0  0  0  0
03311997  _____  _____  _____  0  0  0  0
04301997  _____  _____  _____  0  0  0  0
05311997  _____  _____  _____  0  0  0  0
06301997  _____  _____  _____  0  0  0  0
07311997  _____  _____  _____  0  0  0  0
08311997  _____  _____  _____  0  0  0  0
09301997  _____  _____  _____  0  0  0  0
10311997  _____  _____  _____  0  0  0  0
11301997  _____  _____  _____  0  0  0  0
12311997  _____  _____  _____  0  0  0  0
TOTALS FOR THIS PERIOD:----->  0  0  0  0

MORE DATA..PRESS ENTER TO REVIEW..
ENTER DESIRED OPTION --> N "N" NEXT PAGE "P" PREVIOUS PAGE "R" PREVIOUS SCREEN
  
```

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #8, BROWSE OUT OF COMPLIANCE STATUS

- The Browse Out Of Compliance Payment Status, Option #8, was developed to track reimbursement paid to localities for out of compliance DOC (State) inmates.
- Payments were made in accordance with Section 53.1-20, Code of Virginia and in accordance with the Acts of Assembly from 1/1996 through 3/1998
- Allow you to view the Out of Compliance Status for a specific prisoner's confinement
 - ✓ Over 60 days = \$1 per day
 - ✓ Over 90 days = \$3 per day
 - ✓ Over 120 days = \$6 per day
- You must supply the prisoner's SSN, Commitment date and commitment time.
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Enter 'N' to move to the prisoner's next confinement
- Enter 'P' to move to the prisoner's previous confinement
- Enter 'R' to Returns you to Inquiry Menu

Inquiry Menu (Continued)

The browse Prisoner Status File For Prior Months screen allows you to view prior month payments as approved. The browse Prisoner Status File for Prior Months screen will also provide inquiry capabilities to view the detail summary screen or the review/update screen. Error Messages may be found under Section #26, of this Guide.

Screen Image - Option '9' Browse Prisoner Status File for Prior Months with Adjustments Relating to Submission Date

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option '9' Browse Prisoner Status For Prior Months with Adjustments Relating to Submission Date

LCI2-1		LIDS - JAIL FINANCIAL SUMMARY						
V1.1032597		MONTH OF	APRIL	1997	NUMBER OF DAYS	30		
JAIL 560	LOCATION	CLIFTON FORGE CITY	JAIL	CONFINEMENT	COUNT			9
				COUNT	*DAYS*	*DOLLARS*		
PAYMENTS (TOTAL DAYS) LOCAL	----->	4	91	\$	728			
PAYMENTS (TOTAL DAYS) STATE	----->	1	30	\$	240			
PAYMENTS (OUT OF STATE)	----->	1	30	\$	240			
PAYMENTS ALTERNATIVE (HEM)	----->	0	0	\$	0			
PAYMENTS ALTERNATIVE (WORK RELEASE)	---->	0	0	\$	0			
PAYMENTS - STATE FELON DAYS	----->	1	30	\$	180			
PAYMENTS - JAIL CONTRACT BED	----->	0	0	\$	0			
NON-PAYMENT (FEDERAL)	----->	1	30	\$	0			
NON-PAYMENT (ORDINANCE)	----->	1	30	\$	0			
NON-PAYMENT (MILITARY)	----->	1	30	\$	0			
NON-PAYMENT (HEM)	----->	0	0	\$	0			
CONTRACT (OUT OF STATE)	----->	0	0	\$	0			
PRIVATE TRANSPORTS	----->	0	0	\$	0			
RECOVERIES	----->			\$	0			
ADJUSTMENTS POSTED DURING THIS PERIOD				46-	\$	584		
TOTAL	----->	10	225	\$	1,972			
STARTING COMMITMENT DATE: _____				-OR-	STARTING WITH SSN: _____			
SCREEN OPTION _ (2=DETAIL SUM; 3=REVIEW/UPD.; 4=ADJ. SUM)								

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, BROWSE PRISONER STATUS FOR PRIOR MONTHS WITH ADJUSTMENTS RELATING TO SUBMISSION DATE

- The browse Prisoner Status File For Prior Months with Adjustments Relating to Submission screen allows you to view monthly payments as adjusted.
 - ✓ Enter '2' Detailed Summary' for the Month you selected to view
 - Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners
 - Tab to the bottom of the page and place a 'Y' in the space ' Review all On Page __ (Y/N)' if you want to view all the inmates listed on the screen
 - ⇒ When you select 'Y' all on page you will only receive the folks listed on that page and not the prisoners that may be on the next page
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to view the previous page of inmates select 'P' = Previous Page
 - If you want to go back to the summary page select option '1' = Summary **or**
 - If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ✓ Enter '3' Review screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
 - ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
 - ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order
 - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #10, BROWSE ALIAS SSN

- In order to browse alias SSN, you must search using the primary SSN for an inmate
- The alias SSN will be linked to the prisoner's primary SSN
- Browsing by Alias SSN allows you to view any Alias SSN's entered for an inmate

Inquiry Menu (Continued)

The Review Vouchers screen allows you to view voucher information for a specific fiscal year and quarter. There are four (4) quarters in a fiscal year. Quarter 1 is for the months of March, April and May and is paid in July. Quarter 2 is for the months of June, July and August and is paid in October. Quarter 3 is for the months of September, October and November and is paid in January. Quarter 4 is for the months of December, January and February and is paid in April. To Review a specific voucher you must specify the Fiscal Year and the Quarter number.

Screen Image - Option 'B' Review Vouchers

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option 'B' - Review Vouchers

```

LMN4          LOCAL INMATE DATA SYSTEM (LIDS)          V.10262000
                INQUIRY MENU

                JAIL 001 ACCOMACK COUNTY JAIL
PRISONER SSN:   DOC INMATE CODE: _____ INSURANCE NUMBER: _____
NAME: LAST _____ FIRST _____ MID _____ SUF _____
COMMIT DATE:   _____ COMMIT TIME: _____
MONTH:  ___   YEAR:  ___   VOUCHERS: FISCAL YEAR 2001 QUARTER 4

OPTIONS:
1. PRISONER INFORMATION
2. CONFINEMENT INFORMATION
3. OFFENSE INFORMATION
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRISONER STATUS FILE FOR PRIOR MONTHS
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. INSURANCE NUMBER INQUIRY
    ENTER DESIRED OPTION => B
SPECIFY FISCAL YEAR/QTR
    
```

```

LPS2-2          VOUCHERS          V.10172000
SCBOLMN4-R001-???-0000????          LIDS VOUCHER RECAP FOR 4-20
                ? COUNTY JAIL
                *****TOTAL***** 12/2000*****+*****01
                DAYS      DOLLARS  DAYS      DOLLARS  DAYS
TOTAL STATE DAYS (LOCAL)  7,636      80,088.00  2,457  19,656.00  2,489
TOTAL STATE DAYS (STATE)  2,551      20,408.00   790   6,320.00   878
TOTAL STATE DAYS (O. STATE)  0         0.00      0         0.00      0
TOTAL ALTERNATIVE (HEM)    0         0.00      0         0.00      0
TOTAL ALTERNATIVE (SWE)    0         0.00      0         0.00      0
FELON                      544      3,264.00   131     786.00   181
OUT OF COMPLIANCE 61 - 90   0         0.00      0         0.00      0
OUT OF COMPLIANCE 91 - 120 0         0.00      0         0.00      0
OUT OF COMPLIANCE 121+    0         0.00      0         0.00      0
JAIL CONTRACT BED          0         0.00      0         0.00      0
FED OVERHEAD RECOVERY (-)  0         0.00      0         0.00      0
TOTAL DOLLARS              84,760.00      26,762.00
12/2000 2001-04-12-05.56.14.131375 SCB00?? Sheriff ?
01/2001 2001-02-02-09.47.21.608923 SCB00?? Sheriff ?
02/2001 2001-03-05-11.31.07.809156 SCB00?? Sheriff ?
F2          F3          F4          F6          F8          F10         F12
DELET E XIT PRINT          LAST      NEXT      NEXT      SCROLL
Local Inmate Data System (LIDS)          PAGE      PAGE      SCREEN      RIGHT
6/1/01
    
```

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #B, VIEW VOUCHERS

- Required Fields
 - Fiscal Year
 - Quarter
- Utilized to verify quarterly payments by the Compensation Board
- Can be utilized to help project your Per Diem need for the upcoming budget cycle
- In order to view the complete voucher screen you will need to scroll right (F12)
- There are four (4) quarters in a fiscal year
 - Quarter 1 is for the months of March, April and May and is paid in July
 - Quarter 2 is for the months of June, July and August and is paid in October
 - Quarter 3 is for the months of September, October and November and is paid in January
 - Quarter 4 is for the months of December, January and February and is paid in April.
- Fiscal Year runs from July 1 through June 30th
 - July 1, 1999 through June 30, 2000 = Fiscal Year '2000'
 - July 1, 2000 through June 30, 2001 = Fiscal Year '2001'
 - July 1, 2001 through June 30, 2002 = Fiscal Year '2002'

Inquiry Menu (Continued)

The Insurance Number Inquiry screen allows you to view commitment information for a specific inmate using the Insurance Number assigned by LIDS and your insurance provider. This feature is most helpful when there are questions relating to actual insurance coverage. To use this feature enter the nine-digit insurance number in the field labeled 'Insurance Number'.

Screen Image - Option 'C' Insurance Number Inquiry

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option 'C' - Insurance Number Inquiry

```
LMN4          LOCAL INMATE DATA SYSTEM (LIDS)          V.10262000
              INQUIRY MENU

              JAIL
PRISONER SSN:   DOC INMATE CODE: _____ INSURANCE NUMBER: 877000053
NAME: LAST _____ FIRST _____ MID _____ SUF _____
COMMIT DATE:   _____ COMMIT TIME: _____
MONTH:  _  YEAR:  _  VOUCHERS: FISCAL YEAR ____ QUARTER  _

OPTIONS:
1. PRISONER INFORMATION                D. SOCIAL SECURITY VERIFICATION BY SSN
2. CONFINEMENT INFORMATION            E. SOCIAL SECURITY VERIFICATION BY NAME
3. OFFENSE INFORMATION
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRISONER STATUS FILE FOR PRIOR MONTHS
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. INSURANCE NUMBER INQUIRY

              ENTER DESIRED OPTION => C

INSURANCE NUMBER MUST BE ENTERED...
```

```
LRV1          LOCAL INMATE DATA SYSTEM (LIDS)          V.09212000
2001-05-29    INSURANCE NUMBER INQUIRY
INSURANCE NUMBER: 877000053          TOTAL COMMITMENTS: 001
NAME: JONES, ALICE          SSN: 955004043 BIRTHDATE: 03202000 SEX: F
JAIL FACILITY          COMMIT          RELEASED          RELEASE REASON
550 GRP# 940          06022000 12.00.00          _____          _____

OPTION=>  _  "N"=NEXT PAGE "P"=PREVIOUS PAGE

END OF LIST...
```

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #C, INSURANCE NUMBER INQUIRY

- Required Fields
 - Insurance Number
- Utilized to view Insurance Number Information (Blue Cross/Blue Shield) on an offender
- If a jail wishes have LIDS assign an Insurance Number to each inmate that is confined in their jail, for billing purposes, they must notify the Compensation Board
 - ✓ LIDS will assign an Insurance Number to an inmate the first time they are confined
 - ✓ Each time the inmate is confined in their jail, LIDS will assign the same insurance number that was assigned the first time they were confined in their jail
 - ✓ If the same inmate is transferred to another jail and that jail participates and it's the first time he has been in Jail #2, then LIDS will assign an insurance number for that jail which is different from Jail #1

Inquiry Menu (Continued)

The Social Security Verification by SSN screen allows you to view the verification status as received from the Social Security Administration. The verification status will assist you in determining the correct SSN for the specific inmate. In order to use this feature you must specify the SSN.

Screen Image - Option 'D' Social Security Verification by SSN

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option 'D' – Social Security Verification by SSN

```
LMN4          LOCAL INMATE DATA SYSTEM (LIDS)          V.10262000
              INQUIRY MENU

              JAIL
PRISONER SSN: 222222051 DOC INMATE CODE: _____ INSURANCE NUMBER: _____
NAME: LAST _____ FIRST _____ MID _____ SUF _____
COMMIT DATE: _____ COMMIT TIME: _____
MONTH:  __  YEAR:  __  VOUCHERS: FISCAL YEAR __ QUARTER  _

OPTIONS:
1. PRISONER INFORMATION                D. SOCIAL SECURITY VERIFICATION BY SSN
2. CONFINEMENT INFORMATION            E. SOCIAL SECURITY VERIFICATION BY NAME
3. OFFENSE INFORMATION
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRISONER STATUS FILE FOR PRIOR MONTHS
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. INSURANCE NUMBER INQUIRY
    ENTER DESIRED OPTION => D

AT LEAST 5 DIGITS OF THE SSN ARE REQUIRED
```

```
LPS2-2          SSA VERIFICATION REPORT SEARCH BY SSN
V.10172000
**DATE** **SSN** *LAST NAME** *FIRST** *MIDDLE
SEX *DOB**

05041998 222222051 SHIPMAN                ALICE    M 04131970

SSN DID NOT VERIFY. SSA LOCATED AND VERIFIED A DIFFERENT SSN
(225060051) .

