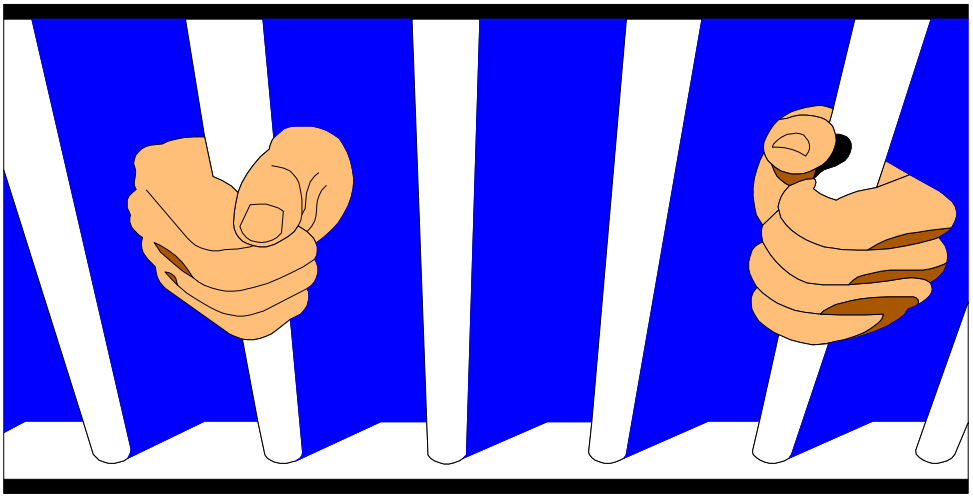
Compensation Board

Local Inmate Data System (LIDS)

USERS GUIDE



JULY 1, 2002

LOCAL INMATE DATA SYSTEM (LIDS)

USERS GUIDE
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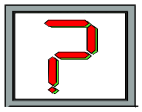

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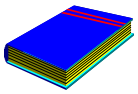

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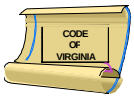

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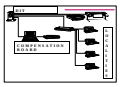

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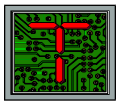

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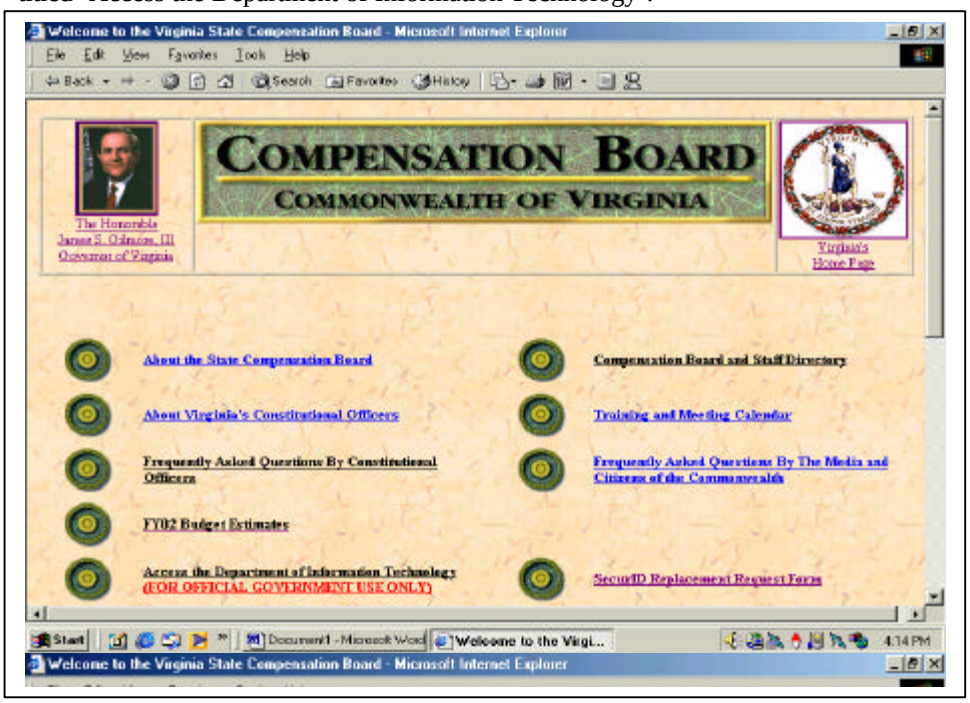
1. Accessing LIDS (On-Line)

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

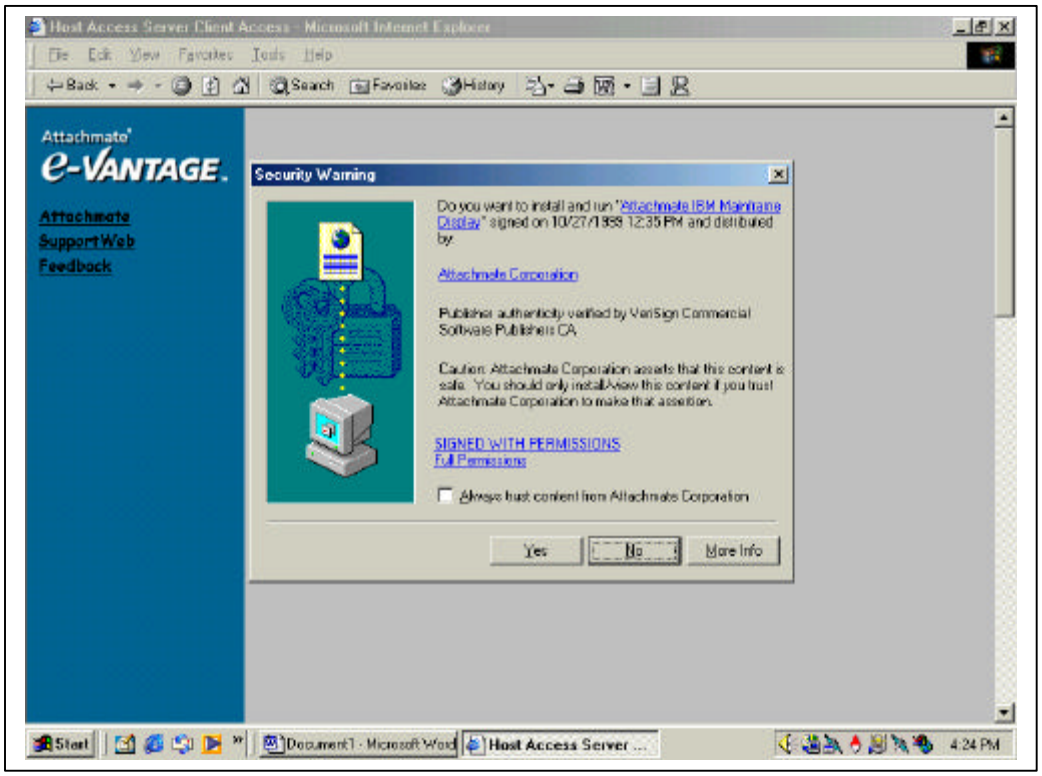
- From the Compensation Board's Homepage, http://www.scb.state.va.us/, click on the button titled 'Access the Department of Information Technology'.



- You will be taken to the Security Agreement page, please read the statement, and click on the Continue button to begin login procedures
- You will be required to use an assigned CB SecurID keyfob to access DIT
- If you are an approved user and need one assigned please call the Compensation Board

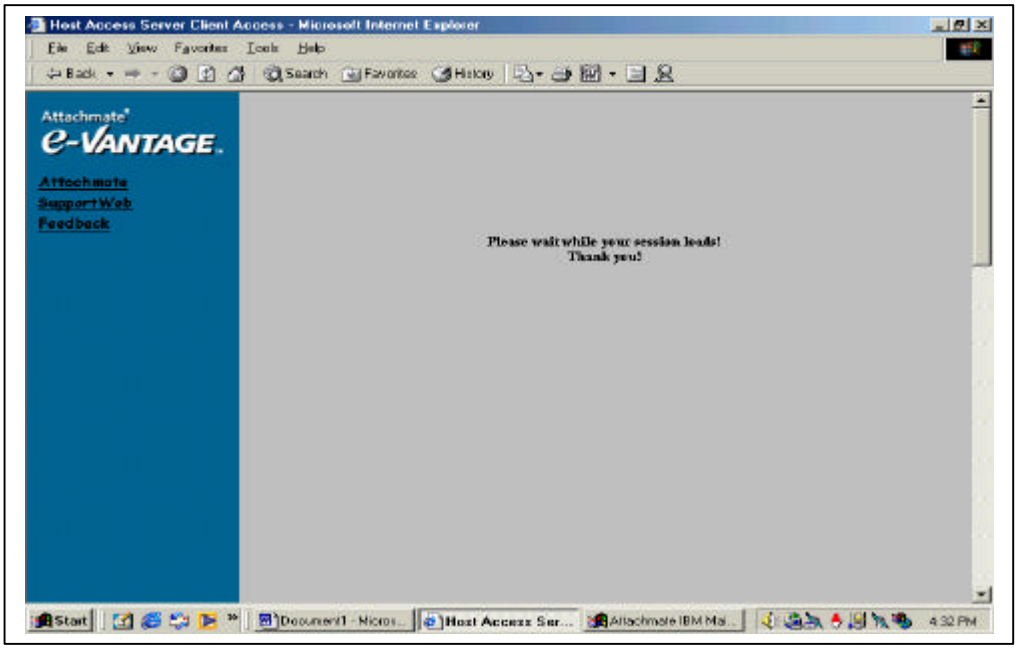
Accessing LIDS (On-Line) - Continued

- 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.

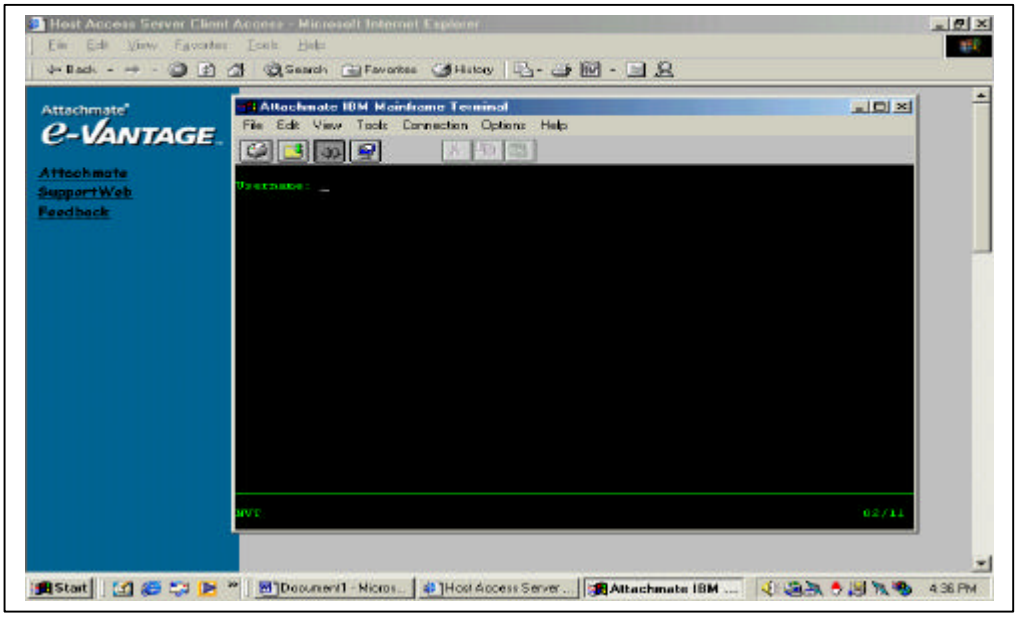


Accessing LIDS (On-Line) - Continued

- 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.

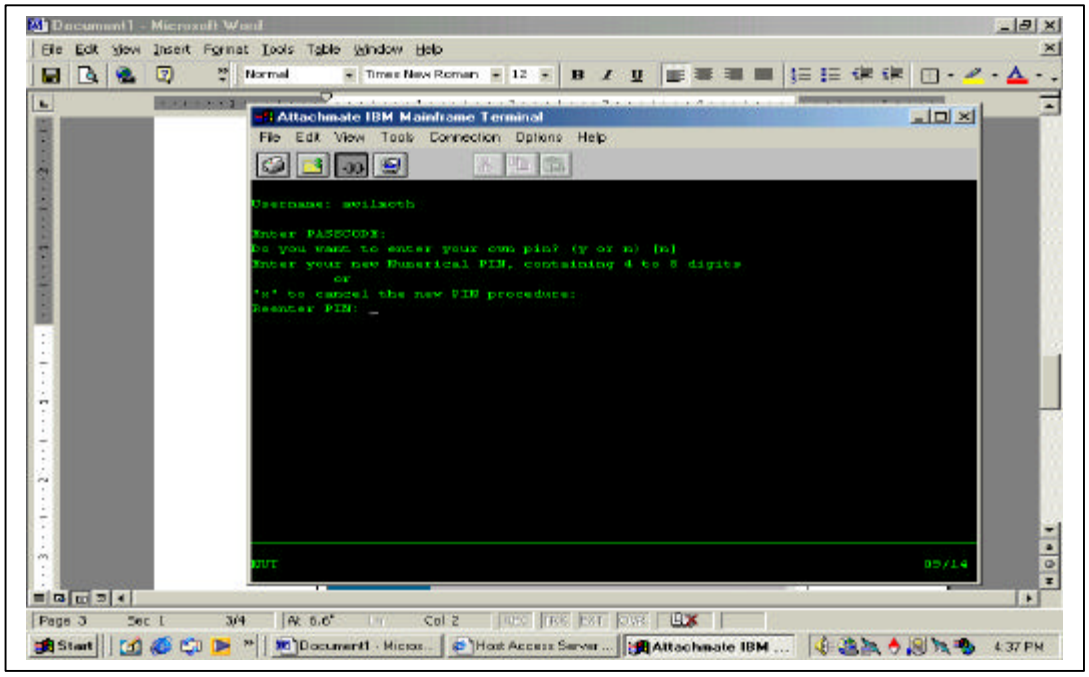


- When the link with DIT has been established, you will see displayed the TN3270E screen.

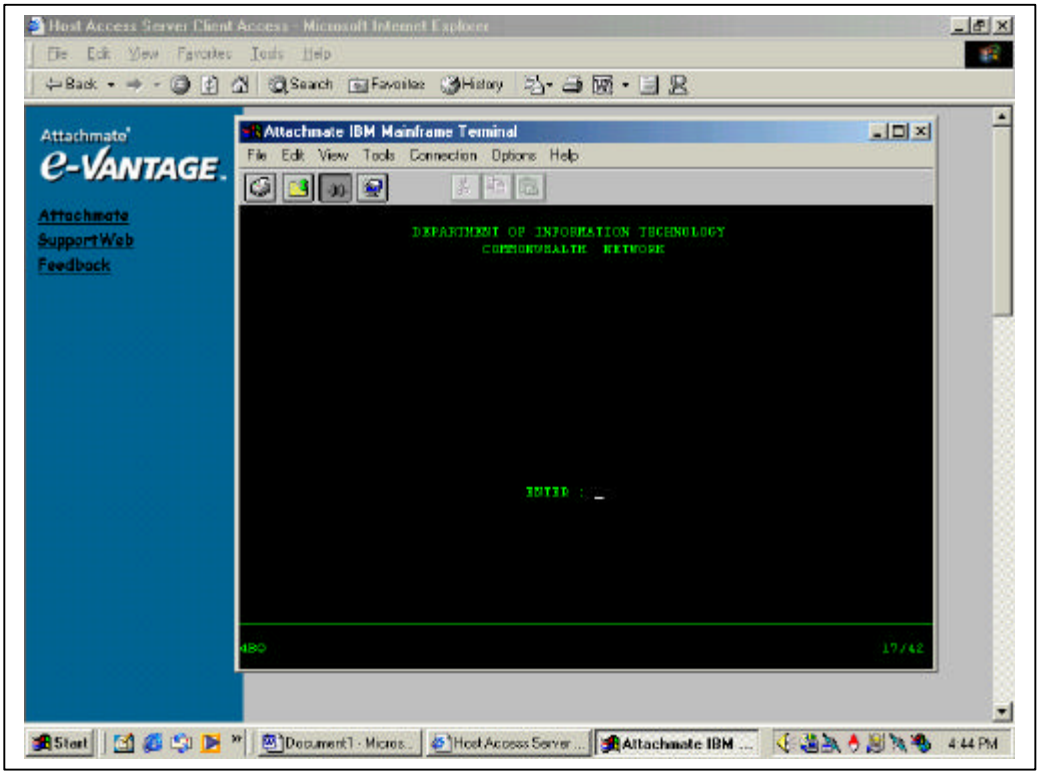


Accessing LIDS (On-Line) - Continued

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.



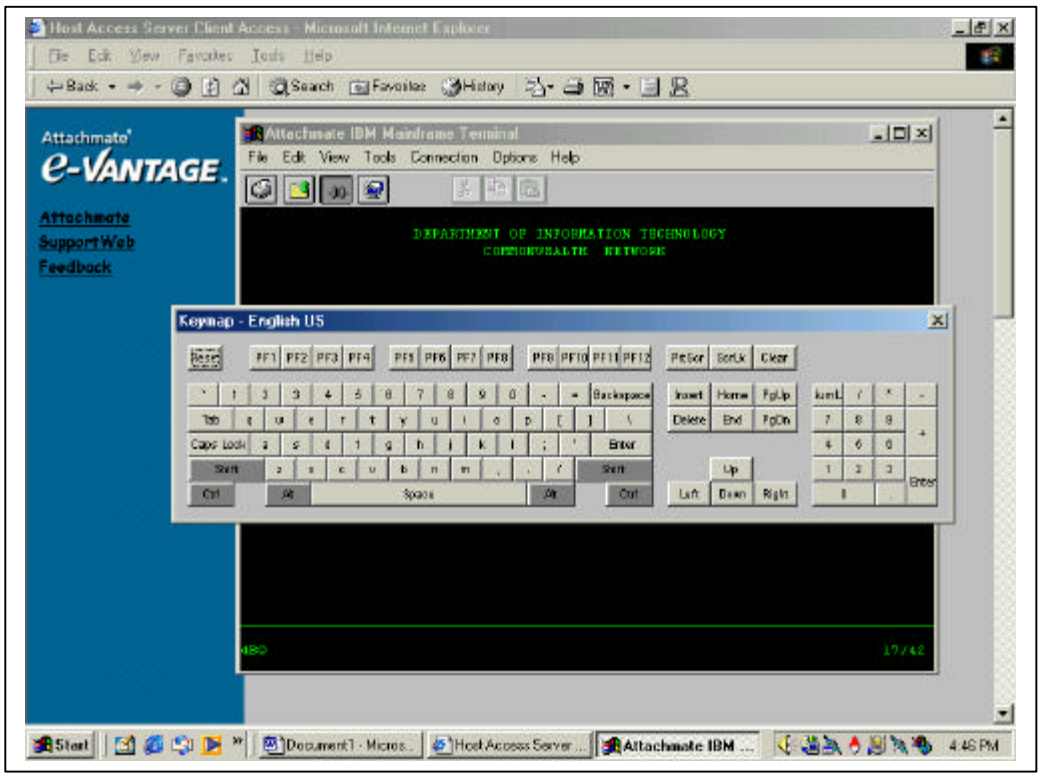
- You are now at the DIT Commonwealth Network Enter screen.



Accessing LIDS (On-Line) - Continued

Keyboard Layout

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



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: **i**scbdbaw
   (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]'*E**nter 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 (expires 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 (not case sensitive)
- 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)
- To obtain LIDS Access for additional LIDS Users:
  - ✓ Send an email to Anne Wilmoth (Awilmoth@scb.state.va.us), Alice Coe (acoe@scb.state.va.us) or Sue Kelly-Graham (skelly-graham@scb.state.va.us) requesting LIDS Access for additional staff and provide the following:
  - User Name
  - LIDS Rights Level
    - Local Jail Users (Records, Booking, etc.)
    - Adjustors (Can be someone other than the LIDS Technician)
    - Sheriff/Approver
    - Chief Jailor/Certifier

Effective Sunday 04/07/02, DIT implemented password history under ACF. This means that the system will 'remember' the user's last 4 passwords and will prevent a password being entered that matches any of these last 4 passwords. Also the following are considered reserved words and cannot be used:

-- RESERVED WORD PREFIX LIST --

APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	FEB	FOCUS	GAME	IBM	JAN	JUL
JUN	LOG	MAR	MAY	NET	NEW	NOV
OCT	PASS	ROS	SEP	SIGN	SYS	TEST
TSO	VALID	VTAM	XXX	1234		

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).

- **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)          V.02212000
                     MAIN MENU
JAIL

1.  SYSTEM MAINTENANCE
2.  DOC MAINTENANCE
3.  COMMITMENT MAINTENANCE
4.  FORMS MAINTENANCE
5.  INQUIRY
6.  REIMBURSEMENT MAINTENACE
7.  DNA SAMPLING
8.  RECONCILIATION TOOLS

X.  EXIT LIDS GENERAL BROADCAST MESSAGES


NO GENERAL BROADCAST MESSAGES
OPTION
```

HELPFUL HINTS – Main Menu

- Provides users with a navigational path for both the on-line process and correcting batch submitted errors
- LIDS Main Menu lists 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 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 messages, then select your screen option listed below
- Options:
  - ✓ Option '3', Commitment Maintenance provides you with a means to confine inmates in LIDS on-line as well as provides you with screens that allow you to update inmate data if needed
  - ✓ Option '4', Form Maintenance provides you with a means to request reports to balance monthly submissions
  - ✓ Option '5', Inquiry provides you with a means to inquire on all inmate information
  - ✓ Option '6', Reimbursement Maintenance provides you with a means to certify, approve and make adjustments to prisoner records as well as review your quarterly voucher information
  - ✓ Option '8', Reconciliation Tools provides a means to balance your Inmate Head Count and Financial Count by Payment Category

Main Menu - Continued

- ✓ Option '9', Expungement tools provides you with a means to pull offense information that pertains to a prisoner if ordered by the court or un-expungement if ordered to open the offense information for viewing of others.
- ✓ **Option 'A', Correct/Expunge DNA Sampling Information (For Local Use Only) - This option will also be utilized to correct expunged DNA drawn information if expunged in error.**
- ✓ **Option 'B' Forensic Science Main Menu – This option will be used by Department of Criminal Justice Services to expunge DNA drawn information**
- ✓ Option 'X' - provides the path to exit LIDS

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, and 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: FORD _________   FIRST: HARRISON      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. UPDATE SSN                            E. SUBMIT BATCH JOB
 F. RE-COMMIT NO NEW CHARGES              G. DELETE CONFINEMENT
 H. REMOVE RELEASE INFO                   I. RECORD ALIAS SSN
 J.  UPDATE DNA INFO                      K. UPDATE DATA INTEGRITY ERRORS

JAIL BROADCAST MESSAGES:
Error Message:   PRISONER 555555555 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511
```

HELPFUL HINTS – OPTION '3', Commitment Maintenance

- You have two (2) means of submitting inmate data to LIDS, on-line **or** batch up-loading from a private Jail Management System (JMS)
- LIDS was designed to edit data input
  - ✓ On-line data input is edited
  - ✓ Will not allow you to go forward until edited data is corrected
  - ✓ Batch up-load data is edited at the back end of the process
  - ✓ Batch up-load jails receive an error report that must be corrected before they certify and approve their monthly LIDS submission
- Sources for verifying inmate Social Security Number (SSN) by 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

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '3', Commitment Maintenance

- LIDS was designed to assign inmate generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN
  - ✓ If you are booking the inmate on-line, select Option #1 – Confine Prisoner
    - ➢ On the first screen (Prisoner Information) enter the digit #9, nine times (example: 999999999)
    - ➢ On the second screen you will receive the generated SSN
      - o The first digit will be #9
      - o The next three will represent your facility's FIPS code (example: 760)
      - o 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.
    - ➢ Record the SSN in the inmate file
    - ➢ Weekenders that do not have a SSN and a generated SSN was established use the first generated SSN for every weekend confinement
    - ➢ Frequent customers of your facility (bad check writers, local drunks, etc) that do not have a SSN and a generated SSN was established, use the generated SSN each time they are confined
- 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 <u>and</u> batch up-load inmate data
  - ✓ <u>Updating prisoner information:</u>
    - ➢ <u>Helps eliminate audit finding,</u> i.e., prevents over payments
    - ➢ <u>Helps eliminate errors</u>, i.e., didn't forget to update and no adjustments are needed
    - ➢ <u>Helps eliminate overlaps</u>, i.e., prevents calls from the receiving jail
  - ✓ <u>Not updating prisoner information:</u>
    - ➢ <u>Causes over-reimbursements</u>, i.e., audit findings for not releasing the prisoner
    - ➢ <u>Causes error</u>, i.e., requires an adjustment if you have approved your report (more work)
    - ➢ <u>Causes overlaps</u>, i.e., if you forget to release a prisoner from LIDS that has been transferred to another jail (Reason Confined '35'), you will most likely receive a call from that jail indicating that you have an overlap

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner – Screen #1, Prisoner Information** 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: 555555555    SID _________
          LAST              FIRST      MIDDLE    SUFFIX
NAME:  FORD            HARRISON

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

New Effective 7/1/2002 = State Identification Number (SID)
```

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

- Prisoner Information is the first (lst) screen that needs to be completed in order to confine a prisoner on-line within LIDS
- Required data fields (See highlighted fields on previous page)
  - ✓ Race
  - ✓ Sex
  - ✓ Hair Color
  - ✓ Eye Color
- **Effective July 1, 2002, LIDS requires that the State Identification Number (SID) for all inmates confined on felony charge be posted in LIDS. This change will allow LIDS to better interface with the Virginia State Police (VSP).**
- **Effective January 1,2003, in accordance with HB 892 and SB 535, DNA analysis upon arrest for a violent felony as defined in 19.2-297.1 or a violation of 18.2-89, 18.2-90, 19.2-91 or 18.2-92 shall have a sample of his saliva or tissue taken for DNA analysis (Division of Forensic Sciences) to determine identification characteristics specific to the person.**
  - ✓ **After a determination by a magistrate that probable cause exists for arrest, a sample shall be taken prior to the person's release from custody**
  - ✓ **LIDS will be changed to produce a report of all violent felonies requiring DNA samples to be taken**

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ **The clerk of the court shall notify the Division of Forensic Science of final disposition of the criminal proceeding**
- ✓ **If the charge for which the sample was taken is dismissed or the defendant is acquitted at trial, the Division of Forensic Science shall destroy the sample and all records thereof**
- ✓ **LIDS will be changed to allow the expunging of DNA sampling information**
- ✓ **Substantial compliance therewith shall be deemed to be sufficient.**
- ✓ **If a sample has been previously taken from the individual as indicated by LIDS, no additional sample shall be taken**
- ✓ **No civil liability shall attach to any person authorized to take saliva or tissue as provided herein as a result of the act of taking saliva or tissue from any person submitting thereto, providing the saliva or tissue was taken according to recognized medical procedures**
- ✓ **However, no person shall be relieved from liability from negligence in the taking of any saliva or tissue sample**
- ✓ **LIDS users now have the authority not to take another sample if a sample has been recorded on LIDS**
- ✓ **If the charge is dismissed or the person is acquitted at trial, the DNA sample must be destroyed by the Division of Forensic Science**
- ✓ **The bill further provides for civil immunity for the sample taker unless he is negligent**

- July 1, 2001, DNA data fields became required fields, if the offender has been Convicted on a Felony Charge
  - ✓ Option 'J' - DNA Status Update should be used to update DNA data fields if information was unknown at booking
  - ✓ 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
- DNA - 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 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 drawn
    - ✓ 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 the inmate's transfer to another Jail?
    - ✓ Record the DNA in LIDS

COMMITMENT MAINTENANCE MENU (Continued)

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

? 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 ordered by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
  - ✓ Draw the DNA and 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 Division of Forensic Sciences (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 (Refer to LIDS Audit Guide):
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, that ordered the sheriff to confine that person to jail for a specified period
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" that charges the sheriff with the authority and responsibility of committing person
  - ✓ 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 **<u>does not</u>** carry the authority for a prisoner to be recorded to LIDS
  - ✓ Court issued inmate transfer
- LIDS was designed to assign inmate generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN
  - ✓ If you are booking the inmate on-line select Option #1 – Confine Prisoner
    - ➢ On the first screen (Prisoner Information) enter the digit #9, nine times (example: 999999999)
    - ➢ On the second screen you will receive the generated SSN
      - o The first digit will be #9
      - o The next three will represent your facility's FIPS code (example: 760)
      - o 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.
  - ✓ **IF** you find out through the SSN verification process that the inmates SSN is incorrect or you need to update the generated SSN, follow the following step:
    - ➢ Select Option 'D' – SSN Change Utility
    - ➢ Inquire to ensure you have selected the correct Inmate
    - ➢ Update the SSN
    - ➢ Record the SSN in his inmate file

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ Weekenders that do not have a SSN and a generated SSN was established use the generated SSN every weekend confined
- ✓ Frequent customers of your facility (bad check writers, local drunks, etc.) that do not have a SSN and a generated SSN was established use the generated SSN each time they are confined

- All required fields on the Prisoner Information screen will be edited
- Optional fields will be edited when data 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
- 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
  - ✓ Utilized if all systems go down and you are forced to work from paper to maintain confinements and releases from jail
- 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 – Screen #2, Confinement Information** is to give you a means to identify the prisoner's confinement period in jail. The Confinement Information Screen is the second (2nd) 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 555555555    SID _________
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 854000461 GROUP 111

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)
New Effective 7/1/2002 = State Identification Number (SID)
```

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 within LIDS
- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
  - ✓ Commitment Date
  - ✓ Time
  - ✓ Reason Confined
  - ✓ 'Holding For Loc' - Holding for Other Locality:
    - ➢ Utilized for Billing Purposes
    - ➢ Holding for Locality data field defaults to the City and County Jails and are required to update if you are holding for another locality
    - ➢ Regional Jails are required to input the FIPS code that identifies the Holding Locality that will be billed
- 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).