F2    F3    F4
DELETE EXIT PRINT
REPORT
```

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #D, SOCIAL SECURITY VERIFICATION BY SSN

- The Social Security Verification by SSN screen allows you to view the verification status as received from the Social Security Administration
- The verification status will assist you in determining the correct SSN for the specific inmate
- In order to use this feature you must specify the SSN

Inquiry Menu (Continued)

The Social Security Verification by Name screen allows you to view the verification status as received from the Social Security Administration. The verification status will assist you in determining the correct SSN for the specific inmate. In order to use this feature you must specify the first five positions of the SSN along with a partial name.

Screen Image - Option 'E' Social Security Verification by Name

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquire Menu to Option 'E' – Social Security Verification by Name

LMN4	LOCAL INMATE DATA SYSTEM (LIDS)	V.10262000
INQUIRY MENU		
JAIL		
PRISONER SSN: _____ DOC INMATE CODE: _____ INSURANCE NUMBER: _____		
NAME: LAST SHIPMAN FIRST ALICE MID _____ SUF _____		
COMMIT DATE: _____ COMMIT TIME: _____		
MONTH: ____ YEAR: ____ VOUCHERS: FISCAL YEAR ____ QUARTER ____		
OPTIONS:		
1. PRISONER INFORMATION		D. SOCIAL SECURITY VERIFICATION BY SSN
2. CONFINEMENT INFORMATION		E. SOCIAL SECURITY VERIFICATION BY NAME
3. OFFENSE INFORMATION		
4. BROWSE PRISONER BY NAME		
5. BROWSE PAYMENT STATUS BY CONFINEMENT		
6. PRISONER STATUS FILE FOR PRIOR MONTHS		
7. BROWSE PRISONER BY ALIAS NAME		
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS		
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH		
A. BROWSE ALIAS SSN BY PRIMARY SSN		
B. REVIEW VOUCHERS		
C. INSURANCE NUMBER INQUIRY		
ENTER DESIRED OPTION => E		
LPS2-2	SSA VERIFICATION REPORT SEARCH BY NAME	V.10172000
FIRST 5 CHARACTERS OF LAST NAME ARE REQUIRED		
DATE **SSN** **LAST NAME** **FIRST** **MIDDLE SEX** **DOB**		
05041998 11111111	SHIPMAN BILLY G	M 10261934
SSN VERIFIED ON NAME, DOB, AND SEX.		
05041998 11111112	SHIPMAN DANIEL RYAN	M 07281978
SSN VERIFIED ON NAME, DOB, AND SEX.		
05041998 11111113	SHIPMAN HENRY CARL	M 01251949
SSN VERIFIED ON NAME, DOB, AND SEX.		
05041998 11111114	SHIPMAN KENNETH LEE	M 09171950
SSN VERIFIED ON NAME, DOB, AND SEX.		
05041998 222222051	SHIPMAN ALICE	M 04131970
SSN DID NOT VERIFY. SSA LOCATED AND VERIFIED A DIFFERENT SSN (225060051).		
Compensation Board		
05041998 22322235	SHIPMAN SCOTT C	M 04061959
SSN VERIFIED ON NAME, DOB, AND SEX.		
F2	F3 F4	F10
DELETE	EXIT PRINT	NEXT
REPORT		SCREEN

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #E, SOCIAL SECURITY VERIFICATIONS BY NAME

- The Social Security Verification by Name screen allows you to view the verification status as received from the Social Security Administration
- The verification status will assist you in determining the correct SSN for the specific inmate
- In order to use this feature you must specify the first five positions of the SSN along with a partial name

(Left Blank Intentionally)



6. Reimbursement Maintenance

The purpose of **Option #6, Reimbursement Maintenance Menu** is to provide the navigational path for those processes associated with prisoner reimbursement.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

LMN3	LOCAL INMATE DATA SYSTEM (LIDS)	V.0311199
REIMBURSEMENT MAINTENANCE MENU		
1. CREATE MONTHLY PRISONER STATUS FILE		
2. CERTIFY MONTHLY PRISONER STATUS		
3. APPROVE MONTHLY PRISONER STATUS		
4. ADJUST MONTHLY PRISONER STATUS		
5. CERTIFICATION/APPROVAL STATUS		
6. GENERATE VOUCHERS		
7. REVIEW VOUCHERS		
8. RECORD PRE-LIDS ADJUSTMENTS		
9. CERTIFY VOUCHERS		
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS		
11. VOUCHER STATUS		
12. DELETE CONFINEMENT / POST ADJUSTMENT		
MONTH __ YEAR ____		
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____		
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____		
JAIL NUMBER: ____		
ENTER OPTION HERE => _		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #6, REIMBURSEMENT MAINTENANCE

- The purpose of Option #6, Reimbursement Maintenance Menu is to provide a means to navigate through the financial process in LIDS
- Option #6, Reimbursement Maintenance is a secured environment and is accessible to individuals that have level authority to adjust the monthly prisoner status or have authority to certify or approve monthly submissions to the Compensation Board
- **Option #1**, Create Monthly Prisoner Status File **AND Option #2**, Certify Monthly Prisoner Status File should be utilized two ways:
 - ✓ **Review/Inquire** on monthly LIDS submission any time during the current month prior to Approval
 - Always select Option #1, Create Monthly Prisoner Status File prior to selecting Option #2, Certify Monthly Prisoner Status File
 - ⇒ **IF** you do not select Option #1 (Create) then your file will not pull all the updates since you last created your monthly prisoner file
 - ⇒ First time you create your monthly prisoner file you will receive a message that your file has been created
 - ⇒ The next time you create the file you will receive a message indicating that your file has been recreated (all updates since your last review will be included)
 - If you are reviewing/inquiring on your monthly financial report **do not** input your Certification log-on
 - ✓ **Certifying** your monthly submission
 - Select Option #1, Create/Recreate Monthly Prisoner File
 - Secondly select Option #2, Certify Monthly Prisoner Status File
 - Chief Jailer reviews monthly financial data and enters his/hers Certification Log-on ID#
- Option #3, provides Sheriff and Superintendent with a means to Approve monthly submission
- Option '4' provides localities with a means to make adjustments in LIDS, which may impact their Financial Report
- Option '7' provides the Chief Jailer and Sheriff/Superintendent a means to review quarterly vouchers pertaining to their locality
- Options '5', '6', '8', '9', '10' and '11' are utilized by the Compensation Board
- Option '12' is utilized by the locality to delete confinements that require financial adjustments
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #1, Create Monthly Prisoner Status File** is to provide a means to create a record for each confinement. You should create your monthly prisoner status file every time you wish to review your monthly submission. It must be utilized prior to certifying your monthly prisoner file to the Compensation Board.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '1' Create Monthly Prisoner Status**

LMN3	LOCAL INMATE DATA SYSTEM (LIDS)	V.0311199
------	---------------------------------	-----------

REIMBURSEMENT MAINTENANCE MENU

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH: 07 YEAR : 2000
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____
JAIL NUMBER: ____

ENTER OPTION HERE => 1

MESSAGE: Monthly Status File Has Been Created

MESSAGE YOU RECEIVE WHEN YOU GO IN THE NEXT TO REVIEW DATA: Monthly File Has Been Recreated, Do You Wish To Recreate, Hit Enter

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #1, CREATE MONTHLY STATUS FILE

- **It can be created anytime during the month** to check anticipated payment figures
- Creating your file pulls **all** of your latest data and adjustments into a current file for review
- This file must be **created**, certified and approved by the **tenth working day of the following month** for the previous months activity
- **Option #1, Create Monthly Prisoner Status File**
 - ✓ Enter in the Month and Year you wish to create or recreate
 - ✓ Receive a message that the file has been created or recreated
- **Review/Inquire** on monthly LIDS submission **any time** during the current month prior to Approval
 - ✓ **Always** select Option #1, Create Monthly Prisoner Status File prior to selecting Option #2, Certify Monthly Prisoner Status File
 - **IF** you do not select Option #1 (Create) then your file will not pull all the updates since you last created your monthly prisoner file
 - First time you create you monthly prisoner file you will receive a message that your file has been created
 - The next time you create the file you will receive a message indicating that your file has been recreated (all updates since your last review will be included)
 - ✓ If you are reviewing/inquiring on your monthly financial report **do not** input your Certification log-on
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status** screen is used to review, validate and certify the monthly Prisoner Status File. This screen will allow you to view the total days and dollar figures associated with each category. Once the chief jailer has certified the monthly Prisoner Status file, the file will be 'locked' and cannot be updated directly.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary**

LCU1-1	LIDS - JAIL CERTIFICATION SUMMARY	V1.1032697
MONTH OF: APRIL 2000 NUMBER OF DAYS: 30		
JAIL 560	LOCATION: CLIFTON FORGE CITY JAIL	CONFINEMENT COUNT: 9
	COUNT	*DAYS* *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	4	91 \$ 728
PAYMENTS (TOTAL DAYS) STATE----->	1	30 \$ 240
PAYMENTS (OUT OF STATE)----->	1	30 \$ 240
PAYMENTS ALTERNATIVE (HEM)----->	0	0 \$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0	0 \$ 0
PAYMENTS - STATE FELON DAYS----->	1	30 \$ 180
PAYMENTS - JAIL CONTRACT BED----->	0	0 \$ 0
NON-PAYMENT (FEDERAL)----->	1	30 \$ 0
NON-PAYMENT (ORDINANCE)----->	1	30 \$ 0
NON-PAYMENT (MILITARY)----->	1	30 \$ 0
NON-PAYMENT (HEM)----->	0	0 \$ 0
CONTRACT (OUT OF STATE)----->	0	0 \$ 0
PRIVATE TRANSPORTS----->	0	0 \$ 0
RECOVERIES----->	0	
ADJUSTMENTS POSTED DURING THIS PERIOD		46- \$ - 584
TOTAL----->	10	225 \$ 804
CERTIFICATION PASSWORD:		
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____		

Reimbursement Maintenance (Continued)

During the Certification process a check will be made to determine if the Average Daily Population (ADP) reported for the month is reasonable as it compares to the previous month and the previous year. If the system detects a plus or minus 10 percent variance in the ADPs the following screen will be displayed. If a 'Y' is entered in the field labeled 'ADP has been reviewed, and is accurate as listed', the month will be certified. If however, the clear key is depressed, or a 'N' is entered in the field labeled 'ADP has been reviewed and is accurate as listed' the month will not be certified.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary and enter Certifier's Logon-ID**

LCU1-1	LIDS - JAIL CERTIFICATION SUMMARY	V1.1032697
MONTH OF: <u>APRIL 2000</u> NUMBER OF DAYS: 30		
JAIL <u>560</u> LOCATION: <u>CLIFTON FORGE CITY JAIL</u> CONFINEMENT COUNT: <u>9</u>		
THE ADP YOU HAVE ENTERED DEVIATES MORE THAN 10 PERCENT (PLUS OR MINUS) FROM THE PREVIOUS MONTH OR THE PREVIOUS YEAR. PLEASE VERIFY THE INFORMATION SUBMITTED FOR THIS MONTH IS BOTH ACCURATE AND COMPLETE PRIOR TO CERTIFYING THIS INFORMATION.		
CURRENT MONTH'S ADP =		
PREVIOUS MONTH'S ADP = VARIANCE =		
PRIOR YEAR'S ADP FOR SAME MONTH = VARIANCE =		
TO CERTIFY THIS MONTH, PLEASE ENTER 'Y' IN THE FIELD BELOW.		
ADP HAS BEEN REVIEWED AND IS BOTH ACCURATE AND COMPLETE ____		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE

- Create/Recreate (Option #1) the file prior to selecting Option #2, Certify Monthly Prisoner File
- Utilized to review monthly submission any time during the month
- Utilized to Certify monthly submission at the end of the month by entering Chief Jailers Log-on ID
- Option #2, Certify Monthly Status File allows you to view financial detailed information
- - ✓ Enter '3' Review/Update screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ Option #5 allows you to view the detailed financial information for the monthly adjustment summary
 - ✓ Enter '5' to move to the Adjustment Detail screen that supports detailed information
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
 - ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides summary of Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - Allows you to view the payment status in commitment order by entering Starting Commitment Date
 - Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
 - You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
 - Once the monthly Prisoner Status File has been 'CERTIFIED' it cannot be directly modified.
 - Clear Screen - Returns you to the Reimbursement Maintenance Menu
 - Then Sheriff/Superintendent must log-in, Select Option '3' to Approve monthly submission

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #2, Certification Detail Summary** screen is used to review the detailed monthly Prisoner Status File. This screen allows you to select specific prisoner information.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary**
- **Screen #1 Jail Certification Summary to Screen #2 Certification Detail Summary**

LCU1-2	LOCAL INMATE DATA SYSTEM (LIDS)		V1.1032697				
CERTIFICATION DETAIL SUMMARY							
MONTH OF APRIL 1997 NUMBER OF DAYS 30							
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9							
COMMITMENT RELEASE TOT/ST SSN NAME OFFENSE RS RS							
FLG	DATE	DATE	DAYS	(LAST FIRST MI)	CODE	CF	RL
-	12241996		30 00	165469258 PAXTON, NORMAN LEE	4104	10	__
-	02191997		30 00	225316448 ROBINSON, JAMES F	2325	74	__
Y	01281997		00 00	226682732 OVERTON, DAVID E, SR	4104	75	__
-	11041996		00 00	226684004 WALL, JAMES E	3516	73	__
-	10091996		30 00	228158445 BEVERLY, JOHN M, JR	5012	12	__
Y	12221996		00 00	230040642 COOPER, RANDY	1305	10	__
-	11011995		30 30	956000002 HAMM, KEITH	0900	22	__
-	12011996		30 00	956000006 JONES, NANCY	0000	10	__
-	04011997	04021997	01 00	956000008 HARRISON, FRED JAMES	0900	10	19
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
OR REVIEW ALL ON PAGE _ (Y/N) SCN OPTION _ (N=NXT PGE P=PREV PGE 1=SUMM							
3=REV/UPD)							
NO MORE DATA...							

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #2, CERTIFICATION DETAIL SUMMARY
--

- Screen #2, Certification Detail Summary allows you to view financial detailed information concerning specific prisoners confined in jail
- Select Screen #2, Certification Detailed Summary for the Month you selected to view
- Two Means to View from the Certification Detail Summary:
 - ✓ Review specific prisoner information **OR**
 - In the space to the far left of the prisoner's Commitment Date, enter a 'Y' in the space if you wish to review that prisoners detailed information
 - Hit enter to bring you to the bottom and select Option '3', Review/Update
 - ✓ Review All on Page
 - **IF** you wish to view all on page, Hit enter to bring you to the bottom of the screen and place a 'Y' in the space 'Review all On Page Y (Y/N) and select Option '3', Review/Update
 - When you select 'All on page' you must remember that by selecting all you **only** receive the detail data on the folks listed on that page
 - To view the next page of inmates select 'N' = Next Page and repeat the process above
 - To view the previous page of inmates select 'P' = Previous Page
 - To go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #2, CERTIFICATION DETAIL SUMMARY (Continued)

The following screen explains the dollar amount captured on the Certification and Approval financial screen for each category and the payment status of each:

Financial Screen		
	DOLLAR AMOUNT	PAYMENT STATUS
PAYMENTS (TOTAL DAYS) LOCAL----->	\$8	LD
PAYMENTS (TOTAL DAYS) STATE----->	\$8	SD, HA
PAYMENTS (OUT OF STATE)----->	\$8	FO
PAYMENTS ALTERNATIVE (HEM)----->	\$8	NH
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	\$8	NH
PAYMENTS - STATE FELON DAYS----->	\$6	FD
PAYMENTS - JAIL CONTRACT BED----->	\$14	CB, CW
NON-PAYMENT (FEDERAL)----->	\$0	FE
NON-PAYMENT (ORDINANCE)----->	\$0	OR
NON-PAYMENT (MILITARY)----->	\$0	MI
NON-PAYMENT (HEM)----->	\$0	NH
CONTRACT (OUT OF STATE)----->	\$0	CI
PRIVATE TRANSPORTS----->	\$0	OT
FEDERAL PRISONER OVERHEAD RECOVERY---->	\$	\$
ADJUSTMENTS POSTED DURING THIS PERIOD->	\$	\$
TOTAL----->	\$	\$
MONTHLY ADP: 80 (Average Daily Population) DOC RATED CAPACITY: 70		

Financial Screen Explanation

- **Payments (Total Days) Local = \$8 per diem:** Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as Local Responsible (LD) Inmates **IF:**
 - ✓ Arrested on a state warrant
 - ✓ Awaiting trial **OR**
 - ✓ If the offender has a net sentence of less than 12 months/1 year (Offense Type A) **OR**
 - ✓ If the offender has a net sentence of 2 years or less (Offense Type B)
 - Juvenile Awaiting Trial (10, 11, 2, 13, 16, 17, 18, 19)
 - Adult Awaiting Trial (10, 11, 12, 13)
 - Adult sentenced - on a felony and/or misdemeanor charges
 - No additional felony charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Has Additional Felony Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
 - Adult sentenced-miscellaneous (72)

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #2, CERTIFICATION DETAIL SUMMARY (Continued)

Financial Screen Explanation – (Continued)

- **Payments (Total Days) State = \$8 per diem:** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as State Responsible (SD) Inmates **IF**
 - ✓ Arrested on a state warrant
 - ✓ If the offender has a net sentence of 12 months/1 year or more (Offense Type A) **OR**
 - ✓ If the offender has a net sentence of more than 2 years (Offense Type B)
 - Adult Sentenced - No Additional Felony Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = \$8 per diem:** Offenders in this category are held for out of state authority that **HAS** been arrested on a Virginia State warrant.
 - ✓ Offenders in this category are coded as a 74
- **Payments Alternative (HEM) = \$8 per diem:** Offenders in this category are placed in an approved Electronic Monitoring program. Offenders must be Local Responsible and fully sentenced to receive HEM payment.
 - ✓ Offenders in this category are coded as a 80
- **Payments Alternative (Work Release) = \$8 per diem:** Offenders in this category are placed in an approved Supervised Work Release Program.
 - ✓ Offenders in this category are coded as 85
- **Payments – State Felon Days = \$6 per diem:** Offenders in this category must be State Responsible (SD) and the Department of Corrections 60 day waiting period for intake has passed.
 - ✓ Adult sentenced-no additional felony charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
 - ✓ Adult sentenced-miscellaneous (71)
- **Payments – Jail Contact Bed = \$14 per diem:** Offenders in this category are State Responsible (SD) inmates that are placed into a Jail Contact Bed (JCB) or JCB Work Release Bed by the Department of Corrections.
 - ✓ Adult sentenced - no additional felony charges pending (20, 26)
- **Non-payment (Federal) = \$0 per diem:** Offenders in this category are held for Federal Authority/District of Columbia.
 - ✓ Offenders in this category are coded as a 73.
- **Non-payment (Ordinance) = \$0 per diem:** Offenders in this category are arrested on a local or town warrant (pink). This includes ordinance violators that are either awaiting trail or sentenced (Offense Type 'O').
 - ✓ Offenders in this category can be either an adult awaiting trail (10) or an adult sentenced-no additional felony charges pending (20).
 - ✓
- **Non-payment (Military) = \$0 per diem:** Offenders in this category are held for military authority and are not arrested on a state warrant.
 - ✓ Offenders in this category are coded as a 75.

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #2,
CERTIFICATION DETAIL SUMMARY (Continued)

Financial Screen Explanation – (Continued)

- **Non-payment (HEM) = \$0 per diem:** Offenders in this category are either State Responsible (SD) inmates, unsentenced inmates, or the locality is NOT approved to participate in an Alternative program.
✓ Offenders in this category are coded either 80 or 85
- **Contact (Out of State) = \$0 per diem:** Offenders in this category are out of state contact inmates who have NOT been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner.
✓ Offenders in this category are coded as a 78
- **Private Transport = \$0 per diem:** Offenders in this category are held for out of state holds and/or overnight transports. These inmates have NOT been arrested on a Virginia State warrant. The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.
✓ Offenders in this category are coded as a 79.
- **Federal Prisoner Overhead Recovery:** Dollar amount taken back for holding federal inmates.
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:** Average Daily Population is based on the average number of **BODIES** sitting in your jail.
- **DOC Rated Capacity:** A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space.

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #3, Prisoner Status Review/Update** screen is to review the financial prisoner status on specific confinements.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary**
- **Screen #1 Jail Certification Summary to Screen #2 Certification Detail Summary**
- **Screen #2 Certification Detail Summary to Screen #3 Prisoner Status Review/Update**

LCU1-3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1032697
PRISONER STATUS REVIEW/UPDATE		
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
SSN: 121211111 NAME: PAXTON, NORMAN LEE		
COMMIT DT/TM 12241996 0900 REASON CONF: 10 COURT ORDER DATE: _____		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
MOST RECENT SENT DATE _____ CUM.SENT.LGTH (Y): 000 (M) 000 (D) 000		
BONUS START DATE: _____ PENDING CHARGES: M DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
UPD_ (Y/N)		

SSN: 222222222 NAME: ROBINSON, JIM		
COMMIT DT/TM 02191997 1006 REASON CONF: 74 COURT ORDER DATE		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
MOST RECENT SENT DATE _____ CUM.SENT.LGTH (Y): 000 (M) 000 (D) 000		
BONUS START DATE: _____ PENDING CHARGES: F DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
NO MORE DATA... UPD_ (Y/N)		
SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)		

: _____

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #3, PRISONER STATUS REVIEW/UPDATE

- Provides you with a means to review the prisoner's Most Serious status
- Provides you with a means to update, if needed
- If you need to update the prisoner's offense information and he/she has multiple offenses you will need to go back to the main menu
 - ✓ Select Option # 3, Commitment Maintenance then
 - ✓ Select Option #4, Update Offense Information
- If you update any information on a specific prisoner's detailed file you must enter a 'Y' to update
- Option 'N' will take you to the Next Page of the detailed prisoner information you wished to review
- Option '1' will return you to the Monthly Reimbursement Summary
- Option '2' will return you to the Prisoner Detailed Summary
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #4, Jail Adjustment Summary** is to provide a means to view adjustment record on specific confinements.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #4 Jail Adjustment Summary**

LCU1-4	LIDS - JAIL ADJUSTMENT SUMMARY		V1.1032697
MONTH OF APRIL 2000 NUMBER OF DAYS 30			
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL	CONFINEMENT COUNT	9	
	COUNT *DAYS*	*DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->	5 73-	\$ 584-	
PAYMENTS (TOTAL DAYS) STATE----->	3 51	\$ 408	
PAYMENTS (OUT OF STATE)----->	4 121	\$ 968	
PAYMENTS ALTERNATIVE (HEM)----->	4 32-	\$ 256-	
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0 0	\$ 0	
PAYMENTS - STATE FELON DAYS----->	1 8	\$ 48	
PAYMENTS - JAIL CONTRACT BED----->	0 0	\$ 0	
BONUS DAYS OUT OF COMPLIANCE - 61-90-->	0 0	\$ 0	
BONUS DAYS OUT OF COMPLIANCE - 91-120->	0 0	\$ 0	
BONUS DAYS OUT OF COMPLIANCE - OVER-120	0 0	\$ 0	
NON-PAYMENT (FEDERAL)----->	4 121-	\$ 0	
NON-PAYMENT (ORDINANCE)----->	0 0	\$ 0	
NON-PAYMENT (MILITARY)----->	0 0	\$ 0	
NON-PAYMENT (HEM)----->	0 0	\$ 0	
CONTRACT (OUT OF STATE)----->	0 0	\$ 0	
PRIVATE TRANSPORTS----->	0 0	\$ 0	
RECOVERIES----->	0 0	\$ 0	
ADJUSTMENTS WITH NO FINANCIAL IMPACT	5		
TOTAL----->	26 46-	\$ 584	
SCREEN OPTION: 2 (1=CERT. SUM; 2=DETAIL SUM; 3=REVIEW UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)			

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE, SCREEN #4, JAIL ADJUSTMENT SUMMARY

- The Jail Adjustment Summary allows you to view adjustments made in the report month selected
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
 - ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
 - ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Prisoner Status** screen is to validate and approve the monthly Prisoner Status File. This screen will allow you to view the total days and dollars figures associated with each category. Selecting Option #3 is the last step necessary to submit your monthly LIDS submissions to the Compensation Board. Any changes necessary after the Sheriff approves his report will be treated as an adjustment.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '3' Approval**
- **Option '3' Approval, Screen #1 Jail Approval Summary**

LAP1-1		LIDS - JAIL APPROVAL SUMMARY		V1.1032597	
MONTH OF APRIL		1997	NUMBER OF DAYS	30	COUNT 9
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL					
		COUNT	*DAYS*	*DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->		4	91	\$	728
PAYMENTS (TOTAL DAYS) STATE----->		1	30	\$	240
PAYMENTS (OUT OF STATE)----->		1	30	\$	240
PAYMENTS ALTERNATIVE (HEM)----->		0	0	\$	0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->		0	0	\$	0
PAYMENTS - STATE FELON DAYS----->		1	30	\$	180
PAYMENTS - JAIL CONTRACT BED----->		0	0	\$	0
NON-PAYMENT (FEDERAL)----->		1	30	\$	0
NON-PAYMENT (ORDINANCE)----->		1	30	\$	0
NON-PAYMENT (MILITARY)----->		1	30	\$	0
NON-PAYMENT (HEM)----->		0	0	\$	0
CONTRACT (OUT OF STATE) ----->		0	0	\$	0
PRIVATE TRANSPORTS ----->		0	0	\$	0
RECOVERIES----->				\$	0
ADJUSTMENTS POSTED DURING THIS PERIOD			46-	\$	584
TOTAL----->		10	225	\$	1,972
APPROVAL PASSWORD: APPROVAL INDICATOR: N <= "Y" "N" "R					
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____					
SCREEN OPTION _ (2=DETAIL SUM; 3=REVIEW/UPD.; 4=ADJ. SUM; 5=ADJ DETAIL;					
6=RECOVERY SUMMARY)					

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE

- You must Create/Recreate (Option #1) and Certify Monthly Prisoner File (Option #2) prior to the Sheriff/Superintendent approving his/her monthly LIDS submission to the Compensation Board
- Option #3, Approve Monthly Status File gives the Sheriff/Superintendent four (4) options
 - ✓ View financial detailed information prior to approval
 - If you wish to only view the monthly submission, do not provide or fill in the Approval Password
 - You may go in and out of this option as long as you have not provided the Sheriff/Superintendent's Approval
 - ✓ Approve – 'Y' Yes you have review the monthly submission and you are ready to Approve
 - Sheriff/Superintendent must view adjustment, Option #4, if applicable
 - Enter in your Approval Password (Your Log-on ID)
 - Place a 'Y' in the Approval Indicator space indicating that 'YES' you are ready to approve your monthly LIDS submission
 - You will receive a message indicating that the monthly submission has been approved
 - ✓ No - "N" No you do not want to approve
 - Once the Sheriff/Superintendent view his monthly submission and he decides that he does not want to approve the submission he/she must place a 'N' in the Approval Indicator space indicating that 'NO' you do not want to approve the monthly submission
 - ✓ Reject – 'R' means you indicated a problem and you wish to un-do the certification process so that staff members can go back and make some changes/updates prior to his/her approval
- If you wish to Review/Update enter Option #2 for the selected month
 - ✓ Summary of all offenses and provides the financial overview for selected prisoners
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to go back to the summary page select option '1' = Summary **or**
 - If you want to view the detail summary of an inmate select '2' Detail Summary
- If you wish to view the Adjustment Summary screen enter Option #4 which supports adjustments made by the locality for the selected month you wish to view
 - ✓ Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - If you want to go back to the summary page select option '1' = Summary **or**
 - If you want to view the detail summary of an inmate select '2' Detail Summary
 - If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - Option #5 allows you to view the detailed financial information for the monthly adjustment summary
- If you wish to view the Adjustment Detail screen enter Option #5 that supports detailed information
 - ✓ Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to view the previous page of inmates select 'P' = Previous Page
 - If you want to go back to the summary page select option '1' = Summary **or**
 - If you want to view the Jail Payment status select Option 'J' = Jail Payment
- If you wish to view the Recovery Screen enter Option #6 which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - ✓ Provides summary of Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order by entering Starting Commitment Date
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approval Monthly Prisoner Status, Screen #2, Approval Detail Summary** screen is used to review the detailed monthly Prisoner Status File. This screen allows you to select specific prisoner information.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '3' Approval**
- **Option '3' Approval to Screen #1 Jail Approval Summary**
- **Screen #1 Jail Approval Summary to Screen #2 Approval Detail Summary**

LAP1-2	LOCAL INMATE DATA SYSTEM (LIDS)		V1.1032597					
APPROVAL DETAIL SUMMARY								
MONTH OF APRIL 1997 NUMBER OF DAYS 30								
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9								
COMMITMENT	RELEASE	TOT/ST	SSN	NAME	OFFENSE	RS	RS	
FLG	DATE	DATE	DAYS	(LAST FIRST MI)		CODE	CF	RL
-	12241996		30 00	111111111 PAXTON, NORMAN LEE		4104	10	__
-	02191997		30 00	222222222 ROBINSON, JAMES F		2325	74	__
-	01281997		00 00	333333333 OVERTON, DAVID E, SR		4104	75	__
-	11041996		00 00	444444444 WALL, JAMES E		3516	73	__
-	10091996		30 00	555555555 BEVERLY, JOHN M, JR		5012	12	__
-	12221996		00 00	666666666 COOPER, RANDY		1305	10	__
-	11011995		30 30	777777777 HAMM, KEITH		0900	22	__
-	12011996		30 00	956000066 JONES, NANCY		0000	10	__
-	04011997	04021997	01 00	956000088 HARRISON, FRED JAMES		0900	10	19
-								
-								
-								
-								
-								
-								
-								
REVIEW ALL ON PAGE <input type="checkbox"/> (Y/N) SCN OPTION <input type="checkbox"/> (N=NXT PGE P=PREV PGE 1=SUMM								
3=REV/UPD)								
NO MORE DATA...								

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE, SCREEN #2, APPROVAL DETAIL SUMMARY

- Provides you with a means to review detailed monthly prisoner information
- Screen #2, Approval Detail Summary allows you to view financial detailed information concerning specific prisoners confined in jail
- Select Screen #2, Approval Detailed Summary for the Month you selected to view
- Two Means to View from the Approval Detail Summary:
 - ✓ Review specific prisoner information **OR**
 - In the space to the far left of the prisoner's Commitment Date, enter a 'Y' in the space if you wish to review that prisoners detailed information
 - Hit enter to bring you to the bottom and select Option '3', Review/Update
 - ✓ Review All on Page
 - **IF** you wish to view all on page, Hit enter to bring you to the bottom of the screen and place a 'Y' in the space 'Review all On Page Y (Y/N) and select Option '3', Review/Update
 - When you select 'All on page' you must remember that by selecting all you **only** receive the detail data on the folks listed on that page
 - To view the next page of inmates select 'N' = Next Page and repeat the process above
 - To view the previous page of inmates select 'P' = Previous Page
 - To go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Prisoner Status, Screen #3, Prisoner Status Review/Update** screen is to review the financial prisoner status on specific confinements.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '3' Approval**
- **Option '3' Approval to Screen #1 Jail Approval Summary**
- **Screen #1 Jail Approval Summary to Screen #2 Approval Detail Summary**
- **Screen #2 Approval Detail Summary to Screen #3 Prisoner Status Review/Update**

LAP1-3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1032597
PRISONER STATUS REVIEW/UPDATE		
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
SSN: 165469258 NAME: PAXTON, NORMAN LEE		
COMMIT DT/TM 12241996 0900 REASON CONF: 10 COURT ORDER DATE: _____		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
BONUS START DATE: _____ PENDING CHARGES: M DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
UPD _ (Y/N)		

SSN: 225316448 NAME: ROBINSON, JAMES F		
COMMIT DT/TM 02191997 1006 REASON CONF: 74 COURT ORDER DATE: _____		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
BONUS START DATE: _____ PENDING CHARGES: F DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
NO MORE DATA... UPD _ (Y/N)		
SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE, SCREEN #3, PRISONER STATUS REVIEW/UPDATE

- Provides you with a means to review the prisoner's Most Serious status
- Provides you with a means to update, if needed
- If you need to update the prisoner's offense information and he/she has multiple offenses you will need to go back to the main menu
 - ✓ Select Option # 3, Commitment Maintenance then
 - ✓ Select Option #4, Update Offense Information
- If you update any information on a specific prisoner's detailed file you must enter a 'Y' to update
- Option 'N' will take you to the Next Page of the detailed prisoner information you wished to review
- Option '1' will return you to the Monthly Reimbursement Summary
- Option '2' will return you to the Prisoner Detailed Summary
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

Approval Monthly Prisoner Status (continued)

Screen Image - Screen #4 Jail Adjustment Summary

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '3' Approval
- Option '3' Approval to Screen #4 Jail Adjustment Summary

LAP1-4	LIDS - JAIL ADJUSTMENT SUMMARY	V1.1032597
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL	CONFINEMENT COUNT	9
	COUNT *DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	5 73-	\$ 584-
PAYMENTS (TOTAL DAYS) STATE----->	3 51 \$	408
PAYMENTS (OUT OF STATE)----->	4 121 \$	968
PAYMENTS ALTERNATIVE (HEM)----->	4 32-	\$ 256-
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0 0 \$	0
PAYMENTS - STATE FELON DAYS----->	1 8 \$	48
PAYMENTS - JAIL CONTRACT BED----->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - 91-120->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - OVER-120	0 0 \$	0
NON-PAYMENT (FEDERAL)----->	4 121-	\$ 0
NON-PAYMENT (ORDINANCE)----->	0 0 \$	0
NON-PAYMENT (MILITARY)----->	0 0 \$	0
NON-PAYMENT (HEM)----->	0 0 \$	0
CONTRACT (OUT OF STATE)----->	0 0 \$	0
PRIVATE TRANSPORTS----->	0 0 \$	0
ADJUSTMENTS WITH NO FINANCIAL IMPACT	5	
TOTAL----->	26 46-	\$ 584
SCREEN OPTION: 2 (1=CERT. SUM; 2=DETAIL SUM; 3=REVIEW UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE, SCREEN #4, JAIL ADJUSTMENT SUMMARY

- The Jail Adjustment Summary allows you to view adjustments made in the report month selected
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
 - ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
 - ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Status File, Screen #5, Jail Approval Authorization** Screen is to certify that the monthly LIDS submission is accurate and complete and to give the Compensation Board the authority to share information with the Social Security Administration.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '3' Approval**
- **This screen will be displayed after the Approval password and indicator have been entered.**

LAP1-5	LIDS - JAIL APPROVAL SCREEN	V.02291998
MONTH OF AUGUST 1999 NUMBER OF DAYS 31		
JAIL 770 LOCATION ROANOKE CITY JAIL		
I CERTIFY THAT ALL INMATE INFORMATION PROVIDED HEREIN IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE COMPENSATION BOARD TO ACT AS MY AGENT TO TAKE ALL APPROPRIATE ACTION TO SHARE SUCH INFORMATION WITH THE SOCIAL SECURITY ADMINISTRATION, AS COMTEMPLATED BY 42 U. S. C. 1381, ET SEQ FOR THE BENEFIT OF ROANOKE (CITY)		
APPROVAL INDICATOR <u>Y</u>		
PRESS ENTER TO APPROVE; CLEAR SCREEN TO EXIT WITHOUT APPROVING		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE, SCREEN #4, JAIL ADJUSTMENT SUMMARY

- The purpose of **Option #3, Approve Monthly Status File, Screen #5, Jail Approval Authorization** Screen is to certify that the monthly LIDS submission is accurate and complete and to give the Compensation Board the authority to share information with the Social Security Administration.
- Screen options
 - ⇒ 'Enter' will approve the month you are working on
 - ⇒ 'Clear' will not approve the month and return you to the Reimbursement Maintenance Menu
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #4, Adjust Monthly Prisoner Status** has always been to make adjustments to prior report month offender records.

Effective 7/1/1999, the Adjust Monthly Prisoner Status Screens were revised. They were revised to provide LIDS users a means to make adjustments to offender records that reflect incorrect information on multiple offenses.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '4' Adjust Monthly Prisoner Status**

LAJ1-A	LOCAL INMATE DATA SYSTEM (LIDS)	V.04112000
2000-05-05	JAIL FACILITY ADJUSTMENT POSTING	
JAIL NUMBER: 001 ONLY HIGHLIGHTED FIELDS CAN BE CHANGED		
SSN: 123456789 NAME: FOOL, THOMAS		
COMMITMENT DATE: 06151999 TIME: 061500 UPDATE PRISONER DEMOGRAPHICS: N		
RELEASE DATE: _____ TIME: _____ RELEASE REASON: __ TRANS TO JAIL: ____		

A	REPORT ADJUSTED RSN	FIRST O SENTENCE SENTENCE
J	DATE DATE CNF OFFN	C DATE LENGTH PAYMENT
		YR /MO /DA STATUS
A	06301999	10 ARR9982S9 A 000/000/000
COMMENTS (REQUIRED): UPDATE SENTENCE INFORMATION		
OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS		
ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS

- Provide you with a means to make Adjustments that may or may not have a Financial Impact
- Top portion of the screen provides you with a means to update confinement information
 - ✓ Example: Prisoner was released on 6/16/1999.
 - ✓ Enter Release date
 - ✓ Enter Release time
 - ✓ Enter Release reason
 - ✓ Enter 'A' at the far left to Post an Adjustment
 - ✓ Tab to comments and enter why you are making the adjustment
 - ✓ Hit enter and the system will display a posted date that reflects when you posted the adjustment
- Bottom Portion of the screen provides you a means to update offense information
 - ✓ Example: You missed updating his sentencing information
 - ✓ Enter 'A' at the far left of the month which you need to Post an Adjustment
 - ✓ Tab to comments and enter why you are making the adjustment
 - ✓ Hit Enter and the Offense screen or the Offense Pick List will appear
- Screen options
 - ⇒ 'N' moves you to the next page
 - ⇒ 'O' moves you to the Offense Update Screen
 - ⇒ 'J' moves you to the Jail Payment Status for the adjustment
 - ⇒ Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #4, Adjust Monthly Prisoner Status, Screen #2, Update Offense Information** is to give you a means to update prisoner information. If the prisoner has more than one offense then you will receive the Offense Pick List as Screen #2.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '4' Adjust Monthly Prisoner Status**
- **Option #4, Adjust Monthly Prisoner Status to Screen #2, Adjust/Update Offense Information**

LAJ1-C 2000-05-05	LOCAL INMATE DATA SYSTEM (LIDS) OFFENSE INFORMATION SCREEN	V.04112000
----------------------	--	------------

JAIL NUMBER: 001 SSN: 123456789 COMMITMENT DATE: 06151999 TIME: 061500
 RELEASE DATE: TIME: RELEASE REASON: TRANS TO JAIL:
 NAME: FOOL, THOMAS REASON CONFINED: 20
 ----- SUBMISSION MONTH 06/1999 -----

SEQUENCE: 1 OFFENSE CODE: DES3237M1 OFFENSE TYPE: M MOST SERIOUS: _
 DESERTION AND NONSUPPORT - FAIL TO COMPLY WITH SUPPORT OBLIGATION, PAYROLL DE+

OFFENSE DATE: 09091999 COURT JURISDICTION 001 COURT TYPE (JUV) _

SENTENCE DATE: 10281999 OFFENSE AS SENTENCED DES3237M1 TYPE: M
 DESERTION AND NONSUPPORT - FAIL TO COMPLY WITH SUPPORT OBLIGATION, PAYROLL DE+

SENTENCE LENGTH: YEARS: ___0 MONTHS: ___0 DAYS: __30 CONCURRENT N

OFFENSE DISPOSITION: __ DISPOSITION DATE: _____

DOCKET: _____
 HOUSING STATUS ___ FACILITY LOCATION ___ CURRENT LOCATION _____

OR

LAJ1-B 2000-05-05	L LAJ1-B OFFENSE PICK LIST	LOCAL INMATE DATA SYSTEM (LIDS) V.04112000
----------------------	--------------------------------------	---

SSN 123456789 FOOL, THOMAS LOCAL ID
 COMMIT DATE: 06151999 TIME: 061500 REASON CONFINED: 20
 ----- SUBMISSION MONTH 06/1999 -----

"X" PLACED NEXT TO OFFENSE WILL SELECT OFFENSE

SELECT OFFENSE	SEQ	TYPE	MS	OFFN-DATE	SENT-DATE	SENTENCE-LTH	COURT	DISP
ARR9982S9	1	A	Y	06151999	09231999	2/ 0/ 0	001	__
DES3237M1	2	M		09091999	10281999	0/ 0/ 30	001	__
ADD NEW	3	_	_	_____	_____	_____	_____	__
_____	_____	_____	_____	_____	_____	_____	_____	__

OPTION -> _ "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
 CLEAR SCREEN TO RETURN TO PREVIOUS SCREEN

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS, SCREEN #2, ADJUST/UPDATE OFFENSE INFORMATION

- Utilized to update Offense Information for those inmates that were confined in prior months
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to update/satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense
- You would use this option if you received a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ SUGGESTION:
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- Update Offense Screen
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can update
 - ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - Place an ‘X’ to the left of the offense that you want to update (‘Select’ column) OR
 - **IF** you need to add a new offense then place the ‘X’ beside ‘NEW’
 - Hit enter
 - Update data fields
 - Enter this brings you back to the Adjustment screen and you should receive a message indicated ‘ Adjustment posted and the Date posted’
 - **IF** you are deleting an offense you will receive a message asking if you want to delete this offense, hit enter again
 - ⇒ You will receive a message that the Offense has been updated or added or deleted
 - Back out to see your update on the Offense Pick List
 - If you have additional offenses that need to be updated, then go through the same process above
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous,
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS, SCREEN #2, ADJUST/UPDATE OFFENSE INFORMATION (Continued)

- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent
- You must remember to update the pending charge once the offender is sentenced.
 - ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon
 - ⇒ Total Day Count Rule - don't count the commit date but do count the release date
 - ⇒ State Day Count Rule- count the commit date but don't count the release date
 - ✓ If the offender HAS Pending Felony Charges use the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
 - Your state reimbursement would be \$8 per day (based on the reimbursement rule)
 - The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
 - ⇒ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ⇒ State Day Count Rule- you count the commit date but you don't count the release date
 - Use the proper Offense Type of 'A' or 'B' for the pending felony charge
 - ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
 - ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
 - Use the proper VCC Code to match the felony charge
 - ⇒ If the charge reflects that the offender conspired or attempted a felony then replace the 'F' (8th positions within the VCC code) within the VCC code with a 'C' or 'T' (See Code Section)
 - ❑ Offense Type 'C' means that they conspired to commit a felony
 - ❑ Offense Type 'T' means that they attempted to commit a felony
 - ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
 - Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS, SCREEN #2, ADJUST/UPDATE OFFENSE INFORMATION
--

- ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day
- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If the only offense that is pending is a 'M' (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

Reimbursement Maintenance (Continued)

The purpose of **Option #7, Review Vouchers** is to allow local jail facilities to view the voucher created for **quarterly** per diem payments. You may view vouchers back to the 3rd quarter in FY1997.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '7' Review Vouchers**

LMN3	LOCAL INMATE DATA SYSTEM (LIDS)	V.01202000
	REIMBURSEMENT MAINTENANCE	
JAIL NUMBER: 001		
1. CREATE MONTHLY PRISONER STATUS FILE		
2. CERTIFY MONTHLY PRISONER STATUS		
3. APPROVE MONTHLY PRISONER STATUS		
4. ADJUST MONTHLY PRISONER STATUS		
5. CERTIFICATION/APPROVAL STATUS		
6. GENERATE VOUCHERS		
7. REVIEW VOUCHERS		
8. RECORD PRE-LIDS ADJUSTMENTS		
9. CERTIFY VOUCHERS		
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS		
11. VOUCHER STATUS		
12. DELETE CONFINEMENT / POST ADJUSTMENT		
MONTH __ YEAR __		
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____		
VOUCHERS: FISCAL YEAR: 2000 QUARTER: 4 STARTING NUMBER _____		
ENTER OPTION HERE => 7		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #7, REVIEW VOUCHERS

- Utilized to review vouchers created for quarterly per diem payments
- Utilized to track and project yearly revenue based on quarterly per diem payments
 - ✓ 1st Quarter Payment – July 15th
 - ✓ 2nd Quarter Payment – October 15th
 - ✓ 3rd Quarter Payment – January 15th
 - ✓ 4th Quarter Payment – April 15th
- The first month that jail facilities submitted Inmate Data to LIDS was report month - December 1996
- The first quarter that jail facilities may review vouchers in LIDS is for the 3rd quarter in FY1997
- Review Vouchers
 - ✓ Select Option #7, Review Vouchers
 - ✓ Tab and input vouchers
 - Fiscal Year
 - ⇒ July through June
 - ⇒ Example: July 1996 through July 1997 = FY1997
 - Quarter
 - ⇒ 1st Quarter = March, April, May
 - ⇒ 2nd Quarter = June, July, August
 - ⇒ 3rd Quarter = September, October, November
 - ⇒ 4th Quarter = December, January, February
 - You will not know the Voucher number assigned by CB so leave blank
 - ✓ Enter to bring up the quarterly voucher screens you requested

Reimbursement Maintenance (Continued)

The purpose of **Option #7, Review Vouchers** is to allow local jail facilities to view the voucher created for **quarterly** per diem payments. You may view vouchers back to the 3rd quarter in FY1997.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '7' Review Vouchers**
- **Option #7, Review Vouchers to Screens #1 & #2, LIDS Voucher Recap**

LPS2-2		VOUCHERS		V.01182000	
SCBOLMN3-R001-001-00001234		LIDS VOUCHER RECAP FOR 4 th Qrt-2000		ACCOMACK COUNTY JAIL	
*****TOTAL*****		*****12/1999*****		*****+*****	
	DAYS	DOLLARS	DAYS	DOLLARS	DAYS
TOTAL STATE DAYS (LOCAL)	9,000	64,000.00	4,000	32,000.00	2,500
TOTAL STATE DAYS (STATE)	2,000	16,000.00	700	5,600.00	650
TOTAL STATE DAYS (O. STATE)	0	0.00		0	0.00
0					
TOTAL ALTERNATIVE (HEM)	0	0.00	0	0.00	0
TOTAL ALTERNATIVE (SWE)	0	0.00	0	0.00	0
FELON	400	2,400.00	200	1,200.00	200
OUT OF COMPLIANCE 61 - 90	0	0.00	0	0.00	0
OUT OF COMPLIANCE 91 - 120	0	0.00	0	0.00	0
OUT OF COMPLIANCE 121+	0	0.00	0	0.00	0
JAIL CONTRACT BED	0	0.00	0	0.00	0
FED OVERHEAD RECOVERY (-)	0	0.00	0	0.00	0
TOTAL DOLLARS	0	82,400.00	0	38,800.00	0
12/1999 2000-04-11-12.07.00.359196 SCB0010 ROBERT D. CROCKETT					
01/2000 2000-02-04-14.22.50.850656 SCB0010 ROBERT D. CROCKETT					
02/2000 2000-03-14-13.58.50.050645 SCB0010 ROBERT D. CROCKETT					
F2	F3	F4	F6	F8	F10
DELETE	EXIT	PRINT	LAST	NEXT	NEXT
REPORT	PAGE	PAGE	SCREEN	RIGHT	SCROLL

LPS2-2		VOUCHERS		V.01182000	
IDS VOUCHER RECAP FOR 4-2000		PAGE 1		RUN DATE 5/ 8/00 TIME 10:26:47	
ACCOMACK COUNTY JAIL		*****01/2000*****		*****02/2000*****	
*****12/1999*****		*****ADJUSTMENTS*			
AYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS
933	23,464.00	2,000	16,000.00	2,000	16,000.00
958	7,664.00	650	5,200.00	650	5,200.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
200	1,200.00	100	600.00	100	600.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00
0	31,836.00	0	21,800.00	0	21,800.00
CROCKETT					
CROCKETT					
CROCKETT					
F2	F3	F4	F6	F8	F10
DELETE	EXIT	PRINT	LAST	NEXT	NEXT
REPORT	PAGE	PAGE	SCREEN	LEFT	SCROLL

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #7, REVIEW VOUCHERS - SCREENS #1 & #2, LIDS VOUCHER RECAP

- Utilized to review vouchers as reimbursed for per diem payments for selected time period
 - ✓ Provides you with a means to view the total dollars reimbursed
 - ✓ Provides you with a means to view the monthly dollar reimbursed
 - ✓ Provides you with a means to view adjustments posted/approved during the quarter
- **IF** you want to look at the individual months within a Quarter Reimbursed with adjustments as Posted/Approved then go back to:
 - ✓ Main Menu and select Option # 5, Inquiry
 - ✓ Select Option #6, Prisoner Status File for Prior Months
 - ✓ Enter in what month and year you wish to view and enter
- **IF** you want to look at a specific prior approved month that has been updated with any adjustments made to date that reflects the selected month you wish to view then go to:
 - ✓ Option # 5, Inquiry Menu
 - ✓ Select Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
- The LIDS Voucher Recap is captured on two different screens due to the length of data captured
- In order to navigate from screen to screen you will need to utilize your PF key

Reimbursement Maintenance (Continued)

The purpose of **Option #12, Delete Confinement/Post Adjustment** is to allow you to delete a confinement entered in error where per diem payments have been made.

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '12' Delete Confinement/Post Adjustment**

LRD1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1093097
**DELETE CONFINEMENT **		
JAIL : 001 Accomack County Jail		
INMATE SSN:	956000001	
NAME: LAST	JONES	FIRST HARRY MID ____SUF
REASON CONFINED:	10	COMMIT DATE: 03271998 COMMIT TIME 121500
REASON RELEASED	19	RELEASE DATE 03271998 RELEASE TIME 123000
"I"=INQUIRE, "D"=DELETE ENTER OPTION HERE => I		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #12, DELETE CONFINEMENT/POST ADJUSTMENT

- Utilized to delete a Prisoner Confinement after report month approval
- Utilized to automatically post an adjustment if the prisoners' confinement is deleted by utilizing Option #12, Delete Confinement/Post Adjustment
- Delete Confinement/Post Adjustment
 - ✓ Select Option #12
 - ✓ Enter and the Delete Confinement/Post Adjustment screen will appear
 - ✓ Input the Social Security Number (SSN) in the space provided called 'Inmate SSN'
 - ✓ Select Option 'I' Inquire
 - Enter and the inmates confinement information will appear
 - You must always select the 'I' Inquire option to ensure that you are deleting the correct confinement period
 - ✓ Once you have confirmed that the confinement period shown on the screen is the correct period you wish to delete then:
 - Select Option 'D' Delete
 - Enter
 - System will ask you are you sure you want to delete this confinement
 - **IF** you do then Enter again and you will receive a message that the confinement has been deleted
 - ⇒ The LIDS is programmed to post the adjustment once you delete the confinement.
 - ⇒ You do not need to post an adjustment - Option #4, Adjust Monthly Prisoner Status
- Clear Screen - Returns you to the Reimbursement Maintenance Menu



7. Reconciliation Tools

The purpose of **Option '8', Reconciliation Tools** is to provide users with the tools needed to balance their inmate activity, financial count by payment for a specified period as well as provide the localities a means to balance their Out of State Contract Inmate Report.

Navigational Path:

- LIDS Main Menu - enter Option '8' - Reconciliation Tools

LBI1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05131999
RECONCILIATION TOOLS MENU		
JAIL		
1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD		
2. FINANCIAL COUNT BY PAYMENT CATEGORY		
3. OUT OF STATE CONTRACT INMATE REPORT		
JAIL NUMBER <u>760</u>		
STARTING COMMIT DATE <u>05011998</u> AND TIME <u>000000</u>		
ENDING COMMIT DATE <u>05011999</u> AND TIME <u>235959</u>		
MONTH <u> </u> AND YEAR <u> </u>		
OPTION <u>1</u>		

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools

- The Reconciliation Tool section of the LIDS User Guide was implemented on July 1, 1999
- Options:
 - ✓ Option # 1 - Utilize to balance overall Inmate Head Count
 - ✓ Option #2 - Utilized to balance the monthly financial count by payment category
 - ✓ Option #3 - Utilized to balance the Out of State Contract Inmate Report which DOC pulls on the 15th of each month
- Jail Number - This field only needs to be entered by Compensation Board staff. For jail facilities this field will default to your jail number.
- Starting Commit Date/Time - This is the starting commit date used by option #1. This will pull information from this date forward through the ending date and time. Date must be entered for option #1 and be entered in MMDDYYYY format. Time must be entered for option #1 and be entered in HHMMSS format (starting time for a day would be entered as ‘000000’).
- Ending Commit Date/Time - This is the ending commit date/time used by option #1 (ending time for a day would be entered as ‘235959’).
- Month - This is the Month from 01 - 12. Must be entered for option #2.
- Year - This is the Year. Must be entered for option #2

Reconciliation Tools (Continued)

The purpose of **Option #1, Overall Head Count for a Specific Period** is to provide you with a screen to break down inmate flow for reconciling a specific period.

Navigational Path:

- LIDS Main Menu - enter Option '8' - Reconciliation Tools
- From Option '8' - Reconciliation Tools, Select Option '1' - Overall Head Count For A Specific Period

LJ11	LOCAL INMATE DATA SYSTEM (LIDS)	V.05131999
	RECONCILIATION - HEADCOUNT	
JAIL 760	RICHMOND	
STARTING DATE/TIME	05011998 000000	ENDING DATE/TIME 05011999 232359
_	BEGINNING HEADCOUNT (JAIL)	3,047
_	BEGINNING HEADCOUNT (ALTERNATIVE PROGRAMS)	0
_	TOTAL BEGINNING HEADCOUNT	3,047
_	NEW COMMITMENTS (JAIL)	192
_	NEW COMMITMENTS (ALTERNATIVE PROGRAMS)	1
Y	TOTAL NEW COMMITMENTS	193
_	NEW RELEASES (JAIL)	200
_	NEW RELEASES (ALTERNATIVE PROGRAMS)	0
_	TOTAL NEW RELEASES	200
_	ENDING HEADCOUNT (JAIL)	3,039
_	ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)	1
_	TOTAL ENDING HEADCOUNT	3,040
OPTION _	1 = SCREEN VIEW; 2 = PRINT REPORT; 3 = DOWNLOAD FILE	
	(FOR OPTION "1", ALSO ENTER "Y" TO THE LEFT OF THE CATEGORY FOR VIEWING)	

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Overall Head Count For A Specific Period

- We recommend that a Headcount reconciliation be completed twice a month
- This would ensure that the data that will be pulled for the Tuesday Report twice a month is correct as well as prevent possible Audit Findings
- To view all inmates for a specific category, enter an option of ‘1’ and put a ‘Y’ to the left of the desired category
- To print a report of all details that support this screen, enter option ‘2’
- To create a download file of all details that support this screen, enter option ‘3’
- Jail head count is defined by the categories:
 - ✓ Local Responsible;
 - ✓ State Responsible;
 - ✓ Out of State Responsible;
 - ✓ Jail Contract Bed; Federal;
 - ✓ Ordinance and
 - ✓ Military reason confined
- Alternative Program head count is defined by the categories;
 - ✓ Alternative (HEM);
 - ✓ Alternative (Work Release) and
 - ✓ Non-payment (HEM)

Reconciliation Tools (Continued)

The purpose of **Option #1, Overall Head Count for a Specific Period by Inmate** is to provide you with a screen to break down of inmate flow for reconciling a specific period.

Navigational Path:

- LIDS Main Menu - enter Option '8' - Reconciliation Tools
- From Option '8' - Reconciliation Tools, Select Option '1' - Overall Head Count For A Specific Period
- Select Option '1' - Overall Head Count For A Specific Period to review of Inmate Detail Activity

REVIEW OF INMATE COMMITMENT ACTIVITY

LJII	LOCAL INMATE DATA SYSTEM (LIDS)	V.05131999		
RECONCILIATION - HEADCOUNT		BEGINNING HEADCOUNT (JAIL) = 92		
JAIL 760	RICHMOND			
STARTING DATE/TIME	05011998 000000	ENDING DATE/TIME 05011999 232359		
SSN	LAST/FIRST NAME	COMMIT DT/TM	RELEASE DT/TM	PS
22222222	PENDERGRASS TIM	1996-07-25-16.54.00		
22333333	SAUNDERS JAMES	1997-04-08-17.18.00		
22344444	TURNER BRUCE	1997-04-10-20.05.00		
22444444	WILLIAMS WAYNE	1997-07-05-18.45.00		
25555551	ALLEN ALICE	1997-07-28-20.00.00		
26666666	JOHNSON BILL	1997-10-02-22.00.00		
27777777	SPARROW JOE	1997-10-03-05.50.00		
28888888	HOVERMALE TOM	1997-10-14-22.47.00		
29999999	CAMPBELL RICHARD	1997-10-15-05.20.00		
33333333	WILLIAMS BILLY	1997-10-21-10.03.00		
OPTION _	N = NEXT SCREEN; P = PREVIOUS SCREEN			

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Overall Head Count For A Specific Period (continued)

- To scroll to the next screen of inmates, enter option ‘N’.
- To scroll to the previous screen of inmates, enter option ‘P’.
- When the Jail head count is different from the LIDS head count we have provided tools to fix the difference(s).
 - ✓ Go to your jail management system and determine the total number of commitments that occurred since the last time you reconciled your Jail count or the released inmate activity.
 - ✓ Then use the LIDS commitment list provided to agree LIDS commitment activity to your records. See below for details:
 - To obtain a list, move the cursor to the left of the “TOTAL PERIOD COMMITMENTS” or the “TOTAL PERIOD RELEASES” line and enter a “Y”
 - Move the cursor to the bottom “VIEW OR PRINT OPTIONS” field and enter an “A”.
 - ⇒ The Total for the period are located in the top right corner of the screen.
 - ⇒ If the totals of LIDS and the Jail do not agree you should then check each inmate to determine which inmate was not recorded to LIDS.
 - ⇒ If you need a paper copy to work from option “B” or “D” should be selected.
 - ⇒ The procedures to obtain a report or download should then be followed to obtain the report.
- After review of the in question inmate file records, either LIDS or the local jail management system’s activity should be changed to reflect the correction information per their inmate file.
- If LIDS should be adjusted, the records technician should select the proper LIDS selection to correct the activity.
- After related inmate activity has been adjusted in either the Jail management system or LIDS, the adjusted totals should be used to determine if the calculated head counts match.
- When it is determined that there are no other differences between the Jail’s head count amount and LIDS, then select Option #2 - “Financial Count by Payment Category.”

Reconciliation Tools (Continued)

The purpose of **Option #2, Financial Count by Payment Category** is to provide you with a means to reconcile LIDS days by category in the same manner used to reconcile head count.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '2' - Financial Count By Payment Category**

LCI2-1		LIDS - RECONCILIATION TOOLS		V.05181999	
FINANCIAL COUNTY BY PAYMENT CATEGORY					
JAIL 760 RICHMOND		ENDING 12311996	DAYS 31	COUNT 2	
			COUNT	*DAYS*	*DOLLARS* *SELECT*
PAYMENTS (TOTAL DAYS) LOCAL----->		2	39	\$	312.00
PAYMENTS (TOTAL DAYS) STATE----->	0	0	\$	0.00	-
PAYMENTS (OUT OF STATE)----->		0	0	\$	0.00 -
PAYMENTS ALTERNATIVE (HEM)----->		0	0	\$	0.00 -
PAYMENTS ALTERNATIVE (WORK RELEASE)--->		0	0	\$	0.00 -
PAYMENTS - STATE FELON DAYS----->		0	0	\$	0.00 -
PAYMENTS - JAIL CONTRACT BED----->		0	0	\$	0.00 -
NON-PAYMENT (FEDERAL)----->		0	0	\$	0.00 -
NON-PAYMENT (ORDINANCE)----->		0	0	\$	0.00 -
NON-PAYMENT (MILITARY)----->		0	0	\$	0.00 -
NON-PAYMENT (HEM)----->		0	0	\$	0.00 -
CONTRACT (OUT OF STATE)----->		0	0	\$	0.00 -
PRIVATE TRANSPORTS----->		0	0		-
RECOVERIES ----->				\$	0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->				\$	0.00
TOTAL----->		2	39	\$	312.00
MONTHLY ADP: 1 DOC RATED CAPACITY: 0					
SCREEN OPTION _ 1 = REVIEW DETAILS					

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Financial Count By Payment Category

- We recommend that a reconciliation be completed related to the LIDS days by category in the same manner used to complete the head count reconciliation
- First step:
 - ✓ Obtain a detailed listing of the activity that equals each Payment Category for the period selected
 - The range can be from; -- one day to one year.
 - ✓ Obtain from LIDS, by inmate the detail of the category activity that equals the total for the period by using the view/print options provided at the bottom of the screen.
- Second step:
 - ✓ Obtain a local report similar to that supplied by LIDS should be used to agree the inmate name and the number of days incarcerated to those shown in LIDS.
 - When the days differ, the inmate file should be obtained.
- After review of the related inmate file records, either LIDS or the local jail management system’s activity should be changed to reflect incarcerated time per their file.
- If LIDS should be adjusted, the records technician should select the proper LIDS selection to correct the activity.
- How to Review Detail
 - ✓ Tab to the far right column to the line that you would like to see.
 - ✓ Place a ‘Y’ in that column, then tab to the bottom of the screen
 - ✓ Enter ‘1’ in the Options blank field. Then press the “Enter” key. (See next page to view screen)

Reconciliation Tools (Continued)

The purpose of **Option #2, Financial County by Payment Category to Inmate Detail** is to provide you with the records that support Option '2', Financial Count By Payment category.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '2' - Financial Count By Payment Category**
- **Option '2' - Financial Count By Payment Category to Inmate Detail**