COMMITMENT MAINTENANCE MENU (Continued)

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

- 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 and Juvenile
  - ✓ **Adult Sentenced - NO Charges Pending**
  - ✓ **Adult Sentenced - HAS Charges Pending**
  - ✓ Adult Sentenced – Miscellaneous
- LIDS computes reimbursements based on data input
  - ✓ 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
- 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 (Shift F5). This feature will return the selected value to the screen.
- Effective 7/1/1999, 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, the Holding Jurisdiction field was added for the purpose of billing
  - ✓ **Jails** - LIDS defaults the Holding Jurisdiction to your Jail number
    - ➢ Update holding jurisdiction if you are holding for other jurisdictional hold
  - ✓ **Regional Jail** – Must input the Holding Jurisdiction's FIPS Code
  - ✓ A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance
- 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 error field
- 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)

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

- **JUDGE ORDERS COMMUNITY SERVICE TIME**
  - ✓ Offenders that are ordered by the Judge to serve community time in a community-based probation program (Community Service, HEM, and/or Substance Abuse) in jurisdictions where one has been established under the Comprehensive Community Corrections Act are non-payable programs by the Compensation Board
  - ✓ Sentences do not involve jails unless person is sentenced to confinement with probation to follow
  - ✓ Since these offenders are **not sentenced to confinement in jail, they should not be found in LIDS as a valid confinement**
  - ✓ Non-Payable - The Appropriation Language section can be found under the Reimbursement Rate section of this LIDS Users Guide
- **ALTERNATIVE PROGRAMS**
  - ✓ Payment for the Alternative Program is intended to be made for prisoners that would be housed in a local facility
  - ✓ It is not intended for prisoners that would otherwise be sentenced to Community Service or placed on probation
  - ✓ No payment shall be made unless the program has been approved by Department of Corrections (DOC) or Department of Criminal Justice Service (DCJS)
  - ✓ Once the Compensation Board (CB) receives notification from DOC that an Alternative program has been approved, the LIDS reimbursement process can start from the approved date at $8 per day if the inmate has been sentenced as a local responsible inmate
  - ✓ If the Sheriff chooses to place a prisoner in an approved Alternative Program that is pre-trial/awaiting trial, post-trial/convicted but not sentenced or that is state responsible, the prisoner will be captured in LIDS as non-reimbursable
  - ✓ The Appropriation Language and Code **Section 53.1-131.2** for Alternative Programs can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Prisoner's confinement record in LIDS should be updated when they are **placed** into an approved Alternative Program by:
       - Releasing the prisoner on LIDS by utilizing Release Code:
         - '47' Diverted to Supervised Work Experience Program **OR**
         - '55' Diverted to Electronic Surveillance Program, **THEN**
       - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
         - '80', Home Electronic Monitor Alternative Program **OR**
         - '85' Supervised Work Alternative Program
    2. **New -Effective July 1, 2002: As a result of you needing a method to track local responsible inmates in LIDS, as a non-payable inmate that has been court-ordered into an approved Alternative Program (not placed in Alternative program by the Sheriff), if conditions are detected by LIDS, the confinement will be non-payable:**
       - **Reason '85', Supervised Work Program AND**
       - **Disposition Code 'CR' Court Order Release (Sentenced) OR**
       - **'CU' Court Order Release (Not Sentenced) AND**
       - **Disposition Date is provided AND Sentenced as a Local Responsible Inmate = Non-Payable Alternative Confinement**

COMMITMENT MAINTENANCE MENU (Continued)

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

- **ALTERNATIVE PROGRAMS (Continued)**
  3. Prisoner's confinement record in LIDS should be updated when they **complete** the Alternative Program by:
     - Releasing the prisoner on LIDS by utilizing Release Code:
       - '59', Released from Alternative Program **OR**
  4. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Alternative program and they still have time to serve in jail by:
     - Releasing the prisoner on LIDS by utilizing Release Code:
       - '23' Confinement change within facility or violated program **THEN**
     - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
       - '20', Serving Sentence **OR**
       - '50', Serving Sentence, Has pending charges

- **WORK RELEASE**
  - ✓ Payment for Work Release is intended to be made for prisoners that have been convicted and sentenced to confinement in jail, **OR**
  - ✓ Payment for Work Release is intended for prisoners that are being held in jail pending completion of a pre-sentence report, and if it appears to the court that such offender is a suitable candidate for work release, assign the offender to a work release program under the supervision of a probation officer, the office of the sheriff or the administrator of a local or regional jail or a program designated by the court
  - ✓ WR Offender are released during the day to an approved Work Release employer and he/she returns to jail at night for confinement
  - ✓ Sheriff must request Department of Corrections (DOC) to keep State Responsible offenders if they wish to place them in the jail's Work Release program
  - ✓ Reimbursement rate for Work Release prisoners is $8.00 per day
  - ✓ The Appropriation Language and Code **Section 53.1-131** for Work Release can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Work Release by:
       - Releasing the prisoner on LIDS by utilizing Release Code:
         - '41', Serving Sentence – Work Release
       - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
         - '26', Work Release/Work Release Jail Contract Bed Program, **OR**
           - Also captured are State Responsible Inmates that have been placed in the Jail by Department Of Corrections (DOC) in a **Work Release Jail Contract Bed (WRJCB) Program** *(jail must have copy of signed JCB Work Release contract/agreement with DOC)*
             - DOC enters prisoners WRJCB start date in LIDS
             - LIDS will detect prisoners WRJCB start date and reason confine code '26'
             - Reimbursement for Work Release Jail Contract Bed (WRJCB) prisoners is $28 per day
         - '56', Work Release – Has Pending Charges

COMMITMENT MAINTENANCE MENU (Continued)

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

- **WORK RELEASE**

  2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
     - Releasing the prisoner on LIDS by utilizing Release Code:
       - '39', Sentence Served **OR**
  3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
     - Releasing the prisoner on LIDS by utilizing Release Code:
       - '23' Confinement change within facility or violated program, **THEN**
     - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
       - '20', Serving Sentence, **OR**
       - '50', Serving Sentence, Pending charges

- **WEEKENDER/NON CONSECUTIVE DAYS**

  - ✓ Payment for Weekender/Non-Consecutive Days is intended to be made for prisoners that have been convicted and sentenced to confinement in jail and court imposed his/her time to be served on weekends or non-consecutives days
  - ✓ Prisoners are booked in LIDS for each confinement period (Weekend/Non Consecutive Days)
  - ✓ If the prisoner is assigned a generated Social Security Number (SSN) in LIDS due to the fact that he does not have one then use the first generated SSN each time he/she is booked into jail to serve weekend/non-consecutive days
  - ✓ Reimbursement Rate is $8.00 per day
  - ✓ The Appropriation Language and Code **Section 53.1-131.1** for Weekender/Non-Consecutive Days can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Weekender/Non-Consecutive Days by:
       - Currently confined – Release the prisoner on LIDS by utilizing Release Code:
         - '23' Confinement change within facility or violated program
       - Re-book, if currently confined, in LIDS on the same day he/she was released to be confined/placed in Weekender/Non-Consecutive Days, **OR** book the inmate in jail/LIDS if he/she reports to jail to serve time as a Weekender/Non-Consecutive Days by utilizing Reason Confine Code:
         - '29', Weekender/Non-Consecutive Days, **OR**
         - '56', Weekender/Non-Consecutive Days – Has Pending Charges
       - Release the prisoner from jail/LIDS when they complete their weekender/non-consecutive days but have not completed their full sentence to be served by utilizing Release Code:
         - '40', Sentence Served – Weekends and Non-consecutive days, **OR**
    2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
       - Releasing the prisoner on LIDS by utilizing Release Code:
         - '39', Sentence Served, **OR**

COMMITMENT MAINTENANCE MENU (Continued)

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

- **WEEKENDER/NON CONSECUTIVE DAYS**

  3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
     - Releasing the prisoner on LIDS by utilizing Release Code:
       - '23' Confinement change within facility/violated program, **THEN**
     - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
       - '20', Serving Sentence, **OR**
       - '50', Serving Sentence, Pending charges

- **Jail Contract Bed Program**

  - ✓ Payment for prisoners that are confined in the Jail Contract Bed Program is intended to be made for state responsible prisoners that Department of Corrections (DOC) transferred from a DOC facility to a jail
  - ✓ Local or regional jails receiving funds from the Compensation Board shall give priority to the housing of inmates in order of local responsible, state responsible, and state contract inmates
  - ✓ Jail must enter into agreements with the Director, Department of Corrections, to house state responsible offenders/Jail Contract Bed offenders
  - ✓ Such agreements shall be entered into for a period of one year, subject only to the limitations of available funding
  - ✓ Pursuant to such Jail Contract Bed agreements, the Compensation Board is authorized to reimburse localities an amount not to exceed $14 per state felon day, which shall be in addition to any such amounts otherwise authorized
  - ✓ Any such funds received by the localities as a result of this provision shall be used for the maintenance and operation of the local or regional facility
  - ✓ **Procedures:**

    1. Prisoner's confinement record in LIDS should be updated when they are **placed** in a Jail Contract Bed by:
       - Booking the inmate in jail/LIDS on the same day he/she was released by DOC utilizing Reason Confine Code:
         - '26', Work Release/Work Release Jail Contract Bed Program (WRJCB)
           - DOC enters prisoners WRJCB start date in LIDS
           - LIDS will detect prisoners WRJCB start date and reason confine code '26'
           - Reimbursement for WRJCB prisoners is a total of $28 per day
    2. Prisoner's confinement record in LIDS should be updated when they **complete** the WRJCB program by:
       - Releasing the prisoner on LIDS utilizing Release Code:
         - '39', Sentence Served, **OR**
    3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her WRJCB program and will be returned to DOC by:
       - Releasing the prisoner on LIDS utilizing Release Code:
         - '33', To Serve Sentence Department of Corrections

COMMITMENT MAINTENANCE MENU (Continued)

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

- **CONFINEMENT CODE FOR "Other Treatment Program"**
  - ✓ If a situation arises where an inmate who is sentenced to suspended time upon completion of certain programs (i.e., Day Reporting Center), and the programs are not considered Diversion or Detention Programs, then utilize the following in LIDS, if applicable:
  - ➢ Use Disposition Code 'DT' Deferred Treatment and date it was ordered to satisfy the charge
  - ➢ Use Reason Release Code '48' To Treatment Facility to release the prisoner to the treatment program
- **CONFINEMENT LESS THAN 3 HOURS**
  - ✓ Confinements less than three hours are reimbursed the same for 1 hr. vs. 24 hours = $8 per day
  - ✓ You may make note on Comment that the actual sentence was 3 hours
- **COURT ORDERED TRANSPORTATION ORDER**
  - ✓ When a DOC inmate is booked into your jail via Court Ordered Transportation Order to appear in court, and is returned to DOC, use the VCC Codes under **Prisoners (for use by LIDS only).**
- **LATE CONFINEMENT/ADJUSTMENT PROCESS**
  - ✓ When a prisoner is confined in LIDS ***AFTER*** the monthly report has been certified and approved, LIDS Technician should:
    - ➢ Confine the prisoner in LIDS (3 screens)
    - ➢ Print the screen that indicates that an adjustment is required, **OR**
    - ➢ Record in a log that an adjustment is required so the adjustor may make the financial adjustment
    - ➢ If you do not make the adjustment, then you will not receive an financial adjustment or get credit for the Average Daily Population (ADP)
- **MEDICAL ALERT FLAG**
  - ✓ When the system requires a 'Y' (Yes) at the 'Medical Alert Flag' in order to continue to the next screen, but the inmate had nothing on the medical screen report, we recommend that the User ask the medical staff to go onto LIDS and check for comments; if comments have been entered on the inmate record, the system forces user to enter a 'Y' at the Medical Alert Flag. (NOTE: Compensation Board staff is unable to see medical comments.)

- 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 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, INS 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
  - ✓ Court issued inmate transfer
  - ✓ Continuance Order, Form DC 355 01/00
- After all fields have successfully passed the edit process, the Prisoner Offense Screen #3 will be displayed (See next page/screen)

COMMITMENT MAINTENANCE MENU (Continued)

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

The following spreadsheet is provided to give you a crosswalk from Reason Confine Codes to usable Reason Release Codes within LIDS. You will receive an error message if you utilized any Reason Confine Code and Release Code combination that is not listed below. If you need to utilize a different combination contact the Compensation Board.

Reason	Adult																																						
Confined	Release Reason																																						
Codes	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
10		Y	Y	Y					Y	Y				Y	Y	Y	Y							Y		Y	Y	Y				Y					Y	Y	Y
11									Y		Y			Y	Y									Y				Y									Y	Y	Y
12	Y								Y					Y	Y									Y				Y									Y	Y	Y
13									Y					Y	Y									Y				Y									Y	Y	Y
14		Y			Y	Y	Y	Y	Y	Y	Y			Y	Y									Y	Y	Y		Y		Y		Y					Y	Y	Y
20					Y			Y	Y		Y	Y	Y	Y	Y			Y			Y			Y	Y	Y		Y				Y		Y	Y		Y	Y	Y
23					Y			Y	Y		Y		Y	Y	Y			Y		Y																	Y	Y	Y
25								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y									Y	Y	Y
26								Y	Y		Y	Y	Y	Y	Y			Y		Y				Y		Y		Y									Y	Y	Y
26								Y	Y		Y	Y	Y	Y	Y									Y				Y									Y	Y	Y
29								Y	Y		Y	Y	Y	Y	Y			Y	Y					Y				Y									Y	Y	Y
29								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y									Y	Y	Y
42								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y					Y				Y	Y	Y
48								Y	Y		Y	Y	Y	Y	Y			Y				Y	Y	Y				Y									Y	Y	Y
50								Y	Y					Y	Y									Y	Y	Y		Y									Y	Y	Y
53								Y	Y					Y	Y									Y				Y									Y	Y	Y
56								Y	Y					Y	Y					Y				Y		Y		Y									Y	Y	Y
59								Y	Y					Y	Y				Y					Y				Y									Y	Y	Y
62								Y	Y					Y	Y									Y				Y									Y	Y	Y
69								Y	Y					Y	Y									Y				Y									Y	Y	Y
70								Y	Y		Y	Y		Y	Y									Y				Y									Y	Y	Y
71								Y	Y			Y		Y	Y									Y				Y									Y	Y	Y
72								Y	Y					Y	Y									Y				Y									Y	Y	Y
73								Y	Y					Y	Y									Y				Y	Y								Y	Y	Y
74								Y	Y					Y	Y									Y				Y		Y							Y	Y	Y
75								Y	Y					Y	Y									Y				Y			Y						Y	Y	Y
76								Y	Y		Y	Y	Y	Y	Y			Y					Y	Y				Y									Y	Y	Y
78								Y	Y					Y	Y									Y				Y									Y	Y	Y
79								Y	Y					Y	Y									Y				Y									Y	Y	Y
80								Y	Y			Y		Y	Y			Y						Y				Y								Y	Y	Y	Y
85								Y	Y			Y		Y	Y			Y						Y				Y								Y	Y	Y	Y
87								Y	Y					Y	Y							Y		Y				Y									Y	Y	Y
89								Y	Y					Y	Y								Y	Y				Y									Y	Y	Y

Reason	Juveniles																																						
Confined	Release Reason																																						
Codes	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
10									Y	Y				Y	Y	Y	Y							Y		Y		Y									Y	Y	Y
11									Y	Y	Y			Y	Y	Y								Y				Y									Y	Y	Y
12									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
13									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
14					Y				Y	Y				Y	Y	Y					Y			Y	Y	Y		Y				Y					Y	Y	Y
16									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
17									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
18									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
19									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner – Screen #3, Offense Information** 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    SID _____
 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 Effective 7/1/2002 = State Identification Number (SID)
```

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

- This is the third (3rd) and last screen that will need to be completed in order to confine a prisoner on-line within LIDS
- Required Data Fields (See highlighted fields on previous page):
  - ✓ 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 (effective 7/1/2001)
  - ✓ Sentence Length

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ 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

- Effective 7/1/1999, local input in LIDS identifying the Most Serious Offense is NO longer required.
- Effective 7/1/2001 - DNA Drawn Date is a required filed 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 of the screen reflects arresting data fields
  - ✓ Bottom section of the screen reflects sentencing data fields
    - ➢ 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
      - o Offense Type 'A' means that the offense was committed on or after 1/1/1995
      - o Offense Type 'B' means that the offense was committed before 1/1/1995
  - ✓ **ONCE** you have completed the input of all offenses, go to the bottom of the screen and select 'Y' Yes I'm done inputting all offenses
  - ✓ **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 at http://www.scb.state.va.us
- 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
- 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

COMMITMENT MAINTENANCE MENU (Continued)

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

- Pending Charges
  - ✓ When entering offense information on sentenced offenders who have pending 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 charges,** you should **select** one of the Reason Confine Codes for '**HAS Pending Charges'**
      - o Parole Violator are not considered as 'Has Additional Charges' they are 'Existing Charges'
      - o **IF** the Parole Violator committed an additional offense and they are not sentenced on the additional charge, then you would use the Reason Confined Code for 'HAS Pending Charges'
    - ➢ **IF** the offender has no pending charges, you should select one of the Reason Confined Codes for 'NO Pending Charges'
    - ➢ Enter all other sentenced offenses
    - ➢ Please remember to update the pending charge once the offender is sentenced.
- 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    SID _________
             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 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
New Effective 7/1/2002 = State Identification Number (SID)
```

HELPFUL HINTS - OPTION '2', Update Prisoner Information

- Utilized to update prisoner information
- Required Field
  - ✓ SSN
  - ✓ Commit Date
  - ✓ Commit time
- DNA - Effective July 1, 2001, DNA data fields became required fields if the offender has been Convicted on a Felony Charge
  - ✓ Option #2 and Option 'J' can be utilized to update DNA information
  - ✓ 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
- DNA - 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

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '2', Update Prisoner Information

? Am I required to record DNA 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 drawn
  - ✓ 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

- 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 prisoner 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)          V1.1120296

          **UPDATE CURRENT CONFINEMENT  INFORMATION*
JAIL 001    PRISONER ID _____________   SSN 555555555    SID _________
 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 ________ 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)
New Effective 7/1/2002 = State Identification Number (SID)
```

OR

```
LCD1              LOCAL INMATE DATA SYSTEM (LIDS)          V.08172001
2001-08-28    ** CONFINEMENT INFORMATION PICKLIST**    TOTAL CONFINEMENTS:  11
SSN 555555555  HARRISON                Alice
SEL JAIL   COMMITTED      RSN       RELEASED    RLSE  NUM   PAYM
   NUM  DATE    TIME   CNF    DATE    TIME    RSN  OFFNS  STAT
 X  001 05202000 12.00.00  50   ________ ________          __     6   LD
 _  059 03272000 18.15.00  10   03282000 06.30.00  35     1   LD
 _  013 03172000 20.24.00  50   03272000 18.11.00  35     6   LD
 _  013 01152000 04.36.00  10   01152000 13.15.00  19     3   LD
 _  013 06251998 19.05.00  10   06251998 21.15.00  19     2   LD
 _  059 05061998 11.10.00  20   05291998 00.01.00  39     1   LD

OPTION=>  _    "X" IN SEL TO VIEW CONFINEMENT/"O" IN SEL TO VIEW OFFENSES
NO MORE CONFINEMENTS
```

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

- Utilized to update Current Confinement Information for those inmates that are currently confined
- Effective October 2001, the CB developed an Confinement Information Picklist
  - ✓ Developed at the request of local LIDS users during the LIDS Enhancement Training
  - ✓ Provides you with a means to update a specific confinement if the offender has multiple confinements in LIDS
  - ✓ **NOTE:** If LIDS detects only one '1' confinement, you will not receive the Confinement Information Picklist screen. The screen that you will receive is your normal Update Confinement Information screen.

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ Procedures to update the new Confinement Information Picklist:
  - ➢ From the main menu select Option #3, Commitment Maintenance Screen
  - ➢ Enter the offenders Social Security Number
  - ➢ Select Option #3, Update Confinement Information
  - ➢ Enter an "X' in the blank provided to the left of the confinement you wish to update, **OR**
  - ➢ Enter "O" to view the offense for the confinement you wish to view
  - ➢ If additional confinements exist other than what is seen on your screen, you will be given the option to select "N" Next Page

- 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 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

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ It would 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**
  - ➢ Set up a procedure to note that a financial adjustment is needed by
    - o Note the Prisoners Social Security Number;
    - o Note the Name of the Inmate;
    - o Note the Commit Date; and
    - o Note the Commit Time for the screen you updated
    - o 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, 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: 555555555   Name: HARRISON, FRED                          REASON CONFINED: 10

 COMMIT DATE/TIME  04052001   20:07:00  RELEASE DATE/TIME  ________  ________
 SEL OFFENSE  SEQ  TYP OFFN.DTE  DISP  DOCKET    CRT. DATE  SENTENCE    COURT
  _ MURO924F1  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
```

OR

```
LOU2            LOCAL INMATE DATA SYSTEM (LIDS)          V1.1120496
                UPDATE OFFENSE INFORMATION

JAIL 550    PRISONER ID ____________   SSN 555555555    SID _________
PRISONER NAME:  HARRISON, FRED
REASON CONFINED: 10        PAYMENT STATUS LD
OFFENSE CODE: MUR0924F1        OFFENSE TYPE:  A
HOMICIDE/MURDER
OFFENSE DATE: 01042000      OFFENSE SEQUENCE NUMBER   1
ARREST DATE  ________   TIME ______
ARRESTING OFFICER  ________________________________
ASSISTING OFFICER  ________________________________

COURT JURISDICTION  560   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
New Effective 7/1/2002 = State Identification Number (SID)
```

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
- Utilized if you detect that you need to add a new offense when you are working within this option

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information

- 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, the offense screen will appear that you can update
    - ➢ If the offender has multiple offenses, you will receive a pick list that will list all offenses that you can update
      - o Place an 'X' to the left of the offense that you want to update ('Select' column), **OR**
      - o **IF** you need to add a new offense then place the 'X' beside 'NEW'
      - o Press Enter
      - o Update data fields
      - o Input 'U' in the Option field to Update your data fields, **OR**
      - o Input 'D' in the Option field to Delete the Offense
        1. You will receive a message asking if you want to delete this offense, press Enter again
      - o You will receive a message that the Offense has been updated, added or deleted
      - o Back out to see your update on the Offense Pick List
      - o If you have additional offenses that need to be updated, 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 Charges Pending
    - ➢ Adult Sentenced - HAS Charges Pending
    - ➢ Adult Sentenced – Miscellaneous,
  - ✓ Sentenced Date
  - ✓ Offense as Sentenced
  - ✓ Offense Type
  - ✓ Sentence Length
  - ✓ Concurrent Sentence
- Each Offense will default to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent and the additional offenses that are 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 offender has had all charges adjudicated, do not use the Reason Confined Codes Has Pending Charges
  - ✓ If the offender HAS Pending Charges, update the Reason Confined Codes to reflect that the prisoner HAS Pending Charge (See Code Section).
  - ➢ Use the proper Offense Type of 'A' or 'B' for the pending charge
    - o Offense Type 'A' means that the offense was committed on or after 1/1/1995
    - o Offense Type 'B' means that the offense was committed before 1/1/1995
  - ➢ Use the proper VCC Code to match the charge
  - ➢ Update all offenses

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information

- 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 http://www.scb.state.va.us under LIDS Information Icon:
- Three (3) different Warrants:
  - ✓ Warrant (local - pink) - local ordinance
    - o 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 '<u>A</u>' or '<u>B</u>'. Reimbursement for total days is $8 per day
- Any data field that requires you to input a reference code may invoke one of the following PF Keys to get help determining which code to use:
  - ✓ Can be <u>invoked</u> by depressing the PF1 key
  - ✓ Can be <u>canceled</u> by depressing the PF3 key
  - ✓ To substitute the value/code <u>invoked</u> by depressing the PF17 key (Shift F5). 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 <u>need to post</u> a <u>Financial Adjustment,</u> please contact <u>your</u> 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 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, **<u>OR</u>**
    - ➢ Set up a procedure to note that a financial adjustment is needed by
      - o Note the Prisoners Social Security Number;
      - o Note the Name of the Inmate;
      - o Note the Commit Date; and
      - o Note the Commit Time for the screen you updated
      - o Give the noted information to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- **<u>IF</u>** 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 #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: 555555555    SID _____
 PRISONER NAME:  HARRISON, FRED
 REASON CONFINED 10 REASON RELEASED __ RELEASE DATE/TIME _____ _____
 OFFENSE CODE    _____    OFFENSE TYPE _    PAYMENT STATUS  LD
 OFFENSE DATE _____    OFFENSE SEQUENCE NUMBER    2
ARREST DATE  _____   TIME _____
 ARRESTING OFFICER  _____
 ASSISTING OFFICER  _____

 COURT JURISDICTION  ___   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 Effective 7/1/2002 = State Identification Number (SID)
```

HELPFUL HINTS - OPTION '5', Add Additional Offenses

- Utilized to add additional Offenses
- 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 (Effective 7/1/2001)
    - ➢ 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, 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

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 prior to certifying and approving your month submission.

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: 001  SSN: 123456789  CCRE:          PRISONER ID:
PRISONER NAME: DOE  RICKI
REASON CONFINED 10 COMMIT DATE (MMDDYYYY) : 03202000  TIME (HHMMSS) 120000

REASON RELEASED  35   TRANSFERRED TO JAIL  810

RELEASE/TRANSFER DATE (MMDDYYYY)  )  03202000      TIME (HHMMSS)  170000

RELEASE COMMENTS
_____________________________________________________________________
```

HELPFUL HINTS - OPTION '6', Release Prisoner

- Utilized to release offenders from their current confinement during current month
  - ✓ Enter SSN and enter Option #6
  - ✓ Verify that this is the correct
    - ➢ Offender
    - ➢ Commitment date and time
    - ➢ Enter Required data fields:
      - o Reason Released (See Code Section)
      - o **If** '35' Transferred to Jail, enter in FIPS Code (See Code Section) for the jail that he was transferred to for holding
      - o Release Date
      - o Release time
      - o Release Comments
      - o 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 updated data fields after your monthly approval
  - ✓ If you forget to make an adjustment, your quarterly reimbursement will be understated or overstated
  - ✓ It would result in an Audit finding once audited if you neglect to make the adjustment.
    - ➢ Make a copy of the screen that indicates you need to make a financial adjustment O**R**
    - ➢ Set up a procedure to note that a financial adjustment is needed by
      - o Note the Prisoners Social Security Number;
      - o Note the Name of the Inmate;
      - o Note the Commit Date; and
      - o Note the Commit Time for the screen you updated
      - o Give the noted information to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '6', Release Prisoner

- **IF** you are updating data fields during the report month, you will not receive a message that you need to make a Financial Adjustment
- 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 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    SID _________
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
New Effective 7/1/2002 = State Identification Number (SID)
```

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 during the current month
  - ✓ If the offender has a single (1) offense, the offense screen will appear that you can delete
    - ➢ Check first that you are on the correct offense that you wish to delete
      - o 'N' go to next Offense
      - o '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, 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**
    - ➢ Press Enter and input 'D' in the Option field to Delete the Offense
    - ➢ You will receive a message asking if you want to delete this offense, press 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 add 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** allows 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: 001 ACCOMACK COUNTY JAIL

JAIL   SSN        NAME: LAST, FIRST, MIDDLE    CONFINEMENT          L/UPDATE
001    123456789        DOE, RICKI             CONFINED IN 001      1996-09-17

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 'A' ADD, 'C' CHANGE, OR 'D' DELETE ALIAS NAME(S)
```

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

- Utilized to Add, Change or Delete Prisoner's Alias Name
- 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 Add Prisoner Alias 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
  - ✓ Press 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/TATTO0-> _____________________ 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)
```

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

- Utilized to browse by prisoner name
- Utilized 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 - **1**23456789
    - ➢ 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 - **2**23456789
    - ➢ 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
      - o Incorrect SSN - 123456789
      - o Correct SSN - 223456789
    - ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify the offender confinement prior to booking on the second shift it would have reduced the possibility of duplicate confinements in LIDS
  - ✓ If not detected, locality will be overpaid every day 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

COMMITMENT MAINTENANCE MENU (Continued)

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

- Enter the prisoner's name you wish to browse on the Commitment Maintenance Screen and select Option '9',
  - ✓ Enter
  - ✓ At the left of the prisoner's 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    SID _____
          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____________________________________________

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

CORRECT PRISONER INFORMATION
New Effective 7/1/2002 = State Identification Number (SID)
```

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 on-line, you must complete the screens listed below within Option 'A'
  - ✓ 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 press 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
- If fields fail the edit process will be highlighted and the cursor will be placed on the first field in error

COMMITMENT MAINTENANCE MENU (Continued)

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

- 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.
- VERY IMPORTANT: If you correct errors online utilizing Option 'A' – Correct Pending Errors, you must also update your Jail Management System (JMS)
  - ✓ If you do not update your JMS, you will be shipping the same errors to LIDS
  - ✓ We strongly suggest that you update your JMS first and resubmit your data to LIDS
- When all fields associated with the Prisoner Information screen #1 have successfully passed the edit process, press 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 (1st) 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)
```

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 when the batch was submitted
- 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'. The LIDS was designed to edit all data input field. The three (3) screens that will need to be corrected are:
  - ✓ Prisoner information, screen #1
  - ✓ Current 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

COMMITMENT MAINTENANCE MENU (Continued)

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

- 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 press 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 press 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. .
- VERY IMPORTANT: If you correct errors online utilizing Option 'A' – Correct Pending Errors you must also update your Jail Management System (JMS)
  - ✓ If you do not update your JMS, you will be shipping the same errors to LIDS
  - ✓ We strongly suggest that you update your JMS first and resubmit your data to LIDS
- When all fields associated with the Current Confinement Information screen #2, have successfully passed the edit process, press 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 (1st) 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**

```
LSI1            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)
```

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, you will not receive the first screen but you will receive the second offense screen

COMMITMENT MAINTENANCE MENU (Continued)

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

- 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
- Utilized to detect that you need to add a new offense
- Update Offense Screen
  - ✓ If the offender has a single (1) offense, the offense screen will appear that you can update
  - ✓ If the offender has multiple offenses, you will receive a pick list to help update offenses
    - ➢ 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'
    - ➢ Press 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, press 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, 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)
    - ➢ Adult Sentenced - NO Charges Pending
    - ➢ Adult Sentenced - HAS 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
- VERY IMPORTANT: If you correct errors online utilizing Option 'A' – Correct Pending Errors, you must also update your Jail Management System (JMS)
  - ✓ If you do not update your JMS, you will be shipping the same errors to LIDS
  - ✓ We strongly suggest that you update your JMS first and resubmit your data to LIDS
- You must remember to update the pending charge once the offender is sentenced
  - ✓ If the offender has no pending charges, use your sentenced reason confined codes with NO Pending Charges
  - ✓ If the offender HAS Pending Charges, utilize the Reason Confined Codes for HAS Pending Charges (See Code Section)
  - ✓ 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

COMMITMENT MAINTENANCE MENU (Continued)

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

- ✓ 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 were required to use VCC Offenses
  - ✓ VCC Codes are located on the Compensation Boards website http://www.scb.state.va.us under the LIDS Information Icon
- 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
- Any data field that requires you to input a reference code 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 (Shift F5). 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 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 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**
    - ➢ Set up a procedure to note that a financial adjustment is needed by
      - o Note the Prisoners Social Security Number;
      - o Note the Name of the Inmate;
      - o Note the Commit Date; and
      - o Note the Commit Time for the screen you updated
      - o 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
- 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 are ready for transfer to the Department of Corrections (DOC) either based on DOC receipt of the complete and final court order and the 60 days for intake has passed or that DOC has not received the complete and final court order and 90 days has passed for intake into DOC.

Navigational Path:

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

```
LCS2            LOCAL INMATE DATA SYSTEM (LIDS)          V.03232000
 2001-05-09            TRANSFER STATUS

JAIL: 710 NORFOLK CITY JAIL
   SSN              LAST NAME       BONUS START    PLANNED TRANS                DAYS UNTIL
                                          DATE              DATE                        RESPONSIBLE

 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
```

HELPFUL HINTS - OPTION 'B', Prisoner Transfer Status

- Provides you with a screen which lists all prisoner housed in your facility that are DOC inmates/ready to be transferred to DOC/ready to ride inmates
- 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
HARRISON
 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/TATTO0-> ___________________ 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
```

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

- Utilized to browse by prisoner alias name
- Frequently used when you learn the prisoner 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 prisoner's 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: 666666666
 NAME: LAST HARRISON              FIRST FRED       MID JAMES    SUF
REASON CONFINED: 10  COMMIT DATE:  03202000  COMMIT TIME:  120000
 REASON RELEASED: __    RELEASE DATE: ________      RELEASE TIME: ______
CHANGE SSN TO:_121212123   REASON FOR CHANGE:  _3_   (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
```

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

- Verifies prisoner Social Security Number (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 prisoner's SSN, if incorrectly entered in LIDS
- Utilized to update a prisoner's SSN, if the SSN was unknown at the time of booking
- Utilized to update a prisoner's SSN, if the prisoner provided and AKA SSN at the time of booking
  - ✓ 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:
      - o 1 = Keyed in error
      - o 2 = SSN unknown at Commit
      - o 3 = Prisoner supplied AKA SSN
        1. If you select #3, the old/supplied SSN will be posted to Option 'I'-Alias SSN Maintenance screen as an Alias SSN
  - ✓ Lastly, select option 'U' for Update SSN
- Clear Screen - Returns you to Commitment Maintenance Menu
- Be sure to update your Local Jail Management System when you change a SSN on LIDS.
- Be sure to update the inmate's 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
```

HELPFUL HINTS - OPTION 'E', Submit Batch Job

- The purpose of the Submit Batch Job is to allow you to submit your batch job within 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
```

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 reason release code is equal to:
  - ✓ **'23' Confinement change within facility or violated program**
  - ✓ '35' Transferred to other jail
  - ✓ '36' Released to State Hospital
  - ✓ '40' Serving Sentence - Weekenders
  - ✓ **'41' Serving Sentence – Work Release**
  - ✓ '45' Released to Hospital,
  - ✓ **'47' Diverted to supervised work experience program**
  - ✓ **'55' Diverted to electronic surveillance program**
  - ✓ **'59' Released from Alternative Program OR**
  - ✓ **IF** the prisoner has no new charges from the last time he was committed
- Clear screen - Returns you to Commitment Maintenance Menu

Bolded/Highlighted = New July 1, 2002

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)          V.12062001

2001-12-17              DELETE CONFINEMENTS     TOTAL CONFINEMENTS:   2
JAIL: 620    SSN: 1111111119          NAME: SMITH,  BRYANT

SEL      COMMITTED     RSN      RELEASED        RLSE  NUM      PAYM
       DATE      TIME    CNF    DATE    TIME        RSN   OFFNS    STAT

D      08032000   16.00.00  20   ________  ________    __     1        LD
_      07252000   09.00.00  80   08032000  15.59.00    70     1        NH

OPTION=>  _
"N"=NEXT PAGE OF CONFINEMENTS; P=PREVIOUS PAGE OF CONFINEMENTS
TO DELETE A CONFINEMENT: ENTER A "D" IN THE SELECTION FIELD
```

HELPFUL HINTS - OPTION 'G', Delete Confinement

- Utilized to Delete a Confinement **during** the report month and prior to the monthly approval process
- The delete confinement screen was changed to allow the deletion of multiple confinements at one time
  - ✓ This change was at the request of the LIDS Advisory Committee and is now available for your use
- Delete Confinement:
  - ✓ From the Commitment Maintenance Screen you must first enter:
    - ➢ Current SSN
  - ✓ Select Option 'G' and press enter
  - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
  - ✓ The delete screen will now be displayed with a pick list of all confinements for this inmate in your facility
  - ✓ Those confinements having 'ADJT' to the right of the Selection field can only be deleted by those designated as adjusters for your facility.
  - ✓ All LIDS personnel in your facility can delete those confinements that **do not** have 'ADJT'
  - ✓ Enter ' D' Delete beside the confinements that need to be deleted.
  - ✓ Enter
  - ✓ Receive a message 'Do you want to delete this confinement?'
  - ✓ This gives you one more chance 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 Commitment Menu
- If during the process the system indicates that you cannot delete the confinement from this option, 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 give you the means to un-release a prisoners that was released 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   SID          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:
_____________________________________________________________________
New Effective 7/1/2002 = State Identification Number (SID)
```

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:  223344556  NAME: JONES, SAM

ACTION    ALIAS SSN    ENTERED BY    DATE        COMMENTS (2ND LINE)
 _A_        _223344557  __SCB001_____  _05232000
 __PRIMARY SSN VERIFIED THROUGH DMV ON 5/20/2000 BY SCB001
 _          _________   _____________  __________
_____________________________________________________________________
 _          _________   _____________  __________
_____________________________________________________________________
 _          _________   _____________  __________
_____________________________________________________________________
 _          _________   _____________  __________
_____________________________________________________________________
 _          _________   _____________  __________
_____________________________________________

ACTION: A= ADD; D= DELETE; U= UPDATE

 OPTION:  ___  N =NEXT PAGE; P = PREVIOUS PAGE; R =RETURN TO MENU

MESSAGE:   Alias SSN Updated
```

HELPFUL HINTS - OPTION 'I', Alias SSN

- The purpose of an Alias SSN screen is to give you an additional means to monitor and track your inmate population by Alias SSN
- Alias SSN is linked to the prisoner's Primary SSN
  - ✓ Action
    - ➢ Enter in either Add, Delete or Update
    - ✓ Alias SSN
    - ➢ Enter in the prisoner's 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 a felony 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   SID: _________

            CONFINEMENT HISTORY    TOTAL COUNT   1
JAIL    *****COMMIT**** REASON      ****RELEASE**** REASON     TRANS TO
 810    08022000 010500   10       ________ ______   __        ___

NEW EFFECTIVE 7/1/2001 – DNA STATUS UPDATE
 New Effective 7/1/2002 = State Identification Number (SID)
```

HELPFUL HINTS - OPTION 'J', DNA Status Update

- Required Field - SSN
- **Effective July 1, 2002, LIDS required the State Identification Number (SID) for all inmates confined on felony charge. This change will allow LIDS to better interface with the Virginia State Police (VSP).**
- **Effective January 1,2003, in accordance with HB 892 and SB 535, DNA analysis upon arrest for a violent felony as defined in 19.2-297.1 or a violation of 18.2-89, 18.2-90, 19.2-91 or 18.2-92 shall have a sample of his saliva or tissue taken for DNA analysis to determine identification characteristics specific to the person.**
  - ✓ **After a determination by a magistrate that probable cause exists for arrest, a sample shall be taken prior to the person's release from custody**
  - ✓ **LIDS will produce a report of all violent felonies requiring DNA samples to be taken**
  - ✓ **The clerk of the court shall notify the Division of final disposition of the criminal proceeding**
  - ✓ **If the charge for which the sample was taken is dismissed or the defendant is acquitted at trial, the Division shall destroy the sample and all records thereof**
  - ✓ **LIDS will be changed to allow the expunging of DNA sampling information**
  - ✓ **Substantial compliance therewith shall be deemed to be sufficient. **
  - ✓ **If a sample has been previously taken from the individual as indicated by LIDS, no additional sample shall be taken**
  - ✓ **No civil liability shall attach to any person authorized to take saliva or tissue as provided herein as a result of the act of taking saliva or tissue from any person submitting thereto, providing the saliva or tissue was taken according to recognized medical procedures**
  - ✓ **However, no person shall be relieved from liability from negligence in the taking of any saliva or tissue sample**
  - ✓ **LIDS users now have the authority not to take another sample if a sample has been recorded on LIDS**
  - ✓ **If the charge is dismissed or the person is acquitted at trial, the DNA sample must be destroyed by the Division of Forensic Science**
  - ✓ **The bill further provides for civil immunity for the sample taker unless he is negligent**

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'J', DNA Status Update

- July 1, 2001, DNA data fields became required fields, if the offender has been convicted on a felony Charge
- If you wish to run a report that will let you know who needs DNA drawn select Option #4, Form Maintenance from the Main Menu
- Suggest that you set up procedures to insure that someone (you or the Medical staff) records DNA data in LIDS
- DNA - 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?
    - o No, do not update the Reason Confine Code because the offender has not been sentenced by the judge
    - o 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?
    - o No, you are not required at the present time
    - o 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?
    - o Check LIDS to see if the DNA has already been drawn
    - o Screen Print the DNA screen that indicates the drawn date and attach to Court Order
    - o Record on Court Order the DNA Drawn Date and what Jurisdiction drew the DNA
  - ? What do I do if the Inmate refuses to have DNA Drawn?
    - o 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 transfer to another Jail?
    - o 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?
    - o Draw the DNA and record in LIDS
  - ? What do I do if I have been ordered by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
    - o Draw the DNA
    - o 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?
    - o Check with your Circuit Court
    - o 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)?
    - o 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)

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'K', Data Integrity Validation**, provides a means to flag confinements that appear to be correct that are listed on the Data Integrity Report that batch jails receive each month. The purpose of the Data Integrity Report is to list confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information. If they are true errors, they should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS. If they are correct, flag them through Option 'K' – Data Integrity Validation as being correct entries.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'K' – Data Integrity Validation**

```
LCU3-A          LOCAL INMATE DATA SYSTEM (LIDS)        2002-01-18
V.12272001        DATA INTEGRITY VERIFICATION           13.48.21

JAIL: 770 ROANOKE CITY JAIL

OPTION: _

1. VERIFY DATE OF BIRTH (REQUIRES SSN)
2. VERIFY COMMIT DATE AND TIME (REQUIRES SSN, COMMIT DATE, AND COMMIT TIME)
3. VERIFY OFFENSE DATES (REQUIRES SSN, COMMIT DATE, COMMIT TIME,
                AND OFFENSE SEQUENCE NUMBER


SSN: _________ COMMIT DATE: ________ TIME: ______ OFFENSE #: ___
```

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- Effective December 2001, the Data Integrity Validation screen became available to flag that entries in LIDS have been validated by the local jail
- The purpose of the Data Integrity Report is to list confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information
- If they are true errors, they should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS
- If they are correct, flag them through Option 'K' – Data Integrity Validation as being correct entries
- **How to Correct Errors Listed on the Report**
  - ✓ **Age Greater than 75 at Commit -** If the inmate was really over age 75 at time of commitment, access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information).

  - ✓ **Age Greater than 75 at Offense Date** – If the inmate was really over age 75 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- **How to Correct Errors Listed on the Report (Continued)**

  - ✓ **Age Less than 10 at Commit** – If the inmate was really was under the age of 10 at the time of commitment, please access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth, or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information).

  - ✓ **Age Less than 10 Offense Date** – If the inmate was really under the age of 10 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Arrest Date is Less Than Offense Date** – To correct the Arrest Date, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Update Offense Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Birth Date or (Approximate Age and Date Approximate Age Recorded) are Required** – To record the birth date or the Approximate Age, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

  - ✓ **Confined Longer than 5 Years** – If the inmate has really been confined to jail for more than five (5) years, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the commit date/time or the release date/time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Conviction Date Before Offense Date** – To correct either the Conviction or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Offense Date More than 30 Years Before Commit** – If the offense date is more than 30 years prior to the commit date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct the Offense Date or the Commitment Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Offense Date More than 30 Years Before Conviction Date** – To correct either the Offense or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- **How to Correct Errors Listed on the Report (Continued)**

  - ✓ **Offense Date More than 30 Years before Sentence Date** – If the offense date is more than 30 years prior to the Sentence Date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Offense or Sentence Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Race Code is Invalid -** To correct the Race Code, access the Commitment Maintenance Menu specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

  - ✓ **Release and Commit Are the Same** – The release date and time should be different than the commit date and time. This error means the date as well as the time in HH:MM:SS format are the same. If the commit and release information are the same, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release is Before Commit** – To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release Reason is Required** – To record or correct the release reason, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release Reasons Requires Release Date and Time** – To record the Release Date/Time or to correct the Release Reason, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Released Before LIDS Started** – To correct this error the confinement must be deleted. To delete the confinement, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '12' (Delete Confinement/Post Adjustment). Note – As the confinement pre-dates LIDS, no adjustment will be posted.

  - ✓ **Sentence Date Before Conviction Date –** To correct either the Sentence or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Sentence Date Before Offense Date** – To correct either the Sentence or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Sex Code Must be F or M** – To correct the Sex Code, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

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, use your screen print option or download when appropriate. First decide what type of report you desire, and then 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)        2002-12-17
SCBM99              FORMS MAINTENANCE                  14.50.57
                      JAIL: ___                          V.12072002
OPTION:

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. LIST BY REASON RELEASED
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. MONTH ACTIVITY COMPARISON
U. MONTHLY SCHOOL DISTRICT CENSUS         V. PRE-TRIAL CONFINEMENTS
W. PRE-TRIAL RELEASES                     X. SEARCH BY LOCAL ID
Y. SOCIAL SECURITY BOUNTY PAYMENTS

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
New Effective 7/1/2002 – Options U-Y
```

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 7/1/2001, Forms Maintenance was redesigned to be user friendly
- Enter one of the following Option:
  - ✓ 'A' View Existing Reports
    - ➢ Provides a means to go back and look at every requested report
  - ✓ 'B' Offline Reports, Queries and Files
    - ➢ Provides a means to download reports or files
    - ➢ Must write down the COMPLETE file name that is to be downloaded
      - o Example: SCB.TEST.J013.CURRTJRA.RTF

Forms Maintenance (Continued)

HELPFUL HINTS – OPTION '4', FORM MAINTENANCE

- ✓ 'C' Drunk in Public
  - ➢ Provides a means to view your Drunk in Public population
- ✓ 'D' Out-Of-State Contract Prisoners
  - ➢ Provides a means to view your Out-of-State Contract population
- ✓ 'E' Current Jail Roster
  - ➢ Provides a means to view your Current Jail Roster
- ✓ 'F' Monthly Jail Summary
  - ➢ Provides a means to view your monthly statistics
- ✓ 'G' Committed During Period
  - ➢ Provides a means to view who was Committed during a certain period
- ✓ 'H' (left blank for future expansion)
- ✓ 'I' Released During Period
  - ➢ Provides a means to view who was Released during a certain period
- ✓ 'J' Held by Agreement
  - ➢ Provides a means to view who was Held by Agreement during a certain period
- ✓ 'K' Pretrial Reports
  - ➢ Provides a means to view who was held on Pretrial during a certain period
- ✓ 'L' Pretrial Release
  - ➢ Provides a means to view who was Released on Pretrial status
- ✓ 'N' Housed in another Jail
  - ➢ Provides a means to view who was Housed in another Jail during a certain period
- ✓ 'O' Jail Contract Bed List
  - ➢ Provides a means to view the population that was placed in a Jail Contract Bed
- ✓ 'P' List by Reason Confined
  - ➢ Provides a means to view who was Released during a certain period
- ✓ 'Q' Burglar/Sex Offender Report
  - ➢ Provides a means to view your Burglar/Sex Offender population
- ✓ 'R' Monthly Billing Report
  - ➢ Provides a means to help with your monthly billings
- ✓ 'S', Voucher Comparison
  - ➢ Provides a means to view Quarterly Reimbursements
- ✓ Screen 'T', Month Activity Comparison
  - ➢ Provides a means to view monthly prisoner activity
  - ➢ Monthly Commits
  - ➢ Monthly Releases
- ✓ **Screen ' U', Monthly School District Census**
  - ➢ **Provides a means to collect data concerning school District Census**
- ✓ **Screen ' V', Pre-Trial Confinements**
  - ➢ **Provides a means to collect pre-Trial Commits**
- ✓ **Screen ' W', Pre-Trial Releases**
  - ➢ **Provides a means to collect pre-Trial Releases**
- ✓ **Screen 'X', Search By Local ID**
  - ➢ **Provides a means to search by Local ID**
- ✓ **Screen 'Y', Social Security Bounty Payments**
  - ➢ **Provides a means to search Security Bounty Payments**

Forms Maintenance (Continued)

The purpose of **Option 'A' View Existing Reports** is to provide 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
```

HELPFUL HINTS – SCREEN 'A', VIEW EXISTING REPORTS

- This screen should be utilized after you request to view reports
  - ✓ When you download, make sure to write down the complete 'File Name'.
- 'A' View Existing Reports
  - ✓ Provides a means to look at every requested report that has not been deleted
- 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
- We recommend that you Delete reports at least once a month if they are no longer needed
- 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-A          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.21.39
                 JAIL: 760              V.06072002
OPTION:  B

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. LIST BY REASON RELEASED
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. MONTH ACTIVITY COMPARISON
U. MONTHLY SCHOOL DISTRICT CENSUS        V. PRE-TRIAL CONFINEMENTS
W. PRE-TRIAL RELEASES                    X. SEARCH BY LOCAL ID
Y. SOCIAL SECURITY BOUNTY PAYMENTS

          SELECT OPTION THEN PRESS ENTER
            OR CLEAR KEY TO EXIT
```

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
      - o Example: **SCB.TEST.J001.LSTBCJR2.RTF**
  - ✓ Press Enter to Continue

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES:

A. CURRENT JAIL ROSTER FILE

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99                FORMS MAINTENANCE                 16.23.36
                     JAIL # 760              V.06072001
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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE DOWNLOAD
FILES
O. DATA INTEGRITY ERROR REPORT

                SELECT OPTION THEN PRESS ENTER
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M
                CURRENT JAIL ROSTER FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED.
<<<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBCJR2 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.
                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'A', Current Jail Roster File

- Select Option #4, Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'A', Current Jail Roster File, Press Enter
- Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

B. CONFINEMENTS FOR PERIOD FILE

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99                FORMS MAINTENANCE                16.35.35
                     JAIL # 760              V.06072002
OPTION: B

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
G. OUT OF COMPLIANCE FILE                   H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE        J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                   L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT           N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                16.36.05
                 JAIL # 760              V.06172002
        REPORT/FILE: CONFINEMENTS FOR PERIOD FILE
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

              CONFINEMENTS FOR PERIOD FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBCON2 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.


              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'B', Confinements for Period

- Select Option #4 Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'B', Confinements for Period, Press Enter
- Fill in the blank fields to identify requested time period
- Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

C. RELEASES FOR PERIOD FILE:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.39.37
                     JAIL # 760              V.06072002
OPTION: C

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
G. OUT OF COMPLIANCE FILE                    H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE         J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                    L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT            N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT

                SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                 16.41.04
                 JAIL # 760              V.06072002
        REPORT/FILE: RELEASES FOR PERIOD FILE
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

                RELEASES FOR PERIOD FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBCON1 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'C', Releases for Period

- Select Option #4, Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'C', Releases for Period, Press Enter
- Fill in the blank fields to identify requested time period
- Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

D. MONTHLY FINANCIAL DETAIL FILE:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                16.39.37
                  JAIL # 760              V.06072002
OPTION: C

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                16.49.13
                JAIL # 760              V.06072002
        REPORT/FILE: MONTHLY FINANCIAL DETAIL FILE


MONTHLY: 04     YEAR: 2002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M


              MONTHLY FINANCIAL DETAIL FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBFIN1 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.


              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'D', Monthly Financial Detail

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'D', Monthly Financial Detail, Press Enter
- Fill in the blank fields to identify requested time period
- Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

E. INSURANCE REPORT AND FILE:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.39.37
                  JAIL # 001              V.06072002
OPTION: C

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
              FORMS MAINTENANCE                 16.52.25
              JAIL # 001              V.06072002
      REPORT/FILE: INSURANCE REPORT AND FILE
PERIOD BEGIN DATE (MMDDYYYY): 09012001 PERIOD END DATE (MMDDYYYY): 09302001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

            INSURANCE REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.USER.J001.BINSUR00.RTF FOR PRINTING ON YOUR SYSTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD SCB.USER.J001.BINSUF02 FOR PROCESSING ON YOUR SYSTEM.

            PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'E', Insurance Report and File

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'E', Insurance Report and File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

F. POSSIBLE ERRORS REPORT:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                16.39.37
                  JAIL # 001              V.06072002
OPTION: C

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                16.55.33
                 JAIL # 760              V.06072002
        REPORT/FILE: POSSIBLE ERRORS REPORT
PERIOD BEGIN DATE (MMDDYYYY): 05012002 PERIOD END DATE (MMDDYYYY): 05312002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

                POSSIBLE ERRORS REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED
FILE SCB.USER.J760.BDUPLR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option ‘F’, Possible Error Report

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option ‘B’, Offline Report, Queries and Files, Press Enter
- Select Option ‘F’, Possible Errors Report, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option ‘A’, View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

G. OUT OF COMPLIANCE FILE:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-07-21
SCBM99              FORMS MAINTENANCE                 11.30.04
                  JAIL # 770              V.07142002
OPTION: G

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT           DOWNLOAD FILES

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                 11.33.30
                JAIL # 770              V.01142002
        REPORT/FILE: OUT OF COMLIANCE FILE


MONTH: 01     YEAR: 2002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M                   OUT OF COMPLIANCE FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTOCOMP WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM

PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'G', Out of Compliance File

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'G', Out of Compliance File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

H. Historic Jail Roster:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                11.30.04
                  JAIL # 770              V.01142002
OPTION: H

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
G. OUT OF COMPLIANCE FILE                    H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE         J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                    L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT            N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT             DOWNLOAD FILES

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                11.42.01
                 JAIL # 770              V.01142002
        REPORT/FILE: HISTORIC JAIL ROSTER FILE


 MONTH: 01 DAY: 21 YEAR: 2002 HOUR: 12 MINUTE: 00
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M
                          HISTORIC JAIL ROSTER FILE

>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTJHISR WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.
                 PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'H', Historic Jail Roster File

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'H', Historic Jail Roster File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

I. Inmates That Require a DNA Sample:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                11.30.04
                  JAIL # 770              V.01142002
OPTION: I

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT           DOWNLOAD FILES

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                12.07.43
                 JAIL # 770              V.01142002
        REPORT/FILE: INMATES THAT REQUIRE A DNA SAMPLE


MONTH: 01_      YEAR: 2002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M


              DNA SAMPLE REQUIRED REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.PROD.J770.DNARLIST.RTF FOR PRINTING ON YOUR SYSTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD SCB.PROD.J770.BDNARF01 FOR PROCESSING ON YOUR SYSTEM.