```
LNI1          LOCAL INMATE DATA SYSTEM (LIDS)          V.05131999
RECONCILIATION - FINANCIAL
JAIL 760      RICHMOND
MONTH ENDING 12311996
SSN          LAST/FIRST NAME          COMMIT DT/TM    RELEASE DT/TM   DAYS
222222222    PENDERGRASS JOSEPH      1996-02-25-16.54.00
333333333    SAUNDERS   JERMAINE      1996-04-08-17.18.00
```

OPTION _ N = NEXT SCREEN; P = PREVIOUS SCREEN

Reconciliation Tools (Continued)

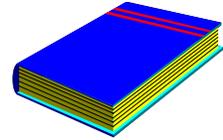
HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Financial Count By Payment Category (continued)
--

- Utilized to balance your financial records prior to submitting your monthly LIDS submission to CB.
- To scroll to the next screen of inmates, enter option ‘N’.
- To scroll to the previous screen of inmates, enter option ‘P’
- If you have any questions, call Oliver Bradshaw, CB Senior Auditor at 804-786-0786 ext.-203.

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Report Of Out-Of-State Contract Prisoners
--

- Utilized to balance the Out-Of-State Contract Inmate Report which DOC pulls on the 15th of each month
- Ability to view out-of-state contract prisoners
- To scroll to the next jail, enter option ‘J’



8. Expunge Offense

The purpose of **Option #9, Expungement Tools** is to provide you with a means to remove an offense record, per court order, from the Local Inmate Data System (LIDS).

Navigational Path:

- LIDS Main Menu - Enter Option '9', Expunge Offense

LIDS	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
MAIN MENU		
JAIL		
3. COMMITMENT MAINTENANCE		
4. FORMS MAINTENANCE		
5. INQUIRY		
6. REIMBURSEMENT MAINTENANCE		
8. RECONCILIATION TOOLS		
9. EXPUNGE OFFENSE		
X. EXIT LIDS		
GENERAL BROADCAST MESSAGES		
NO GENERAL BROADCAST MESSAGES		
OPTION 9		

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- The expungement process was implemented in LIDS on 11/28/1999
- An expungement order is ordered by a court order
- When an offense is expunged, no one should be allowed to view the offense or who committed the offense
- In other words, when an offense is expunged it is as if the offense never existed
- To un-expunge an offense you will need another court order
- The expungement process will be an option off the LIDS main menu.
- Only the certifier will have access to this option.
- When the certifier enters Option ‘9’ they will be taken to the Expungement Menu.

Expunge Offense (Continued)

The purpose of **Screen #1, Expunge Offense** is to provide you with a means the removal of an offense record from the Local Inmate Data System (LIDS).

Navigational Path:

- LIDS Main Menu – Enter Option ‘9’ to Screen #1, Expunge Offense

LEX1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
EXPUNGE OFFENSE		
SSN: <input type="text"/>	COMMIT DATE: <input type="text"/>	COMMIT TIME: <input type="text"/>
INDEX NUMBER: <input type="text"/>		
1. EXPUNGE OFFENSE		
2. UN-SEAL EXPUNGED OFFENSE		
OPTION	<input type="text" value="1"/>	

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ Select Option ‘1’, Expunge Offense
 - ✓ Input in the inmate’s Social Security number
 - ✓ Input in the inmate’s Commitment Date
 - ✓ Input in the inmate’s Commitment Time
 - ✓ Press enter and Option ‘1’ will take you to the offense pick list if the offender has multiple offenses, where you will have the ability to select an offense to expunge, or directly to the offense detail screen if this is the offenders only offense.

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ The certifier will place an ‘X’ beside the desired offense
 - ✓ Enter and you will be taken to an offense detail screen where all information relating to the specific offense will be listed.

Expunge Offense (Continued)

The purpose of Screen #3, Update Offense Information is to provide you with a means to identify which offense is to be expunged

Navigational Path:

- **LIDS Main Menu – Enter Option ‘9’ – Expungement**
- **Expungement Menu – Enter Option ‘1’ – Expunge Offense**
- **From Screen #1, Expunge Offense to Screen #2, Offense Information**
- **From Screen #2, Offense Information to Screen #3, Update Offense Information**

LOU2 LOCAL INMATE DATA SYSTEM (LIDS) V.06041999
1999-06-17 **UPDATE OFFENSE INFORMATION**
JAIL 810 PRISONER ID _____ SSN 228111111 CCRE 690454
PRISONER NAME: SMITH, JOHN, JR
COMMIT DATE/TIME: 10201999 105100 RELEASE DATE/TIME: 11101999 141700

COURT ORDER DATE FOR EXPUNGEMENT: _____ **INDEX NUMBER:** _____

REASON CONFINED 10 PAYMENT STATUS LD
OFFENSE CODE **TRE0107F6** OFFENSE TYPE A
LARCENY
OFFENSE DATE 04061997 OFFENSE SEQUENCE NUMBER 1

ARREST DATE _____ TIME _____
ARRESTING OFFICER _____
ASSISTING OFFICER _____

COURT JURISDICTION 810 COURT TYPE (JUV) _ DOCKET NUMBER _____
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _

SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE _
OFFENSE DISPOSITION _ DISPOSITION DATE _____
NEXT N (N/P/U)

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
"N" = NEXT OFFENSE "P" = PREVIOUS OFFENSE "E" = EXPUNGE OFFENSE

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ The user must enter the date of the court order for the expungement and an index number that will be used to maintain this record. The user will then be prompted with a message stating ‘Are you sure you want to expunge this offense, press enter to continue’.
 - ✓ In addition to the court order date and the index number, LIDS will store the date of the expungement. If the offense to be expunged is the only offense attached to the confinement, then the inmate must be released prior to the expungement-taking place.
 - ✓ When an offense is expunged it will be deleted from the Offense Table and written to the Expunged Offense Table. If the confinement was a single offense confinement, the confinement record will be deleted from the Confinement Table and written to the Expunged Confinement Table. If this was the only confinement for the inmate, the Prisoner and Alias records will also be deleted from their corresponding tables and written to their counterpart expungement tables. The financial record(s) attached with the confinement will remain in tact with no changes.
 - ✓ There will be no direct path to the expungement tables. These tables cannot be queried against or accessed directly via LIDS.

Expunge Offense (Continued)

The purpose of **Option #2, Un-Seal Expunged Offense** is to provide you with a means to un-seal and expunged offense

Navigational Path:

- LIDS Main Menu – Enter Option ‘9’ – Expungement
- Expungement Menu – Enter Option ‘2’ – Un-seal Expunged Offense

LEX1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
EXPUNGEMENT		
SSN: _____	COMMIT DATE: _____	COMMIT TIME: _____
INDEX NUMBER: _____		
1. EXPUNGE OFFENSE		
2. UN-SEAL EXPUNGED OFFENSE		
OPTION 2		
OFFENSE INFORMATION HAS BEEN MOVED INTO ACTIVE LIDS		

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

Expunge Offense:

- To re-open or remove an expungement order, the certifier will enter an Option of ‘2’ on the Expungement Menu along with the index number.
 - ✓ In order to un-seal an expunged offense you will need a Court Order
- The system will then move the necessary information (offense, confinement, prisoner and alias) from the expunged tables back over to the active LIDS.
- The record will then be deleted from the expunged tables and the certifier will receive a message on the Expungement Menu stating that the offense has been moved into active LIDS.

9. Reference Codes

Reference Codes

(Left Blank Intentionally)



10. Confinement Reasons

Back in July of 1999, confinement codes were restructured. This restructuring was due to the fact that LIDS captures all offenses committed by an offender. The system knows when an offender is Local Responsible (LR) or State Responsible (SR) based on the type of offense, disposition status, and/or sentencing information recorded for each offense.

Misdemeanor offenders or felony offenders or combination of misdemeanor and felony offenders are classified as Local Responsible (LD) Inmates IF:

- Arrested on a state warrant
- Awaiting trial or
- If the offender has a net sentence of less than 12 months/1 year (Offense Type A) OR
- If the offender has a net sentence of 2 years or less (Offense Type B)

Felony offenders or combination of misdemeanor and felony offenders are classified as State Responsible (SD) Inmates IF:

- Arrested on a state warrant
- If the offender has a net sentence of less than 12 months/1 year (Offense Type A) OR
- If the offender has a net sentence of 2 years or less (Offense Type B)

✓ **Confinement reason codes are used to show the status of an inmate confined in your facility.**

Adult Awaiting Trial

<u>Code</u>	<u>Translation</u>
10	Not serving time on other charges or convicted but not sentenced
11	Awaiting parole revocation hearing
12	Awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) Not serving time on other charges

Juvenile Awaiting Trial

<u>Code</u>	<u>Translation</u>
10	Juvenile certified as an adult - not serving time on other charges
11	Juvenile certified as an adult - awaiting parole revocation hearing
12	Juvenile certified as an adult - awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) not serving time on other charges
16	Transferred removed or waived to Circuit Court. Section 16.1-249.D.
17	Charged with a felony or Class 1 misdemeanor delinquent act and detained for safety of child or community by judge or intake officer and awaiting transfer to juvenile facility. For period of 6 hours or less. Section 16.1-249.E
18	Identified as a threat and transferred from a juvenile facility by a judge or by a court order. Section 16.1-249.E.
19	Identified as a threat and transferred from a juvenile facility by the custodian. Section 16.1-249.E1.



Confinement Reasons (Continued)

Adult Sentenced - NO Additional Felony Charges Pending

<u>Code</u>	<u>Translation</u>
20	Serving Sentence
23	Awaiting Appeal
26	Work Release
29	Weekender/Non Consecutive Days
35	For court appearance to serve as a witness (DOC Inmate)
36	Held as a Material Witness (Non-DOC Inmate)
39	Juvenile Sentenced as an Adult
42	Awaiting Transfer to Boot Camp
48	Detention Center Incarceration Program
76	Diversion Center Incarceration Program

Adult Sentenced - HAS Additional Felony Charges Pending

50	Serving Sentence - Pending Felony Charges
53	Awaiting Appeal - Pending Felony Charges
56	Work Release - Pending Felony Charges
59	Weekender/Non-Consecutive Days - Pending Felony Charges
62	For court appearance (DOC Inmate) - Has other charges pending.
63	Juvenile Sentenced as an Adult - Pending Felony Charges
87	Detention Center Incarceration Program - Pending Felony Charges
89	Diversion Center Incarceration Program - Pending Felony Charges

Adult Sentenced - Miscellaneous

70	Held by Agreement at request of local authority, (SR Inmate, Jail Cadre i.e. Cook)
71	Escapee from Virginia Department of Corrections
72	Fines and Fees (No Sentence)
73	Held for Federal Authority/District of Columbia (Non-Payable- Non State Warrant)
74	Held for Out of State Authority (Payable, Held on State Warrant)
75	Held for Military Authority (Non-Payable)
78	Held for Out of State <u>Contracted Inmates</u> (Non-Payable)
79	Held for Out of State Holds and/or <u>Overnight Transports</u> (Non-Payable)
80	Home Electronic Monitoring Alternative Program (Sentenced LR Inmate – Payable and SR Inmate - Non-Payable)
85	Supervised Work Program Alternative Program (Sentenced LR Inmate - Payable and SR Inmate - Non-Payable)



11. Release Reasons

Release Reasons

- ✓ Release Reason Codes are used to explain why an inmate was released from your facility.

<u>Code</u>	<u>Translation</u>
10	To Probation
16	Time Served
18	Released by Court Order
19	To Bond
20	Not Guilty/Innocent
21	Charges Dismissed
22	Under Advisement
23*	Confinement change within facility, violated program
25	To Furlough
30	To Serve Sentence Department of Juvenile Justice
32	To Parole
33	To Serve Sentence Department of Corrections
34	Sentence - Remainder Suspended
35	To other jail
36	To state hospital
37	To local juvenile facility
38	Fine and cost paid
39	Sentence Served
40	Serving Sentence - Weekends and Non-consecutive days
41	Serving Sentence - Work Release
42	To Comprehensive Community Corrections Act Program
43	To detention center incarceration program
44	To diversion center incarceration program
45	To Emergency Medical and/or Hospital
47	Diverted to supervised work experience program
48	To treatment facility
49	To pre-trial services program
50	Escaped
51	To federal authority
52	To out of state authority
53	To military authority
55	Diverted to electronic surveillance program
56	To boot camp
57	To pre-release program
58	To day reporting program
59	Released from alternative program
60	Died of natural causes
62	Died of unnatural causes
70	Released - Above reasons not applicable

***NEW 07/01/2001**



12. Type of Offense

Type of Offense

- ✓ Type of offense is used to show if the offense is a state or local charge.

Enter one of the following codes:

- A** - Felony offense committed on or after 01/01/95
- B** - Felony offense committed before 01/01/95
- M** - Misdemeanor offenses
- O** - Local Ordinance Violation

Use the following Offense Type when:

- 'A'** = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed on or after January 1, 1995. Reimbursement for total days is \$8 per day. Reimbursement for state days is \$6 per day in accordance with Section 53.1-20.1, Code of Virginia.
- 'B'** = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed before January 1, 1995. Reimbursement for total days is \$8 per day. Reimbursement for state days is \$6 per day in accordance with Section 53.1-20.1, Code of Virginia
- 'M'** = Use when an offender is arrested on a State Warrant (Gold Warrant) and the offense committed was a misdemeanor. Reimbursement for total days is \$8 per day.
- 'O'** = Use when the offender is arrested on a Local Warrant (Pink Warrant) and or City/County Ordinance. Reimbursement for total days is \$0.



13. Sentenced Codes

Sentenced Codes

- ✓ Sentenced codes are used to show a sentence length in the years field when an inmate is sentenced to any of the below reasons.

<u>Code</u>	<u>Translation</u>
600	One Life Sentence
700	Indeterminate-Youthful Offender
800	Two Or More Life Sentence
900	Death Sentence

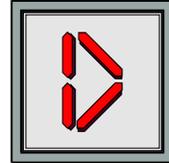


14. DOC Compliance Status Codes

DOC Compliance Status Codes

- ✓ DOC Compliance Status Codes are entered on the confine information screen.

<u>Code</u>	<u>Translation</u>
ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Contract Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant



15. Disposition Codes

Type of Disposition Codes

- ✓ Disposition Codes may be used to satisfy one or multiple offenses

<u>Code</u>	<u>Description</u>	<u>Sentenced</u>
AM	Amended	Yes
AP	Appealed	Yes
AR	Awaiting Parole Revocation	Yes
AS	Awaiting Probation / Show cause Revocation	Yes
BC	Boot Camp	Yes
BO	Bond	No
CC	Community Corrections	Yes
CE	Certified	No
CD	Charges Dismissed	No
CO	Continued Gen.	No
CR**	Court Order Release	Yes
CU**	Court Order Release	No
DN	Detention Center	Yes
DT	Deferred Treatment	Yes
DV	Diversion Center	Yes
FI	Fined	Yes
GU	Guilty	Yes
IS	Imposition Sentence	Yes
NC	Null Code	No
NP	Nolle Prosequi	No
NG	Not Guilty	No
PA	Paroled	Yes
PB	Plea Bargain	No
PD	Parole Dismissed	No
PR	Probation Dismissed	No
PS	Pre-Sentenced	Yes
RE	Recognized	No
SE	State Sentence	Yes
SS	Suspended Sentence	Yes
TH	Temporary Hold Only	No
TS	Time Served	Yes
UA*	Under Advisement	No

* NEW 07/01/2000

** NEW 03/01/2000



16. Payment Status Codes

Payment Status Codes

- ✓ **Payment Status Codes are calculated by LIDS based on an inmate's reason confine, type of offense, and sentencing information.**

<u>Code</u>	<u>Translation</u>
CB	Jail Contract Bed Inmates
CI	Contract Inmates - Out of State Inmates
CW	Jail Contract Work Release Inmates
FD	Felon Days - Bonus Start Date Passed
FE	Held for Federal
FO	Held for Other State - State Warrant
HA	Jail Cadre - By Agreement or Request
LD	Local Responsible Inmate
MI	Held for Military
NH	Electronic Monitoring/Supervised Work Release Inmate
OR	Ordinance Violation Only
OT	Transients - Overnight Transports
SD	State Responsible



17. Race Codes

Race Codes

- ✓ Race codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown



18. Sex Codes

Sex Codes

- ✓ Sex codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
-------------	--------------------

F	Female
---	--------

M	Male
---	------



19. Hair Color Codes

Hair Color Codes

- ✓ Hair Color codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown



20. Eye Color Codes

FBI Eye Color Codes

- ✓ Eye Color codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown



21. Country Codes

FBI Country Codes

✓ Country codes are used to describe an inmate's country of birth and country of citizenship.

<u>Code</u>	<u>Translation</u>		
AF	Afghanistan	CD	Canada
AC	Africa	ZI	Canary Islands
AA	Albania	CV	Cape Verde Islands
AN	Algeria	CP	Cayman Islands
AD	Andorra	CW	Central African Republic
AO	Angola	CY	Ceylon/Sri Lanka
AE	Anguilla	CF	Chad
AY	Antarctica	CN	China - For Reference Only
AI	Antifua/Barbuda	RC	China/Peoples Republic Of China
AT	Argentina	DB	Clipperton Island
AP	Armenia	FA	Colony Of The Falkland Islands
AJ	Aruba	CX	Congo
AU	Austria	DI	Cook Islands
AS	Australia	IY	Cote Divoire (Ivory Coast)
AV	Azerbaijan	KC	Croatia
AQ	Azores Islands	EZ	Czech Republic
BE	Bahrain/Bahreïn	DH	Dahjomey/Benin
GF	Bailiwick Of Guernsey	GP	Department Of Guadeloupe
JE	Bailiwick OF JERSEY	RE	Department Of Reunion
BW	Balearic Islands	BM	Dependent Territory Of Bermuda
BL	Bangladesh	DM	Dominica
BB	Barbados	DR	Dominican Republic
BF	Bassas Ds India	EM	East Germany/German Democratic Rep.
BG	Belgium	EU	Ecuador
BH	Belize	EY	Egypt/Untd. Arab Republic
BN	Bhutan	EL	El Salvador
BV	Bolivia	EN	England
NX	Bonaire/Netherland Antilles/Curacao	EK	Equatorial Guinea
BP	Bosnia And Herzegovina	ES	Estonia
BT	Botswana	EO	Ethiopia
BQ	Bouvet Island	ER	Europa Island
BZ	Brazil	FO	Faroe Islands
BO	British Indian Ocean Territory	DG	Federal Islamic Republic Of Comoros
BS	British Solomon Islands/Solomon Islands	WG	Federal Rep. Of West Germany/W. Germany
VB	British Virgin Islands	RG	Gibraltar
BX	Brunei	GL	Gilbert/Ellis Islands/Kiribati
BU	Bulgaria	GO	Glorioso Islands
BR	Burma	GC	Greece
BI	Burundi	GN	Greenland
BY	Byelarus	GJ	Grenada
CJ	Cambodia/Khmer Rep/Kampuchea	GT	Guatemala
CM	Cameroon	GI	Guinea
		GY	Guyana



Country Codes (Continued)

FBI Country Codes

<u>Code</u>	<u>Translation</u>
HT	Haiti
HD	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
II	India
IO	Indonesia/Portuguese Timor
IR	Iran
IQ	Iraq
IE	Ireland
IB	Isle Of Man
IS	Israel
IT	Italy/Sardinia/Sicily
JM	Jamaica
JN	Jan Mayen
JA	Japan
JO	Jordon
JU	Juan De Nova Island
KT	Kazakhstan
KE	Kenya
DK	Kingdom Of Denmark
KB	Kiribati/Gilbert Islands
KR	Korea
KU	Kuwait
KZ	Kyrgyzstan
LS	Laos
LT	Latvia
LN	Lebanon
LE	Lesotho
LB	Liberia
LY	Libya
LI	Liechtenstein
LH	Lithuania
LX	Luxembourg
OC	Macao/Macau
MP	Madagascar/Malagasy Republic
MF	Malawi
MZ	Malaysia
MV	Maldives
ML	Mali
MY	Malta
KH	Manahiki Island
ZB	Martinique
MU	Mauritania
UM	Mauritius
YO	Mayotte
IM	Medeira Islands
MM	Mexico
LD	Moldova
MJ	Monaco
MG	Mongolia
RR	Montserrat
MQ	Morocco
ZO	Mozambique
SJ	Namibia/South-West Africa
NR	Nauru
NP	Nepal
NE	Netherlands/Holland
NQ	New Caledonia
NO	New Guinea/Papua New Guinea
NZ	New Zealand
NU	Nicaragua
VN	North Vietnam
NI	Northern Ireland
NW	Norway
YY	Not Listed
I	Okinawa
M	Oman
PK	Pakistan
PV	Paraguay
ST	Peoples Democratic Republic Of Yemen
PU	Peru
PI	Philippines
PC	Pitcairn, Henderson, Ducie, Oeno Islands
PO	Poland
PT	Portugal
PG	Portuguese Guinea/Guinea-Bissau
TI	Portuguese Timor
QA	Qatar
CQ	Republic Of Chile
CB	Republic Of Columbia
RB	Republic Of Congo, Brazzaville
CR	Republic Of Costa Rica
CC	Republic Of Cuba



Country Codes (Continued)

FBI Country Codes

<u>Code</u>	<u>Translation</u>
CS	Republic Of Cyprus
DN	Republic Of Djibouti
PD	Republic Of Palau
UZ	Republic Of Uzbekistan
HN	Republic Of Vanuatu
VZ	Republic Of Venezuela
RY	Republic Of Yemen
ZR	Republic Of Zaire/Kinshasa
ZM	Republic Of Zambia
RH	Rhodesia/Republic Of Zimbabwe
RU	Romania/Rumania
RA	Russia
SX	Russia/Soviet Union/USSR
RF	Russian Federation
RW	Rwanda
HS	Saint Helena
LU	Saint Lucia
SH	San Marino
TP	Sao Tome & Principe
SB	Saudi Arabia
SS	Scotland
SG	Senegal
SE	Seychelles
SA	Sierra Leone
SK	Sikkim
SR	Singapore
LF	Slovakia
LO	Slovenia
RV	Socialist Republic Of Vietnam
SM	Somolia
SF	South Africa
GS	South Georgia & South Sandwich Islands
KO	South Korea
VS	South Vietnam
SP	Spain
RS	Spanish Sahara/Western Sahara
TS	St. Christopher/St. Kitts And Nevis
AW	St. Kitts-Nevis-Anguilla
PS	St. Pierre And Miquelon
VV	St. Vincent & Grenadines
SU	Sudan
SV	Svalbard
SW	Swaziland
SQ	Sweden
SZ	Switzerland
SY	Syria
TW	Taiwan, Republic Of China
TJ	Tajikistan
DD	Territory Of Cocos (Keeling) Islands
DJ	Territory Of Coral Sea Islands
FP	Territory Of French Polynesia
OF	Territory Of Norfolk Island
WF	Territory Of Wallis And Futuna
TH	Thailand
BD	The Bahamas
GK	The Gambia
TO	Togo
TK	Tokelau
TG	Tonga
ZC	Surinam
TQ	Tongareva
TT	Trinidad And Tabago
TM	Tromelin Island
TC	Trucial States/United Arab Emirates
TF	Tuamotu Archipelago
TU	Tunisia
TY	Turkey
UR	Turkmenistan
TR	Turks And Calcos Islands
TV	Tuvalu/Ellice Islands
TZ	United Republic Of Tanzia
UA	United Arab Republic/Egypt
UG	Uganda
UK	Ukraine
US	United States Of America
XX	Unknown
UV	Upper Volta/Burkina Faso/Burkina
UY	Uruguay
VY	Vatican City
VM	Vietnam
WL	Wales
WN	West Indies
WS	Western Samoa
YE	Yemen Arab Republic
YG	Yugoslavia



22. Offense Codes

VCC Offense Codes

VCC Offense Codes are on the Compensation Board Website Under LIDS Information
www.cns.state.va.us/compboard

In July of 1999, localities were notified of the 'Phase-In' implementation of VCC offense codes. The VCC offense code implementation was mandated by law (Item 77, Paragraph K of the Appropriations Act). The use of VCC offense codes will provide more useful information to those individuals using LIDS to assist in jail forecasting.

Phase I, II, and III of the VCC implementation has been completed. As a part of Phase III, localities were instructed to update the correct VCC offense code for ALL inmates confined in jail as of 01/01/2000. Any confinement from 01/01/2000 to the present with a NCIC code will become an error in your report.

SPECIAL VCC CODES FOR LIDS USERS

Because the VCC codes are based on the state statutes, several special categories have been established specifically for LIDS use. These categories were established so that LIDS users could enter offenses which are not state statute violations, this also enables other agencies to identify these offenses as not being state statute offenses. These special categories are as follows:

ORDINANCE VIOLATIONS – These codes start with the offense category of ORD and end with a seriousness index of S9. Ordinance codes can ONLY be used with an offense type of 'O'.

OTHER STATE OFFENSES – PRI9912S9 for out of state felonies or PRI9911S9 for out of state misdemeanors. PRI9903S9 for contract out of state felonies or PRI9904S9 for contract out of state misdemeanors. PRI9901S9 for private overnight transport out of state felonies or PRI9902S9 for private overnight transport out of state misdemeanors.

FEDERAL OFFENSES – Held on BOTH state and federal charges use FED9990F9 for federal felonies or FED9991M9 for federal misdemeanors. Held on federal charges ONLY PRI9905S9 for felonies or PRI9906S9 for misdemeanors.

MILITARY OFFENSES – PRI9907S9 for military felonies or PRI9908S9 for military misdemeanors.



VCC Offense Codes (Continued)

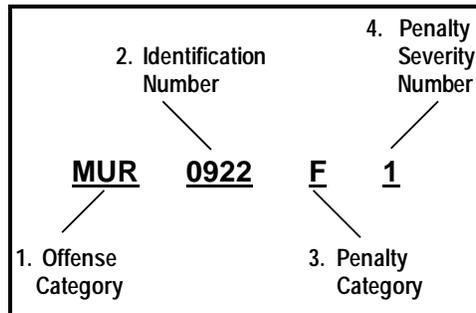
VCC Offense Codes

VCC Instructions

The Virginia Crime Code (VCC) presented herein represents an offense identification system based on the Code of Virginia. Codes have been developed and assigned to most crimes defined in the Code of Virginia. These codes are used when deciding which sentencing guidelines work sheet to complete and for determining statutory seriousness levels.

- **Code Components**

VCC codes are comprised of a combination of nine letters and numbers (e.g., MUR-0922-F1). The first three letters of each VCC represent an abbreviation of the broad *offense category* under which the crime falls. Thus, the prefix "BUR" is used for all burglary offenses; "ARS" for all arson offenses; "ASL" for all assault offenses, and so forth. The next four digits are an *identification number* unique to each crime. The next letter of the VCC represents the *penalty category*. The last digit of the VCC represents the *penalty severity number*. The last two positions (combined known as the *seriousness index*) of the VCC are based on the statutory maximum penalty for the crime.



- **The Seriousness Index**

The first digit of the seriousness index (digit 8 of the VCC) takes on the following meanings:

- A = Attempt (*Felonies Only*)
- C = Conspiracy (*Felonies Only*)
- F = Felony Offense
- I = Traffic Infraction
- J = Juvenile
- L = Life Without Parole (§19.2-297.1)
- M = Misdemeanor Offense
- S = Special Penalty Structure



VCC Offense Codes (Continued)

VCC Offense Codes

The second position of the offense seriousness index (position 9 of VCC) is described in the chart below.

POSITION 9	CLASS	FELONY	MISDEMEANOR
1 =	One	life/death	up to 12 months
2 =	Two	20 years to life	up to 6 months
3 =	Three	5 years to 20 years	fine only
4 =	Four	2 years to 10 years	fine only
5 =	Five	1 year to 10 years	
6 =	Six	1 year to 5 years	
9 =	Special	penalty varies	penalty varies

Thus, when the letter "F" is paired with the number "2" (F2) the interpretation is that the offense is a class two felony with a statutory maximum penalty of life; "M3" would represent a class three misdemeanor with a maximum penalty of a fine only.

- **Selecting the Proper VCC Code**

A VCC code is assigned to each separate offense in a sentencing event. In many instances, there is one VCC code per section in the Code of Virginia. For example, MUR-0944-F5 is the only VCC code for voluntary manslaughter (§18.2-35).

In other instances, the Code of Virginia specifies different penalty structures depending on the elements of the offense. For example, §18.2-89 specifies a penalty of 5 to 20 years for common law burglary. However, if a deadly weapon was used and the offender is charged with using a deadly weapon, the penalty range becomes 20 years to life. In this case, the VCC code BUR-2221-F3 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- without a deadly weapon" and the code BUR-2222-F2 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- with a deadly weapon."

In other instances, such as the offense group of robbery, the Code of Virginia specifies one penalty range. However, one of several VCC codes can be applied to this offense. For example, ROB-1214-F9 is the proper VCC for an unarmed robbery on a street. In these instances, particular attention should be given to the facts of the case to ensure proper selection of the VCC code. Proper selection of the VCC code will help ensure that the correct number of points are assigned on the sentencing guidelines work sheets.

- **Attempts and Conspiracies**

The letters "A" (Attempt) and "C" (Conspiracy) are penalty modifiers and can be used in place of the "F" (Felony) designation when appropriate. There are no specific VCC codes for Code of Virginia §18.2-22, §18.2-23 (Conspiracy) and §18.2-25, §18.2-26, and §18.2-27 (Attempts). Rather than utilize a code referring to the generic conspiracy or attempt statutes, the VCC code designates an attempt or conspiracy by utilizing the proper VCC code for the offense if it were a completed act and replacing the "F" with an "A" or a "C." For example, the offense "malicious bodily injury to a law enforcement officer" has a VCC of ASL-1326-F3 which would change to ASL-1326-A3 for an attempt or ASL-1326-C3 for a conspiracy to commit this specific crime. Please note that these penalty modifiers only apply to felony offenses.



VCC Offense Codes (Continued)

VCC Offense Codes

Attempts and conspiracies to commit misdemeanors do not result in any change in statutory penalty structure. For example, an attempt or conspiracy to commit a simple assault would be reflected in a VCC of ASL-1313-M1, which is also the same code used to indicate the actual commission of this misdemeanor crime. Thus, attempts and conspiracies to commit a misdemeanor retain the use of the letter "M" in the eighth position of the VCC.

- **Special Penalty Structures**

The "S" designation in the eighth position of the VCC indicates that the crime carries a special penalty structure that does not fall within the fixed parameters of class 1 through 6 felonies and class 1 through 4 misdemeanors. The number "9" placed in the ninth position of the VCC is often paired with an "S" designation since it too refers to a special penalty structure.

Occasionally, an offense code will contain a seriousness index (VCC positions 8,9) value of "F9" or "M9." "F9" indicates the crime is a designated felony with a special penalty structure, while "M9" designates a misdemeanor crime with a special penalty structure.

- **"Three Strikes"**

The letter "L" is also a *penalty modifier* and should be used in place of the "F" when a defendant is convicted under §19.2-297.1. For example, the offense "carjacking" has a VCC of ROB-1225-F9, which would change to ROB-1225-L9 for a conviction under the "three strikes, you're out" statute.

- **Ordinance (Non-payment)**

Due to the magnitude of the variation within each locality's ordinance codes, VCC codes for ordinance violations have been grouped into general categories. The majority of your ordinance violations should fall under these categories. If you do not see a VCC code that does not *generally* fit into any of the ordinance categories, please submit a suggestive VCC Request Form to the Compensation Board. All request are then forwarded to the Virginia Sentencing Commission for approval.

- **Establishing VCC Codes**

If you are unable to find a VCC code that corresponds to a Virginia conviction, please contact Ms. Angie M. Francis by phone (804-786-0786 ext. 220) or email (afancis@scb.state.va.us). Attached is the Suggested Virginia Crime Code form that must be filled out and returned with any request. Staff of the Commission will establish a code for the crime as needed.



23. LIDS – Manual Inmate Booking Sheet

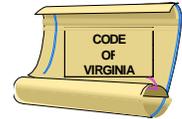
LIDS – Manual Inmate Booking Sheet

SSN#:	DOB:		
LAST NAME:	FIRST:	MID INT:	
ALIAS (If Applicable):			
RACE:	SEX:	HEIGHT:	WEIGHT:
HAIR COLOR:		EYE COLOR:	

COMMITMENT DATE:	COMMITMENT TIME:	(Circle One) AM / PM
REASON CONFINED CODE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE CODE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE DATE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE TYPE: (A/B/M/O): 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
HOUSING STATUS: 1)	FACILITY LOCATION: 1)	
CURRENT LOCATION: 1)		

COURT JURISDICTION CODE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
COURT TYPE (Juv. Only):		
SENTENCE DATE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE AS SENTENCED: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE TYPE AS SENTENCED: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
SENTENCE LENGTH: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
CONCURRENT: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
OFFENSE DISPOSITION: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		
DISPOSITION DATE: 1) 2) 3) 4) 5) 6) 7) 8) 9) 10)		

TRANSFERRED TO: (Jail/Locality Name)	(FIPS Code)
REASON RELEASED:	RELEASE DATE: RELEASE TIME:
COMMENTS (Optional):	



24. Reimbursement Rate Codes

Reimbursement Rates - Code of Virginia & Appropriations Act

CODE OF VIRGINIA

- ◆ §53.1-121: The Sheriff and chief jailer must certify their monthly LIDS report to the Compensation Board by the tenth business day of every month.
- ◆ §53.1-115.1: The Superintendents of regional jails and regional jail-farms must certify their monthly LIDS report to the Compensation Board by the tenth business day of every month.

****See Attachment #1 & #2**

VIRGINIA ACTS OF ASSEMBLY – APPROPRIATIONS ACT – ITEM #64

- ◆ **Paragraph D:** The following amount shall be paid to localities for the cost of maintaining prisoners arrested on state warrants in local facilities OR for prisoners in an alternative to incarceration program (See **Paragraph E** for further explanation of alternative program):
 1. \$8.00 per prisoner day
 2. an additional \$14.00 per prisoner day for jail-farms
 - ◆ **Paragraph F & G:** The following amount shall be paid to localities for the cost of maintaining any felon sentenced to the Department of Corrections held in local correctional facilities.
 1. \$6.00 per prisoner day
 - ◆ **Paragraph H:** Payments specified in paragraph F & G will not be made for a convicted felon who has additional pending felony charges, until those charges have been adjudicated.
 - ◆ **Paragraph J:** The Compensation Board shall recover a certain amount of funding for jail personnel cost in those facilities holding Federal inmates. LIDS will compute the federal share by calculating a daily percentage of federal population to the total population and apply that percentage to one half of the daily budgeted salaries and benefits of jail personnel funded by the Commonwealth. The same cost recovery methodology is applied for jails which hold inmates from another state on a contractual basis.
 - ◆ **Paragraph K:** The Compensation Board will reimburse an additional \$14.00 for inmates placed in a Jail Contract Bed (JCB) program. The Department of Corrections (DOC) is responsible for notifying the Compensation Board of each facility's JCB number and for placing individual inmates in the contract program.
-

Other Attachments include: §53.1-20, §53.1-20.1, §53.1-83.1, §53.1-84, §53.1-85

Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia & Appropriations Act

****Attachment #1 -**

- § 53.1-121: Sheriffs to make monthly reports to Compensation Board; failure to send report

The sheriff shall report on the first day of each month to the Compensation Board, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Compensation Board, stating whether the offense is for violation of state law or of city or town ordinance.

If any sheriff fails to send such report within ten business days after the date when the report should be forwarded, the Compensation Board shall notify the sheriff of such failure. If the sheriff fails to make the report within ten days from that date, then the Compensation Board shall cause the report to be prepared from the books of the sheriff and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the sheriff by the Commonwealth.

The report shall be signed by both the chief jailer and the sheriff who shall certify the accuracy of the report. Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

****Attachment #2 -**

- § 53.1-115.1: Superintendents of regional jails and regional jail-farms to make monthly reports to Director

The superintendent of every regional jail and every regional jail-farm shall report on the first day of each month to the Director, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Director, stating whether the offense for each prisoner is for violation of state law or of city or town ordinance. The report shall be signed by both the superintendent and chairman of the regional jail-farm board. Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

If any superintendent fails to send such report within five days after the date when the report should be forwarded, the Director shall notify the superintendent of such failure. If the superintendent fails to make the report within ten days from that date, then the Director shall cause the report to be prepared from the books of the superintendent and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the superintendent by the Commonwealth.

Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia & Appropriations Act

****Other Attachments -**

§ 53.1-20: Commitment of convicted persons to custody of Director

A. Every person convicted of a felony committed before January 1, 1995, and sentenced to the Department for a total period of more than two years shall be committed by the court to the custody of the Director of the Department. The Director shall receive all such persons into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

B. Persons convicted of felonies committed on or after January 1, 1995, and sentenced to the Department or sentenced to confinement in jail for a year or more shall be placed in the custody of the Department and received by the Director into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

C. If the Governor finds that the number of prisoners in state facilities poses a threat to public safety, it shall be within the discretion of the Director to determine the priority for receiving prisoners into the state corrections system from local correctional facilities.

D. All felons sentenced to a period of incarceration and not placed in an adult state correctional facility pursuant to this section shall serve their sentences in local correctional facilities which shall not include a secure facility or detention home as defined in § [16.1-228](#).

E. Felons committed to the custody of the Department for a new felony offense shall be received by the Director into the state corrections system in accordance with the provisions of this section without any delay for resolution of (i) issues of alleged parole violations set for hearing before the Parole Board or (ii) any other pending parole-related administrative matter.

§ 53.1-20.1: Compensation of local jails for cost of incarceration

If the Director is unable to accommodate in a state correctional facility any convicted felon sentenced to the Department for a felony committed before January 1, 1995, whose sentence totals more than two years or who is convicted of a felony committed on or after January 1, 1995, and who is required to serve a total period of one year or more in a state correctional facility, the Department of Corrections shall compensate local jails for the cost of incarceration as provided for in the general appropriation act beginning on the sixty-first day following the date of mailing by certified letter or electronic transmittal by the clerk of the committing court to the Director of the final order.

§ 53.1-83.1: How state appropriations for operating costs of local correctional facilities determined

The Governor's proposed biennial budget bill shall include, for each fiscal year, an appropriation for operating costs for local correctional facilities. The proposed appropriation shall include:

1. An amount for compensating localities for the cost of maintaining prisoners arrested on state warrants in local jails, regional jails and jail farms, at a specified rate per prisoner day;

Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia

**Other Attachments - (continued)

§ 53.1-83.1: How state appropriations for operating costs of local correctional facilities determined (continued)

2. An amount for maintaining convicted state felons in local correctional facilities, at a specified rate per felon day, pursuant to § [53.1-20.1](#);
3. An amount to pay two-thirds of the salaries of medical and treatment personnel approved by the State Compensation Board; and
4. An amount to be set aside for unanticipated medical emergencies.

§ 53.1-84: State funds available to local correctional facilities for operating costs

The Compensation Board shall apportion among local correctional facilities moneys appropriated in the general appropriation act for the purpose of financial assistance for the confinement of persons in local facilities in accordance with reports of prisoner days provided by the Department.

The county or city receiving such funds or a combination of counties or cities or both receiving such funds on behalf of a regional facility shall pay therefrom the operating costs of its local adult correctional facilities and programs. Criminal costs prior to confinement shall be paid out of funds appropriated pursuant to § [19.2-332](#).

Regulations adopted by the Board to implement the provisions of §§ 53.1-84 through [53.1-86](#) shall not be subject to legislative review as provided in § [9-6.14:9.2](#). In the adoption of such regulations, the Board shall comply with all other requirements of the Administrative Process Act (§ [9-6.14:1](#) et seq.), and in any subsequent amendments thereto shall comply with all the provisions of § 9-6.14:9.

§ 53.1-85: Time and manner of payment

Notwithstanding any contrary provisions of this Code which provide for state reimbursement of certain costs incurred by local correctional facilities, the time and manner of such payments shall be as hereinafter prescribed.

Each facility's apportionment pursuant to § [53.1-84](#) shall be paid by the Compensation Board to the responsible local governing body or fiscal agent of such facility in quarterly installments beginning July, 1983.

The amount of the quarterly installment for each facility will be the sum of the following:

1. The number of state prisoner days registered by the facility in the preceding quarter, pursuant to § [53.1-121](#), times the specified rate per prisoner day;
2. The number of prisoner days registered for convicted state felons by the facility in the preceding quarter times the specified rate per felon day, pursuant to § [53.1-20.1](#); and
3. One-fourth of the annual cost for salaries and fringe benefits for medical and treatment personnel approved by the Compensation Board pursuant to § [15.2-1636.7](#).

Funds held in the emergency reserve shall be distributed on the written authorization of the Compensation Board. In the event of emergencies, the Compensation Board may reallocate any portion of the reserve among individual facilities. Any balance remaining in the reserve at the close of the budgetary period shall revert to the general fund of the state treasury.

Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

The following explains the dollar amount for each financial category and the payment status of each:

<u>Financial Screen</u>		
	DOLLAR AMOUNT	PAYMENT STATUS
PAYMENTS (TOTAL DAYS) LOCAL----->	\$8	LD
PAYMENTS (TOTAL DAYS) STATE----->	\$8	SD, HA
PAYMENTS (OUT OF STATE)----->	\$8	FO
PAYMENTS ALTERNATIVE (HEM)----->	\$8	NH
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	\$8	NH
PAYMENTS - STATE FELON DAYS----->	\$6	FD
PAYMENTS - JAIL CONTRACT BED----->	\$14	CB, CW
NON-PAYMENT (FEDERAL)----->	\$0	FE
NON-PAYMENT (ORDINANCE)----->	\$0	OR
NON-PAYMENT (MILITARY)----->	\$0	MI
NON-PAYMENT (HEM)----->	\$0	NH
CONTRACT (OUT OF STATE)----->	\$0	CI
PRIVATE TRANSPORTS----->	\$0	OT
FEDERAL PRISONER OVERHEAD RECOVERY---->	\$	\$
ADJUSTMENTS POSTED DURING THIS PERIOD->	\$	\$
TOTAL----->	\$	\$

MONTHLY ADP: (Average Daily Population) DOC RATED CAPACITY:
SCREEN OPTION_1 = REVIEW DETAILS (ENTER "Y" TO THE RIGHT OF DERIRED CATEGORY)

Payments (Total Days) Local: Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as Local Responsible (LD) Inmates **IF:**

- ✓ Arrested on a state warrant
- ✓ Awaiting trial **OR**
- ✓ If the offender has a net sentence of less than 12 months/1 year (Offense Type A) **OR**
- ✓ If the offender has a net sentence of 2 years or less (Offense Type B)
 - Juvenile Awaiting Trial (10, 11, 2, 13, 16, 17, 18, 19)
 - Adult Awaiting Trial (10, 11, 12, 13)
 - Adult sentenced - on a felony and/or misdemeanor charges
 - No additional felony charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Has Additional Felony Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
 - Adult sentenced-miscellaneous (72)

Payments (Total Days) State: Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as State Responsible (SD) Inmates **IF**

- ✓ Arrested on a state warrant
- ✓ If the offender has a net sentence of 12 months/1 year or more (Offense Type A) **OR**
- ✓ If the offender has a net sentence of more than 2 years (Offense Type B)
 - Adult Sentenced - No Additional Felony Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Adult Sentenced - Miscellaneous (70, 71)

Payments (Out of State): Offenders in this category are held for out of state authority who HAS been arrested on a Virginia warrant.

- Offenders in this category are coded as a 74.

Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

Financial Screen explanation – (continued)

Payments Alternative (HEM): Offenders in this category are placed in an approved Electronic Monitoring program. Offenders must be Local Responsible and fully sentenced to receive HEM payment.

- Offenders in this category are coded as a 80

Payments Alternative (Work Release): Offenders in this category are placed in an approved Supervised Work Release Program.

- Offenders in this category are coded as 85

Payments – State Felon Days: Offenders in this category must be State Responsible (SD) and the Department of Corrections 60 day waiting period for intake has passed.

- Offenders can be either an adult sentenced-no additional felony charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76) or adult sentenced-miscellaneous (71).

Payments – Jail Contact Bed: Offenders in this category are State Responsible (SD) inmates that are placed into a Jail Contact Bed (JCB) or JCB Work Release Bed by the Department of Corrections.

- Offenders in this category are adult sentenced-no additional felony charges pending (20, 26).

Non-payment (Federal): Offenders in this category are held for Federal authority/District of Columbia.

- Offenders in this category are coded as a 73.

Non-payment (Ordinance): Offenders in this category are arrested on a local or town warrant (pink). This includes ordinance violators that are either awaiting trail or sentenced (Offense Type O).

- Offenders in this category can be either an adult awaiting trail (10) or an adult sentenced-no additional felony charges pending (20).

Non-payment (Military): Offenders in this category are held for military authority.

- Offenders in this category are coded as a 75.

Non-payment (HEM): Offenders in this category are either State Responsible (SD) inmates, unsentenced inmates, or the locality is NOT approved to participate in an Alternative program.

- Offenders in this category are coded either 80 or 85.

Contact (Out of State): Offenders in this category are out of state contact inmates who have NOT been arrested on a Virginia warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner.

- Offenders in this category are coded as a 78.

Private Transport: Offenders in this category are held for out of state holds and/or overnight transports. These inmate have NOT been arrested on a Virginia warrant. The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.

- Offenders in this category are coded as a 79.

Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

Financial Screen explanation – (continued)

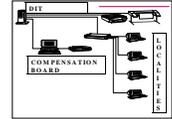
Federal Prisoner Overhead Recovery: Dollar amount taken back for holding federal inmates.

Adjustments Posted During this Period: Dollar amount of adjustments posted during that month.

Total: Total amount of all the above categories.

Monthly ADP: Average Daily Population is based on the average number of BODIES sitting in your jail.

DOC Rated Capacity: A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space.



25. Batch Processing

The Batch Up-load may be the method of data entry for those jails having automated jail management systems. The batch up-load process will produce five reports. These reports can either be downloaded to your Personal Computer, or they can be viewed using TSO on the DIT MVS mainframe.

NOTE: Where JXXX denotes your jail number

Up-load File Name:

SCB.PROD.JXXX.UPLOAD = upload file waiting to be processed

Download File Name:

SCB.PROD.JXXX.DOWNLOAD = bload, dedit, and bstat files collected together

Report Image - Load Error Report - SCB.PROD.JXXX.BLOADR01

SCB.PROD.JXXX.BLOADR01 = batch preload error report

1SCBBLOAD-R001-087		LIDS BATCH PRE-EDIT		PAGE 1	
		JUVENILE JAIL FACILITY		RUN DATE 10/16/96 TIME	
11:27:56					
OT		REC			
C	JAIL SSN	DATE	TIME	ID	
A	087 577157577	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 223806216	19960930	092828	01 ANTHONY	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 264513736	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 431980666	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 225742201	19960930	092828	01 HARRISO	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 225742201	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 228276037	19960930	092828	01 CHANTE	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 622145777	19960930	092828	01 G.	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 225708889	19960930	092828	01 O'NEAL	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 229586519	19960930	092828	01 N.	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 226887152	19960930	092828	01 SR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 999999999	19960930	092828	01 908700001	10009 NO SSN - DUMMY SSN ASSIGNED
A	087 999999999	19960930	092828	01 908700002	10009 NO SSN - DUMMY SSN ASSIGNED
A	087 229493604	19960930	092828	01 D.	E3027 MIDDLE NAME HAS BEEN ALTERED
A	087 999999999	19960930	092828	01 908700003	10009 NO SSN - DUMMY SSN ASSIGNED
A	087 999999999	19960930	092828	01 908700004	10009 NO SSN - DUMMY SSN ASSIGNED
A	087 229025811	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED
A	087 230088884	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED

Batch Processing (Continued)

Report Image - Edit Error Report - SCB.PROD.JXXX.BEDITR01

SCB.PROD.JXXX.BEDITR01 = batch edit error report