              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'I', Inmates That Require a DNA Sample

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'I', Inmates That Require a DNA Sample, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

J. Jail Roster for Period:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                 11.30.04
                  JAIL # 770              V.01142002
OPTION: J

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT           DOWNLOAD FILES

              SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE              12.11.57
                JAIL # 770              V.01142002
        REPORT/FILE: JAIL ROSTER FOR THE PERIOD
PERIOD BEGIN DATE (MMDDYYYY): 01012002 PERIOD END DATE (MMDDYYYY): 01212002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                JAIL ROSTER FOR PERIOD FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTJROSP WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'J', Jail Roster for Period File

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'J', Jail Roster for Period File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

K. Monthly ADP Comparison:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                 11.30.04
                  JAIL # 770              V.01142002
OPTION: K

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT               DOWNLOAD FILES

              SELECT OPTION THEN PRESS ENTER
                OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-22
                FORMS MAINTENANCE                 14.41.10
                JAIL # 770              V.01142002
        REPORT/FILE: ADP COMPARISON REPORT & FILE


MONTH: 01       YEAR: 2002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

            MONTHLY ADP COMPARISON REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE, DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.PROD.J770.ADPCOMPR.RTF FOR PRINTING ON YOUR SYTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.
```

```
YOU MAY DOWNLOAD FILE SCB.PROD.J770.ADPCOMPR FOR PROCESSING ON YOUR SYSTEM.

PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'K', Monthly ADP Comparison

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'K', Monthly ADP Comparison, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

L. SSN Verification Results:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                 11.30.04
                     JAIL # 770              V.01142002
OPTION: L

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
G. OUT OF COMPLIANCE FILE                    H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE         J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                    L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT            N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT              DOWNLOAD FILES

                 SELECT OPTION THEN PRESS ENTER
                    OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 09.51.25
                 JAIL # 770              V.01142002
        REPORT/FILE: SSN VERIFICATION REPORT


MONTH: 01       YEAR: 2002
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M


            SSN VERIFICATION RESULTS REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE, DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.PROD.J770.SSNLIST1.RTF FOR PRINTING ON YOUR SYTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                 PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'L', SSN Verification Report

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4 Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'L' Verification, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

M. Inmate Data Information Report:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                11.30.04
                  JAIL # 770              V.01142002
OPTION: M

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT             DOWNLOAD FILES

                SELECT OPTION THEN PRESS ENTER
                  OR CLEAR KEY TO EXIT
```

```
LMN5-D          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE              09.59.54
                JAIL # 770              V.01142002
        REPORT/FILE: INMATE DATA INFORMATION REPORT

OPTION: 3          1 = 1 CONFINEMENT ONLY   2 = ALL CONFINEMENTS THIS JAIL
                   3 = ALL CONFINEMENTS

INCLUDE PAYMENT HISTORY: N          Y = YES          N = NO

INMATES SSN: _________

COMMIT DATE (MMDDYYYY): _________ TIME (HHMMSS): ______
```

HELPFUL HINTS – Option 'M', Inmate Data Information Report

- Select Option #4 , Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'M', Inmate Data Information Report, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Write down the file name listed on the screen and download

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

N. Currently Available:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                 11.30.04
                  JAIL # 770              V.01142002
OPTION: N

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
G. OUT OF COMPLIANCE FILE                  H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE       J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                  L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT          N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT                 DOWNLOAD FILES

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

            DOWNLOADABLE FILE REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, YOU CAN USE
THE VIEW EXISTING REPORTS OPTION TO VIEW THE REPORT.

            PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'N', Currently Available Download Files

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'N', Currently Available Download Files, Press Enter
- It may take 10-15 for the report to show up under Option 'A' View Existing Reports
- Once you are in Option 'A', View Existing Reports, Select 'V' View and Enter
  - **File Names to be Downloaded**

File Name	Report Title
SCB.PROD.Jnnn.DOWNLOAD	- BATCH PROCESSING REPORTS
SCB.PROD.Jnnn.ACTIVITY.RTF	- MONTHLY ACTIVITY COMPARISON REPORT
SCB.PROD.Jnnn.ADPCOMPR	- ADP COMPARISON FILE
SCB.PROD.Jnnn.ADPCOMPR.RTF	- ADP COMPARISON REPORT
SCB.PROD.Jnnn.BDNARF01	- DNA REQUIRED FILE
SCB.PROD.Jnnn.BDUPLR00.RTF	- POSSIBLE ERRORS REPORT
SCB.PROD.Jnnn.BIDIR.RTF	- INMATE DATA INFORMATION REPORT
SCB.PROD.Jnnn.BINSUF02	- TRIGON INSURANCE FILE
SCB.PROD.Jnnn.BINSUR00.RTF	- TRIGON INSURANCE REPORT
SCB.PROD.Jnnn.BSCANR01.RTF	- DATA INTEGRITY ERRORS

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB.PROD.Jnnn.BSCANR02.RTF - APPROVAL DATA INTEGRITY ERRORS
SCB.PROD.Jnnn.BSUMMR00.RTF - JAIL SUMMARY REPORT
SCB.PROD.Jnnn.COMMITPA.RTF - COMMITTED DURING PERIOD REPORT BY SSN
SCB.PROD.Jnnn.COMMITPB.RTF - COMMITTED DURING PERIOD REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.COMMITPC.RTF - COMMITTED DURING PERIOD REPORT BY NAME
SCB.PROD.Jnnn.COMMITPD.RTF - COMMITTED DURING PERIOD REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.COMMITPE.RTF - COMMITTED DURING PERIOD REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.COMMITPF.RTF - COMMITTED DURING PERIOD REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.COMMITPG.RTF - COMMITTED DURING PERIOD REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.CURRTJRA.RTF - CURRENT JAIL ROSTER REPORT BY SSN
SCB.PROD.Jnnn.CURRTJRB.RTF - CURRENT JAIL ROSTER REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.CURRTJRC.RTF - CURRENT JAIL ROSTER REPORT BY NAME
SCB.PROD.Jnnn.CURRTJRD.RTF - CURRENT JAIL ROSTER REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.CURRTJRE.RTF - CURRENT JAIL ROSTER REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.DNARLIST.RTF - DNA REQUIRED REPORT
SCB.PROD.Jnnn.DRUNKPBA.RTF - DRUNK IN PUBLIC REPORT BY SSN
SCB.PROD.Jnnn.DRUNKPBB.RTF - DRUNK IN PUBLIC REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.DRUNKPBC.RTF - DRUNK IN PUBLIC REPORT BY NAME
SCB.PROD.Jnnn.DRUNKPBD.RTF - DRUNK IN PUBLIC REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.DRUNKPBE.RTF - DRUNK IN PUBLIC REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.DRUNKPBF.RTF - DRUNK IN PUBLIC REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.DRUNKPBG.RTF - DRUNK IN PUBLIC REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.HELDBAGA.RTF - HELD BY AGREEMENT REPORT BY SSN
SCB.PROD.Jnnn.HELDBAGC.RTF - HELD BY AGREEMENT REPORT BY NAME
SCB.PROD.Jnnn.HELDFORA.RTF - HELD FOR JURISDICTION REPORT BY SSN
SCB.PROD.Jnnn.HELDFORB.RTF - HELD FOR JURISDICTION REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.HELDFORC.RTF - HELD FOR JURISDICTION REPORT BY NAME
SCB.PROD.Jnnn.HOUSEDJA.RTF - HOUSED IN ANOTHER JAIL REPORT BY SSN
SCB.PROD.Jnnn.HOUSEDJB.RTF - HOUSED IN ANOTHER JAIL REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.HOUSEDJC.RTF - HOUSED IN ANOTHER JAIL REPORT BY NAME
SCB.PROD.Jnnn.HOUSEDJD.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.HOUSEDJE.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.HOUSEDJF.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE RELEASED ASCENDING

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB.PROD.Jnnn.HOUSEDJG.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.JCBLISTA.RTF - JAIL CONTRACT BED LIST REPORT BY SSN
SCB.PROD.Jnnn.JCBLISTB.RTF - JAIL CONTRACT BED LIST REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.JCBLISTC.RTF - JAIL CONTRACT BED LIST REPORT BY NAME
SCB.PROD.Jnnn.JCBLISTD.RTF - JAIL CONTRACT BED LIST REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.JCBLISTE.RTF - JAIL CONTRACT BED LIST REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.JCBLISTF.RTF - JAIL CONTRACT BED LIST REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.JCBLISTG.RTF - JAIL CONTRACT BED LIST REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.LOCALIDS.RTF - SEARCH BY LOCAL ID
SCB.PROD.Jnnn.PTADMISA.RTF - PRETRIAL CONFINEMENTS REPORT BY SSN
SCB.PROD.Jnnn.PTADMISB.RTF - PRETRIAL CONFINEMENTS REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PTADMISC.RTF - PRETRIAL CONFINEMENTS REPORT BY NAME
SCB.PROD.Jnnn.PTADMISD.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.PTADMISE.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PTRLSESA.RTF - PRETRIAL CONFINEMENTS REPORT BY SSN
SCB.PROD.Jnnn.PTRLSESB.RTF - PRETRIAL CONFINEMENTS REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PTRLSESC.RTF - PRETRIAL CONFINEMENTS REPORT BY NAME
SCB.PROD.Jnnn.PTRLSESD.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.PTRLSESE.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PTRLSESF.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.PTRLSESG.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.LSTBCJR2 - CURRENT JAIL ROSTER FILE
SCB.PROD.Jnnn.LSTBCON1 - CONFINEMENTS FOR PERIOD FILE
SCB.PROD.Jnnn.LSTBCON2 - RELEASES FOR PERIOD FILE
SCB.PROD.Jnnn.LSTBFIN1 - MONTHLY FINANCIAL DETAIL FILE
SCB.PROD.Jnnn.LSTJHISR - HISTORIC JAIL ROSTER FILE
SCB.PROD.Jnnn.LSTJROSP - JAIL ROSTER FOR PERIOD FILE
SCB.PROD.Jnnn.LSTOCOMP - OUT OF COMPLIANCE FILE
SCB.PROD.Jnnn.MONBILLF.RTF - MONTHLY BILLING REPORT
SCB.PROD.Jnnn.MONBILLX.RTF - MONTHLY BILLING REPORT - FEDS ONLY
SCB.PROD.Jnnn.MONJSUMC.RTF - MONTHLY JAIL SUMMARY REPORT
SCB.PROD.Jnnn.PRETRIAA.RTF - PRETRIAL REPORT BY SSN
SCB.PROD.Jnnn.PRETRIAB.RTF - PRETRIAL REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PRETRIAC.RTF - PRETRIAL REPORT BY NAME

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB. SCB.PROD.Jnnn.PRETRIAD.RTF - PRETRIAL REPORT BY DATE CONFINED ASCENDING
PROD.Jnnn.PRETRIAE.RTF - PRETRIAL REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PRETRIAF.RTF - PRETRIAL REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.PRETRIAG.RTF - PRETRIAL REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.PRETRIRA.RTF - PRETRIAL RELEASE REPORT BY SSN
SCB.PROD.Jnnn.PRETRIRC.RTF - PRETRIAL RELEASE REPORT BY NAME
SCB.PROD.Jnnn.REACONnn.RTF - LIST BY REASON CONFINED REPORT - REASON CONFINED nn
SCB.PROD.Jnnn.REARELnn.RTF - LIST BY REASON RELEASED REPORT - RELEASE REASON nn
SCB.PROD.Jnnn.RELEASPA.RTF - RELEASED DURING PERIOD REPORT BY SSN
SCB.PROD.Jnnn.RELEASPB.RTF - RELEASED DURING PERIOD REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.RELEASPC.RTF - RELEASED DURING PERIOD REPORT BY NAME
SCB.PROD.Jnnn.RELEASPD.RTF - RELEASED DURING PERIOD REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.RELEASPE.RTF - RELEASED DURING PERIOD REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.RELEASPF.RTF - RELEASED DURING PERIOD REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.RELEASPG.RTF - RELEASED DURING PERIOD REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.SCHOOLCN.RTF - MONTHLY SCHOOL DISTRICT INMATE CENSUS REPORT
SCB.PROD.Jnnn.SSNLIST1.RTF - SSA VERIFICATION REPORT
SCB.PROD.Jnnn.SSNPAYNT.RTF - SOCIAL SECURITY BOUNTY PAYMENTS
SCB.PROD.Jnnn.VOUCHCP1.RTF - VOUCHER COMPARISON REPORT WITH PREVIOUS QUARTER
SCB.PROD.Jnnn.VOUCHCP2.RTF - VOUCHER COMPARISON REPORT WITH PREVIOUS YEAR
SCB.PROD.Jnnn.BPRINR01.RTF - PRE-RELEASE PROGRAM REPORT
SCB.PROD.Jnnn.BPRINF00 - PRE-RELEASE PROGRAM FILE

Forms Maintenance (Continued)

B. OFFLINE REPORTS, QUERIES AND FILES: (CONTINUED)

O. Data Integrity Error Report:

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
SCBM99              FORMS MAINTENANCE                11.30.04
                     JAIL # 770              V.01142002
OPTION: O

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
G. OUT OF COMPLIANCE FILE                    H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE         J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON                    L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT            N. CURRENTLY AVAILABLE
O. DATA INTEGRITY ERROR REPORT                   DOWNLOAD FILES

                 SELECT OPTION THEN PRESS ENTER
                    OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                10.17.10
                 JAIL # 770              V.01142002
      REPORT/FILE: DATA INTEGRITY ERRORS
PERIOD BEGIN DATE (MMDDYYYY): 01012002 PERIOD END DATE (MMDDYYYY): 01242002

     REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M


                DATA INTEGRITY ERRORS

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.PROD.J770.BSCANR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.


              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option ‘O’, Data Integrity Error Report

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option ‘B’, Offline Report, Queries and Files, Press Enter
- Select Option ‘O’, Data Integrity Errors, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option ‘A’ View Existing Reports within Forms Maintenance
- Download - Write down the file name listed on the screen and download

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    7 DAYS    37    V.04022000
            FOR MONTH   01/1999 AS PRODUCED ON 05182000
        SSN   COMMIT.DATE.TIME    INMATE NAME (LAST,FIRST,MIDDLE)     DAYS    DOLS

211111111  12251998    210800    VICTORY, BOOTH                        31       248
211333339  01031999    205000    BONDS, JAMES                           1         8
244444444  01021999    231000    MEARS, JIM                             1         8
566666666  01231999    104600    DOE, JOHN                              1         8
   TOTAL DAYS DRUNK IN PUBLIC                                           34       272

 F2                F3        F4
DELETE   EXIT      PRINT
REPORT
```

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  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
```

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
666666638 06151999 005600    10                     666666638  SMITH, JIM
 F2              F3        F4        F6       F8       F10       F12
DELETE           EXIT      PRINT     LAST     NEXT     NEXT      SCROLL
REPORT                     PAGE      PAGE              SCREEN    RIGHT
```

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
```

HELPFUL HINTS – SCREEN 'F', MONTHLY JAIL SUMMARY

- Provides you with a means to view your Monthly Jail Summary
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____
- 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
```

```
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                     222222222    10211996 180000 80
FORD, HENRY                    131313131    12021996 140000 10
GODFREY, EARSEY W              151515151    01031997 141700 10

 F2            F3                F10          F12
DELETE         EXIT              NEXT         SCROLL
REPORT                           SCREEN       RIGHT
```

HELPFUL HINTS – SCREEN 'G', COMMITTED DURING PERIOD

- Provides you with a means to view 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
GODFREY, EARSEY W              121221212        01031997 141700   10
HAMM, AUSTIN                   131313131        12011996 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
```

HELPFUL HINTS – SCREEN 'I', RELEAED 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 (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 '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

222222222    DANIEL, JAMES B      01102000 195746         26              465
888888888    ROACH, DICK          01212000 190615         26              465

TOTAL COUNT FOR JAIL 465  IS    2

 F2          F3     F4                    F12
DELETE       EXIT   PRINT                 SCROLL
REPORT                                     RIGHT
```

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
900100333  10031999 043500   4  0    SMITH, TOMMY                     31    248
333445555  12171999 122700   1  0    BAILEY, JIM                 31   248
233333333  06091999 143000   0  0    BAILEY, PAUL                     31    248
900101111  01312000 001800   0  1    BART, TIM                   1    8
222222224  01022000 221000      0 1 BAUMGARDNER, ROSE                5    40
233533333  01012000 040500   0  1    BURKE, PAUL                 1    8
900111111  09071999 160000   2  0    CEPHAS, JANE                     31    248
244444444  11011999 170000   3  0    CHANDLER, TOM                    31    248
555555545  09141999 214500   5  0    COSTON, JOEL                     31    248

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

HELPFUL HINTS – SCREEN 'K', PRETRIAL REPORT

- Provides 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
  - ✓ 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 **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, TIM               02282000 222500           10 02282000 231100  19  710
001222222 VIAR, JANE                 02032000 162500           10 02032000 212400  19  710
004333333 MCAULEY, DICK              02202000 230500           10 02212000 005800  19  710
005444448 BROWN, TOM                 02272000 233400           10 02282000 032600  19  710
005555550 HANNAH, TOM                02062000 015500           10 02062000 110500  19  710
011111112 ARTATES, TOM               02052000 005500           10 02052000 013100  19  710
041111118 SHEPARD, PAUL              02112000 005700           10 02112000 014300  19  710
042222229 ROBINSON, JANE             02152000 120400           10 02152000 131400  19  710
043333335 GOINS, TOM                 02092000 185800           10 02102000 020600  19  710
044444446 OBRYANT, PAUL              02022000 130600           10 02052000 225700  19  710
046555558 RICKS, RICHARD             02102000 213200           10 02112000 033500  19  710
047666668 WHITFIELD, BETTY           02162000 151600           10 02162000 164600  19  710
047777772 BROWN, JIM                 02162000 061800           10 02162000 185200  19  710
050121212 AHRENS, PAUL               02192000 081100           10 02192000 083300  19  710
  F2   F3          F6       F8       F10       F12
DELETE EXIT       LAST     NEXT     NEXT     SCROLL
                                            REPORT        PAGE      PAGE      SCREEN      RIGHT
```

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', Held 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, TOM                    111111110      01262000 170000         10
BRENNER, TOM                   222222220      01072000 141500         22
 PARKS, TOM              232322224        01242000 124000          10
  F2            F3              F10      F12
DELETE          EXIT            NEXT     SCROLL
REPORT                        SCREEN     RIGHT
```

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, EASTER      956000008    01012000 120000        0



 F2            F3                    F12
DELETE         EXIT                  SCROLL
REPORT                        RIGHT
```

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
```

```
 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, TOM                           09171996                      030  420
112233445  BRATTON,  JANE                       12021997       04081998       007  098

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

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
- **Create File** = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **Run the Jail Contract Bed List report prior to approving your monthly LIDS Submission**
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

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, TOM                 112244885      04231998 224100    032  32028
ANDERSON, TOM, 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
```

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

- Option ‘P’, List by Reason Confined is pulled from the financial tables within LIDS
- Must Create File First = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **Recommend that you run this report prior to approving your monthly LIDS Submission**
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

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.
```

```
    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
```

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
```

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.VOUCHCP1.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
```

HELPFUL HINTS – SCREEN 'S', QUARTERLY VOUCHER COMPARISON

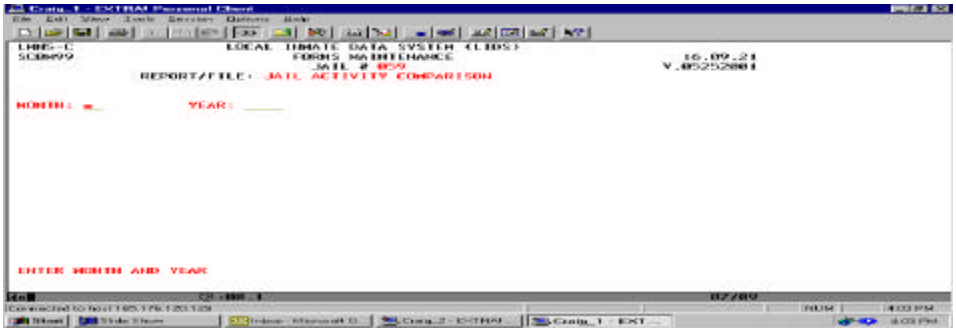
- Utilized to produce on-line query reports on quarterly reimbursements
- Required fields are:
  - ✓ Fiscal Year
  - ✓ Quarter
  - ✓ Compare with:
    - o 1 = Previous Quarter
    - o 2 = Same Quarter Previous Year

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**

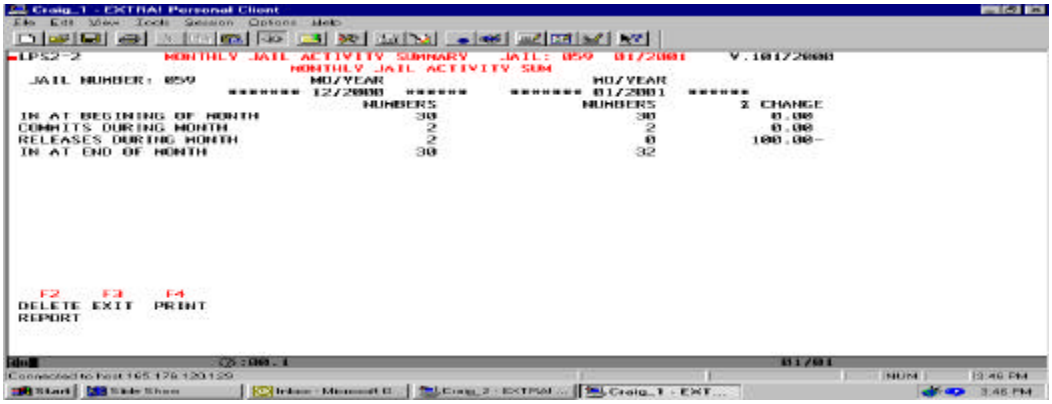


LMN5-M LOCAL INMATE DATA SYSTEM (LIDS)
SCBM99M

LOCAL INMATE DATA SYSTEM (LIDS)

REPORT/FILE: MONTH ACTIVITY COMPARISON CAN BE VIEWED ONLINE OR YOU MAY **DOWNLOAD** .**USER.J510.MONTHCP1.RTF** FOR PRINTING. BE SURE TO VIEW THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.

PRESS ENTER TO CONTINUE



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

Forms Maintenance (Continued)

The purpose of **Screen 'U', Monthly School District Census** 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 'U' – Month School District Census**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                FORMS MAINTENANCE                15.12.10
                JAIL # 001                V.12072001
        REPORT/FILE: SCHOOL DISTRICT MONTHLY CENSUS


MONTH: 11       YEAR: 2001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.120720
 SCBM99M


              MONTHLY SCHOOL DISTRICT INMATE CENSUS
                 IS AVAILABLE FOR VIEWING.

 YOU MAY DOWNLOAD SCB.USER.J001.SCHOOLCN.RTF
 FOR PRINTING ON YOUR SYSTEM.
 BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


                 PRESS ENTER TO CONTINUE
```

```
LPS2-2          MONTHLY INMATE SCHOOL DISTRICT CENSUS          V.06212001
    JAIL NUMBER: 001 NOVEMBER 2001
      MALE        FEMALE        MALE       FEMALE
    UNDER 18     UNDER 18       18-22       18-22
        0           0           0           0
  ASIAN/PACIFIC  AMERICAN INDIAN      BLACK      HISPANIC        WHITE
        0           0           0           0           0
           IN JAIL LONGER THAN 10 DAYS
      MALE        FEMALE        MALE       FEMALE
    UNDER 18     UNDER 18       18-22       18-22
        0           0           0           0




 F2   F3   F4
DELETE EXIT  PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'U', MONTH SCHOOL DISTRICT CENSUS

- Utilized to produce on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Month
  - ✓ Year

Forms Maintenance (Continued)

The purpose of **Screen 'V', Pre-Trial Confinements** 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 'V' – Pre-Trial Confinements**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                FORMS MAINTENANCE                 15.22.35
                 JAIL # 760                 V.12072001
        REPORT/FILE: PRE-TRIAL CONFINEMENTS
 PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001


                JAIL NUMBER: ___


 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
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.12072001
 SCBM99M

                PRE-TRIAL CONFINEMENTS
                IS AVAILABLE FOR VIEWING.

 YOU MAY DOWNLOAD SCB.USER.J760.PTADMISA.RTF
 FOR PRINTING ON YOUR SYSTEM.
 BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

```
LPS2-2     JAIL 760 CONFINED 05012001 AND 05312001 CNT=    8    V.06212001
                AS OF 12172001 152326
   SSN      COMMIT DATE/TIME     NAME                          LOCAL ID                OFFENSE
030003333 05222001 014200   Mouse, Mickey                 76666                    NAR3022F5
976006666 05012001 090000   Mouse, Minnie                                   BUR2211F3
976006667 05102001 090000   Mouse, Sampson                                  ASL7606F6
976006668 05102001 090000   Mouse, Harry                                    MUR0925F2
976006669 05102001 090000   Mouse, Kathryn                                  ASL7606F6
976006670 05102001 090000   Mouse, Mary                                     WPN5207F5
976006671 05102001 090000   Mouse, Ralph                                    UR2214F2
976006672 05102001 090000   Mouse, Benton                                   LAR2318F6

  F2    F3    F4
 DELETE EXIT  PRINT
 REPORT
```

HELPFUL HINTS – SCREEN 'V', Pre-Trial Confinements

- Utilized to produce on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY)
  - ✓ Period End Date (MMDDYYYY)

Forms Maintenance (Continued)

The purpose of **Screen 'W', Pre-Trial Releases** 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 'W' – Pre-Trial Releases**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                FORMS MAINTENANCE                15.46.09
                JAIL # 760                V.12072001
        REPORT/FILE: PRE-TRIAL RELEASES
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001


                JAIL NUMBER: ___


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
```

```
 LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.12072001
SCBM99M


                PRE-TRIAL RELEASES
               IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J760.PTRLSESA.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



               PRESS ENTER TO CONTINUE
```

```
 LPS2-2      JAIL 760 RELEASED  05012001 - 05312001 CNT=     1    V.06212001
                AS OF 12172001 154638
 SSN       COMMIT DATE/TIME          OFFENSE              RSN    RLSE DATE/TIME      RSN   LOCAL ID   JAIL
333333333          05222001 014200     NAR3022F5  10       05242001 151000      19          76666



 F2         F3         F4                                  F12
DELETE   EXIT       PRINT                              SCROLL
REPORT                                                 RIGHT
```

HELPFUL HINTS – SCREEN 'W', Pre-Trial Releases

- Utilized to produce on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY)
  - ✓ Period End Date (MMDDYYYY)

Forms Maintenance (Continued)

The purpose of **Screen 'X', Search By Local ID** 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 'X' – Search By Local ID**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                FORMS MAINTENANCE                15.52.05
                JAIL # 760                V.12072001
        REPORT/FILE: SEARCH BY LOCAL ID



            ENTER 1 TO 6 LOCAL IDS BELOW

_76666_____ ___________ ___________ ___________ ___________ ___________
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.12072001
SCBM99M



                SEARCH BY LOCAL ID
               IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J760.LOCALIDS.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


               PRESS ENTER TO CONTINUE
```

```
LPS2-2              SEARCH BY LOCAL ID              V.06212001
JAIL NUMBER: 760 LOCAL ID: 76666                      PAGE   1
          DATE OF BIRTH     S R        HAIR    EYE
  SSN     OR APPROX AGE     X C HGT  WGT COLOR COLOR SCARS & MARKS
003501496 11/17/1963                F W
Mouse, Minnie
76666     COMMIT 05/22/2001 01:42:00 10   RELEASED 05/24/2001 15:10:00 19
END OF REPORT FOR LOCAL ID: 76666

 F2   F3   F4
DELETE EXIT  PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'X', Search By Local ID

- Utilized to produce on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ LOCAL ID: 76666

Forms Maintenance (Continued)

The purpose of **Screen 'Y', Social Security Bounty Payments** is to provide a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'Y' – Social Security Bounty Payments**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                FORMS MAINTENANCE                16.03.08
                 JAIL # 760                V.12072001
        REPORT/FILE: SSA BOUNTY PAYMENTS


 DETAIL OR SUMMARY _ ENTER D OR S
 BEGIN MONTH AND YEAR: __ ____ END MONTH AND YEAR: __ ____
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.12072001
SCBM99M


                SSA BOUNTY PAYMENTS
               IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J760.SSNAPAYT.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



               PRESS ENTER TO CONTINUE
```

```
LPS2-2          SOCIAL SECURITY BOUNTY PAYMENTS          V.06212001
 JAIL NUMBER: 760 SSA FACILITY:                    PAGE   1
  DATE     SSN   COMMIT  AMOUNT  LOCAL ID    NAME
      COUNT    0 TOTAL    0.00




  F2   F3   F4
 DELETE EXIT  PRINT
 REPORT
```

HELPFUL HINTS – SCREEN 'Y', Social Security Bounty Payments

- Utilized to produce on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Enter 'D' Detail OR 'S' Summary
  - ✓ Enter Begin Month and Year (MMYYYY)
  - ✓ Enter End Month and Year (MMYYYY)

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. PRIOR MONTHLY FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHLY FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. INSURANCE NUMBER INQUIRY

 ENTER DESIRED OPTION => _
```

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
- LIDS archives prisoner information
- If the offender has more than one Confinement/Offense you will receive a LIDS Picklist
- 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
    - Option #3, Offense Information
    - Option 'D', Social Security Verification by SSN
      - All prisoner confined in LIDS that have had a Social Security Verification by SSN

Inquiry Menu (Continued)

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

- ✓ By Prisoner Name
  - Option # 4, Browse Prisoner by Name
    - Utilized when SSN is unknown for the prisoner
    - Utilized to determine if you have a duplicate confinement
      1. May find that the prisoner has been booked into LIDS with a different SSN for the same confinement date and time
      2. **Example:**
         a) First shift books the inmate in LIDS with SSN of 123456789
         b) Second shift looks in LIDS to see if inmate was booked with his correct SSN of 223456789

         Result if not detected/corrected
         a) Second shift thinks he is not booked in LIDS - Correct SSN did not appear
         b) Second shift books inmate under correct SSN
         c) If they had used Option #9, Browse Prisoner by Name they would have noted that the incorrect SSN was used by the booking officer on the first shift
         d) If not detected you will be overpaid until the incorrect SSN/booking is deleted
      3. **Procedure** - Browse prisoner by name, Option #4
         a) Enter complete name
         b) At the left of the prisoners name which you wish to browse enter one of the three (4) means to browse that prisoner information
            i. 'P' if you wish to browse the prisoners detailed Prisoner Information
            ii. 'C' if you wish to browse the prisoners confinement information
            iii. 'O' if you wish to browse the prisoners offense information
            iv. 'A' if you wish to browse the prisoners alias name
  - Option 'E', Social Security Verification by Name
    - All prisoner confined in LIDS that have had a Social Security Verification by Name
- ✓ 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 prisoner confinement
- ✓ By Month and Year
  - Option #6, View Prisoner Status File for Prior Months
    - Allows you to inquire on financial report months that have been approved for payment
    - Allows you to inquire on your 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
    - Allows you to inquire on financial report months after adjustments have been realigned
    - Allows you to inquire on your adjusted monthly Average Daily Populations (ADP)
- ✓ By Alias Name
  - Option #7, Browse Prisoner by Alias Name
    - Give you another means to browse prisoner data
    - Will be linked to the prisoners primary name and SSN

Inquiry Menu (Continued)

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

- ✓ <u>By Alias SSN</u>
  - Option 'A', Alias SSN by Primary SSN
    - Give you another means to browse prisoner data
    - Will be linked to the prisoners primary name and SSN

- ✓ <u>By Insurance Number</u>
  - Option #C, will allow you to view commitment information using the Prisoners Insurance number
    - Will be linked to the prisoners primary name and SSN

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     SID _____
        LAST                FIRST       MIDDLE    SUFFIX
NAME   ABBOTT            STEVE
MOST RECENT CONFINE 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


New Effective 7/1/2002 = State Identification Number (SID)
```

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
- Procedure
  - ✓ Enter in the Social Security Number (SSN) for the prisoner information you which to view
  - ✓ Select Option #1, Prisoner Information
- **IF** you do not know the prisoners SSN, then select Option #4, Browse Prisoner by Name
- **Effective July 1, 2002, LIDS required the State Identification Number (SID) for all inmates confined on felony charge. This change will allow LIDS to better interface with the Virginia State Police (VSP).**

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #1, PRISONER INFORMATION INQUIRY

- **Effective January 1,2003, in accordance with HB 892 and SB 535, DNA analysis upon arrest for a violent felony as defined in 19.2-297.1 or a violation of 18.2-89, 18.2-90, 19.2-91 or 18.2-92 shall have a sample of his saliva or tissue taken for DNA analysis to determine identification characteristics specific to the person.**
  - ✓ **After a determination by a magistrate that probable cause exists for arrest, a sample shall be taken prior to the person's release from custody**
  - ✓ **LIDS will be changed to produce a report of all violent felonies requiring DNA samples to be taken**
  - ✓ **The clerk of the court shall notify the Division of final disposition of the criminal proceeding**
  - ✓ **If the charge for which the sample was taken is dismissed or the defendant is acquitted at trial, the Division shall destroy the sample and all records thereof**
  - ✓ **LIDS will be changed to allow the expunging of DNA sampling information**
  - ✓ **Substantial compliance therewith shall be deemed to be sufficient. **
  - ✓ **If a sample has been previously taken from the individual as indicated by LIDS, no additional sample shall be taken**
  - ✓ **No civil liability shall attach to any person authorized to take saliva or tissue as provided herein as a result of the act of taking saliva or tissue from any person submitting thereto, providing the saliva or tissue was taken according to recognized medical procedures**
  - ✓ **However, no person shall be relieved from liability from negligence in the taking of any saliva or tissue sample**
  - ✓ **LIDS users now have the authority not to take another sample if a sample has been recorded on LIDS**
  - ✓ **If the charge is dismissed or the person is acquitted at trial, the DNA sample must be destroyed by the Division of Forensic Science**
  - ✓ **The bill further provides for civil immunity for the sample taker unless he is negligent**
- 7/1/2001, DNA Sample and DNA Sample Known Date became required fields 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 history. All confinements recorded in 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 000009999999   SSN 555555555    SID _________
 PRISONER NAME:   Name: HARRISON, FRED    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
New Effective 7/1/2002 = State Identification Number (SID)
```

OR

```
LCD1              LOCAL INMATE DATA SYSTEM (LIDS)          V.08172001
2001-08-28    ** CONFINEMENT INFORMATION PICKLIST**    TOTAL CONFINEMENTS:   11
SSN 555555555  HARRISON                FRED
SEL JAIL   COMMITTED      RSN        RELEASED    RLSE   NUM    PAYM
   NUM  DATE    TIME    CNF     DATE     TIME     RSN  OFFNS   STAT
_   001 05202000 12.00.00   50   ________ ________ __      6    LD
X   059 12031999 00.40.00   10   12061999 20.35.00   19     1    LD
_   013 03121999 14.40.00   21   05171999 09.22.00   16     2    SD
_   059 05061998 11.10.00   20   05291998 00.01.00   39     1    LD


OPTION=>   _    "X" IN SEL TO VIEW CONFINEMENT/"O" IN SEL TO VIEW OFFENSES
NO MORE CONFINEMENTS
```

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

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #2, CONFINEMENT INFORMATION INQUIRY

- The new **Confinement Information Picklist** screen was released October 2001
  - ✓ Developed at the request of local LIDS users during this year's LIDS Enhancement Training held June 2001
  - ✓ Provides you with a means to update specific confinement information
    - ➢ NOTE: If LIDS detects one '1' confinement, you will not receive the Picklist screen
    - ➢ The screen that you will receive is your normal Update Confinement Information screen.
  - ✓ Enter an "X' in the blank provided to the left of the confinement you wish to update, **OR**
  - ✓ Enter "O" to view the offense for the confinement you wish to view
  - ✓ If additional confinements exist you will be given the option to select "N" Next Page
- Effective 7/1/2002 – The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth. Effective 7/1/1999 – If you house Contract Prisoners from other States, the District of Columbia, or the Federal Government, for more than 48 hours the following fields will be required fields
  - ✓ Information will be collected by DOC 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 Confinement Information from Inquiry Screens, you must back out and go to Option #3, Commitment Maintenance - Select Option #3, Update Confinement Information
- Clear Screen - Returns you to the Inquiry Menu

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 LIDS can be viewed. 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 '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '3' Offense Information**

```
 LOI1              LOCAL INMATE DATA SYSTEM (LIDS)          V.03202001
2001-05-24            DISPLAY OFFENSE  INFORMATION
JAIL 630    PRISONER ID 000009908198   SSN 555555555    SID _________
 PRISONER NAME:    ABBOTT, STEVE
 COMMIT DATE/TIME:  12271999 133100    RELEASE DATE/TIME:  ________  ______
REASON CONFINED 20      PAYMENT STATUS  FD              REA. RELEASE
OFFENSE CODE:  NAR3035F5  OFFENSE TYPE A
OFFENSE DESCRIPTION SALE FOR ACCOMMODATION
OFFENSE DATE 07051999    OFFENSE SEQUENCE NUMBER    1
ARREST DATE  ________   TIME ______
ARRESTING OFFICER  ____________________________________
ASSISTING OFFICER  ____________________________________

COURT JURISDICTION  630   COURT TYPE (JUV) _   DOCKET NUMBER ____________
CONVICTION DATE  ________
SENTENCE DATE 02152000 OFFENSE AS SENTENCED NAR3035F5  SENTENCE TYPE A
SENTENCE LENGTH: YEARS 0000 MONTHS 0006 DAYS 0000 CONCURRENT SENTENCE N
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
  New Effective 7/1/2002 = State Identification Number (SID)
```

```
LRI2              LOCAL INMATE DATA SYSTEM (LIDS)          V.05212001
 2001-05-24 JAIL: 630      OFFENSE INFORMATION PICK LIST    NAME: RAPPAHANNOCK REGION
 SSN 555555555   Name: ABBOTT, STEVE              REASON CONFINED 20
 COMMIT DATE/TIME  12271999  133100   RELEASE DATE/TIME
 SELECT   OFFENSE    SEQUENCE TYPE OFFN.DATE  DISP CRT. DATE  SENTENCE    COURT
  x_            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
```

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
- Effective 7/1/2001, Conviction Date – Would be provided when the offender has been convicted
- You cannot 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)

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/TATTO0-> ___________________ 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)
```

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
  - ✓ By Prisoner Name
    - ➢ **Option # 4, Browse Prisoner by Name**
      - o Utilized when SSN is unknown for the prisoner
      - o Utilized to determine if you have a duplicate confinement

1. May find that the prisoner has been booked into LIDS with a different SSN for the same confinement date and time

Example:

a) First shift books the inmate in LIDS with SSN of 123456789

b) Second shift looks in LIDS to see if inmate was booked with the correct SSN of 223456789

Result if not detected/corrected

a) Second shift thinks he is not booked in LIDS - Correct SSN did not appear

b) Second shift books inmate under correct SSN

c) If they had used Option #9, Browse Prisoner by Name they would have noted that the incorrect SSN was used by the booking officer on the first shift

d) If not detected you will be overpaid until the incorrect SSN/booking is deleted

i. Caught during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement

ii. Caught after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment

Inquiry Menu (Continued)

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

- **<u>Procedure</u>** - Browse prisoner by name, Option #4
  - Enter complete name

- At the left of the prisoners name which you wish to browse enter one of the three (4) means to browse that prisoner information
  1. 'P' if you wish to browse the prisoners detailed Prisoner Information
  2. 'C' if you wish to browse the prisoners confinement information
  3. 'O' if you wish to browse the prisoners offense information
  4. 'A' if you wish to browse the prisoners alias name
- If this goes on undetected, the locality will be overpaid until the incorrect SSN/booking is deleted

- 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
- Clear Screen - Returns you to the Inquiry 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.

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        2001
SSN 555555555 NAME HARRISON, FRED     COMMIT DATE 04011997 TIME 120000
                                        -ADJUSTMENT-
                                          *DAYS*   *DOLLARS*   *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)
```

Helpful Hints - 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
- Clear Screen - Returns you to the 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 screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '6' Prior Monthly Financials as Reported**

```
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
NON-PAYMENT CONTRACT (OUT OF STATE)---->           0     0  $       0.00
NON-PAYMENT 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; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)
```

Helpful Hints - Option '6' Prior Monthly Financials as Reported

- 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
      - o 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
        1. If you want to view the next page of inmates select 'N' = Next Page
        2. If you want to view the previous page of inmates select 'P' = Previous Page
        3. If you want to go back to the summary page select option '1' = Summary **or**
        4. 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'
  - ✓ Select '3', Review screen for the selected month
    - ➢ Summary of all offenses and provides the financial overview for selected prisoners
      - o If you want to view the next page of inmates select 'N' = Next Page
      - o If you want to go back to the summary page select option '1' = Summary **or**
      - o If you want to view the detail summary of an inmate select '2' Detail Summary

Inquiry Menu (Continued)

Helpful Hints - Option '6' Prior Monthly Financials as Reported

- ✓ Select '4', 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
    - o If you want to go back to the summary page select option '1' = Summary **or**
    - o If you want to view the detail summary of an inmate select '2' Detail Summary
    - o 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'
    - o If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
- ✓ Select '5', 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
    - o If you want to view the next page of inmates select 'N' = Next Page
    - o If you want to view the previous page of inmates select 'P' = Previous Page
    - o If you want to go back to the summary page select option '1' = Summary **or**
    - o If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Select '6', 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
    - o If you want to go back to the summary page select option '1' = Summary
- 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 '6' Prior Monthly Financials as Reported

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002. The following screen is not a screen that is available on LIDS but is provided to explain the dollar amount reimbursed on a quarterly basis and the way LIDS calculates your Average Daily Population (ADP) captured on the Certification and Approval financial screen for each category and the payment status of each:

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS *	ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X
PAYMENTS (OUT OF STATE)---------->	$8	FO	X
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	X
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X
NON-PAYMENT (MILITARY)---------->	$0	MI	X
NON-PAYMENT (HEM)---------->	$0	NH	
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X
FEDERAL PRISONER OVERHEAD RECOVERY---->	$	$-	
ADJUSTMENTS POSTED DURING THIS PERIOD->	$	$	
TOTAL---------->	$	$	

DOC RATED CAPACITY: 70

*** CATAGORIES UTILIZED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

Financial Screen Explanation

- **Payments (Total Days) Local = $8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day:**
  - ✓ Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as Local Responsible (**LD**) Inmates **IF:**
    - ➢ Arrested on a state warrant
    - ➢ Awaiting Trial/Pre Trial **OR**
    - ➢ **Convicted but not sentenced/Post Trial OR**
    - ➢ **If any person convicted of a felony offense and given an Effective Sentence of Twelve (12) months or less or less than one (1) year ORAny person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is two (2) years or less. Reason Confined Codes:**Juvenile Awaiting Trial (10, 11, 12, 13, **14**, 16, 17, 18, 19)
      - o Adult Awaiting Trial (10, 11, 12, 13, **14)**
      - o Adult sentenced on a felony and/or misdemeanor charges
      - o **No Charges pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
      - o **Has Charges Pending** (50, 53, 56, 59, 62, 63, 87, 89)
      - o Adult sentenced-miscellaneous (reason confine code 72)

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED
Financial Screen Explanation – (Continued)

- **Payments (Total Days) State = $8 per diem:** State Responsible (**SR**) Inmates
  - ✓ Arrested on a state warrant
  - ✓ **All Pending Charges Adjudicated**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is**
    - o **more than twelve (12) months OR**
    - o **one (1) year or more, OR**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is more than (2) years**
  - ✓ **Who remain incarcerated in a local correctional facility at the request of the localityReason Confined Codes:**Adult Sentenced-**No Charges Pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced.
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem:** Offenders in this category are State Responsible (**SR**)
  - ✓ **With All Pending Charges Adjudicated**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.**
  - ✓ **Reason Confined Codes:**Adult sentenced-**no charges pending** (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
    - ➢ Adult sentenced-miscellaneous (71)

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

Financial Screen Explanation – (Continued)

- **Payments – Jail Contact Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (SR) inmates that are placed into a JCB Work Release (JCBWR) Bed by the Department of Corrections.
  - ✓ Contract with Department of Corrections to hold JCB Inmates
  - ✓ Adult sentenced - **No charges pending** (26)
- **Non-payment (Federal) = $0 per diem: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are held for Federal Authority **OR**
  - ✓ District of Columbia **OR**
  - ✓ Contract Inmates from other States
  - ✓ Offenders in this category are coded as a reason confine code 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 reason confine code 75.
  - **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the locality is NOT approved to participate in an Alternative program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
- **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out of state contract 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. **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are coded as a reason confine code 78

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

Financial Screen Explanation – (Continued)

- **Non-payment (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 reason confine code 79
- **Federal Prisoner Overhead Recovery: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.

- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Non-Payment (Federal)
    - ➢ Non-Payment (Ordinance)
    - ➢ Non-Payment (Military)
    - ➢ Contract (Out of State)
    - ➢ Private Transports

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

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.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option '7', Browse Prisoner by Alias Name**

```
LPB1              LOCAL INMATE DATA SYSTEM (LIDS)            V1.1092696
                 PRISONER BROWSE BY ALIAS 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 233333333 JONES, ANTONIO LAMONT 1975-08-31 M  ____    ___  ___  ___    N
 ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-06-19 RELEASE
 _ 013 B 333333333 JONES, BRUCE W              023 YEARS  M  ____  ___  ___  ___   N
 ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
 _ 240 O 666666666 JONES, BRUCE W              023 YEARS  M  ____  ___  ___  ___   N
 ALIAS   0 SCAR/TATTO0-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
 _ 710 O 777777777 JONES, BRUCE W              023 YEARS  M ____  ___  ___  ___   N
 ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
 _ 087 B 888888888 JONES, DALROYCE, JR         1958-03-07  M  ____  ___  ___  ___   N


 OPTION=> N   N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU
```

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

- Utilized when you need to search information on a prisoner and don't have their SSN and want to check if he/she is under an Alias Name
- Enter the prisoner's name you wish to browse and select Option '7',
  - ✓ Enter
  - ✓ At the left of the prisoner's name which you wish to browse, enter one of the three (3) means to browse that prisoner information:
    - ➢ Enter 'P' to browse the prisoner's detailed information as entered in LIDS
    - ➢ Enter 'C' to browse the confinement detailed information as entered in LIDS
    - ➢ Enter 'O' to browse the offense detailed information as entered in LIDS
- You <u>cannot</u> update any detailed prisoner information from the Browse Screen if an error is detected
- 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 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' – Inquiry Menu**
- **Option '5' - Inquiry 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: 22222222 COMMITMENT DATE: 01161997 TIME: 135600
  NAME: RICKS, MARY LEE
 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
```

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
- Allows 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
- The prisoner's SSN, Commitment date and commitment time must be provided.
- Detailed prisoner information cannot be updated from the Inquiry Screen. 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 also provides inquiry capabilities to view the detail summary screen or the review/update screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option '9' Prior Monthly Financials as Adjusted**

```
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
NON-PAYMENT CONTRACT (OUT OF STATE)----->        0      0  $       0
NON-PAYMENT 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
```

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

- 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)' to view all the inmates listed on the screen
      - o When 'Y' is selected, all on page you will only receive the folks listed on that page and not the prisoners that may be on the next page
        1. To view the next page of inmates, select 'N' = Next Page
        2. To view the previous page of inmates, select 'P' = Previous Page
        3. To go back to the summary page, select option '1' = Summary, **or**
        4. 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
      - o To view the next page of inmates, select 'N' = Next Page
      - o To go back to the summary page, select option '1' = Summary, **or**
      - o To view the detail summary of an inmate, select '2' Detail Summary

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

- ✓ 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
    - o To go back to the summary page, select Option '1' = Summary **or**
    - o To view the detail summary of an inmate, select Option '2' = Detail Summary
    - o 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'
    - o To view the detailed financial information for the monthly adjustment summary, 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
    - o To view the next page of inmates, select 'N' = Next Page
    - o To view the previous page of inmates, select 'P' = Previous Page
    - o To go back to the summary page, select Option '1' = Summary, **or**
    - o 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 a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
    - o To go back to the summary page, select Option '1' = Summary, **or**
- To view the payment status in commitment order:
  - ✓ Enter Starting Commitment Date **or** leave blank if you do not want to view commitment order
- Allows viewing the payment status on a specific prisoner (Enter Starting SSN)
- Detailed prisoner information cannot be updated from the Inquiry Screen. 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 #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002. The following screen is not a screen that is available on LIDS but is provided to explain the dollar amount reimbursed on a quarterly basis and the way LIDS calculates your Average Daily Population (ADP) captured on the Certification and Approval financial screen for each category and the payment status of each:

FINANCIAL SCREEN

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

DOC RATED CAPACITY: 70

* **CATAGORIES UTILIZED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

** **CATAGORIES UTILIZED TO PULL ADP THAT IS UTILIZED TO HELP DETERMINE STAFFING NEEDS**

Financial Screen Explanation

- **Payments (Total Days) Local = $8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the Sheriff, the rate shall be $22 per inmate day:**
  - ✓ Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as Local Responsible (**LD**) Inmates **IF:**
    - ➢ Arrested on a state warrant
    - ➢ Awaiting Trial/Pre Trial, **OR**
    - ➢ **Convicted but not sentenced/Post Trial, OR**
    - ➢ **If any person convicted of a felony offense and given an Effective Sentence of Twelve (12) months or less or less than one (1) year OR Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is two (2) years or less. Reason Confined Codes:**Juvenile Awaiting Trial (10, 11, 12, 13, **14**, 16, 17, 18, 19)
      - o Adult Awaiting Trial (10, 11, 12, 13, **14)**
      - o Adult sentenced on a felony and/or misdemeanor charges
      - o **No Charges pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
      - o **Has Charges Pending** (50, 53, 56, 59, 62, 63, 87, 89)
      - o Adult sentenced-miscellaneous (reason confine code 72)

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

Financial Screen Explanation – (Continued)

- **Payments (Total Days) State = $8 per diem:** State Responsible (**SR**) Inmates
  - ✓ Arrested on a state warrant
  - ✓ **All Pending Charges Adjudicated**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is**
    - o **more than twelve (12) months, OR**
    - o **one (1) year or more, OR**
    - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is more than (2) years**
    - ✓ **Who remain incarcerated in a local correctional facility at the request of the localityReason Confined Codes:** Adult Sentenced - **No Charges Pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced.
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem:** Offenders in this category are State Responsible (**SR**)
  - ✓ **With All Pending Charges Adjudicated**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day—on and after the sixty-first (61st) day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty (30) days after the order being issued.**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the ninety-first (91st) day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty (30) days after the order being issued.**
    - ✓ **Reason Confined Codes:**Adult sentenced-**no charges pending** (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
    - ➢ Adult sentenced-miscellaneous (71)

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

Financial Screen Explanation – (Continued)

- **Payments – Jail Contact Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (SR) inmates that are placed into a JCB Work Release (JCBWR) Bed by the Department of Corrections.
  - ✓ Contract with Department of Corrections to hold JCB Inmates
  - ✓ Adult sentenced - **No charges pending** (26)
- **Non-payment (Federal) = $0 per diem: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are held for Federal Authority, **OR**
  - ✓ District of Columbia, **OR**
  - ✓ Contract Inmates from other States
  - ✓ Offenders in this category are coded as a reason confine code 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 reason confine code 75.
  - **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the locality is NOT approved to participate in an Alternative program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
- **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out-of-state contract 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. **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are coded as a reason confine code 78

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

Financial Screen Explanation – (Continued)

- **Non-payment (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 reason confine code 79
- **Federal Prisoner Overhead Recovery: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Non-Payment (Federal)
    - ➢ Non-Payment (Ordinance)
    - ➢ Non-Payment (Military)
    - ➢ Contract (Out of State)
    - ➢ Private Transports
- **ADP Categories That Are Utilized to Help Determine Staffing Needs:**
  - ✓ This ADP calculation is different from the Monthly ADP that is displayed on Option #9, Browse Prisoner Status for Prior Months with Adjustments Relating to Submission Date.
  - ✓ ADP is one of the tools utilized to help determine staffing need
  - ✓ ADP is pulled from the following categories because they are based on the average number of **BODIES** sitting in your jail and in an approved Alternative Programs that have a financial impact
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Payments (Alternative-HEM)
    - ➢ Payments (Alternative-Work Release)
- **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

Inquiry Menu (Continued)

The Browse Alias SSN by Primary SSN screen allows you to view all alias SSN's that have been recorded in LIDS for a specific inmate. Error Messages may be found under Section #26, of this Guide.

Screen Image - Option 'A' Browse Alias SSN by Primary SSN

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'A' Browse Alias SSN's by Primary SSN**

```
LSU2                LOCAL INMATE DATA SYSTEM (LIDS)          V.11012000
 05-29-2001                ALIAS SSN INQUIRY
  JAIL
 PRISONER`S PRIMARY SSN: 225060051  NAME:  Smith, Fred
 ALIAS SSN    ENTERED BY     DATE      COMMENTS(2ND LINE)
 225360051    SSA        04-18-2001
 1998-05-04
 __________    _________   ___________
 ____________________________________________
 __________    _________   ___________
 ____________________________________________
  __________    _________   ___________
 ____________________________________________


 _ N=NEXT PAGE;P=PREVIOUS PAGE;R=RETURN TO MENU

NO UPDATES ENCOUNTERED…
```

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.

Screen Image - Option 'B' Review Vouchers

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'B' – Review Vouchers**

```
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       9,656.00         2,489
TOTAL STATE DAYS (STATE)                      2,551    20,408.00     790       6,320.00            78
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
DELETE       EXIT    PRINT   LAST    NEXT            NEXT         SCROLL
REPORT                       PAGE    PAGE            SCREEN       RIGHT
```

HELPFUL HINTS - OPTION #B, VIEW VOUCHERS

- Required Fields
  - ✓ **Fiscal Year** = 4 charter data field
    - ➢ **2003** = July 1, 2002 – June 30, 2003
  - ✓ **Quarter** = 1 charter data field
    - ➢ **1st** Quarter = March, April and May and are reimbursed in July
    - ➢ **2nd** Quarter = June, July and August and are reimbursed in October
    - ➢ **3rd** Quarter = September, October and November and are reimbursed in January
    - ➢ **4th** Quarter = December, January and February and are reimbursed in April
- Can be utilized to help project your Per Diem need for the upcoming budget cycle
- Scroll right (F12) to view the complete voucher screen

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' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'C' – Insurance Number Inquiry**

```
LRV1                LOCAL INMATE DATA SYSTEM (LIDS)          V.09212000
 2001-05-29              INSURANCE NUMBER INQUIRY
 INSURANCE NUMBER: 877000053                    TOTAL COMMITMENTS: 001
 NAME: SMITH, 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...
```

HELPFUL HINTS - OPTION #C, INSURANCE NUMBER INQUIRY

- Required Fields
  - Insurance Number
- Utilized to view Insurance Number Information (Trigon Blue Cross/Blue Shield) on an offender
- LIDS is programmed to assign a Insurance Number for a jail if the jail has notified the Compensation Board that they want to use LIDS to assign Trigon Blue Cross/Blue Shield Insurance Numbers for billing purposes
  - ✓ LIDS will assign an Insurance Number to an inmate the first time they are confined in their jail
  - ✓ 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, LIDS will assign an insurance number for that jail which will be 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.

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

Navigational Path:

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

```
LPS2-2          SSA VERIFICATION REPORT SEARCH BY SSN          V.10172000

**DATE** ***SSN*** *********LAST NAME********* ***FIRST**** *MIDDLE SEX *DOB***

05041998 2222222051 SHIPMAN                ALICE   M 04131970

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


 F2              F3      F4
DELETE           EXIT    PRINT
REPORT
```

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, specify the first five positions of the SSN along with a partial name
- Inmates that have had their SSN verified by SSA will have passed the following criteria:
  - ✓ Name matched
  - ✓ Date of Birth matched
  - ✓ Sex matched
- In order to use this feature, 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 if the inmate's primary name is available. The verification status will assist you in determining the correct SSN for the specific inmate.

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

Navigational Path:

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

```
LPS2-2          SSA VERIFICATION REPORT SEARCH BY NAME        V.10172000

 **DATE** ***SSN*** *********LAST NAME********* ***FIRST**** *MIDDLE SEX *DOB***

 05041998 111111111 SHIPMAN              BILLY      G      M 10261934
 SSN VERIFIED ON NAME, DOB, AND SEX.