```
1SCBBEDIT-R001-087                LIDS BATCH EDIT
PAGE          1
                                JUVENILE JAIL FACILITY JAIL          RUN
DATE 10/16/96 TIME 11:31:11
0          *****COMMITMENT***** REASON  RELEASE *****RELEASE*****
          SSN          DATE          TIME  CONFINED  REASON  DATE          TIME
NAME
          000026870 1996-09-26 07:44:30    10          19
KELLY, RICHARD NMN
>>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
          017043144 1996-07-30 02:33:17    50
ANDREWSKI, ALEXANDER JOHN
>>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
          025529045 1996-06-18 18:21:41    51
GRADY, JAMES GARTH
>>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
          028563760 1996-09-11 05:01:05    52
BLAIR, LEONARD
>>>>> E1049 REASON CONFINED (52) REQUIRES SENTENCE LENGTH > 6 MONTHS
          051566358 1996-09-10 15:09:50    10          35  1996-09-11 16:08:00
MCGUIRE, JAMES FOREST
>>>>> E1010 TRANSFER TO JAIL ( ) IS INVALID
          054546622 1996-09-06 19:25:18    20          39  1996-09-11 05:52:00
COVINGTON, SAMUEL EARL
>>>>> E1043 REASON CONFINED (20) NOT VALID FOR SENTENCED FELONS
          058608483 1996-08-09 11:14:55    10
WILKINS, ANTHONY FIZGERAL
>>>>> E1056 REASON CONFINED MUST BE 12 FOR UNSENTENCED PROBATION
VIOLATION
          075605104 1996-06-07 15:42:37    51
HINES, YHINE KAREEM
>>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
          093580242 1996-09-03 18:56:49    10          35  1996-09-19 15:16:00
RIVERA, RAYMOND NMI
>>>>> E1010 TRANSFER TO JAIL ( ) IS INVALID
          095785301 1996-09-16 21:39:33    10          19
TAYLOR, GREGORY BOBBY
>>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
          099489343 1996-08-27 16:23:15    50
JOHNSON, RICKEY ANTHONY
>>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
          110568916 1996-09-25 17:54:44    10          35  1996-09-26 17:34:55
RODRIGUEZ, HECTOR JULIO
```

Batch Processing (Continued)

Report Image - Accepted Report - SCB.PROD.JXXX.BEDITR02

SCB.PROD.JXXX.BEDITR02 = batch edit confinements processed report

1SCBBEDIT-R002-087		LIDS BATCH CONFINEMENTS						
PAGE	1	JUVENILE JAIL FACILITY JAIL				RUN DATE 10/16/96 TIME		
11:31:11								
0	*****COMMITMENT****			REASON	OFFENSE	RELEASE	*****RELEASE*****	
SSN	DATE	TIME	CONFINED	CODE	REASON	DATE	TIME	NAME
002486151	1996-04-08	18:02:39	28	0947				COOK, IRVING
EDWARDS								
005560235	1996-09-08	01:03:43	10	4200	19	1996-09-08	06:19:00	RICHARD, ROBERT
BRUCE								
018646609	1996-09-02	01:33:49	10	4200	19	1996-09-02	10:23:00	WILLIAMS, JOSEPH
F								
029481788	1996-09-11	04:13:03	10	5404	19	1996-09-11	09:19:00	MILLER, PAULINE
031566889	1996-03-12	18:54:47	21	2320	52	1996-09-25	10:00:00	SANSBURY, RODNEY
NEIL								
045709448	1996-09-21	03:01:06	10	4200	19	1996-09-21	12:01:00	LABRIE, BRIAN
KEITH								
046546770	1996-09-30	12:59:33	20	5409				BRITO, KAREEM
JAMAL								
057542373	1996-09-25	15:29:33	10	2340	19	1996-09-25	23:27:00	FERGUSON, JAMES
NMN								
058583142	1996-09-15	23:47:33	10	5404	19	1996-09-16	06:20:00	CAGLE, SHEILA
CAROL								
058583543	1996-08-30	00:48:20	10	2320	19	1996-09-12	20:53:00	DOMENECH,
ANTONIO NMN								
059423598	1996-09-17	22:00:19	10	4200	19	1996-09-18	08:22:00	RAMOUNTOS, JOHN
KEVIN								
060582828	1996-09-10	15:47:38	20	5409	18	1996-09-10	16:15:00	PEELE, KENNETH
LAMAR								
062608327	1996-04-26	21:32:47	80	1119	59	1996-09-13	14:22:00	WYFFLES, THOMAS
DANIEL								
062640394	1996-08-16	15:29:11	21	2360				ANDREW, TRAMAIN
063602979	1996-09-06	22:58:01	10	3512	19	1996-09-07	02:13:00	BRANNON, DUANE
AVERY								
070503949	1996-09-19	12:08:23	10	2411				COOK, JENNIFER
LOUISE								

Batch Processing (Continued)

Report Image - Monthly Prisoner Status File Detail - SCB.PROD.JXXX.BPRSSR01

SCB.PROD.JXXX.BPRSSR01 = Monthly Prisoner Status File Detail Report

1SCBBPRSS-R001-087		LIDS MONTHLY RECAP FOR 9/96										PAGE 1					
		JUVENILE JAIL FACILITY JAIL										RUN DATE 10/16/96 TIME 11:59:48					
		** INCOMPLETE **															
		S R O *****COMMIT***** *****RELEASE*****										SENTENCE COURT-ORDER					
SENTENCE	TOTAL STATE	OUT				AGE	X	C	C	DATE	TIME	REASON	DATE	TIME	REASON	DATE	RECEIVED
LENGTH	DAYS	DAYS	COMPL														
002486151	COOK, IRVING EDWARDS		30	38	M	W	A	040896	1802	28					040396		
005560235	RICHARD, ROBERT BRUCE			33	M	W	M	090896	0103	10		090896	0619	19			
018646609	WILLIAMS, JOSEPH F, III			18	M	W	M	090296	0133	10		090296	1023	19			
029481788	MILLER, PAULINE FERLAND			31	F	W	M	091196	0413	10		091196	0919	19			
031566889	SANSBURY, RODNEY NEIL		25	30	M	B	F	031296	1854	21		092596	1000	52	092596		000-
045709448	LABRIE, BRIAN KEITH			32	M	W	M	092196	0301	10		092196	1201	19			
046546770	BRITO, KAREEM JAMAL			24	M	B	M	093096	1259	20					091796		000-
057542373	FERGUSON, JAMES NMN, JR			34	M	B	F	092596	1529	10		092596	2327	19			
058583142	CAGLE, SHEILA CAROL			30	F	W	M	091596	2347	10		091696	0620	19			
058583543	DOMENECH, ANTONIO NMN			20	M	B	F	083096	0048	10		091296	2053	19			
059423598	RAMOUNTOS, JOHN KEVIN			41	M	W	M	091796	2200	10		091896	0822	19			
060582828	PEELE, KENNETH LAMAR,		1	30	M	B	M	091096	1547	20		091096	1615	18	091096		000-
062608327	WYFFLES, THOMAS DANIEL		13	20	M	W	A	042696	2132	80		091396	1422	59	042596		000-
062640394	ANDREW, TRAMAIN		30	20	M	B	F	081696	1529	21					080896		000-
063602979	BRANNON, DUANE AVERY			20	M	B	F	090696	2258	10		090796	0213	19			
070503949	COOK, JENNIFER LOUISE			39	F	B	F	091996	1208	10							
075580916	PAGAN, MARCUS FELIPE		30	20	M	W	A	042496	1248	22					081496		001-

Batch Processing (Continued)

Report Image - Monthly Prisoner Status File Summary - SCB.PROD.JXXX.BPRSSR02

SCB.PROD.JXXX.BPRSSR02 = Monthly Prisoner Status File Summary Report

**** INCOMPLETE DUE TO PENDING CONFINEMENTS		

SCBBPRSS-R002-087	LIDS MONTHLY RECAP FOR	9/96
PAGE 1		
	HENRICO CO. JAIL	
RUN DATE 10/16/96 TIME 11:59:48		
	** INCOMPLETE **	
	CONFINEMENTS	DAYS
CONFINED BEFORE MONTH BEGAN	315	7,473
RELEASED DURING MONTH	106	1,203
NOT RELEASED DURING MONTH	209	6,270
CONFINED DURING MONTH	621	2,077
RELEASED DURING MONTH	513	843
NOT RELEASED DURING MONTH	108	1,234
TOTAL FOR THE MONTH	936	9,550
RELEASED DURING MONTH	619	2,046
NOT RELEASED DURING MONTH	317	7,504
	DAYS	DOLLARS
TOTAL DAYS	9,465	75,720.00
ALTERNATE DAYS	85	680.00
STATE DAYS	0	0.00
OUT OF COMPLIANCE 61 - 90 DAYS	0	0.00
OUT OF COMPLIANCE 91 - 120 DAYS	0	0.00
OUT OF COMPLIANCE 121+ DAYS	0	0.00
TOTAL DOLLARS		76,400.00

Batch Processing (Continued)

Other Batch File Names:

SCB.PROD.JXXX.BEDITR03	= batch edit update report
SCB.PROD.JXXX.BSTATR01	= batch statistics – current jail roster
SCB.PROD.JXXX.BSTATR02	= batch statistics – commits since last approval
SCB.PROD.JXXX.BSTATR03	= batch statistics – releases since last approval
SCB.PROD.JXXX.BSTATR04	= batch statistics – commit and release counts
SCB.PROD.JXXX.SAVE	= last upload file processed (current day only)
SCB.PROD.JXXX.WORK	= work file
SCB.PROD.JXXX.BDUPLR00	= possible errors report – requested via forms maintenance
SCB.PROD.JXXX.BDUPLR01	= possible errors report produced as part of batch processing
SCB.PROD.JXXX.LST????	= query results file

Running LIDS Uploads

Many jails have expressed an interest in running their own test and production upload jobs. Effective April 1, 1997, you are able to do this. The instructions are as follows:

- access DIT in the same manner you correct pending errors or certify and approve your monthly report.
- at the Commonwealth Information Network screen enter “TSO1” (same screen you enter CIPG)

DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK

ENTER : TSO1

Enter your logon when prompted.

ACF82003 ACF2, ENTER LOGON-ID

Enter password when prompted.

ACF82004 ACF2, ENTER LOGON-ID

- depress the enter key when the three asterisks (***) displayed
- ready prompt will then be displayed

Batch Processing (Continued)

Running LIDS Uploads (continued)

ACF01134 YOUR PASSWORD WILL EXPIRE ON 4/18/97 - 12:30 ****

- will receive any DIT system broadcast messages that are currently in the system
- broadcast system messages report the times when DIT/LIDS will be unavailable
- broadcast messages may take more than one screen