 05041998 111111112  SHIPMAN             DANIEL     RYAN   M 07281978
 SSN VERIFIED ON NAME, DOB, AND SEX.

 05041998 111111113   SHIPMAN            HENRY      CARL   M 01251949
 SSN VERIFIED ON NAME, DOB, AND SEX.

 05041998 111111114  SHIPMAN             KENNETH    LEE    M 09171950
 SSN VERIFIED ON NAME, DOB, AND SEX.

 05041998 2222222051 SHIPMAN             ALICE             M 04131970
 SSN DID NOT VERIFY. SSA LOCATED AND VERIFIED A DIFFERENT SSN (225060051).

 05041998 222222225 SHIPMAN              SCOTT      C      M 04061959
 SSN VERIFIED ON NAME, DOB, AND SEX.
  F2                F3        F4                          F10
 DELETE             EXIT      PRINT                       NEXT
REPORT                                                    SCREEN
```

HELPFUL HINTS - OPTION #E, SOCIAL SECURITY VERIFICATION 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
- Inmates that have had their Name and SSN verified by SSA will have passed the following criteria:
  - ✓ Name matched
  - ✓ Date of Birth matched
  - ✓ Sex matched

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 =>  __
```

HELPFUL HINTS - OPTION #6, REIMBURSEMENT MAINTENANCE

- Reimbursement Maintenance is a secured environment accessible to individuals that have proper authority
- Option #1, Create/Re-create Monthly Prisoner File is utilized to create and recreate your financial file
- Option #2, Certify Monthly Prisoner Status File
  - ✓ **Utilized to view your current financial file prior to Certification**
    - ➢ Each time you want to select Option #2, select Option #1first to Create or Re-create File
    - ➢ **IF** you do not select Option #1, Create/Re-create File Monthly Prisoner File prior to selecting Option #2, Certify Monthly Prisoner Status File, your file will not capture any updates since last file was created
      - o 1st time you create the monthly prisoner file, a message will appear that it's been created
      - o 2nd time and thereafter, recreate the file to pull in all updates
    - ➢ **Do not** input your Certification log-on **IF** you are viewing your current prisoner file during the month
  - ✓ **Utilized to Certify Monthly Prisoner Status File**
    - ➢ Select Option #1, Re-create your Monthly Prisoner File/Submission
    - ➢ Secondly, select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter Month and Year
    - ➢ Chief Jailer is the Certifier and he/she should review financial data prior to Log-on ID# Certification
- Option #3 provides Sheriff and Superintendent a means to Approve monthly submission by 10th working day
- Option '4' provides localities a means to make adjustments in LIDS concerning prisoner data
- Options '5', '6', '8', '9', '10' and '11' are utilized by the Compensation Board
- Option '7' provides a means to review quarterly voucher information
- Option '12' is utilized by the locality to delete confinements that require financial adjustments
  - ✓ When you receive a message that it has been deleted, the system has also made the adjustment for the jail
- 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. Create your monthly prisoner status file every time you wish to review your monthly submission. It must be utilized prior to certifying the 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:  _01_        YEAR :  _2002
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 WHEN YOU RE-CREATE YOUR FILE:  Monthly File Has Been Recreated, Do You Wish To Recreate, Hit Enter
```

HELPFUL HINTS - OPTION #1, CREATE MONTHLY STATUS FILE

- When you Create or re-create the file, you are requesting LIDS to pull **all** of your latest data, updates and adjustments into a current file for review
- **Utilized to view your current financial file prior to Certification**
  - ✓ Utilized to re-create your file **anytime during the month** to check anticipated payment figures
    - ➢ Each time you want to select Option #2, select Option #1 first to Create or Re-create File
    - ➢ **IF** you do not select Option #1, Create/Re-create File Monthly Prisoner File prior to selecting Option #2, Certify Monthly Prisoner Status File, your file will not capture any updates since the last file was created
- 1st time the monthly prisoner file is created, you will receive a message that it's been created
  - o 2nd time and thereafter re-create your file to pull in all updates
  - ➢ **Do not** input your Certification log-on **IF** you are only viewing your current prisoner file during the month
- **Utilized in the process to Certify Monthly Prisoner Status File**
  - ✓ This file must be created for the Certification and Approval process by the **tenth (10th) working day of the following month** for the previous month's activity
    - ➢ Select Option #1 and Re-create your Monthly Prisoner File/Submission
    - ➢ Select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter in Month and Year
    - ➢ Chief Jailer - Certifier and he/she should review financial data prior to Log-on ID# Certification
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

- The purpose of Option #2, Certify Monthly Prisoner Status is to provide you with a means to review, validate and certify the monthly Prisoner Status File. 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


THE ADP YOU HAVE ENTERED DEVIATES MORE THAN 10 PERCENT (PLUS OR MINUS) FROM THE
PREVIOUS MONTH OR THE PREVIOUS YEAR. PLEAE 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 ___
```

SCREEN **OPTION 2** (**2**=DETAIL SUM; **3**=REVIEW; **4**=ADJ SUM; **5**=ADJ DETAIL; **6**=RECOVERY 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
NON-PAYMENT CONTRACT (OUT OF STATE)---->            0      0    $    0
NON-PAYMENT 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:  __________
```

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE

- Utilized to Certify monthly submission to the Compensation Board
- Utilized to view your detailed financial file any time during the month

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, CERTIFY MONTHLY STATUS FILE

- Select Create/Re-create (Option #1) prior to selecting Option #2, Certify Monthly Prisoner File
- 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 cannot 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.
- Allows you to view total days, dollar, Average Daily Population (ADP) and adjustments reported for the month
- **IF** the system/LIDS detects a plus or minus of 10 percent as a variance in your monthly ADP, you will be required to verify that your data is correct as reported prior Certification
  - ✓ **If 'Y'** is entered in the field labeled 'ADP has been reviewed, and is accurate as listed', go forth to certify the file by the **tenth (10th) working day of the following month** for the previous months activity
  - ✓ **If the clear key is depressed, or a 'N'** is entered in the field labeled 'ADP has been reviewed and is accurate as listed', the financial file **cannot** be certified **until** your data has been updated and there is no longer a 10% variance or if you enter 'Y' to indicate that the variance is okay
- Enter Option #2, Detail Summary to view detailed list of inmates housed in jail
- Enter Option #3, Review/Update screen to select the inmate you want to see in more detail
  - ✓ Summary of all offenses and provides the financial overview for selected prisoners
    - ➢ If you want to view the next page of inmates, select Option '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 Option '2', Detail Summary
- Enter Option #4, Adjustment Summary to view summary of adjustments made during the month
  - ✓ Reflects the financial status of an adjustment made by the locality that impacts 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 Option '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 Option #5, Adjustment Detail to view a screen that supports detailed information
  - ✓ Provides a list of prisoners and the adjustment dollars for the report month selected
    - ➢ If you want to view the next page of inmates, select Option 'N' = Next Page
    - ➢ If you want to view the previous page of inmates, select Option '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 Option 6, Recovery to view the screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
  - ✓ Provides a 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**
- 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 to review the detailed monthly Prisoner Status File. This screen allows specific prisoner information to be selected.

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 111111118 PAXTON, NORMAN LEE          4104     10 __
_  02191997 ________ 30 00 222222228 ROBINSON, JAMES F           2325     74 __
_Y 01281997 ________ 00 00 23333332  OVERTON, DAVID E, SR        4104     75 __
_  11041996 ________ 00 00 244444444 WALL, JAMES E               3516     73 __
_  10091996 ________ 30 00 255555555 BEVERLY, JOHN M, JR         5012     12 __
Y  12221996 ________ 00 00 230040642          COOPER, RANDY            1305     10 __
_  11011995 ________ 30 30 956000002 HAMM, KEITH                 0900     22 __
 _ ________ ________ __ __ ________ ____________________ ________ __ __
  _ ________ ________ __ __ ________ ____________________ ________ __ __

OR REVIEW ALL ON PAGE _ (Y/N) SCN OPTION _ (N=NXT PGE P=PREV PGE 1=SUMM 3=REV)
NO MORE DATA...
```

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

- Select Screen #2, Certification Detail Summary to view financial detailed information concerning specific prisoners confined in jail
- Two Means to View inmate data 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 to view the prisoner's detailed information
    - ➢ Press Enter to go to the bottom of the screen and select Option '3', Review
  - ✓ Review All on Page
    - ➢ **IF** you wish to view all the detailed information for the prisoners listed on the page, press Enter to go 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
    - ➢ When 'All on page' is selected, remember that by selecting all you **only** receive the detail data on the inmates listed on that specific page
      - o To view the next page of inmates, select 'N' = Next Page and repeat the process above
      - o To view the previous page of inmates, select 'P' = Previous Page
      - o 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 is not a screen that is available on LIDS, but is provided to explain the dollar amount and the way LIDS calculates your Average Daily Population (ADP) captured on the Certification and Approval financial screen for each category and the payment status of each:

FINANCIAL SCREEN

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

DOC RATED CAPACITY: 70

*** CATEGORIES UTILIZED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

**** CATEGORIES UTILIZED TO PULL ADP THAT IS UTILIZED TO HELP DETERMINE STAFFING NEEDS**

Financial Screen Explanation

- **Payments (Total Days) Local = $8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the Sheriff, the rate shall be $22 per inmate day:**
  - ✓ Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as Local Responsible (**LD**) Inmates **IF:**
    - ➢ Arrested on a state warrant
    - ➢ Awaiting Trial/Pre Trial, **OR**
    - ➢ **Convicted but not sentenced/Post Trial, OR**
    - ➢ **If any person convicted of a felony offense and given an Effective Sentence of Twelve (12) months or less or less than one (1) year OR Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is two (2) years or less. Reason Confined Codes:**
      - o Juvenile Awaiting Trial (10, 11, 12, 13, **14**, 16, 17, 18, 19)
      - o Adult Awaiting Trial (10, 11, 12, 13, **14)**
      - o Adult sentenced on a felony and/or misdemeanor charges
      - o **No Charges pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
      - o **Has Charges Pending** (50, 53, 56, 59, 62, 63, 87, 89)
      - o Adult sentenced-miscellaneous (reason confine code 72)

Reimbursement Maintenance (Continued)

HELPFUL HINTS - CERTIFICATION DETAIL SUMMARY (Continued)

Financial Screen Explanation – (Continued)

- **Payments (Total Days) State = $8 per diem:** State Responsible (**SR**) Inmates
  - ✓ Arrested on a state warrant
  - ✓ **All Pending Charges Adjudicated**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is**
    - o **more than twelve (12) months, OR**
    - o **one (1) year or more, OR**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is more than (2) years**
  - ✓ **Who remain incarcerated in a local correctional facility at the request of the localityReason Confined Codes:**Adult Sentenced-**No Charges Pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out-of-state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem: Offenders placed by the Sheriff /Sheriff designates a deputy sheriff or regional jail administrator to assign offenders to work release.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced.
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem:** Offenders in this category are State Responsible (**SR**)
  - ✓ **With All Pending Charges Adjudicated**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day—on and after the sixty-first (61st) day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty (30) days after the order being issued.**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the ninety-first (91st) day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty (30) days after the order being issued.**
  - ✓ **Reason Confined Codes:**Adult sentenced-**no charges pending** (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
    - ➢ Adult sentenced-miscellaneous (71)
- **Payments – Jail Contact Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (SR) inmates that are placed into a JCB Work Release (JCBWR) Bed by the DOC.
  - ✓ Contract with Department of Corrections (DOC) to hold JCB Inmates
  - ✓ Adult sentenced - **No charges pending** (26)

HELPFUL HINTS - CERTIFICATION DETAIL SUMMARY (Continued)

Financial Screen Explanation – (Continued)

- **Non-payment (Federal) = $0 per diem: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are held for Federal Authority, **OR**
  - ✓ District of Columbia, **OR**
  - ✓ Contract Inmates from other States
  - ✓ Offenders in this category are coded as a reason confine code 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 reason confine code 75.
  - **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the locality is NOT approved to participate in an Alternative program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
  - **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out-of-state contract 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. **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are coded as a reason confine code 78
  - **Non-payment (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 reason confine code 79

Reimbursement Maintenance (Continued)

HELPFUL HINTS - CERTIFICATION DETAIL SUMMARY (Continued)

Financial Screen Explanation – (Continued)

- **Federal Prisoner Overhead Recovery:** **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Non-Payment (Federal)
    - ➢ Non-Payment (Ordinance)
    - ➢ Non-Payment (Military)
    - ➢ Contract (Out of State)
    - ➢ Private Transports
- **ADP Categories That Are Utilized to Help Determine Staffing Needs:**
  - ✓ This ADP calculation is different from the Monthly ADP that is displayed on Option #9, Browse Prisoner Status for Prior Months with Adjustments Relating to Submission Date
  - ✓ ADP is one of the tools utilized to help determine staffing need
  - ✓ ADP is pulled from the following categories because they are based on the average number of **BODIES** sitting in your jail and in an approved Alternative Programs that have a financial impact
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Payments (Alternative-HEM)
    - ➢ Payments (Alternative-Work Release)
- **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** 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**

```
LCU1-3          LOCAL INMATE DATA SYSTEM (LIDS)          V1.1032697
                PRISONER STATUS REVIEW
            MONTH OF  APRIL    1997 NUMBER OF DAYS  30
 JAIL 560 LOCATION CLIFTON FORGE CITY JAIL   CONFINEMENT COUNT     9

 SSN: 166666666  NAME: PAXTON, 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

 ****************************************************************************************************
 SSN: 222222222  NAME: ROBINSON, JIM
 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...
 SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)
```

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

- Provides you with a means to review the prisoner's financial status
- 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
- Option 'N' takes you to the Next Page of the detailed prisoner information you wished to review
- Option '1' returns you to the Monthly Reimbursement Summary
- Option '2' returns 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** provides a means to view or make adjustment for on a specific confinement.

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
NON-PAYMENT CONTRACT (OUT OF STATE)---->         0      0    $       0
NON-PAYMENT 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)
```

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 Option'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
      - o If you want to go back to the summary page, select Option '1' = Summary, **or**
      - o If you want to view the detail summary of an inmate, select Option'2'= Detail Summary
      - o 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'
      - o If you wish to view the detailed financial information for the monthly adjustment summary, select Option '5' = Adjustment Details
  - ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
    - ➢ Provides a list of prisoners and the adjustment dollars for the report month selected
      - o If you want to view the next page of inmates, select Option 'N' = Next Page
      - o If you want to view the previous page of inmates, select Option 'P' = Previous Page
      - o If you want to go back to the summary page, select Option '1' = Summary, **or**
      - o 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 a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
      - o To return 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 allows 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 for reimbursement. 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
NON-PAYMENT CONTRACT (OUT OF STATE) --->           0         0  $      0
NON-PAYMENT 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
```

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 want 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

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE

- ✓ Approval Process –
  - ➢ Sheriff or Superintendent is responsible for the approval process
  - ➢ System forces the Sheriff/Superintendent to view adjustment, Option #4, prior to approval
  - ➢ If you are ready to approve, 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
  - ➢ **OR**
- ✓ Enter a "**N**" - **No** – if you do not want to approve your monthly submission at this time
  - ➢ Once the Sheriff/Superintendent views his/her monthly submission and he/she decides that he/she 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
  - ➢ **OR**
- ✓ Enter a '**R**'- **Reject** –if you detect a problem with your monthly submission and you want to un-do the certification process so that staff members can go back and make some changes/updates prior to the approval process

- If you want 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 Option '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 Option '2' Detail Summary
- If you want to view the Adjustment Summary screen enter, Option #4 which supports adjustments made by the locality for the selected month you want 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 Option '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 want to view the Adjustment Detail screen, enter Option #5 that supports detailed information
  - ✓ Provides a list of prisoners and the adjustment dollars for the report month selected
    - ➢ If you want to view the next page of inmates, select Option 'N' = Next Page
    - ➢ If you want to view the previous page of inmates, select Option '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 want 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 165469258 PAXTON, NORMAN LEE        4104     10 __
_  02191997 ________ 30 00 225316448 ROBINSON, JAMES F                    2325     74 __
_  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 __
_  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
 _ ________ ________ __ __ _________ ____________________ _________ __ __
REVIEW ALL ON PAGE _ (Y/N) SCN OPTION _ (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD)
 NO MORE DATA...
```

HELPFUL HINTS - OPTION #3, , SCREEN #2, APPROVAL DETAIL SUMMARY

- Provides a means to review detailed prisoner information
- Screen #2, Approval Detail Summary allows you to view financial detailed information on specific prisoners confined in jail
- Enter the desired Month and Year
- You have 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 want to review that prisoner's detailed information
    - ➢ Press 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, Press 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', remember that by selecting all you **only** receive the detail data on the inmates listed on that page
      - o To view the next page of inmates, select Option 'N' = Next Page and repeat the process above
      - o To view the previous page of inmates, select Option 'P' = Previous Page
      - o To return 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** 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**

```
LAP1-3          LOCAL INMATE DATA SYSTEM (LIDS)          V1.1032597
                     PRISONER STATUS REVIEW

          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
                                  ********************************************************************************
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...
SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)
```

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

- Provides a means to review the prisoner's financial status
- If you need to update the prisoner's offense information and he/she has multiple offenses, return to the main menu
  - ✓ Select Option # 3, Commitment Maintenance, then
  - ✓ Select Option #4, Update Offense Information
- Option 'N' takes you to the Next Page of the detailed prisoner information you wished to review
- Option '1' returns you to the Monthly Reimbursement Summary
- Option '2' returns you to the Prisoner Detailed Summary
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

Approval Monthly Prisoner Status (continued)

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         2- $     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
NON-PAYMENT CONTRACT (OUT OF STATE)------>       0         0  $       0
NON-PAYMENT 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)
```

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
  - ✓ Enter Option '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
      - o If you want to return to the summary page, select Option '1' = Summary, **or**
      - o If you want to view the detail summary of an inmate, select Option '2' = Detail Summary
      - o 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'
      - o If you want to view the detailed financial information for the monthly adjustment summary, select Option '5' = Adjustment Details

✓ Enter Option '5' to move to the Adjustment Detail screen which supports the detailed adjustment
  - ➢ Provides a list of prisoners and the adjustment dollars for the report month selected
    - o If you want to view the next page of inmates, select Option 'N' = Next Page
    - o If you want to view the previous page of inmates, select Option 'P' = Previous Page
    - o If you want to go back to the summary page, select Option '1' = Summary, **or**
    - o If you want to view the Jail Payment status, select Option 'J' = Jail Payment

Reimbursement Maintenance (Continued)

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

- ✓ Enter Option '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 a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
- o 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**
- **The following 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   Y

 PRESS ENTER TO APPROVE; CLEAR SCREEN TO EXIT WITHOUT APPROVING
```

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.

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
```

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
  - ✓ Press 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 the reason you are making the adjustment
  - ✓ Press 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
- 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.

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

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

HELPFUL HINTS - OPTION #4, , SCREEN #2, ADJUST/UPDATE OFFENSE INFORMAIOTN

- 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

Reimbursement Maintenance (Continued)

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

- Use this option if you received a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster.
  - ✓ You will receive this type of message if you updated information after your approval
  - ✓ If you neglect to make the adjustment, your quarterly reimbursement will be either 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 and give to adjustor, **OR**
    - Note the Prisoner's Social Security Number; Name; Commit Date; and Commit Time
    - 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, the offense screen will appear that you can update
  - ✓ If the offender has multiple offenses, 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, place the 'X' beside 'NEW'
    - ➢ Press Enter
    - ➢ Update data fields
    - ➢ Press Enter which returns you 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, press 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 to update, 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 Charges Pending
    - ➢ Adult Sentenced - HAS Charges Pending
    - ➢ Adult Sentenced – Miscellaneous,
  - ✓ Sentenced Date
  - ✓ Offense as Sentenced
  - ✓ Offense Type
  - ✓ Sentence Length
  - ✓ Concurrent Sentence
- Each Offense will default to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS, SCREEN #2, ADJUST/UPDATE OFFENSE INFORMAIOTN (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
      - o Total Day Count Rule - don't count the commit date, but do count the release date
      - o State Day Count Rule- count the commit date, but don't count the release date
  - ✓ If the offender HAS Pending Charges use the Reason Confined Codes for HAS Pending 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.
      - o RULE - Total Day Count - don't count the commit date, count the release date
      - o RULE - State Day Count- - count the felon date, don't count the release date
    - ➢ Use the proper Offense Type of 'A' or 'B' for the pending felony charge
      - o Offense Type 'A' means that the felon committed the felony offense on or after 1/1/1995
      - o Offense Type 'B' means that the felon committed the felony offense before 1/1/1995
    - ➢ Use the proper VCC Code to match the felony charge
      - o 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)
        1. Offense Type 'C' means that they conspired to commit a felony
        2. Offense Type 'T' means that they attempted to commit a felony
      - o 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 Offenses
  - ✓ VCC Codes are located on the Compensation Boards website: www.scb.state.va.us
- 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

Reimbursement Maintenance (Continued)

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

- Any data field that requires you to input a reference code may invoke one of the following PF Keys. For 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)
- 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_
```

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
      - o July through June
      - o Example: July 1996 through July 1997 = FY1997
    - ➢ Quarter
      - o 1st Quarter = March, April, May
      - o 2nd Quarter = June, July, August
      - o 3rd Quarter = September, October, November
      - o 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 4th Qrt-2000
                                                     ACCOMACK COUNTY JAIL
                                  ********TOTAL******* *******12/1999******+*******        01
                                  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          F12
DELETE       EXIT    PRINT   LAST    NEXT    NEXT        SCROLL
REPORT               PAGE    PAGE            SCREEN       RIGHT
```

```
LPS2-2                    VOUCHERS                    V.01182000
IDS VOUCHER RECAP FOR 4-2000                          PAGE    1
  ACCOMACK COUNTY JAIL                    RUN DATE  5/ 8/00 TIME 10:26:47
***12/1999******+*******************01/2000****** *****************02/2000***************ADJUSTMENTS*
AYS    DOLLARS                     DAYS   DOLLARS      DAYS    DOLLARS       DAYS    DOLLARS
933   23,464.00                    2,000   16,000.00   2,000   16,000.00     0       0.00
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
 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           0.00    0           0.00     0       0.00
 0    31,836.00                    0      21,800.00    0      21,800.00     0       0.00
 CROCKETT
 CROCKETT
 CROCKETT
 F2                F3      F4      F6      F8      F10                      F11
DELETE            EXIT    PRINT   LAST    NEXT    NEXT                     SCROLL
REPORT            PAGE    PAGE    SCREEN  LEFT
```

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 a means to view the total dollars reimbursed
  - ✓ Provides a means to view the monthly dollar reimbursed
  - ✓ Provides 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, return to:
  - ✓ Main Menu and select Option # 5, Inquiry
  - ✓ Select Option #6, Prisoner Status File for Prior Months
  - ✓ Enter in the month and year you want to view and press Enter
- **IF** you want to look at a specific prior approved month that has been updated with <u>any</u> adjustments made to date that reflects the selected month you want to view, 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

Reimbursement Maintenance (Continued)

The purpose of **Option #12, Delete Confinement/Post Adjustment** is to allow a confinement entered in error for a prior month to be deleted 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**

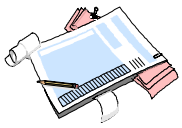
```
LRD1              LOCAL INMATE DATA SYSTEM (LIDS)          V.12062001

2001-12-17              DELETE CONFINEMENTS     TOTAL CONFINEMENTS:   2
JAIL: 620    SSN: 1111111119          NAME: SMITH,  BRYANT

SEL       COMMITTED     RSN       RELEASED        RLSE   NUM      PAYM
        DATE       TIME    CNF     DATE     TIME        RSN    OFFNS    STAT

 D      08032000   16.00.00  20   ________  ________    __      1        LD
 _      07252000   09.00.00  80    08032000  15.59.00   70      1        NH


OPTION=>  _
"N"=NEXT PAGE OF CONFINEMENTS; P=PREVIOUS PAGE OF CONFINEMENTS
TO DELETE A CONFINEMENT: ENTER A "D" IN THE SELECTION FIELD
```

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

- Utilized to Delete a Confinement **after** the report approval
- Utilized to automatically post an adjustment if the prisoner's confinement is deleted by utilizing Option #12, Delete Confinement/Post Adjustment
- The delete confinement screen has been changed to allow the deletion of multiple confinements at one time
- This change was at the request of the LIDS Advisory Committee and is now available for your use
- Delete Confinement/Post Adjustment
  - ✓ Select Option #12
  - ✓ Enter Current SSN
  - ✓ Press Enter
  - ✓ Next select Option 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
  - ✓ The delete screen will now be displayed with a pick list of all confinements for this inmate in your facility
  - ✓ Not all LIDS personnel in your facility can delete those confinements that have 'ADJT'
  - ✓ Enter ' D' Delete beside the confinements that need to be deleted.
  - ✓ Press Enter
  - ✓ Receive a message 'Do you want to delete this confinement'
  - ✓ This gives you one more chance to check and make sure you want to delete the 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. DNA Sampling

Developed for and Utilized by Department of Department of Criminal Justice Services, Virginia Division of Forensic Science



8. 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  _760__
  STARTING COMMIT DATE _05011998_   AND TIME   _000000_
  ENDING COMMIT DATE   _05011999    AND TIME   _232359_
  MONTH __              AND YEAR ____
     OPTION _1
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- The Reconciliation Tool section of the LIDS User Guide was implemented on July 1, 1999
- Options:
  - ✓ Option #1 – Should be utilize to balance your overall Inmate Head Count
  - ✓ Option #2 – Should be utilized to balance the monthly financial count by payment category
  - ✓ Option #3 – Should be utilized to balance the Out of State Contract Inmate Report which DOC pulls on the 15th of each month
- Jail Number
  - ✓ This field is utilized by Compensation Board staff
  - ✓ For jail facilities this field will default to your jail number
- Starting Commit Date/Time
  - ✓ Information will be pulled from this date you entered through the ending date and time entered
  - ✓ 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**

```
LJI1            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)
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- We recommend that a Headcount reconciliation be completed twice a month
- Help to verify that prisoner information is correct which also ensure that the Tuesday Report is correct
- If utilized it would help prevent possible Audit Findings
- To view all inmates for a specific category
  - ✓ Enter Option of '1'
  - ✓ Place 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**

```
LJI1              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

222222222            PENDERGRASS   BILL                        1996-07-25-16.54.00
223333333            SAUNDERS      BILL                        1997-04-08-17.18.00
223444444            TURNER        BILL                        1997-04-10-20.05.00
224444444            WILLIAMS      BILL                        1997-07-05-18.45.00
266666666            JOHNSON       BILL                        1997-10-02-22.00.00
333333333            WILLIAMS      BILL                        1997-10-21-10.03.00
OPTION _     N =  NEXT SCREEN; P = PREVIOUS SCREEN
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- 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 compare LIDS commitment to your records
    - ➢ 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".
      - o The Totals for the period are located in the top right corner of the screen.
      - o If the totals of LIDS and the Jail do not agree, check each inmate to determine which inmate was not recorded to LIDS.
      - o If you need a paper copy to work from, select Option "B" or "D".
      - o Procedures to obtain a report or download should be followed to obtain the report.
- After review of the inmate file records in question, either LIDS or the local jail management system's activity should be changed to reflect the correct 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, 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   _
NON-PAYMENT CONTRACT (OUT OF STATE)---->        0      0  $       0.00   _
NON-PAYMENT 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
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- We recommend that a reconciliation be completed to the LIDS days by category in the same manner used to complete the head count reconciliation
- First step:
  - ✓ Obtain a detailed listing of 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 this inmate detail screen 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
111111111            PENDERGRASS    BILL          1996-02-25-16.54.00
222222222            SAUNDERS       BILL          1996-04-08-17.18.00



OPTION _     N =  NEXT SCREEN; P = PREVIOUS SCREEN
```

HELPFUL HINTS – OPTION '8', FINANCIAL RECONCILIATION TOOLS

- 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'
- The Compensation Board developed two forms, which you may use to document the reconciliation of head count and days reconciliation process and show approval of the activity by the LIDS Technician's Supervisor. The forms may be found in the LIDS Forms section of this years LIDS User Guide.
- **The restructuring for July of 2002 is due to the 2002 General Assembly actions that defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates as well as defined the methodology, which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners that are confined in jail or in an approved alternative program effective July 1, 2002.**
- **The following Budget Language and examples are provided:**

✓ Item 67 – B. 1. - Effective Sentence:

A convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.

1. **Felon sentenced to 10 years, 8 years suspended = 2 yrs Sentence**
2. **Misdemeanor sentenced to 13 months, all suspended except 3 months = 3 mos. Sentence Misdemeanor Sentenced to 10 months + misdemeanor sentenced to 3 months all suspended + Felon sentenced to 3 yrs., 2 years suspended = 1 yr., 10 mos. SentenceOrdinance violator sentenced to 30 days, 20 days suspended = 10 days Sentence**

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

✓ **Item 67 – B. 2. - Local Responsible Inmate (LR)**

a) any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial;

1. **Offender awaiting trial on misdemeanor charges = LR/ YES Payable**
2. **Ordinance violator = LR /NOT Payable**
3. **Offender awaiting trial on felony charges = LR/ YES Payable**

b) any person convicted of a misdemeanor ('M' type) offense and sentenced to a term in a local correctional facility; or

1. **'M' 10 months + 'M' 15 months, 3 month suspended + Charges Dismissed on 3rd 'M' offense = LR / 22 mos. Sentence Length**

c) any person convicted of a felony offense and given an effective sentence of: - Twelve (12) months or less (LR) OLD Language/June 30, 2002 = Combined 'A' or 'B' Felony Offenses and Misdemeanor 'M' Offenses that net to a 12 month sentence = SR

- **'A' Felony 10 months, 2 suspended + 'M' 4 months = 12 mo Sentence /SR**

➢ **New Language/July 1, 2002 = Any person convicted of a felony offense and given an effective sentence of 12 months or less = LR**

- **'A' Felony 10 months, 2 suspended + 'M' 4 months = 8 mo Sentences /LR**

OR

2. **Less than One (1) Year (LR)330 days + 12 months, 11 months suspended on a 2nd 'A' felony charge = 330 days + 1 month / LR 12 months + 12 months (2nd 'A' felony charge) to run concurrent = 12 months Sentence/LRPrisoner went to court after awaiting trial 3 months on a felony offense and when he went to court the judge ordered 'Time Served' = 0 Sentence / LR**

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

✓ **Item 67 – B. 3. State Responsible Inmate (SR) –**

Any person convicted of one (1) or more felony offenses and

a) The sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is

i. more than twelve (12) months (SR) OR

ii. one (1) year or more (SR),

- **Old = June 2002, LIDS Submission A' Felon sentenced to 10 years, all suspended except 12 months = 12 month Sentence / SR**
  - **'A' Felon sentenced to 10 years, all suspended except 1 year = 1 year Sentence / SR**
- **New = July 2002, LIDS Submission 'A' Felon sentenced to 10 years, all suspended except 12 months = 12 month Sentence / LR**
  - **'A' Felon sentenced to 10 years, all suspended except 1 year = 1 year Sentence / SR**
- **'A' 12 months + 'A' 10 months (2nd felony) to run concurrent + 'M' 6 mos. = 18 mos. Sentence, 12 mos. Payable Sentence, LR 12 months + 12 months (2nd felony) to run Non-Concurrent + 6 mos. on a misdemeanor charge = 30 mos. Sentence, 24 mos. Payable Sentence, SR 12 months, 2 months suspended + 10 months (2nd charge) to run consecutive + 6 mos. on a misdemeanor charge = 26 mos. Sentence, 20 mos. Payable Sentence, SR 2 months, 2 months suspended + 10 months (2nd felony), 10 months (3rd felony) to run concurrent + 3 months (misdemeanor) + 6 mos. (4th felony) to run consecutive = 19 mos. Sentence, 16 mos. Payable Sentence, SR Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants , committed before January 1, 1995 ('B' Type Felon), is more than two (2) years (SR). 12 months + 10 months (2nd felony) to run concurrent + 15 mos. on a misdemeanor charge = 27 mos. Sentence, 27 mos. Payable Sentence, SR 2 year, 2 months, 3 month suspended = 1 yr., 11 mos. Sentence, 1 yr., 11 mos Payable Sentence, LR**
- **12 months + 12 months (2nd felony) to run Non-Concurrent + 10 days on a misdemeanor charge = 24 mos., 10 days Sentence, 24 mos., 10 days Payable Sentence, SR 12 months, 2 months suspended + 10 months (2nd felony) to run Consecutive = 20 mos. Sentence, 20 mos. Payable Sentence, LR**
- **2 months, 2 months suspended + 10 months (2nd felony), 10 months (3rd felony) to run concurrent + 3 months (misdemeanor) + 1 yr. (4th felony) to run consecutive = 1 yr., 13 mos, Sentence, 1 yr., 13 mos, Payable Sentence, SR**
- **'A' 10 months + 'M' 4 months 1 month suspended + 'B' 18 months + 'M' 6 months committed prior to 1/1/95 = 37 mos. , Sentence, 24 mos. Payable Sentence, LR**

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- ✓ **Item 67 - E. - The following amounts shall be paid out of this appropriation to compensate localities for the cost of maintaining prisoners in local correctional facilities, as defined by §53.1-1, Code of Virginia, or if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board:**

E.1. - For Local Responsible Inmates--$8 per inmate day, or,

July 2002, LIDS Submission

- **Committed 7/1/2002 & Released 7/1/2002 = 1 day, $8 ReimbursementCommitted 7/1/2002 & Released 7/2/2002 = 1 day, $8 Reimbursement**
- **Committed 6/20/2002 & Released 7/5/2002 = 5 days, $40 ReimbursementCommitted 7/31/2002 & Released 8/1/2002 = 0 days, $ 0 Reimbursement**

E.1. - For Local Responsible Inmates--if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day.

July 2002, LIDS Submission

- **Committed 7/1/2002 & Released 7/1/2002 = 1 day, $22 ReimbursementCommitted 7/1/2002 & Released 7/2/2002 = 1 day, $22 ReimbursementCommitted 7/31/2002 & Released 8/1/2002 = 0 days, $ 0 Reimbursement**

E. 2., For State Responsible (SR) Inmates:

b) Who are being held awaiting trial for additional felony charges--$8 per inmate day.

Committed July 1, 2002
Released to DOC on October 10, 2002 ----------

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	10/10/2002
NAR3038F9	A	____	_____			
FAM3805M1	M	10 mos	10/01/ 2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $240

Oct. $8 Per Day x 10 Total Days = $ 80 + $6 Per Day x 0 Felon Days = $ 0 = $80

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- ✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

b) With All Pending Charges Adjudicated:

i. $8 per inmate day—for up to sixty (60) days following the mailing by certified letter or electronic transmission to the Department of Corrections of the final court order within thirty days after the order being issued.

Committed July 1, 2002
Released to DOC on September 10, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	9/10/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 10 Total Days = $ 80 + $6 Per Day x 0 Felon Days = $ 0 = $80

Oct. $8 Per Day x 0 Total Days = $ 0 + $6 Per Day x 0 Felon Days = $ 0 = $0

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

b) With All Pending Charges Adjudicated:

ii. $14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.

Committed July 1, 2002
Released October 20, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	10/20/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 4 Felon Days = $ 24 = $ 264

Oct. $8 Per Day x 20 Total Days = $ 160 + $6 Per Day x 19 Felon Days = $ 114 = $274

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

b) With All Pending Charges Adjudicated:

iii. $14 per inmate day—on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.

Committed July 1, 2002
Released October 20, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002		10/09/2002	10/20/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Oct. $8 Per Day x 20 Total Days = $ 160 + $6 Per Day x 11 Felon Days = $ 66 = $226

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

c) Who remain incarcerated in a local correctional facility at the request of the locality---$8 per inmate day.

Reason Confined Code 70 – Held By Agreement
Committed - July 1, 2002
Released – Not Released

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002			
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Oct. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0Felon Days = $ 0 = $248

9. Expungement Tools

The purpose of **Option #9, Expungement Tools** 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', Expunge Offense**

```
LIDS            LOCAL INMATE DATA SYSTEM (LIDS)          V.05111999
                  MAIN MENU

      JAIL

      3.  COMMITMENT MAINTENANCE
      4.  FORMS MAINTENANCE
      5.  INQUIRY
      6.  REIMBURSEMENT MAINTENACE
      8.  RECONCILIATION TOOLS
      9.  EXPUNGE OFFENSE
      A.  CORRECT/EXPUNGE DNA SAMPLING INFORMATION (FOR LOCAL USE ONLY)
      B.  FORENSIC SCIENCE MAIN MENU
      X.  EXIT LIDS

GENERAL BROADCAST MESSAGES

 NO GENERAL BROADCAST MESSAGES
      OPTION 9
```

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 is 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.

Expungement Tools (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: _________   COMMIT DATE: ________   COMMIT TIME: _______


INDEX NUMBER: _______________

      1.  EXPUNGE OFFENSE

      2.  UN-SEAL EXPUNGED OFFENSE

      OPTION  1
```

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.

Expungement Tools (Continued)

The purpose of **Screen #2, Offense Information** is to give you a means to select and expunge the proper offense as indicated in the Court Order.

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**

```
LRI2              LOCAL INMATE DATA SYSTEM (LIDS)          V.0811199
COUNT                          OFFENSE PICK LIST INFORMATION

SSN 228111111  SMITH, JOHN                    REASON CONFINED 10
COMMIT DATE/TIME  10201999   10:51:00  RELEASE DATE/TIME  11101999   14:17:00

SELECT   OFFENSE    SEQUENCE TYPE OFFN.DATE   CRT. DATE    SENTENCE     COURT
 X_       TRE0107F6    0001          A   01011995   ________    __________        041
 _        FED9990F9    0002          A   0101199    ________    __________        041
 _        TRE0108M1    0003          M   10101999  ________    __________        041
 _            NEW      0004   _    ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___
 _    _________   ____   _   ________   ________   __________   ___

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

HELPFUL HINTS – OPTION '9', 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.

Expungement Tools (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
```

HELPFUL HINTS – OPTION '9', 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.

Expungement Tools (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
```

HELPFUL HINTS – OPTION #2, UN-SEAL 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.

10. Correct/Expunge DNA Sampling Information

The purpose of **Option #A, Correct/Expunge DNA Sampling Information** is to provide you with a means to remove the DNA Sampling Information as stored on LIDS. DNA sampling information should be removed if it was recorded in error, or if a court ordered expungement is received.

Navigational Path:

- **LIDS Main Menu - Enter Option 'A', Correct/Expunge DNA Sampling Information**

```
LIDS            LOCAL INMATE DATA SYSTEM (LIDS)          V.05111999
                  MAIN MENU

     JAIL



     3.  COMMITMENT MAINTENANCE
     4.  FORMS MAINTENANCE
     5.  INQUIRY
     6.  REIMBURSEMENT MAINTENACE
     8.  RECONCILIATION TOOLS
     9.  EXPUNGE OFFENSE
     A.  CORRECT/EXPUNGE DNA SAMPLING INFORMATION (FOR LOCAL USE ONLY)
     B.  FORENSIC SCIENCE MAIN MENU
     X.  EXIT LIDS


GENERAL BROADCAST MESSAGES

NEW EFFECTIVE 7/1/2002
NO GENERAL BROADCAST MESSAGES
       OPTION A
```

HELPFUL HINTS – OPTION 'A', CORRECT/EXPUNGE DNA SAMPLING INFORMATION

- The expungement process for DNA Sampling Information becomes effective 7/1/02.
- An expungement order is ordered by a court order
- When DNA Sampling Information is Corrected/Expunged – the DNA Sampling Information (Date Sample Drawn and DNA Draw Status) will be removed from the system as if the sample were never taken.
- The expungement process will be an option off the LIDS main menu.
- Only the certifier and Forensics Science Division of the Department of Criminal Justice Services will have access to this option.
- When the certifier enters Option 'A' they will be taken to the Correct/Expunge DNA Sampling Information screen.

Correct/Expunge DNA Sampling Information (Continued)

The purpose of the Expunge DNA Sampling Information screen is to provide you with a to remove DNA Sampling Information for a specific inmate.

Navigational Path:

- **LIDS Main Menu – Enter Option 'A' to Screen #1, Correct/Expunge DNA Sampling Information**

```
LEX1          LOCAL INMATE DATA SYSTEM (LIDS)          V.05111999
              CORECT/EXPUNGE DNA SAMPLING INFORMATION