```
===== WELCOME TO MVS TSO =====
WEEKLY BULLETIN HIGHLIGHTS FOR THE WEEK BEGINNING APRIL 13, 1997
=
=           MVS
=
= MVS SYSTEM SCHEDULED DOWN           APR. 13 & 17, 1997
=
=
=           EXEC
= EXEC SYSTEM SCHEDULED DOWN           APR. 13 & 17, 1997
=
=.....
READY
```

- **test run, enter “LIDSTEST”**
- **production run, enter “LIDSPROD”**
- to check job status, you will receive a LIDS generated broadcast message
- states the success or failure of your job prior to the ready prompt being displayed

Disconnecting from TSO1

- recommended you disconnect your TSO1 session and redial into LIDS at least fifteen (15) min later.
- to disconnect from your TSO1 Session, enter ‘LOGOFF’ at the ready prompt

READY logoff

Special caution when running your own jobs:

- running upload job may detect a file has been uploaded, all errors are deleted from the pending file
- frequent uploads, you may not want your pending errors deleted
- if so, contact Anne Wilmoth to ensure that pending errors are not deleted

Batch Jail Information

1. UPLOAD

- process of transferring data from your computer to the LIDS system
- file is created as the result of this process.

2. DOWNLOAD

- process of transferring data from the LIDS system to your system
- file that is created by LIDS system for this process

Batch Processing (Continued)

Running LIDS Uploads (continued)

3. BATCH PROCESS

- steps taken by the LIDS system to validate your data and add it to the LIDS database
- input for this process is the upload file you transferred to LIDS
- output is the download file created for you

4. PENDING ERRORS

- commitments that contain errors must be corrected before the data can be added to the LIDS database.
- may be corrected or deleted online or they will be deleted by doing another upload (below)
- to corrected online, the batch process must be executed to merge the corrected data into the LIDS database.

There are 3 strategies for updating the LIDS database for batch jails:

1. INCREMENTAL UPLOADS

- process whereby you only upload data for confinements or changes since the last upload
- desirable strategy, avoids uploading/ processing data for confinements that have not changed

2. MULTIPLE FULL UPLOADS

- process to upload data for confinements during the current reporting period or
- occurred prior to the current reporting period and have not been released or
- released during the current reporting period
- less desirable than the first strategy, overhead involved in uploading/processing data

3. SINGLE FULL UPLOADS

- same as the second strategy except upload is only done after the end of the reporting period
- least desirable strategy, overhead involved in uploading/processing data for confinements that have not changed
- errors are not detected until after end of the reporting period, LIDS databases are not current

The strategy that you use will depend on the software you are using. You will need to check with your software vendor or DP center to determine what is available to you. Regardless of the strategy you use, you are required to use the LIDS online system to release inmates so that other jails can process their commitments.

NOTE: Incremental Uploads, please notify Anne Wilmoth ext. 222, Melanie Morrison ext. 204, or Craig Giegerich ext. 219 at (804) 786-0786 so that your processing options can be set properly. For jails doing incremental uploads, pending errors remain until they are corrected (either online or by another upload) or are deleted online.

Batch Processing (Continued)

Batch File Layout

Prisoner Record Format:

This is the prisoner record and is required. This record must be used for all prisoners who were confined any time during the reporting period.

Information Contained In the Record:

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Record ID	Positions 28 through 29. This is the record identifier for the prisoner record. This must always be set to '01'. This is a required field.
CCRE	Positions 30 through 38. This is the prisoner's CCRE number. This is a nine position numeric field. This field is optional; however, if the prisoner does not have a CCRE or, if the CCRE is unknown, all zeros must be supplied.
Last Name	Positions 39 through 65. This is the prisoner's last name. This is a required field. Alias information must not be listed in this field.
First Name	Positions 66 through 77. This is the prisoner's first name. This is a required field. Alias information must not be listed in this field.
Middle Name	Positions 78 through 85. This is the prisoner's middle name. This is an optional field. Alias information must not be listed in this field.
Name Suffix	Positions 86 through 88. This is the prisoner's name suffix. For example, 'Jr', 'Sr', etc. This is an optional field. Alias information must not be listed in this field.
Hair Color	Position 89 through 91. This is the prisoner's hair color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI hair color codes will be used. See attached list.
Eye Color	Positions 92 through 94. This is the prisoner's eye color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI eye color codes will be used. See attached list.
Weight	Positions 95 through 98. This is the prisoner's weight as recorded in pounds. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Height	Positions 99 through 102. This is the prisoner's height as recorded in inches. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.
Date of Birth	Positions 103 through 110. This is the prisoner's date of birth. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Race	Positions 111 through 111. This is the prisoner's race code. This is a required field. Refer to the attached list for valid race codes.
Sex	Positions 112 through 112. This is the prisoner's sex code. This is a required field. Valid values are 'M' for male and 'F' for female.
Country of Birth	Positions 113 through 114. This is the prisoner's country of birth if other than the United States. If the prisoner's country of birth is the United States, this field should be space filled. This is a required field unless your system does not capture this information. Standard FBI country codes will be used. See attached list of country codes.
Country of Citizenship	Positions 115 through 116. This is the prisoner's country of citizenship if other than the United States. If the prisoner's country of citizenship is the United States, this field should be space filled. This is a required field unless your system does not capture this information. Standard FBI country codes will be used. See attached list of country codes.
Immigration Identification Number	Positions 117 through 125. This is the prisoner's immigration number if the country of citizenship is other than the United States. This is an optional field and will not be edited.
Scars, Marks and Tattoos	Positions 126 through 145. This is a free form text area to be used to record any special identifying marks the prisoner may have. This is an optional field and will not be edited.
Medical Alert Information	Positions 146 through 223. This is a free form text area to be used to record any special medical information relating to the prisoner. This is an optional field.
Local Prisoner ID	Positions 224 through 235. This is the prisoner's identification number as found on the remote system. This is an optional field.
Commitment Date	Positions 236 through 243. This is the date of the prisoner's confinement. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Commitment Time	Positions 244 through 249. This is the time of the prisoner's confinement. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Reason Confined	Positions 250 through 251. This is the code for the reason why the prisoner is confined. This is a required field. Refer to the current J7/J8 manual for a list of reasons confined.
Detainers	Positions 252 through 252. This field must be used to denote the prisoner has active Detainers. This is an optional field; however, if entered must be equal to 'Y' (for has active detainers); 'N' or blank (for does not have active detainers). If this field is set to 'Y' then, the detainer jails must also be specified.
Alert Flag	Positions 253 through 253. This field must be used to denote the prisoner has a special condition that warrants attention. This is an optional field; however, if entered must be valid. Valid options are 'Y' (for has special condition) or blank (does not have special condition). If the alert flag is equal to 'Y' then commitment comments must also be entered.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Commitment Comments	Positions 254 through 331. This is a free form text field to be used to record any special commitment comments; or the reason the alert flag has been turned on. This is an optional field; however, if the alert flag is equal to 'Y' then commitment comments must be entered.
DOC Compliance Status	Positions 332 through 334. This is a local use field used to denote the compliance status as it relates to a state responsible prisoner. This is an optional field; however, if entered must be valid. Refer to the list of attached DOC compliance status codes.
DOC Inmate Number	Positions 335 through 340. This is the prisoner's DOC inmate number. This is an optional field and will not be edited.
Facility Location	Positions 341 through 343. This is location of the prisoner in the local jail facility. This field is a local use field. <u>For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level the inmate is housed in. For other inmates this field is for local use and is not required or edited.</u>
Housing Status	Positions 344 through 346. This can be used to denote the housing status of the prisoner. This field is a local use field. <u>For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level required for the inmate. For other inmates this field is for local use and is not required or edited.</u>
Exemplary Goodtime Days	Positions 347 through 350. This is used to record goodtime days as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Exemplary Goodtime Months	Positions 351 through 354. This is used to record goodtime months as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Exemplary Goodtime Years	Positions 355 through 358. This is used to record goodtime years as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Days	Positions 359 through 362. This is used to record goodtime days as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Months	Positions 363 through 366. This is used to record goodtime months as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Years	Positions 367 through 370. This is used to record goodtime years as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Days	Positions 371 through 374. This is used to record goodtime days as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Months	Positions 375 through 378. This is used to record goodtime months as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Years	Positions 379 through 382. This is used to record goodtime years as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Jail Credit Certification Date	Positions 383 through 390. This is the date the jail time was certified for the prisoner. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be numeric.
Release Comments	Positions 391 through 468. This is a free form text field used to record any release comments. This field is an optional field; however, if release date, time and reason are not specified, this field must be blank.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Release Date	Positions 469 through 476. This is the date the prisoner was released/transferred from the local jail facility. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12) and DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not been released, this field must be equal to zeros.
Release Time	Positions 477 through 482. This is the time the prisoner was released/transferred from the local jail facility. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field. However, if the prisoner has not been released, this field must be equal to zeros.
Release Reason	Positions 483 through 484. This is the code for the reason the prisoner was released/transferred from the local jail facility. This is a required field. However, if the prisoner has not been released, this field must be left blank. Refer to the current J7/J8 manual for a list of release reasons.
Conviction Date	<u>Positions 485 through 492. This is the date the prisoner was convicted of a specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 2002); MM denotes the month (01-12) and DD denotes the day (01-31). Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.</u>
Offense Tracking Number	Positions 493 through 507. Reserved for future use, leave blank.
DNA Sample Date	Positions 508 through 515. Required if DNA Sample Taken is 'Y' or 'D'. Zero fill if not used.
Unused	Positions 516 through 562. Reserved for future use, leave blank.
Current Location	Positions 563 through 640. This is a free form text field used to record the prisoner's location if not in the local jail facility. <u>For inmates confined with reason confined of '73', '78', or '79' this field must contain the identification of the agency the inmate is being held for, 'INS', 'FBI', etc . For other inmates this field is for local use and is not required or edited.</u>
Offense Code	Positions 641 through 649. The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type. This is a required field.
Offense Sequence Number	Positions 650 through 653. This must be set to '0001'. Any additional offenses must be numbered '0002' through '9999'. This is a required field. Regarding the reporting of additional offenses, refer to the record layout for additional offense records.
Offense Date	Positions 654 through 661. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Arrest Date	Positions 662 through 669. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.
Arrest Time	Positions 670 through 675. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is an optional field; however, if entered must be valid. If an arrest time is specified, the arrest date must also be entered.
Arresting Officer	Positions 676 through 705. This is the name of the officer making the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Assistant Arresting Officer	Positions 706 through 735. This is the name of the officer assisting with the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.
Court Jurisdiction	Positions 736 through 738. This is the FIPS number of the Court having jurisdiction. This is a required field.
Date Sentenced	Positions 739 through 746. This is the date the prisoner was sentenced for the specific offense code. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field. However, if the prisoner has not been sentenced for the specific offense code this field must be equal to zeros.
Docket Number	Positions 747 through 758. This is the court docket number for the specific offense. This is an optional field and will not be edited.
Court Type	Position 759. <u>Required if the reason confined is '17', '18', or '19' otherwise must be blank.</u> Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Disposition	Positions 760 through 761. A disposition should be used if the offense has been satisfied and did not result in jail time. Valid values are listed at the end of the batch file layouts.
DNA Sample Taken	Position 762 through 762. <u>Required if prisoner convicted of a felony offense.</u> Valid values are 'D' the DNA sample has been drawn but the results have not been received, 'Y' the DNA sample results have been received and 'N' or spaces for no the DNA sample has not been drawn.
Approximate Age Recorded Date	Positions 763 through 770. Use with Approximate Age (814-815) when date of birth is unknown
Unused	Position 771.
Offense As Sentenced	Positions 772 through 780. This field is required if the prisoner has been sentenced for the specific offense. However, if the prisoner has not been sentenced, this field must be left blank. . The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type.
Sentence Length Years	Positions 781 through 784. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Sentence Length Months	Positions 785 through 788. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 789 through 792. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 793. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 <u>'C' - Felony conspiracy</u> <u>'T' - Felony attempt</u> 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 794. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 <u>'C' - Felony conspiracy</u> <u>'T' - Felony attempt</u> 'M' - Misdemeanor 'O' - Local Ordinance
Concurrent/Non-concurrent	Positions 795 through 795. This field is used to denote whether the sentence is to be a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). This field is required. However, if the prisoner has not been sentenced, this field must be left blank.
Data Source	Positions 796 through 796. This field must always be equal to a 'B' for Batch upload. This is a required field.
Transfer to Jail	Positions 797 through 799. This is a required field if the reason released is equal to '35'. If the release reason is not equal to '35' then this field should contain spaces.
Insurance Number Group	Positions 800 through 802.
Disposition Date	Positions 803 through 810. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.
Held for Locality	Positions 811 through 813. It must be a valid jail number. <u>This is a required field.</u>
Approximate Age	Positions 814 through 815. Use with Approximate Age Recorded Date (763-770) when date of birth is unknown, right justify and zero fill.
Detainer Jail #1	Positions 816 through 818. This is the jail facility number associated with the detainers field. If the detainers field is equal to 'Y' then this field is required.
Detainer Jail # 2	Positions 819 through 821. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there is more than one jail associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 3	Positions 822 through 824. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than two jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 4	Positions 825 through 827. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than three jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Detainer Jail # 5

Positions 828 through 830. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than four jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained for the Additional Offense(s) Record Format: *This is a required record, if the prisoner has more than one offense.*

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be set to '04'. This is a required field.
Offense Code	Positions 30 through 38. The nine (9) digit VCC offense code should be used. This is a required field when reporting additional offenses.
Offense Sequence Number	Positions 39 through 42. This is the sequence number associated with the offense. This field must be a sequential number starting with '0002'. As mentioned previously, the most serious offense code must be recorded in the Prisoner Record.
Offense Date	Positions 43 through 50. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day. This is a required field.
Arrest Date	Positions 51 through 58. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.
Arrest Time	Positions 59 through 64. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). This is an optional field; however, if entered must be valid. If an arrest time is specified, then the arrest date must also be specified.
Arresting Officer	Positions 65 through 94. This is the name of the officer making the arrest of the specific offense. This is an optional field.
Assistant Arresting Officer	Positions 95 through 124. This is the name of the officer assisting in the arrest of the specific offense. This is an optional field.
Court Jurisdiction	Positions 125 through 127. This is the FIPS code of the court having jurisdiction. This is a required field.
Date Sentenced	Positions 128 through 135. This is the date the prisoner was sentenced for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not be sentenced, this field must be equal to zeros.
Docket Number	Positions 136 through 147. This is the court docket number assigned to the specific offense. This is an optional field and will not be edited.

Batch File Layout (continued)

Prisoner Record Format:

Information contained for the Additional Offense(s) Record Format (Continued): *This is a required record, if the prisoner has more than one offense.*

Court Type	Position 148. <u>Required if the reason confined is '17', '18', or '19' other it must be blank.</u> Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).
Disposition	Positions 149 through 150. See dispositions at the end of the batch file layouts.
Disposition Date	Positions 151 through 158. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.
Unused Area	Positions 159 through 160. This area is currently unused and must be equal to zeros or spaces.
Offense As Sentenced	Positions 161 through 169. This is the 9 character VCC code for which the prisoner has been sentenced. This field is required if the sentence date is entered. If the prisoner has not been sentenced, this field must be left blank.
Sentence Length Years	Positions 170 through 173. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Months	Positions 174 through 177. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 178 through 181. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 182. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 <u>'C' - Felony conspiracy</u> <u>'T' - Felony attempt</u> 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 183. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 <u>'C' - Felony conspiracy</u> <u>'T' - Felony attempt</u> 'M' - Misdemeanor 'O' - Local Ordinance
Concurrent/Non-concurrent	Positions 184 through 184. This field is used to denote whether the sentence is a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). If the prisoner has not been sentenced, this field must be left blank. This field is required if the sentence date is entered.
Conviction Date	Positions 185 through 192. <u>This is the date the prisoner was convicted on the specific offense.</u> <u>Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.</u>
Offense Tracking Number	Positions 193 through 207. <u>Reserved for future use, leave blank.</u>

Batch File Layout (continued)

Prisoner Record Format:

Information Contained in the Alias Name Record Format: This is an optional record and must be used to list alias names the prisoner may also be known as.

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be equal to '02'. This is a required field.
Last Name	Positions 30 through 59. This field is used to list the alias last name for the prisoner. This is a required field.
First Name	Positions 60 through 71. This field is used to list the alias first name for the prisoner. This is a required field.
Middle Name	Positions 72 through 79. This field is used to list the alias middle name for the prisoner. This is an optional field.
Name Suffix	Positions 80 through 82. This field is used to list the alias name suffix, for example 'Jr', 'Sr', etc. This is an optional field.

Note: If your local Jail Management System (JMS) does not capture the fields listed as “optional”, you need to send the Compensation Board a letter stating such. The letter should include the fields not captured by your system, the reason the fields are not captured, and when your vendor is scheduled to incorporate these fields into your local JMS. Please provide this information no later than July 1, 2001.

Letters should be addressed to :

***Anne Wilmoth
Information Technology Manager
Compensation Board
P.O. Box 710
Richmond, VA 23218-0710***

Batch File Layout (continued)

Prisoner Record Format:

FBI CODES FOR EYE COLOR

BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown

FBI CODES FOR HAIR COLOR

BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

DOC COMPLIANCE STATUS CODES

ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Classified Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant

Batch File Layout (continued)

Prisoner Record Format:

VIRGINIA RACE CODES

A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

DISPOSITION VALUES

AM - Amended (Sentenced offense)
AP - Appealed (Sentenced offense)
AR - Awaiting Parole Revocation (Sentenced offense)
AS - Awaiting Probation /Show cause Revocation (Sentenced offense)
BC - Boot Camp (Sentenced offense)
BO - Bond (Unsentenced offense)
CC - Community Corrections (Sentenced offense)
CD - Charges Dismissed (Disregard charge as of disposition date)
CE - Certified (Unsentenced offense)
CO - Continued (Unsentenced offense)
CR - Court Ordered Release (Unsentenced offense)
CU - Court Ordered Release (Sentenced offense)
DN - Detention Center (Sentenced offense)
DT - Deferred Treatment (Sentenced offense)
DV - Diversion Center (Sentenced offense)
FI - Fined (Sentenced offense)
GU - Guilty (Sentenced offense)
IS - Imposition Sentence (Sentence offense)
NC - Null Code (Disregard charge as of disposition date)
NG - Not Guilty (Disregard charge as of disposition date)
NP - Nolle Prosequi (Disregard charge as of disposition date)
PA - Paroled (Sentenced offense)
PB - Plea Bargain (Disregard charge as of disposition date)
PD - Parole Dismissed (Unsentenced offense)
PR - Probation Dismissed (Unsentenced offense)
PS - Pre-Sentenced (Sentenced offense)
RE - Recognized (Unsentenced offense)
SE - State Sentence (Sentenced offense)
SS - Suspended Sentence (Sentenced offense - length will be disregarded)
TH - Temporary Hold Only (Unsentenced offense)
TS - Time Served (Sentenced offense - disregard charge as of disposition date)
UA - Under Advisement (Sentenced offense)

Locality Contact List



2001 Locality Contact List - Subject to change

***LIDS Technicians are in bold**

001 Accomack County Jail Sheriff Email: acsd2330@intercom.net	P. O. Box 149 Accomac Virginia 23301 Karen Barrett , Richard Taylor, Cory Harte: cory@intercom.net	Fax # 757-787-2310 757-787-1095
003 Albemarle/Charlottesville Regional Jail	1600 Avon Street Extended Charlottesville Virginia 22901 Felicia Henderson-Rush Jeanette Rush: rushje@ci.charlottesville.va.us Charlene Davis	Fax # 804-979-7677 804-977-6981 ext. 225 804-977-6981 ext. 227
005 Alleghany Covington Jail	268 West Main Street Covington Virginia 24426 Erica Peters	Fax # 540-965-4915 540-965-1770
009 Amherst County Jail Sheriff Email: amherstsheriff@lynchburg.net	P. O. Box 598 Amherst Virginia 24521-0598 Belinda Gaines : bgaines@uscyber.net , Loretta Wright, Jenny Willow: JCWillow@uscyber.net Greg Turner: glturner@lynchburg.net	Fax # 804-946-9380 804-946-9379 804-946-9379
011 Appomattox County Jail	P. O. Box 366 Appomattox Virginia 24522-0366 Roger Baldwin , Fred Godsey: apposo@aol.com	Fax # 804-352-0445 804-352-8241
013 Arlington County Jail Sheriff Email: barthu@co.arlington.va.us	1425 N. Courthouse Road Arlington Virginia 22201 Christina Reynolds : creyno@co.arlington.va.us	Fax # 703-228-7022 703-228-4487
015 Augusta County Jail Sheriff Email: risher@co.augusta.va.us	P. O. Box 1267 Staunton Virginia 24402 Tom Benson: tbenson@co.augusta.va.us R.L. Keyser: rkeyser@co.augusta.va.us Tami Bird : tbird@co.augusta.va.us Mike Gordon: mgordon@co.augusta.va.us Rick Whitmore: rwhitmore@co.augusta.va.us	Fax # 540-245-5345 540-245-5338 540-245-5347 540-245-5338 540-245-5338 540-245-5338
019 B.R.R.J.-Bedford County Jail Sheriff Email: bcsocarone@aol.com	1000 Broad Street Bedford Virginia 24523 Vida Parker	Fax # 540-587-9283 540-587-9282 ext. 3
B.R.R.J.-Moneta Adult Detention Center	1484 Radford Church Road Moneta Virginia 24121 Violet Pryor	Fax # 540-297-3606 540-297-7648

2001 Locality Contact List - Subject to change

<p>023 Botetourt County Jail Sheriff Email: rsprinkle@co.botetourt.va.us</p>	<p>P. O. Box 370 Fincastle Virginia 24090</p> <p>Mark Neese, Elwood Hinchee Dennis Harris</p>	<p>Fax # 540-473-8253</p> <p>540-473-8204 540-473-8202</p>
<p>025 Brunswick County Jail Sheriff Email: kwjbcasd@jinent.com</p>	<p>P. O. Box 705 Lawrenceville Virginia 23868-0705</p> <p>Kevin Wessen: bcsdjail@meckcom.net</p>	<p>Fax # 804-848-6014</p> <p>804-848-6002</p>
<p>027 Buchanan County Jail Sheriff Email: sheriff@bcso.buchanancounty.org</p>	<p>P. O. Box 970 Grundy Virginia 24614-0970</p> <p>Rhonda McClanahan: lidstech@bcso.buchanancounty.org Sharon Deel</p>	<p>Fax # 540-935-2481</p> <p>540-935-2313 540-935-2313</p>
<p>031 B.R.R.J.-Campbell County Jail Sheriff Email: campcoso@inmind.net</p>	<p>P. O. Box 770 Rustburg Virginia 24588</p> <p>Stacy Tucker Tammie Hodges</p>	<p>Fax # 804-332-5187</p> <p>804-332-9652 804-332-9548</p>
<p>037 Charlotte County Jail Sheriff Email: clso@gte.net</p>	<p>P. O. Box 390 Charlotte C H Virginia 23923-0390</p> <p>Nelson Cardwell, Linda Moore, Chuck Taylor</p>	<p>Fax # 804-542-5100</p> <p>804-542-5141</p>
<p>041 Chesterfield County Jail Sheriff Email: williamsc@co.chesterfield.va.us</p>	<p>P. O. Box 758 Chesterfield Virginia 23832</p> <p>Barry Arnold: arnoldb@co.chesterfield.va.us Nate Pencile: pencilen@co.chesterfield.va.us Donald White: whited@co.chesterfield.va.us Anthony Hinchey Julia Wallenberg: wallenbergj@co.chesterfield.va.us</p>	<p>Fax # 804-796-5713</p> <p>804-717-6702 804-768-7326 804-751-4463 804-768-7338 804-748-1520</p>
<p>047 Culpeper County Jail Sheriff Email: culso@hotmail.com</p>	<p>131 W. Cammeron Street Culpeper Virginia 22701</p> <p>Janet Kilby, Mary Dwyer, Joel Jamison, Bev Harpine, Helen Taylor</p>	<p>Fax # 540-727-3466</p> <p>540-727-3434 540-727-3434</p>
<p>051 Dickenson County Jail Sheriff Email: dcso@compunet.net</p>	<p>P. O. Box 339 Clintwood Virginia 24228-0339</p> <p>Jessica Adkins, Marilyn Counts</p>	<p>Fax # 540-926-1606</p> <p>540-926-1605</p>
<p>053 Dinwiddie County Jail</p>	<p>P. O. Box 120 Dinwiddie Virginia 23841-0120</p> <p>Terry Jones: tchme67735@aol.com</p>	<p>Fax # 804-469-4555</p> <p>804-469-4550</p>

2001 Locality Contact List - Subject to change

<p>059 Fairfax County Jail Sheriff Email: rkovac@co.fairfax.va.us</p>	<p>10520 Judicial Drive Fairfax Virginia 22030</p> <p>Gwendolyn Frye: fryegwen@hotmail.com Deanna Bray: braydeanna@hotmail.com</p>	<p>Fax # 703-273-2464</p> <p>703-246-4422 703-246-4420</p>
<p>061 Fauquier County Jail Sheriff Email: sheriffjoe@co.fauquier.va.us</p>	<p>50 Lee Street Warrenton Virginia 22186</p> <p>Mark Lavoie Micah Meadows: mammeadows@aol.com</p>	<p>Fax # 540-349-2289</p> <p>540-349-2273 540-349-2276</p>
<p>067 Franklin County Jail</p>	<p>70 East Court Street Rocky Mount Virginia 24151</p> <p>Vicky Meadors: vmeadors@franklincountyva.org Richard Hudson</p>	<p>Fax # 540-483-1851</p> <p>540-483-3020 ext. 222 540-483-3020 ext. 220</p>
<p>069 Clarke/Fred./Win. Regional Jail Superintendent Email: fhildebr@shentel.net</p>	<p>141 Fort Coolier Road Winchester Virginia 22603</p> <p>Terry Walker, Jeanne Fahnestock</p>	<p>Fax # 540-722-9011</p> <p>540-665-6379</p>
<p>073 Gloucester County Jail Sheriff Email: sheriff@co.gloucester.va.us</p>	<p>P. O. Box 597 Gloucester Virginia 23061</p> <p>Tracy Proctor: tproctor@co.gloucester.va.us Doug Ebbink: debbink@co.gloucester.va.us</p>	<p>Fax # 804-693-1444</p> <p>804-693-1411 804-693-1369</p>
<p>083 B.R.R.J.-Halifax County Jail</p>	<p>P. O. Box 695, Courthouse Square Halifax Virginia 24558</p> <p>Angela Thompson Henry Crenshaw</p>	<p>Fax # 804-476-5508</p> <p>804-476-5500 ext. 13 804-476-5500 ext. 14</p>
<p>087 Henrico County Jail Sheriff Email: sheriff@co.henrico.va.us</p>	<p>P. O. Box 27032 Richmond Virginia 23273</p> <p>Danetta Royal: roy11@co.henrico.va.us Kim Woodson: woo08@co.henrico.va.us Karen Boehmer: boe40@co.henrico.va.us Richard Slough: slo03@co.henrico.va.us Tracy Young: you12@co.henrico.va.us</p>	<p>Fax # 804-501-5858</p> <p>804-501-5154 804-501-5154 804-501-5154 804-501-5154 804-501-5154</p>
<p>089 Henry County Jail Sheriff Email: sheriff@neocom.net</p>	<p>3250 Kings Mountain Road Martinsville Virginia 24112</p> <p>Sonya Thomas: sthomashcso@yahoo.com Audrey Nester, Mark Winn Cliff Roop, Michelle Whitlow: mwhitlowhcso@yahoo.com</p>	<p>Fax # 540-656-4289</p> <p>540-656-4286 540-656-4292 540-656-4204</p>
<p>103 Lancaster County Jail Sheriff Email: crockett@lancastersheriff.com</p>	<p>8293 Mary Ball Road Lancaster Virginia 22503</p> <p>Martin Shirilla: shirilla@lancastersheriff.com William Elswick, Sherry Via, Vivian Abbott</p>	<p>Fax # 804-462-7076</p> <p>804-462-5111 ext. 6117 804-462-5111</p>

2001 Locality Contact List - Subject to change

<p>105 Lee County Jail Sheriff Email: leesheriff@va-village.com</p>	<p>P. O. Box 177 Jonesville Virginia 24263</p> <p>George Hembree Adeline Carver, Chris Jerrell</p>	<p>Fax # 540-346-2149</p> <p>540-346-7709 540-346-7753</p>
<p>107 Loudoun County Jail Sheriff Email: lcso@co.loudoun.va.us</p>	<p>P. O. Box 370, 2 N. Church St. Leesburg Virginia 20178</p> <p>Diane Loftus, Chris Geraghty: cgeraght@co.loudoun.va.us Tiffany Elmore: telmore@co.loudoun.va.us</p>	<p>Fax # 703-777-0498</p> <p>703-771-5728 703-771-5212</p>
<p>117 Mecklenburg County Jail</p>	<p>P. O. Box 390, 251 Monroe St. Boydton Virginia 23917</p> <p>Paul Cox Mark Peebles, Pamela Chavis: lidslady@buggs.net</p>	<p>Fax # 804-739-6583</p> <p>804-738-6171 ext. 377 804-738-6171 ext. 378</p>
<p>119 Middle Peninsula Regional Jail Administrator Email: mdpen1@oasionline.com</p>	<p>P. O. Box 403 Saluda Virginia 23149</p> <p>Linda Camden Mary Hodges Sandra Forrest Dora McCoy</p>	<p>Fax # 804-758-8099</p> <p>804-758-2338 ext. 242 804-758-2338 ext. 241 804-758-2338 ext. 226 804-758-2338 ext. 234</p>
<p>121 Montgomery County Jail</p>	<p>16 S. Franklin Street Christiansburg Virginia 24073</p> <p>Cynthia Angle: cwangle@cablenet-va.com R. L. Hall, Martha Wirt: fwirt@swva.net</p>	<p>Fax # 540-382-6942</p> <p>540-382-6904</p>
<p>131 Northampton County Jail Sheriff Email: mlwood@intercom.net</p>	<p>P. O. Box 68, 16396 Courthouse Rd. Eastville Virginia 23347</p> <p>Robert Gray: gray@ncso.intercom.net Mary Jane Beach: beach@ncso.intercom.net</p>	<p>Fax # 757-678-0463</p> <p>757-678-0486 757-678-0489</p>
<p>135 Piedmont Regional Jail Superintendent Email: prjf@farmvilleez.net</p>	<p>P. O. Drawer 338 Farmville Virginia 23901</p> <p>Christal Callway Melody Fishburne Inez Meeks Willard Marshall</p>	<p>Fax # 804-392-1764</p> <p>804-392-1901 ext. 238 804-392-1601 ext. 238 804-392-1601 ext. 238 804-392-1601 ext. 237</p>
<p>137 Central VA Regional Jail Superintendent Email:</p>	<p>13021 James Madison Highway Orange Virginia 22960</p> <p>Glenn Aylor: faylor@cvrj.org Carol Perkins: records@cvrj.org</p>	<p>Fax # 540-672-9278</p> <p>540-672-3222 ext. 24 540-672-3222 ext. 19</p>

2001 Locality Contact List - Subject to change

<p>139 Page County Jail Sheriff email: pcso@shentel.net</p>	<p>108 South Court Street Luray Virginia 22835</p> <p>Keith Jenkins, Aaron Goode, Georgia Sours</p>	<p>Fax # 540-743-1096</p> <p>540-743-1236</p>
<p>141 Patrick County Jail Sheriff email: dhubbard@swva.net</p>	<p>P. O. Box 128 Stuart Virginia 24171</p> <p>Betty Martin: bmartin@swva.net Susan Lancaster: slancaster@swva.net</p>	<p>Fax # 540-694-5330</p> <p>540-694-3161 540-694-3161</p>
<p>143 Pittsylvania County Jail Sheriff Email: pcso@pittgov.org</p>	<p>P. O. Box 336 Chatham Virginia 24531</p> <p>Judy Smith Vicky Yarborough</p>	<p>Fax # 804-432-7838</p> <p>804-432-7830 804-432-7836</p>
<p>153 Prince Will./Man. Regional Jail Superintendent Email: ghill@pwcgov.org</p>	<p>9320 Lee Avenue Manassas Virginia 20110</p> <p>Dennis Webb: dwebb@pwcgov.org Lesley Tinsley: ltinsley@pwcgov.org Denise Oliff: doliff@pwcgov.org Barbara Bushey: bbushey@pwcgov.org Carole Moye: cmoye@pwcgov.org</p>	<p>Fax # 703-792-7576</p> <p>703-792-7680 703-792-6452 703-792-6422 703-792-6423 703-792-6450</p>
<p>157 Rappahannock County Jail Sheriff Email: rcsheriff@tidalwave.net</p>	<p>P. O. Box 156 Washington Virginia 22747</p> <p>Ronnie Dodson, Hope Huff: hope306@juno.com Leslie Williams: acwijk1998@yahoo.com</p>	<p>Fax # 540-675-1848</p> <p>540-675-3331</p>
<p>161 Roanoke County Jail Sheriff Email: gholt@co.roanoke.va.us</p>	<p>401 East Main Street Salem Virginia 24153</p> <p>John Bowman: jbowman@co.roanoke.va.us Julieann Robertson: jrobertsonr@co.roanoke.va.us Michael Winston: mwinston@co.roanoke.va.us Angela Richardson</p>	<p>Fax # 540-387-6084</p> <p>540-387-6306 540-387-6305 540-387-6346 540-387-6305</p>
<p>163 Rockbridge Regional Jail Superintendent Email: rrjail@yahoo.com</p>	<p>258 Greenhouse Road Lexington Virginia 24450</p> <p>Candy Bane</p>	<p>Fax # 540-464-5866</p> <p>540-464-1188</p>
<p>165 Rockingham County Jail Sheriff email: rcso@usa.net</p>	<p>25 South Liberty Street Harrisonburg Virginia 22801</p> <p>R. Bruce Folks: folks13@aol.com Pam Reedy</p>	<p>Fax # 540-574-5005</p> <p>540-564-3850 540-564-3879</p>
<p>167 Russell County Jail Sheriff Email: rcso@netscope.net</p>	<p>P. O. Box 338 Lebanon Virginia 24266</p> <p>Wanda Phillips: rcsodisp@netschope.net</p>	<p>Fax # 540-889-8065</p> <p>540-889-8033</p>

2001 Locality Contact List - Subject to change

<p>169 Scott County Jail Sheriff Email: sheriff@mounet.com</p>	<p>P. O. Box 369 Gate City Virginia 24251 Edna Kay Carter, Pat Elliott</p>	<p>Fax # 540-386-2025 540-386-3722</p>
<p>171 Shenandoah County Jail Sheriff Email: sheriff@co.shenandoah.va.us</p>	<p>109 West Court Street Woodstock Virginia 22664 Barbara Stickley, Curtis Delawder: scjdela@shentel.net Rhonda Fridley, Robert Evans, Margaret Clem</p>	<p>Fax # 540-459-6114 540-459-6120</p>
<p>173 Smyth County Jail</p>	<p>111 West North Lane Marion Virginia 24354 Vickie Atwell, Kim Vanhoy: kvanhoy@smith.net</p>	<p>Fax # 540-782-4058 540-782-4057</p>
<p>175 Southampton County Jail</p>	<p>P. O. Box 70 Courtland Virginia 23837 Billy Gentry, Mary Sue Cribb: jailfarm@fastrus.com</p>	<p>Fax # 757-653-9452 757-653-2100</p>
<p>183 Sussex County Jail Sheriff Email: sussexsheriffdept@erolscom</p>	<p>20212 Thornton Square Sussex Virginia 23884 Susan Chappell: sussexsheriffdept@erols.com</p>	<p>Fax # 804-246-5714 1-800-225-6430 ext. 3295</p>
<p>185 Tazewell County Jail Sheriff Email: tazcojail@hotmail.com</p>	<p>P. O. Box 190 Tazewell Virginia 24651 Vera Eaves, Sharon Cunningham, Lesley Hall, D. Newman</p>	<p>Fax # 540-988-6954 540-988-5966</p>
<p>187 Warren County Jail Sheriff Email: wcso@rma.edu</p>	<p>8 East Jackson Street Front Royal Virginia 22630 C. Steve Barr, Ronald Brinkley, R. Jett, E. Long, L. Wines, S. Durham, R. Jenkins</p>	<p>Fax # 540-622-2463 540-635-3100 540-635-3100</p>
<p>191 Washington County Jail Sheriff Email: fnewman@washcova.com</p>	<p>216 Park Street Abingdon Virginia 24210 Lynn H. Rasnake: lrasnake@washcova.com</p>	<p>Fax # 540-676-6248 540-676-6250</p>
<p>193 Northern Neck Regional Jail Superintendent Email: jeffnn@crosslink.net</p>	<p>P. O. Box 1090 Warsaw Virginia 22572 Ted Hall Karen Hinson Marge Hackman</p>	<p>Fax # 804-333-4366 804-333-6419 ext. 223 804-333-6419 ext. 240 804-333-6024</p>
<p>195 Wise County Jail Sheriff Email: sheriff@wiseso.org</p>	<p>P. O. Box 916 Wise Virginia 24293 Connie Austin, Patricia Caldwell, Bob Sturgill: rsturgill@wiseso.org</p>	<p>Fax # 540-328-5547 540-328-4174 540-328-7118</p>
<p>220 Danville City Jail Farm</p>	<p>1000 South Boston Road Danville Virginia 24540 Chanikqua Breedlove, Angela Pannell: apannell@ci.danville.va.us</p>	<p>Fax # 540-799-5219 804-799-5233</p>

2001 Locality Contact List - Subject to change

<p>250 Newport News City Jail Farm</p>	<p>P. O. Box 2297 Newport News Virginia 23609</p> <p>Debra Wilson, John Roberts</p>	<p>Fax # 757-886-7902</p> <p>757-886-7900</p>
<p>460 Pamunkey Regional Jail Superintendent Email: magooch@co.hanover.va.us</p>	<p>7497 County Complex Road Hanover Virginia 23069</p> <p>Susan Nelson: snelson@co.hanover.va.us Thomas Waddy, Diann Alston Micahel Berumez</p>	<p>Fax # 804-537-6413</p> <p>804-537-6400 ext. 6327 804-537-6400 804-537-6400 ext. 3034</p>
<p>465 Riverside Regional Jail Superintendent Email: rrjunit1@aol.com</p>	<p>1000 River Road Hopewell Virginia 23860</p> <p>Jeremy Marlowe: rrjlids@aol.com Joan Brooks Scotti Matthews Dawn Flippin</p>	<p>Fax # 804-524-6643</p> <p>804-524-6600 ext. 2666 804-524-6600 ext. 6042 804-524-6610 ext. 6051 804-524-6600 ext. 6043</p>
<p>470 Virginia Peninsula Regional Jail Administrator Email: jkuplinski@widomaker.com</p>	<p>9320 Merrimac Trail Williamsburg Virginia 23185</p> <p>Sherry Castellaw: scastellaw@widomaker.com Angelanette Holley: jrecords@hroads.net Kay Buffalo Bobbi Elswick Bonnie Rice</p>	<p>Fax # 757-877-5833</p> <p>757-820-3902 757-820-3908 757-820-3900 757-820-3917 757-820-3918</p>
<p>475 Hampton Roads Regional Jail Superintendent Email: rolandn@visi.net</p>	<p>2690 Elmhurst Lane Portsmouth Virginia 23701</p> <p>Robin Knox: rmknox88@aol.com Lorraine Latham Ana Kasey Carolyn Poe Valfreda Hawkins</p>	<p>Fax # 757-488-949</p> <p>757-488-7500 ext. 745 757-488-7500 ext. 747 757-488-7500 ext. 773 757-488-7500 ext. 744 757-488-7500 ext. 746</p>
<p>480 New River Valley Regional Jail Superintendent Email: rdoobbins@nrvj.org</p>	<p>P. O. Box 1067 Dublin Virginia 24084</p> <p>Peggy Murphy: pmurphy@nrvj.org Karen White Lori Mabry</p>	<p>Fax # 540-671-1130</p> <p>540-643-2000 ext. 2220 540-643-2000 ext. 2258 540-643-2000 ext. 2254</p>

2001 Locality Contact List - Subject to change

<p>485 Blue Ridge Regional Jail Administrator Email: crw@brrja.com</p>	<p>510 9th Street Lynchburg Virginia 24504</p> <p>Sgt. Janet Severson: severson@brrja.com Karen Keesee: kwk@brrja.com</p>	<p>Fax # 804-847-5134</p> <p>804-847-3100 804-847-3100</p>
<p>490 Peumansend Creek Regional Jail Superintendent Email: thacker@crosslink.net</p>	<p>P. O. Box 1460 Bowling Green Virginia 22427</p> <p>Jamie Henshaw Kim Whitmore: whitmore@crosslink.net Tim Gray: pcj@crosslink.net Janet Nelson</p>	<p>Fax # 804-633-3710</p> <p>804-633-0043 ext. 109 804-633-0043 ext. 136 804-633-0043 ext. 152 804-633-0043 ext. 153</p>
<p>491 Southside Regional Jail Superintendent Email: srjadmin@meckcom.net</p>	<p>244 Uriah Branch Way Emporia Virginia 23847</p> <p>J. Mike Strickland, Dorothy Jones, William Lewis, Tim Barbour</p>	<p>Fax # 804-634-3730</p> <p>804-634-2254</p>
<p>510 Alexandria City Jail Sheriff Email: james.dunning@ci.alexandria.va.us</p>	<p>2003 Mill Road Alexandria Virginia 22314</p> <p>Rosa Ammons: rosa.ammons@ci.alexandria.va.us Clarke Stearns: clarke.stearns@ci.alexandria.va.us Rony Wise: rony.wise@ci.alexandria.va.us</p>	<p>Fax # 703-838-4036</p> <p>703-838-4029 703-838-4250 703-838-4251</p>
<p>520 Bristol City Jail Sheriff Email: bvso@3wave.com</p>	<p>417 Cumberland Street Bristol Virginia 24201</p> <p>Leigh Anne Arnold: valover@netzero.net Sherri Houser</p>	<p>Fax # 540-645-7428</p> <p>540-645-7435 540-645-7439</p>
<p>550 Chesapeake City Jail</p>	<p>400 Albemarle Drive Chesapeake Virginia 23320</p> <p>Mark Kirkby: mkirkby@sheriff.city.chesapeake.va.us Kathy Hudson: jailrec@sheriff.city.chesapeake.va.us Adrienne Thompson: jailrec@sheriff.city.chesapeake.va.us William Brickhouse</p>	<p>Fax # 757-382-8525</p> <p>757-382-2899 757-382-2872 757-382-2872 757-382-2887</p>
<p>590 Danville City Jail Sheriff Email: jdooley@ci.danville.va.us</p>	<p>P. O. Box 3405 Danville Virginia 24543</p> <p>Keith Johnson: kjohnson@ci.danville.va.us Karen Day: kday@ci.danville.va.us</p>	<p>Fax # 804-799-8719</p> <p>804-799-5135 804-799-5130</p>
<p>620 Western Tidewater Regional Jail</p>	<p>2402 Godwin Blvd. Suffolk Virginia 23434</p> <p>Larry Remington: lremington@picusnet.com Leroy Craig, Tambre Glover</p>	<p>Fax # 757-539-6409</p> <p>757-539-2196 757-539-2196</p>

2001 Locality Contact List - Subject to change

<p>630 Rappahannock Regional Jail Superintendent Email: rparham@rrj.state.va.us</p>	<p>P. O. Box 3300 Stafford Virginia 22555</p> <p>Patty Leonard: pleoard@rrj.state.va.us Diane Wilson: dwilson@rrj.state.va.us</p>	<p>Fax # 540-288-5292</p> <p>540-288-5281 540-288-5245 ext. 254</p>
<p>650 Hampton City Jail Sheriff Email: broberts@city.hampton.va.us</p>	<p>135 High Court Lane Hampton Virginia 23661</p> <p>Susie Easley: susie626@excite.com Belinda Wells-Major Angelanette Holley Karen Bowden</p>	<p>Fax # 757-9262537</p> <p>757-727-6200 757-727-6396 757-727-6396 757-926-2540</p>
<p>680 B.R.R.J.-Lynchburg City Jail</p>	<p>510 9th Street Lynchburg Virginia 24504</p> <p>Debbie Hamlet, Tracie Fairchild</p>	<p>Fax # 540-847-5134</p> <p>804-847-3100</p>
<p>690 Martinsville City Jail Sheriff Email: sdraper@ci.martinsville.va.us</p>	<p>P. O. Box 1326 Martinsville Virginia 24114</p> <p>Kenneth McFarling: kmcfarling@ci.martinsville.va.us Jackie Dillard Richard Hodges David Floyd Laura Hopkins: lhopkins@ci.martinsville.va.us Bart Hampton: bhampton@ci.martinsville.va.us</p>	<p>Fax # 540-656-5286</p> <p>540-656-5267 540-656-5267 540-656-5152 540-656-5287 540-656-5289 540-656-5186</p>
<p>700 Newport News City Jail</p>	<p>P. O. Box 57 Newport News Virginia 23607</p> <p>Valencia White: vwhite@ci.newport-news.va.us Eileen Sprinkle: esprinkl@ci.newport-news.va.us Theresa Williams: thwillia@ci.newport-news.va.us</p>	<p>Fax # 757-926-8144</p> <p>757-926-8171 757-926-8173 757-926-8172</p>
<p>710 Norfolk City Jail Sheriff Email: rmccabe@city.norfolk.va.us</p>	<p>811 East City Hall Avenue Norfolk Virginia 23510</p> <p>Tom Larson: talarso@city.norfolk.va.us B.G. Stocks Mary Payton</p>	<p>Fax # 757-441-1086</p> <p>757-664-4958 757-441-4708 757-411-4707</p>
<p>730 Petersburg City Jail Sheriff Email: chart@techcom.net</p>	<p>40 Henry Street Petersburg Virginia 23803</p> <p>E.R. « Tina » James: ejames@techcom.net Denise Harding Troy Johnson J.R. Givens Michael Linkous</p>	<p>Fax # 804-861-4440</p> <p>804-733-2377 ext. 4130 807-733-2377 ext. 4130 804-733-2376 ext. 4134 804-733-2377 804-733-2376 ext. 3384</p>

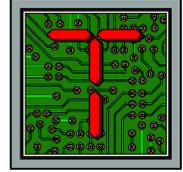
2001 Locality Contact List - Subject to change

<p>740 Portsmouth City Jail Sheriff Email: pmsso@pilot.infi.net</p>	<p>701 Crawford Street Portsmouth Virginia 23704</p> <p>Anna Earnhardt: annae@ci.portsmouth.va.us William Rucker: ruckerwi@ci.portsmouth.va.us Katherine Joyner, Yolanda Natividad, Bob Bell, Nicole Adams Lew Williams: williamsl@ci.portsmouth.va.us Guy LeCompte: lecompte@ci.portsmouth.va.us</p>	<p>Fax # 757-393-5024</p> <p>757-391-3175 757-371-3214 757-391-3172</p>
<p>760 Richmond City Jail</p>	<p>1701 Fairfield Way Richmond Virginia 23223</p> <p>Reginald Tinsley: rtinsley2@juno.com Ben Murray: bmurray218@aol.com</p>	<p>Fax # 804-646-0968</p> <p>804-646-5592 804-646-0949</p>
<p>770 Roanoke City Jail Sheriff Email: george_mcmillan@ci.roanoke.va.us</p>	<p>P. O. Box 494 Roanoke Virginia 24003</p> <p>Peggy Gebauer William Brooks: william_brooks@ci.roanoke.va.us David Moore: david_moore@ci.roanoke.va.us Charles Poff: charles_poff@ci.roanoke.va.us</p>	<p>Fax # 540-224-3178</p> <p>540-853-2721 540-853-6790 540-853-2902 540-853-1821</p>
<p>810 Virginia Beach City Jail</p>	<p>P. O. Box 6098 VA Beach Virginia 23456</p> <p>CE. Gray, Donald Cottrell: dcottrel@city.virginia-beach.va.us Hope Bryant: hbryant@city.virginia-beach.va.us Lucinda Braun: lbraun@city.virginia-beach.va.us</p>	<p>Fax # 757-427-6034</p> <p>757-427-4959 757-427-8563 757-427-8564</p>



26. Inmate File and Audit Performance Guidelines

See May 1, 2001, Audit Guideline (Separate Manual Effective July 1, 2001)

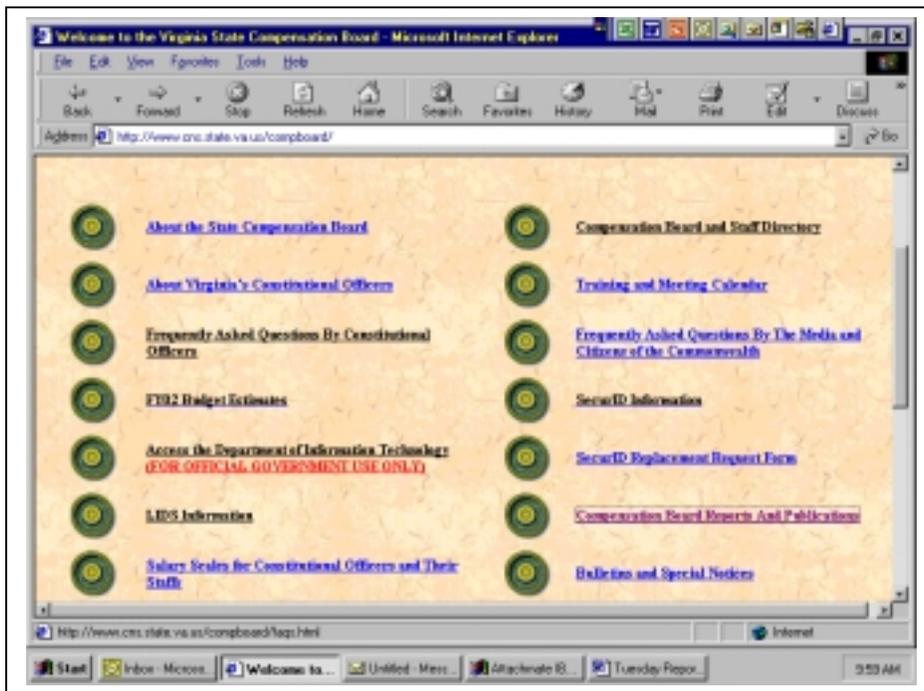


27. Tuesday Report

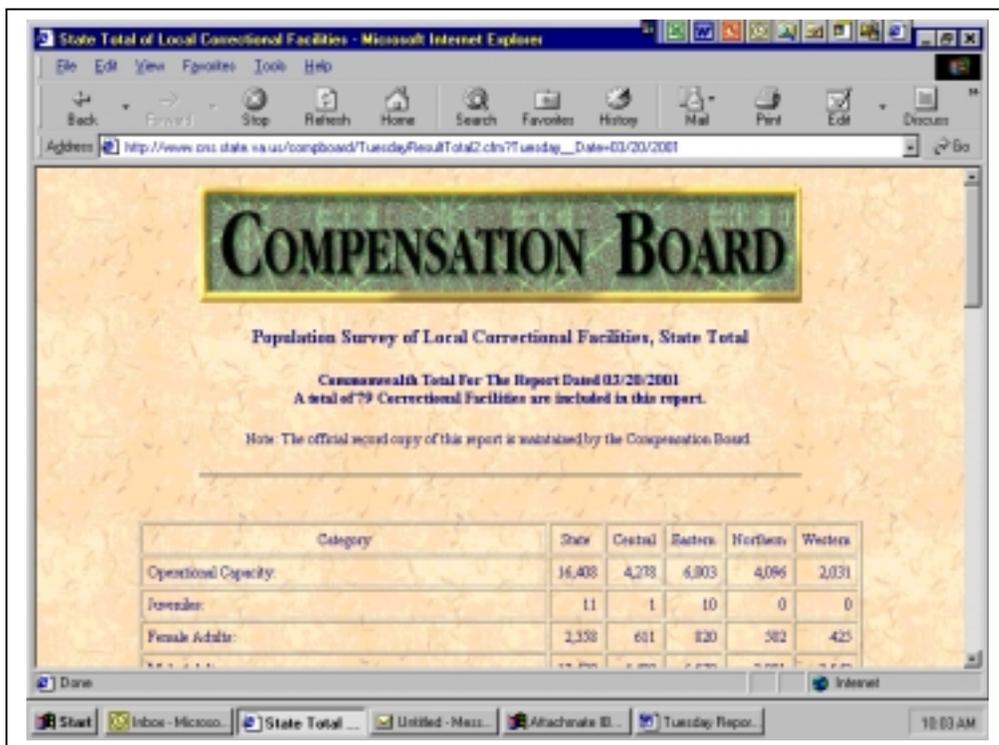
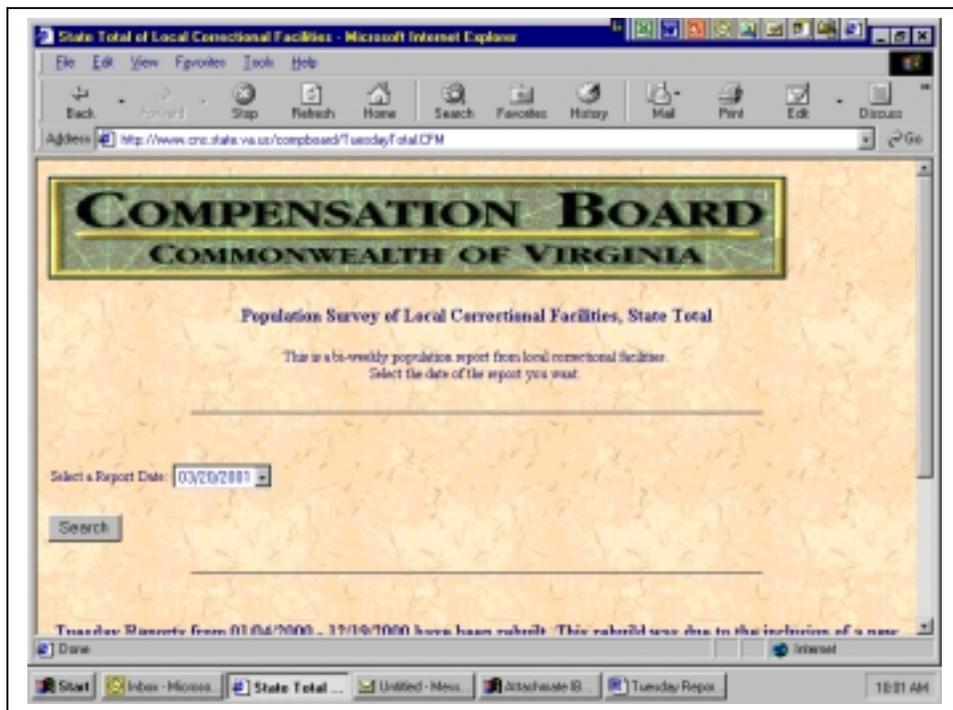
The Compensation Board (CB) maintains a copy of the Population Survey of Local Correctional Facilities (i.e., Tuesday Report) on its Internet website. Tuesday Report data can be found on the CB website dating back to July 1, 1998. Tuesday Report data contains information relating to the inmate population on the first (1st) and third (3rd) Tuesdays of each month at 10:00 hours. In order to provide updated Tuesday Report information, the CB will extract inmate data from LIDS, for the previous months Tuesday dates (1st and 3rd), the day after LIDS reports are to be submitted to the CB. The Tuesday Report will be available for Internet viewing the day after the population data is extracted.

- Accessing Tuesday Reports On The Compensation Board's Website
 - ✓ The Compensation Board's website address is **www.cns.state.va.us/compboard/**
 - ✓ Select the icon title 'Compensation Boards Reports and Publications' and enter
 - ✓ Select the icon title 'Jail Reporting (Tuesday Reports) and enter
 - ✓ Select the ' Select a Report Date'
 - Click on the arrow and select which Tuesday Report Date you wish to view
 - ✓ Click 'Search'
 - ✓ Screen # 1, 'Population Survey of Local Correctional Facilities, State Total'
 - Provides you with a means to view the Commonwealth total for the Report Data selected
 - Scroll to the bottom of the web page to "Region"
 - Select the arrow key to pull up the Region which your jail facility falls under
 - Click 'Get Region'
 - You will also find an icon that is for 'List Exceptions'
 - ⇒ This screen provides you with a list of Jails that are Late Reporting Information to LIDS
 - ✓ Screen #2, 'Population Survey of _____ Region'
 - Reflects population data for the report date and region selected
 - Each jail is listed separately reflecting LIDS population for each categories
 - To select another Region you will need to click 'Back'
 - ✓ Repeat the process mentioned above if you wish to review another region or report period
- The collection of Tuesday Report data prior to 7/1/98, may be obtained from the Department of Corrections (DOC) at 804-786-3000, ask to be connected to the DOC Planning Unit
- The Tuesday Jail Report manual can be found on the Compensation Board's Website under Reports and Publications
- The following Compensation Board Website screens are provided to help you navigate through the data provided for the Tuesday Report

Tuesday Report (Continued)



Tuesday Report (Continued)



Tuesday Report (Continued)

27.1.1 Population Survey of Central Region

Report Date:03/21/2000

Jail Name	Op. Cap.	Juve.	Female Adults	Male Adults	Held for Other Locality	Unsent. Awaiting Trial	Awaiting Trial with Sent.	All Misd. Sentences	All Ord. Sentences	LR - Sent. <= 2 Years	SR - Sent. > 2 Years	LR - Sent. < 1 Year	SR - Sent. >= 1 Year	LR - Sent. = 12 Months	SR - Held by Agreement	SR - Jail Contract Bed	SR - JCB/ Work Release	Fed. Inmates	Contract Inmates
HERST	50	0	5	54	4	15	6	11	0	0	0	7	10	2	8	0	0	0	0
POMATTOX	12	0	2	20	1	14	1	4	0	1	0	0	0	1	1	0	0	0	0
R.R.J. - BEDFORD	126	0	5	160	0	36	14	22	0	3	0	35	28	21	4	0	2	0	0
R.R.J. - CAMPBELL	32	0	18	97	0	44	25	2	0	0	1	14	19	3	7	0	0	0	0
CHARLOTTE	17	0	0	15	4	3	3	0	0	0	0	1	7	1	0	0	0	1	0
CHESTERFIELD	250	0	28	279	35	124	61	47	0	0	0	21	26	9	19	0	0	0	0
DINWIDDIE	32	0	0	45	10	19	9	3	0	0	0	4	7	1	2	0	0	0	0
R.R.J. - HALIFAX	45	0	15	133	0	78	17	8	0	1	1	11	27	3	2	0	0	0	0
HENRICO	877	0	130	713	202	295	164	54	4	1	18	67	123	44	73	0	0	0	0
LANCASTER	26	0	4	24	1	10	1	4	0	0	0	6	5	0	2	0	0	0	0
MECKLENBURG	68	0	10	101	7	41	24	10	0	1	1	4	15	7	8	0	0	0	0
NORTHUMBERLAND	16	0	0	18	0	9	0	4	0	1	0	1	3	0	0	0	0	0	0
PIEDMONT	103	0	17	209	0	117	13	23	0	1	0	17	40	4	11	0	0	82	0
NORTHERN NECK	140	0	6	50	0	16	10	11	0	0	0	6	12	1	0	0	0	201	0
PAMUNKEY	290	0	27	181	0	84	27	17	0	0	1	21	45	5	8	0	0	0	0
RAPPAHANNOCK	154	0	37	291	0	176	89	15	0	0	0	15	30	3	0	0	0	16	0
BRRJ-LYNCHBURG	108	0	35	157	0	67	44	27	0	0	0	22	21	8	3	0	0	0	0
PETERSBURG	195	0	28	216	37	92	50	32	0	0	0	24	34	0	12	0	0	0	0
RICHMOND CITY	882	0	232	1321	213	490	320	169	6	13	48	138	266	52	51	0	0	0	0

Jail Name	Total Local Resp. Pop. (Female)	Total Local Resp. Pop. (Male)	Total Local Resp. Pop.	Total State Resp. Pop. (Female)	Total State Resp. Pop. (Male)	Total State Resp. Pop.	Grand Total
(9) AMHERST	5	36	41	0	18	18	60
(11) APPOMATTOX	2	19	21	0	1	1	22
(19) B.R.R.J. - BEDFORD	4	127	131	1	33	34	165
(31) B.R.R.J. - CAMPBELL	16	72	88	2	25	27	115
(37) CHARLOTTE	0	8	8	0	7	7	16
(41) CHESTERFIELD	24	238	262	4	41	45	307
(53) DINWIDDIE	0	36	36	0	9	9	45
(83) B.R.R.J. - HALIFAX	14	104	118	1	29	30	148
(87) HENRICO	105	524	629	25	189	214	843
(103) LANCASTER	3	18	21	1	6	7	28
(117) MECKLENBURG	9	78	87	1	23	24	111
(133) NORTHUMBERLAND	0	15	15	0	3	3	18
(135) PIEDMONT	14	161	175	3	48	51	308
(193) NORTHERN NECK	5	39	44	1	11	12	257
(460) PAMUNKEY	24	130	154	3	51	54	261
(630) RAPPAHANNOCK	33	265	298	4	26	30	344
(680) BRRJ-LYNCHBURG	31	137	168	4	20	24	192
(730) PETERSBURG	25	173	198	3	43	46	244
(760) RICHMOND CITY	188	1000	1188	44	321	365	1553

Note: The official record copy of this report is maintained by the Compensation Board.

To Select Another Region Please Press "Back"

[Do a New Search](#)



[Home](#)



Compensation Board Contacts

Compensation Board Information -



Main Phone Number: (804) 786-0786



Main Fax Number: (804) 371-0235



Mailing Address:
202 N. Ninth Street
P. O. Box 710
Richmond, Virginia 23218-0710



Web Address: <http://www.cns.state.va.us/compboard/>

User Issues - Title Extension Email Address

Alice Coe	Customer Service Manager	Ext. 207	acoe@scb.state.va.us
Sue Kelly-Graham	Senior Fiscal Technician	Ext. 220	skelly-graham@scb.state.va.us

Program Issues - Title Extension Email Address

Anne Wilmoth	Information Technology Manager	Ext. 222	awilmoth@scb.state.va.us
Craig Giegerich	Systems Engineer	Ext. 216	cgiegerich@scb.state.va.us
Melanie Morrison	Systems Engineer	Ext. 204	mmorrison@scb.state.va.us
Kathryn Monday	Systems Engineer	Ext. 205	kmonday@scb.state.va.us

Policy Issues - Title Extension Email Address

Richard Lampman	Policy & Planning Manager	Ext. 215	rlampman@scb.state.va.us
-----------------	---------------------------	----------	--------------------------

Audit Issues - Title Extension Email Address

Oliver Bradshaw	Audit Supervisor	Ext. 203	obradshaw@scb.state.va.us
Vacant	External Auditor	Ext. 228	

Security Issues - Title Extension Email Address

Melanie Morrison	Systems Engineer	Ext. 204	mmorrison@scb.state.va.us
Anne Wilmoth	Information Technology Manager	Ext. 222	awilmoth@scb.state.va.us
Sue Kelly-Graham	Senior Fiscal Technician	Ext. 220	skelly-graham@scb.state.va.us