ENTER EITHER    SSN: _____      OR      SID: _____

INDEX NUMBER: _____

    1.  CORRECT/EXPUNGE DNA SAMPLING INFORMATION

    OPTION 1
```

HELPFUL HINTS – OPTION 'A', CORRECT/EXPUNGE DNA SAMPLING INFORMATION

- Expunge Offense:
  - ✓ Select Option '1', Correct/Expunge DNA Sampling Information
  - ✓ Input in the inmate's Social Security Number (SSN) or the inmate's State Identification Number (SID)
  - ✓ Press the Enter key. The DNA Draw Status and the Date Sample Drawn will be reset as if a DNA sample was never taken.
  - ✓ Clear Screen will return you to the LIDS Main Menu.

11. Forensic Science Main Menu

The purpose of **Option #B, Forensic Science Main Menu** is to provide the Division of Forensic Science with a clean navigational path for all of the screens/functions they access under LIDS.

Navigational Path:

- **LIDS Main Menu - Enter Option 'A', Correct/Expunge DNA Sampling Information**

LIDS **LOCAL INMATE DATA SYSTEM (LIDS)** **V.05111999**
MAIN MENU

JAIL

3. COMMITMENT MAINTENANCE
4. FORMS MAINTENANCE
5. INQUIRY
6. REIMBURSEMENT MAINTENACE
8. RECONCILIATION TOOLS
9. EXPUNGE OFFENSE
A. CORRECT/EXPUNGE DNA SAMPLING INFORMATION (FOR LOCAL USE ONLY)
B. FORENSIC SCIENCE MAIN MENU
X. EXIT LIDS

GENERAL BROADCAST MESSAGES

NEW EFFECTIVE 7/1/2002
NO GENERAL BROADCAST MESSAGES
OPTION B

OPTIONS AVAILABLE ON THE FORENSIC SCIENCE MAIN MENU

- The Forensic Science Main Menu will be implemented by 10/1/02.
- Inquire on DNA Sampling Information
- Inquire on Prisoner Information
- Inquire on Confinement Information
- Inquire on Offense Information
- Expunge DNA Sampling Information
- Browse By Primary Name
- Browse By Alias Name
- Browse Alias Social Security Numbers
- Felony Convictions/Sentences with Arrest DNA Sampling
- Inmates Requiring DNA Sampling at Arrest
- Inmates Requiring DNA Sampling at Conviction

12. LIDS Reference Codes

Reason Confined Codes

Due to the new budget language for July 1, 2002, we will once again modify LIDS Reference Codes. The last time that the Compensation Board restructured reference codes was July of 1999. The restructuring in 1999 was because LIDS started capturing all offenses committed by an offender. The restructuring of Reference Codes for July of 2002 is due to the 2002 General Assembly actions that defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates as well as defined the methodology, which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners that are confined in jail or in an approved alternative program effective July 1, 2002.

- Reason Confined Codes are utilized to show the status of an inmate confined while incarcerated in your jail or in an Alternative to Incarceration Program. The are as follows:

Adult Un-Sentenced

Code	Translation
10	Not serving time on other charges**/Pre-Trial**
11	Awaiting parole revocation hearing
12	Awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) Not serving time on other charges
14	**Convicted but not Sentenced/Post Trial**

Juvenile Un-Sentenced

Code	Translation
10	Juvenile certified as an adult - not serving time on other charges**/Pre-Trial**
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
14	**Convicted but not Sentenced/Post Trial**
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.

Reason Confined Codes (Continued)

Adult Sentenced - NO Charges Pending

Code	Translation
20	Serving Sentence
23	Awaiting Appeal
26	Work Release and/or Work Release Jail Contract Bed Inmates
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 Charges Pending

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

Adult - Miscellaneous Confinement Codes

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 Contracted Inmates (Non-Payable)
79	Held for Out of State Holds and/or Overnight Transports (Non-Payable)
80	Home Electronic Monitoring Alternative Program ✓ LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced inmates placed in the program by the Courts are Non-Payable (Use disposition code – 'CR', Court Ordered) ✓ SR Sentenced Inmates are Non-Payable ✓ Awaiting Trial Inmates/Pre-Trial Inmates are Non-Payable
85	Supervised Work Program Alternative Program LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced inmates placed in the program by the Courts are Non-Payable (Use disposition code – 'CR', Court Ordered) ✓ SR Sentenced Inmates are Non-Payable ✓ Awaiting Trial Inmates/Pre-Trial Inmates are Non-Payable

Reasons Released Codes

- **Reason Released Codes are used to explain why an inmate was released from jail**

Code	Translation
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 OR 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

COMMITMENT MAINTENANCE MENU (Continued)

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

The following spreadsheet is provided to give you a crosswalk from Reason Confine Codes to usable Reason Release Codes within LIDS. You will receive an error message if you utilized any Reason Confine Code and Release Code combination that is not listed below. If you need to utilize a different combination contact the Compensation Board.

Reason	Adult																																						
Confined	Release Reason																																						
Codes	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
10		Y	Y	Y					Y	Y				Y	Y	Y	Y							Y		Y	Y	Y				Y					Y	Y	Y
11									Y		Y			Y	Y									Y				Y									Y	Y	Y
12	Y								Y					Y	Y									Y				Y									Y	Y	Y
13									Y					Y	Y									Y				Y									Y	Y	Y
14		Y			Y	Y	Y	Y	Y	Y	Y			Y	Y									Y	Y	Y		Y		Y		Y					Y	Y	Y
20					Y			Y	Y		Y	Y	Y	Y	Y			Y			Y			Y	Y	Y		Y				Y		Y	Y		Y	Y	Y
23					Y			Y	Y		Y		Y	Y	Y			Y		Y																	Y	Y	Y
25								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y									Y	Y	Y
26								Y	Y		Y	Y	Y	Y	Y			Y		Y				Y		Y		Y									Y	Y	Y
26								Y	Y		Y	Y	Y	Y	Y									Y				Y									Y	Y	Y
29								Y	Y		Y	Y	Y	Y	Y			Y	Y					Y				Y									Y	Y	Y
29								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y									Y	Y	Y
42								Y	Y		Y	Y	Y	Y	Y			Y						Y				Y					Y				Y	Y	Y
48								Y	Y		Y	Y	Y	Y	Y			Y				Y	Y	Y				Y									Y	Y	Y
50								Y	Y					Y	Y									Y	Y	Y		Y									Y	Y	Y
53								Y	Y					Y	Y									Y				Y									Y	Y	Y
56								Y	Y					Y	Y					Y				Y		Y		Y									Y	Y	Y
59								Y	Y					Y	Y				Y					Y				Y									Y	Y	Y
62								Y	Y					Y	Y									Y				Y									Y	Y	Y
69								Y	Y					Y	Y									Y				Y									Y	Y	Y
70								Y	Y		Y	Y		Y	Y									Y				Y									Y	Y	Y
71								Y	Y			Y		Y	Y									Y				Y									Y	Y	Y
72								Y	Y					Y	Y									Y				Y									Y	Y	Y
73								Y	Y					Y	Y									Y				Y	Y								Y	Y	Y
74								Y	Y					Y	Y									Y				Y		Y							Y	Y	Y
75								Y	Y					Y	Y									Y				Y			Y						Y	Y	Y
76								Y	Y		Y	Y	Y	Y	Y			Y					Y	Y				Y									Y	Y	Y
78								Y	Y					Y	Y									Y				Y									Y	Y	Y
79								Y	Y					Y	Y									Y				Y									Y	Y	Y
80								Y	Y			Y		Y	Y			Y						Y				Y								Y	Y	Y	Y
85								Y	Y			Y		Y	Y			Y						Y				Y								Y	Y	Y	Y
87								Y	Y					Y	Y							Y		Y				Y									Y	Y	Y
89								Y	Y					Y	Y								Y	Y				Y									Y	Y	Y

Reason	Juveniles																																						
Confined	Release Reason																																						
Codes	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
10									Y	Y				Y	Y	Y	Y							Y		Y		Y									Y	Y	Y
11									Y	Y	Y			Y	Y	Y								Y				Y									Y	Y	Y
12									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
13									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
14					Y				Y	Y				Y	Y	Y					Y			Y	Y	Y		Y				Y					Y	Y	Y
16									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
17									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
18									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y
19									Y	Y				Y	Y	Y								Y				Y									Y	Y	Y

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 the Appropriation Act and 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 the Appropriation Act and Section 53.1-20.1, Code of Virginia

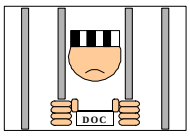
M = Use when an offender is arrested on a State Warrant (Gold Warrant) and the offense committed was a misdemeanor. Reimbursement for total days is $8 per day

O = Use when the offender is arrested on a Local Warrant (Pink Warrant) and or City/County Ordinance. Reimbursement for total days is $0

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**

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



DOC Compliance Status Codes

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

Code	Translation
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
CPM	Check Prior to Move
AWR	Approved by DOC for Work Release (WR)

Disposition Codes

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

Code	Description	Sentenced
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**	**Yes**
PD	Parole Dismissed	No
PR	Probation Dismissed	No
PS	**Pre-Sentenced**	**No**
RE	Recognized	No
SE	State Sentence	Yes
SS	Suspended Sentence	Yes
TH	Temporary Hold Only	No
TS	Time Served	Yes
UA	Under Advisement	No

Updated 7/1/2002

Payment Status Codes

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

Code	Translation
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

Race Codes

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

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

Sex Codes

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

Code	Translation
F	Female
M	Male

Hair Color Codes

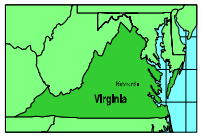
- **Hair Color codes are used to physically describe an inmate confined to your facility**

Code	Translation
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

FBI Eye Color Codes

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

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



FIPS Codes

Code Translation

	COUNTY CODES		COUNTY CODES
001	Accomack	085	Hanover
003	Albemarle	087	Henrico
005	Allegheny	089	Henry
007	Amelia	091	Highland
009	Amherst	093	Isle of Wight
011	Appomattox	095	James City
013	Arlington	097	King & Queen
015	Augusta	099	King George
017	Bath	101	King William
019	Bedford	103	Lancaster
021	Bland	105	Lee
023	Botetourt	107	Loudoun
025	Brunswick	109	Louisa
027	Buchanan	111	Lunenburg
029	Buckingham	113	Madison
031	Campbell	115	Mathews
033	Caroline	117	Mecklenburg
035	Carroll	119	Middlesex
036	Charles City	121	Montgomery
037	Charlotte	123	Nasemond
041	Chesterfield	125	Nelson
043	Clarke	127	New Kent
045	Craig	131	Northampton
047	Culpeper	133	Northumberland
049	Cumberland	135	Nottoway
051	Dickenson	137	Orange
053	Dinwiddie	139	Page
057	Essex	141	Patrick
059	Fairfax	143	Pittsylvania
061	Fauquier	145	Powhatan
063	Floyd	147	Prince Edward
065	Fluvanna	149	Prince George
067	Franklin	153	Prince William
069	Frederick	155	Pulaski
071	Giles	157	Rappahannock
073	Gloucester	159	Richmond
075	Goochland	161	Roanoke
077	Grayson	163	Rockbridge
079	Green	165	Rockingham
081	Greensville	167	Russell
083	Halifax	169	Scott

FIPS Codes Continued

Code Translation

COUNTY CODES (continued)

171	Shenandoah
173	Smyth
175	Southampton
177	Spottsylvania
179	Stafford
181	Surry
183	Sussex
185	Tazewell
187	Warren
191	Washington
193	Westmoreland
195	Wise
199	York

CITY CODES

510	Alexandria
515	Bedford
520	Bristol
530	Buena Vista
540	Charlottesville
550	Chesapeake
560	Clifton Forge
570	Colonial Heigths
580	Covington
590	Danville
595	Emporia
600	Fairfax
610	Falls Church
620	Franklin
630	Fredericksburg
640	Galax
650	Hampton
660	Harrisonburg
670	Hopwell
678	Lexington
680	Lynchburg
690	Martinsville
700	Newport News
710	Norfolk
720	Norton
730	Petersburg
735	Poquoson
740	Portsmouth
750	Radford

CITY CODES (continued)

760	Richmond (City)
764	Richmond (Manchester)
770	Roanoke (City)
775	Salem
780	South Boston
790	Staunton
800	Suffolk
810	Virginia Beach
820	Waynesboro
830	Williamsburg
840	Winchester

FIPS Codes Continued

Code	Translation	
	JAIL FARM CODES	
220	Danville City Jail Farm	
250	Newport News City Jail Farm	
	REGIONAL CODES	**Serving**
003	Albemarle/Charlottesville Regional (open 10/74)	Albemarle, Charlottesville, Nelson
069	Clarke/Frederick/Winchester Regional (open 3/91)	Clarke, Fauquier, Frederick, Winchester
119	Middle Peninsula Regional (open 4/75)	Essex, King & Queen, King William, Mathews, Middlesex
135	Piedmont Regional (open 5/88)	Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, Prince Edward
137	Central Virginia Regional (open 9/90)	Fluvana, Greene, Louisa, Madison, Orange
153	Prince William Manassas Regional (open 4/82)	Prince William, Manassas, Manassas Park
163	Rockbridge Regional (open 7/88)	Rockbridge, Buena Vista, Lexington
165	Rockingham/Harrisonburg Regional	Rockingham, Harrisonburg
193	Northern Neck Regional (open 6/95)	Richmond Co., Westmoreland, Town of Warsaw, Northumberland
460	Pamunkey Regional (open 3/98)	Town of Ashland, Caroline, Hanover
465	Riverside Regional (open 8/97)	Charles City, Chesterfield, Colonial Heights, Hopewell, Petersburg, Prince George, Surry
470	Virginia Peninsula Regional (open 6/97)	James City, Poquoson, Williamsburg, York
475	Hampton Roads Regional (open 3/98)	Hampton, Newport News, Norfolk, Portsmouth
480	New River Valley Regional (open 5/99)	Floyd, Carroll, Pulaski, Radford, Wythe, Bland, Giles, Grayson
485	Blue Ridge Regional (open 7/98)	Bedford, Campbell, Halifax, Lynchburg
490	Peumansend Creek Regional (open 8/99)	Alexandria, Arlington, Caroline, Loudoun, Prince William, Richmond City
491	Southside Regional (open 12/98)	Emporia, Greensville
620	Western Tidewater Regional (open 10/92)	Franklin City, Isle of Wright, Suffolk
630	Rappahannock Regional (open 7/69)	Fredericksburg, King George, Spotsylvania, Stafford
	OTHER CODES	
*881	US Marshall	
*882	Federal Bureau of Prisons (detention)	
*883	Federal Bureau of Prisons (work release)	
*884	INS	
*885	ATF	
*886	FBI	
*887	DEA	
*888	unspecified	
999	Military	

***Added July 1, 2000**

FBI Country Codes

- **Country codes are used to describe an inmate's country of birth and country of citizenship**

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

FBI Country Codes Continued

Code	Translation
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

FBI Country Codes

Code	Translation
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

Virginia Crime Code (VCC)

NEW - HB308 approved April 4, 2002, requires reenacted by the 2003 Session of the General Assembly. HB308 amends the Code of Virginia by adding a section numbered 19.2-390.01, relating to criminal justice record information; codes required. It reads as follows:

CHAPTER 524

An Act to amend the Code of Virginia by adding a section numbered 19.2-390.01, relating to criminal justice record information; codes required.

[H 308]

Approved April 5, 2002

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered 19.2-390.01 as follows:

§ 19.2-390.01. Use of Virginia crime code references required. All charging documents issued by magistrates, and all criminal warrants, criminal indictments, informations and presentments, criminal petitions, misdemeanor summonses, and the dispositional documents from criminal trials shall include the Virginia crime code references for the particular offense or offenses covered. All reports to the Central Criminal Records Exchange and to any other criminal offense or offender database maintained by the Supreme Court of Virginia, the Department of Corrections, the Department of Juvenile Justice, the Virginia Parole Board, and the Department of Criminal Justice Services shall include the Virginia crime code references for the particular offense or offenses covered. The Virginia crime code references shall be maintained and administered by the Virginia Criminal Sentencing Commission.

2. That the agency heads or their designees of the Departments of Criminal Justice Services, State Police, Juvenile Justice, Corrections, and of the Compensation Board, Criminal Sentencing Commission, the Commonwealth's Attorneys' Services Council, the Virginia Association of Chiefs of Police, the Sheriffs' Association, and the Office of the Executive Secretary of the Virginia Supreme Court, shall meet, identify the necessary steps and submit a written plan for accomplishing the requirements of this act to the Virginia State Crime Commission by December 1, 2002. The Virginia State Crime Commission shall coordinate the activities of this group.

3. That § 19.2-390.01 of this act shall not become effective unless reenacted by the 2003 Session of the General Assembly.

The Virginia Crime Codes (VCC) can be found on the Compensation Board's website at www.state.va.us/compboard, under the button labeled 'LIDS Information'. To help with your search we developed three (3) options. You may wish to select a VCC by Descriptions, VCCs By VCC Code or by Statue. If you detect that a VCC has not been developed you may submit your request to have a VCC established to the Compensation Board (CB). A Virginia Crime Code (VCC) Request Form was developed for your use and can be found at the end of this section or in the LIDS Forms Section of this User Guide. CB staff will forward your request to the Virginia Criminal Sentencing Commission to have a VCC established. You will be notified through the LIDS Monthly Newsletter when new VCC have been established. The LIDS Monthly Newsletter can also be found under the 'LIDS Information' button on the CB website sited above.

Virginia Crime Code (VCC) - Continued

VCC Offense Codes Continued

HISTORY

In July of 1999, localities were notified of the 'Phase-In' implementation of VCC offense codes. The usage of VCC codes was a mandate (Item 77, Paragraph K of the Appropriations Act). The usage of VCC offense codes provides useful information to 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.

To assist in updating these offenses, localities were given the capability to request a report from Forms Maintenance (Option '4' of the Main Menu) that will list those inmates that do not have a VCC offense code.

SPECIAL VCC CODES FOR LIDS USERS

Because VCC offense codes are based on the state statutes, several special categories have been established specifically for LIDS use. These categories where established so that LIDS users could enter offense information on offenders that are not being held in jail on a state statute violations. It also enables other agencies to identify offenses not being held in jail on state statute offenses. They are:

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 '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.

Virginia Crime Code (VCC) - Continued

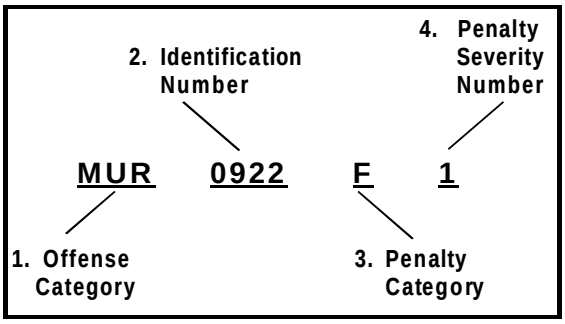
VCC Offense Codes Continued

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

Virginia Crime Code (VCC) - Continued

VCC Offense Codes Continued

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 is 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.

Virginia Crime Code (VCC) - Continued

VCC Offense Codes Continued

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. Sue Kelly-Graham by phone (804-786-0786 ext. 220) or email skelly-graham@scb.state.va.us .

13. Manual LIDS Forms

The purpose of 'LIDS Forms' is to provide local users with the tools needed to submit monthly LIDS submission in a timely and accurate. The following forms and worksheets may modified to suit your facility need:

- ✓ **Overlap Form**
- ✓ **Virginia Crime Code Request Form**
- ✓ **Adjustment Log Worksheet**
- ✓ **Headcount Reconciliation Worksheet**
- ✓ **Day/Financial By Payment Category Reconciliation Worksheet**
- ✓ **Monthly Reconciliation and Certification Worksheet**
- ✓ **Weekly Reconciliation and Certification Worksheet**
- ✓ **Certification Worksheet**

LOCAL INMATE DATA SYSTEM (LIDS)

OVERLAP FORM

E-MAIL TRANSMISSION

Please review your LIDS entries and inmate files to determine action needed to resolve the overlapping LIDS entries. It is imperative that action be taken to resolve these overlapping confinements to allow us to approve our monthly submission. Please phone or e-mail me when you have updated LIDS. Thank you in advance for looking into this matter.

Date: _____

TO Locality: _____
FIPS Code: _____
Phone #: _____
LIDS Technician: _____
E-mail Address: _____

FROM Locality: _____
FIPS Code: _____
LIDS Technician: _____
Phone #: _____
E-mail Address: _____

(EXAMPLE) **(EXAMPLE)** **(EXAMPLE)** **(EXAMPLE)**

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO
907000001	**Joseph A. Doe**	**08011999**	**091500**	**08021999**	**123500**	**250**

COMMENTS: Checked records and times recorded in LIDS are correct. Contact me with any questions concerning the overlap mentioned above.

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

LOCAL INMATE DATA SYSTEM (LIDS)

VIRGINIA CRIME CODE (VCC)
REQUEST FORM

TO: Ms. Sue L. Kelly-Graham, Compensation Board

FROM: _____

LOCALITY: _____

PHONE #: (_____)_____

E-MAIL ADDRESS: _____

DATE: _____

If you have an arrest or conviction for a crime that does not already have a VCC Code, complete the information and return to Sue Kelly-Graham via e-mail: skelly-graham@scb.state.va.us or fax: (804) 371-0235:

Virginia Code Section (§):

VCC:

Penalty:

Header:

Sub Heading:

Description:

LOCAL INMATE DATA SYSTEM (LIDS)

ADJUSTMENT LOG SHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

Adjustment	**Date**	**By**

Supervisor's Review Completed By: _____Date: _____

LOCAL INMATE DATA SYSTEM (LIDS)

HEADCOUNT RECONCILIATION WORK FORM

JAIL #____ JAIL _____

STARTING DATE/TIME _____ **ENDING DATE/TIME** _____ ___

	LIDS	LOCAL	DIFF
_ BEGINNING HEADCOUNT (JAIL)	_____	_____	_____
_ BEGINNING HEADCOUNT (ALT. PROGRAMS)	_____	_____	_____
_ **TOTAL BEGINNING HEADCOUNT**	_____	_____	_____
_ NEW COMMITMENTS (JAIL)	_____	_____	_____
_ NEW COMMITMENTS (ALT. PROGRAMS)	_____	_____	_____
_ **TOTAL NEW COMMITMENTS**	_____	_____	_____
_ NEW RELEASES (JAIL)	_____	_____	_____
_ NEW RELEASES (ALTERNATIVE PROGRAMS)	_____	_____	_____
_ **TOTAL NEW RELEASES**	_____	_____	_____
_ ENDING HEADCOUNT (JAIL)	_____	_____	_____
_ ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)	_____	_____	_____
_ **TOTAL ENDING HEADCOUNT**	_____	_____	_____

LIDS Technician _____ **Date** _____

Supervisor _____ **Date** _____

Comments

_____

_____

_____

_____

LOCAL INMATE DATA SYSTEM (LIDS)

DAYS/FINANCIAL BY PAYMENT CATEGORY RECONCILIATION WORKSHEET

JAIL# ___ JAIL_____

PERIOD: BEGINNING _____ ENDING _____

	LIDS *DAYS*	*LOCAL* *DAYS	DIFFERENCE	NEEDED ADJ. DAYS	$$$
PAYMENTS (TOTAL DAYS) LOCAL---	____	____	_____	_____	$8_____
PAYMENTS (TOTAL DAYS) STATE---	____	____	_____	_____	$8_____
PAYMENTS (OUT OF STATE)---	____	____	_____	_____	$8_____
PAYMENTS ALTERNATIVE (HEM)---	____	____	_____	_____	$8_____
PAYMENTS ALTERNATIVE (WRK REL)--	____	____	_____	_____	$8_____
PAYMENTS - STATE FELON DAYS---	____	____	_____	_____	$6_____
PAYMENTS - JAIL CONTRACT BED---	____	____	_____	_____	$14_____
NON-PAYMENT (FEDERAL)---	____	____	_____	_____	$0 _____
NON-PAYMENT (ORDINANCE)---	____	____	_____	_____	$0_____
NON-PAYMENT (MILITARY)---	____	____	_____	_____	$0_____
NON-PAYMENT (HEM)---	____	____	_____	_____	$0_____
NON-PAYMENT CONT (OUT OF STATE)---	____	____	_____	_____	$0_____
NON-PAYMENT PRIVATE TRANS.---	____	____	_____	_____	$0_____
RECOVERIES ----------	____	____	_____	_____	$ _____
ADJUSTMENTS THIS PERIOD---	____	____	_____	_____	$0 _____
TOTAL	____	____	_____	_____	$ _____

LIDS Technician _____ **Date** _____

Comments _____

_____

Supervisor _____ **Date** _____

Comments _____

_____

LOCAL INMATE DATA SYSTEM (LIDS)
MONTHLY RECONCILIATION AND CERTIFICATION WORKSHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

	Month-End Count	**Prisoner Day Count**
J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Federal Prisoner Reconciliation

J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Certification Review

J-7 to LIDS Report Review (Entries) ___
Population Report to LIDS Population Report Review ___
Reconciliation of Differences ___
Adjustments Posted ___
Final Copy of J-7 Report ___
Final Copy of LIDS Report ___
Final Copy Certification Summary ___
Final Copy Adjustment Summary ___
Certification Posted ___
Approval Posted ___

Certification Review Completed By: _____ Date: _____

Approval Review Completed By: _____Date: _____

LOCAL INMATE DATA SYSTEM (LIDS)
WEEKLY RECONCILIATION AND CERTIFICATION WORKSHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

	Month-End Count	**Prisoner Day Count**
J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Federal Prisoner Reconciliation

J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Certification Review

J-7 to LIDS Report Review (Entries) ___
Population Report to LIDS Population Report Review (Releases) ___
Reconciliation of Differences ___
Adjustments Posted ___
Final Copy of J-7 Report ___
Final Copy of LIDS Report ___
Final Copy Certification Summary ___
Final Copy Adjustment Summary ___
Certification Posted ___
Approval Posted ___

Certification Review Completed By: _____ Date: _____

Approval Review Completed: _____Date: _____

LOCAL INMATE DATA SYSTEM (LIDS)
CERTIFICATION WORKSHEET

_____Jail

MONTH of: _____YEAR:_____

JAIL	**ALPHA ROSTER**	**TOTAL: _____**
LIDS	**ALPHA ROSTER**	**TOTAL: _____**
JAIL	**RECEIVED FOR**	**MONTH: _____**
LIDS	**RECEIVED FOR**	**MONTH: _____**
JAIL	**RELEASED FOR**	**MONTH: _____**
LIDS	**RELEASED FOR**	**MONTH: _____**

A. THIS MONTH'S ENDING COUNT: _____ <(From Booking LOG)

B. LAST MONTH'S ENDING COUNT: _____ <(From Booking LOG)

C. TOTAL RECEIVED COUNT: _____ <(As Noted Above)

D. TOTAL RELEASED COUNT: _____ <(As Noted Above)

E. ADD B + C MINUS –D: _____ <(Totals Should MATCH)
TOTALS of A & E = SHOULD MATCH!

F. LAST MONTH'S ENDING COUNT _____

G. TOTAL RECEIVED COUNT: _____

H. ADD F + G FOR TOTAL COUNT: _____ < ç

I. LIDS CERTIFICATION COUNT: _____ < ç (SHOULD MATCH UP)
TOTALS of H & I = SHOULD MATCH!

NOTE: LIDS CERTIFICATION COUNT IS LOCATED AT TOP RIGHT SIDE OF THE CERTIFICATION SUMMARY SHEET IN LIDS!

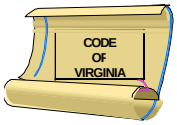
B _____
'c _____
tot _____
-d _____
= _____

REPORTS NEEDED:

_____ CURRENT Jail ALPHA ROSTER
_____ LIDS ALPHA ROSTER
_____ CURRENT Jail RECEIVED ROSTER
_____ LIDS RECEIVED ROSTER
_____ CURRENT Jail RELEASED ROSTER
_____ LIDS RELEASED ROSTER
_____ CURRENT TUESDAY REPORT
_____ LIDS RECONCILIATION REPORT
_____ CURRENT LIDS BATCH EDIT REPORT
_____ CURRENT LIDS FINANCIAL REPORT

LIDS TECHNICIAN REVIEW COMPLETED BY:_____DATE_____

SUPERVISOR'S REVIEW COMPLETED BY: _____DATE_____



14. Reimbursement Rate Codes

Budget Language

Item 67: Virginia Acts of Assembly

Authority: §§ 53.1-83.1, §§ 53.1-84 and §§ 53.1-85, Code of Virginia.

A. In the event the appropriation in this Item proves to be insufficient to fund all of its provisions, any amount remaining as of June 1, 2003, and June 1, 2004, may be reallocated among localities on a pro rata basis according to such deficiency.

B. For the purposes of this Item, the following definitions shall be applicable:

1. **Effective sentence**--a convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.

2. **Local responsible inmate (LR)**--(a) any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial; (b) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or (c) any person convicted of a felony offense and given an effective sentence of (i) twelve months or less or (ii) less than one year.

3. **State responsible inmate (SR)**--any person convicted of one or more felony offenses and (a) the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995, is (i) more than twelve months or (ii) one year or more, or (b) the sum of consecutive effective sentences for felonies and misdemeanors, committed before January 1, 1995, is more than two years.

C. The individual or entity responsible for operating any facility, which receives funds from this Item may, if requested by the Department of Corrections, enter into an agreement with the Department to accept the transfer of convicted felons, from other local facilities or from facilities operated by the Department of Corrections. In entering into any such agreements, or in effecting the transfer of offenders, the Department of Corrections shall consider the security requirements of transferred offenders and the capability of the local facility to maintain such offenders. For purposes of calculating the amount due each locality, all funds earned by the locality as a result of an agreement with the Department of Corrections shall be included as receipts from these appropriations.

D. Out of this appropriation, an amount not to exceed $377,010 the first year and $377,010 the second year from the general fund, is designated to be held in reserve for **unbudgeted medical expenses** incurred by local correctional facilities in the care of state responsible felons.

Reimbursement Rate Codes (Continued)

Budget Language - Appropriations Act

E. The following amounts shall be paid out of this appropriation to compensate localities for the cost of maintaining prisoners in local correctional facilities, as defined by §53.1-1, Code of Virginia, or if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board:

1. **For local responsible inmates (LR)**--$8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day.

2. **For state responsible inmates (SR)**:

a. Who are being **held awaiting trial for additional felony charges**--$8 per inmate day.

b. With **all pending charges adjudicated**:

i. $8 per inmate day—for **up to sixty days** following the mailing by certified letter or electronic transmission to the Department of Corrections of the final court order within thirty days after the order being issued.

ii. $14 per inmate day—**on and after the sixty-first day** following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.

iii. $14 per inmate day—**on and after the ninety-first day** following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.

c. Who remain incarcerated in a local correctional facility **at the request of the locality**--$8 per inmate day.

F. For the payment specified in paragraph E1 of this Item for prisoners in **alternative punishment or alternative to incarceration programs:**

1. Such payment is **intended to be made for prisoners that would otherwise be housed in a local correctional** facility. It is not intended for prisoners that would otherwise be sentenced to community service or placed on probation.

2. No such **payment shall be made unless the program has been approved by the Department of Corrections or the Department of Criminal Justice Services**. Alternative punishment or alternative to incarceration programs, however, may include supervised work experience, treatment, and electronic monitoring programs.

G.1. Except as provided for in paragraph G 2, and notwithstanding any other provisions of this Item, the Compensation Board shall reimburse **any locality with an average daily jail population of under ten in FY 1995** an inmate per diem rate of $22 per day for local responsible inmates and $28 per day for state responsible inmates held in these jails in lieu of personal service costs for corrections' officers.

2. Any locality covered by the provisions of this section **shall be exempt** from the provisions thereof provided that the locally elected sheriff, with the assistance of the Compensation Board, **enters into good faith negotiations** to house his prisoners in an existing local or regional jail. In establishing the per diem rate and capital contribution, if any, to be charged to such locality by a local or regional jail, the Compensation Board and the local sheriff or regional jail authority shall consider the operating support and capital contribution made by the Commonwealth, as required by §§15.2-1613, 15.2-1615.1, 53.1-80, and 53.1-81, Code of Virginia. The Compensation Board shall report periodically to the Chairmen of the House Appropriations and Senate Finance Committees on the progress of these negotiations and may withhold the exemption granted by this paragraph if, in the Board's opinion, the local sheriff fails to negotiate in good faith.

Reimbursement Rate Codes (Continued)

Budget Language - Appropriations Act

H.1. The Compensation Board shall recover the state-funded personnel costs associated housing federal inmates, District of Columbia inmates or contract inmates from other states. The compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.

2. **The Compensation Board shall deduct the amount to be recovered by the Commonwealth from the facility's next quarterly per diem payment for state-responsible and local –responsible inmates**. Should the next quarterly per diem payment owed by the locality not be sufficient against which to net the total quarterly recovery amount, the locality shall remit the remaining amount not recovered to the Compensation Board.

3. **The provisions of this paragraph shall not apply to any local or regional jail** where the cumulative share of capital cost exceeds the Commonwealth's cumulative capital contribution.

4. **Any local or regional jail which receives funding from the Compensation Board shall** give priority to the housing of local-responsible, state-responsible and state contract inmates, in that order, as provided in paragraph H1.

5. **The Compensation Board shall not provide** any inmate per diem payments to any local or regional jail which holds federal inmates in excess of the number of beds contracted for with the Department of Corrections, unless the Director of the Department of Corrections certifies to the Chairman of the Compensation Board that a) such contract beds are not required; b) the facility has operational capacity built under contract with the federal government; c) the facility has received a grant from the federal government for a portion of the capital costs; or d) the facility has applied to the Department of Corrections for participation in the contract bed program with a sufficient number of beds to meet the Department of Corrections' need or ability to fund contract beds at that facility in any given fiscal year.

6. **Any sheriff or regional jail administrator who houses** contract prisoners from other states, the District of Columbia, or the federal government for more that 48 hours, shall provide a monthly report to the Director of the Department of Corrections, which shall include the classification of the level of security of each such contract inmate and the level of security of the housing unit in which such inmates are confined.

7. **The Compensation Board shall apply the cost recovery methodology set** out in paragraph H1 of this Item to any jail, which holds inmates from another state on a contractual basis. However, recovery in such circumstances shall not be made for inmates held pending extradition to other states or pending transfer to the Virginia Department of Corrections.

Reimbursement Rate Codes (Continued)

Budget Language - Appropriations Act

I.1. Local or regional jails receiving funds from the Compensation Board shall give priority to the housing of inmates in order of local-responsible, state-responsible, and state contract inmates. Within the limits of funds appropriated in this Item, **local and regional jails shall enter into agreements with the Director, Department of Corrections, to house state-responsible offenders** and effect transfers of convicted state felons between and among local and regional jails.

2. **Such agreements shall be entered into for a period of** one year, subject only to the limitations of available funding, with a minimum percentage of bed space guaranteed by the local or regional jail and shall take precedence over contracts for housing federal prisoners, within the limits of bed space availability as defined pursuant to standards of the Board of Corrections, except in any case where a federal agency has contributed a share of the capital cost of the facility in return for a guarantee of a proportional number of beds. Bed space pursuant to such agreements shall be determined by the Director, Department of Corrections, based upon state prisoner intake compliance, operational capacity of the jail, and current and projected prisoner population of the jail.

3**. Pursuant to such jail contract bed agreements, the Compensation Board is authorized to reimburse localities** an amount not to exceed $14 per state felon day, which shall be in addition to any such amounts otherwise authorized by this act. Any such funds received by the localities as a result of this provision shall be used for the maintenance and operation of the local or regional facility.

J. There is hereby re-appropriated the unexpended balance remaining in this program on June 30, 2002, and June 30, 2003.

K. Any balance, or portion thereof, in the program Financial Assistance for Confinement in Local Facilities, may be transferred between Items 67 and Item 64, as needed, to cover any deficits incurred in the programs Crime, Detection, Investigation, and Apprehension and Financial Assistance for Confinement in Local Facilities.

Code of Virginia

§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.

(Code 1950, §§ 19-270, 19.1-296, 53-21.1; 1960, c. 366; 1966, c. 522; 1970, cc. 67, 648; 1972, c. 145; 1973, c. 330; 1974, cc. 44, 45, 506; 1981, c. 529; 1982, c. 636; 1990, cc. 676, 768; 1993, c. 502; 1994, cc. 128, 859, 949; 1994, 2nd Sp. Sess., cc. 1, 2; 1997, c. 840.)

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§ 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.

(1982, c. 680; 1990, cc. 676, 768; 1994, 2nd Sp. Sess., cc. 1, 2; 1997, c. 775.)

Reimbursement Rate Codes (Continued)

Code of Virginia

§ 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;

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.

(1983, c. 358; 1992, cc. 333, 573.)

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§ 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 there from 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 § 2.2-4014. In the adoption of such regulations, the Board shall comply with all other requirements of the Administrative Process Act (§ 2.2-4000 et seq.), and in any subsequent amendments thereto shall comply with all the provisions of § 2.2-4012.

(1982, c. 636; 1983, c. 358.)

Reimbursement Rate Codes (Continued)

Code of Virginia

§ 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.

(1982, c. 636; 1983, c. 358; 1992, cc. 333, 573.)

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

The superintendent of every regional jail and every regional jail-farm 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 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 ten business days after the date when the report should be forwarded, the Compensation Board shall notify the superintendent of such failure. If the superintendent 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 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.

(1983, c. 358; 2000, cc. 70, 291.)

Reimbursement Rate Codes (Continued)

Code of Virginia

§ 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.

(Code 1950, § 53-169; 1972, c. 573; 1982, c. 636; 1983, c. 358; 1996, c. 288; 1998, cc. 204, 350.)

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§ 53.1-131: Provision for release of prisoners from confinement for employment, educational or other rehabilitative programs, escape, penalty, disposition of earnings.

A. Any court having jurisdiction for the trial of a person charged with a criminal offense or charged with an offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and (i) sentenced to confinement in jail or (ii) being held in jail pending completion of a presentence report pursuant to § 19.2-299, and if it appears to the court that such offender is a suitable candidate for work release, assign the offender to a work release program under the supervision of a probation officer, the office of the sheriff or the administrator of a local or regional jail or a program designated by the court. The court further may authorize the offender to participate in educational or other rehabilitative programs designed to supplement his work release employment. The court shall be notified in writing by the director or administrator of the program to which the offender is assigned of the offender's place of employment and the location of any educational or rehabilitative program in which the offender participates.

Any person who has been sentenced to confinement in jail or who has been convicted of a felony but is confined in jail pursuant to § 53.1-20, in the discretion of the sheriff or the administrator of a local or regional jail, may be assigned by the sheriff or the administrator of a local or regional jail to a work release program under the supervision of the office of the sheriff or the administrator of a local or regional jail. The sheriff or the administrator of a local or regional jail may further authorize the offender to participate in educational or other rehabilitative programs as defined in this section designed to supplement his work release employment. The court that sentenced the offender shall be notified in writing by the sheriff or the administrator of a local or regional jail of any such assignment and of the offender's place of employment or other rehabilitative program. The court, in its discretion, may thereafter revoke the authority for such an offender to participate in a work release program.

The sheriff or other administrative head of a local correctional facility and the Director may enter into agreements whereby persons who are committed to the Department, whether such persons are housed in a state or local correctional facility, and who have met all standards for such release, may participate in a local work release program or in educational or other rehabilitative programs as defined in this section. All persons accepted in accordance with this section shall be governed by all regulations applying to local work release, notwithstanding the provisions of any other section of the Code. Local jails shall qualify for compensation for cost of incarceration of such persons pursuant to § 53.1-20.1, less any payment for room and board collected from the inmate.

Reimbursement Rate Codes (Continued)

Code of Virginia

§ 53.1-131: Continued

Any offender assigned to such a program by the court or sheriff or the administrator of a local or regional jail who, without proper authority or just cause, leaves the area to which he has been assigned to work or attend educational or other rehabilitative programs, or leaves the vehicle or route of travel involved in his going to or returning from such place, shall be guilty of a Class 1 misdemeanor. In the event such offender leaves the Commonwealth, the offender may be found guilty of an escape as provided in § 18.2-477. An offender who is found guilty of a Class 1 misdemeanor in accordance with this section shall be ineligible for further participation in a work release program during his current term of confinement.

The Board shall prescribe regulations to govern the work release, educational and other rehabilitative programs authorized by this section.

Any wages earned pursuant to this section by an offender may, upon order of the court, be paid to the director or administrator of the program after standard payroll deductions required by law. Distribution of such wages shall be made for the following purposes:

1. To pay an amount to defray the cost of his keep;

2. To pay travel and other such expenses made necessary by his work release employment or participation in an educational or rehabilitative program;

3. To provide support and maintenance for his dependents or to make payments to the local department of welfare or social services or the Commissioner of Social Services, as appropriate, on behalf of dependents who are receiving public assistance as defined in § 63.1-87; or

4. To pay any fines, restitution or costs as ordered by the court.

Any balance at the end of his sentence shall be paid to the offender upon his release.

B. For the purposes of this section:

"Educational program" means a program of learning recognized by the State Council of Higher Education, the State Board of Education or the State Board of Corrections.

"Rehabilitative program" includes an alcohol and drug treatment program, mental health program, family counseling, community service or other community program approved by the court having jurisdiction over the offender.

"Work release" means full-time employment or participation in suitable career and technical education programs.

(Code 1950, §§ 19-273.1, 53-166.1; 1956, c. 688; Code 1950, § 19.1-300; 1960, c. 366; 1970, c. 121; 1972, c. 145; 1973, c. 38; 1976, c. 295; 1979, c. 706; 1980, c. 566; 1982, c. 636; 1984, c. 516; 1985, c. 301; 1988, c. 397; 1989, c. 586; 1990, cc. 107, 676, 768; 2000, c. 423.)

Code of Virginia

§ 53.1-131.1. Provision for sentencing of person to nonconsecutive days in jail; payment to defray costs; penalty.

Any court having jurisdiction for the trial of a person charged with a misdemeanor or traffic offense or charged with any offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and sentenced to confinement in jail, impose the time to be served on weekends or nonconsecutive days to permit the convicted defendant to retain gainful employment. A person sentenced pursuant to this section shall be ordered to pay an amount ordered by the court to defray the cost of his keep, which amount shall be the actual cost of incarceration but shall not exceed that amount charged to the Compensation Board for purposes of reimbursement as provided in the general appropriation act. Such amount shall be collected by the clerk of the court. If the defendant willfully fails to report at times specified by the court, the sentence imposed pursuant to this section shall be revoked and a straight jail sentence imposed.

The time served by a person sentenced for violation of state law in a local jail, regional jail, or local jail farm pursuant to this section shall be included in the count of prisoner days reported by the Department for the purpose of apportioning state funds to local correctional facilities for operating costs in accordance with § 53.1-84.

(1983, c. 172; 1984, c. 490; 1994, c. 901; 1999, c. 9.)

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§ 53.1-131.2: Assignment to a home/electronic incarceration program; payment to defray costs; escape; penalty.

A. Any court having jurisdiction for the trial of a person charged with a criminal offense, a traffic offense or an offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and sentenced to confinement in a state or local correctional facility, and if it appears to the court that such an offender is a suitable candidate for home/electronic incarceration, assign the offender to a home/electronic incarceration program as a condition of probation, if such program exists, under the supervision of the office of the sheriff, the administrator of a local or regional jail, or a Department of Corrections probation and parole district office established pursuant to § 53.1-141. However, any offender who is convicted of any of the following violations of Chapter 4 (§ 18.2-30 et seq.) of Title 18.2 shall not be eligible for participation in the home/electronic incarceration program: (i) first and second degree murder and voluntary manslaughter under Article 1 (§ 18.2-30 et seq.); (ii) mob-related felonies under Article 2 (§ 18.2-38 et seq.); (iii) any kidnapping or abduction felony under Article 3 (§ 18.2-47 et seq.); (iv) any malicious felonious assault or malicious bodily wounding under Article 4 (§ 18.2-51 et seq.); (v) robbery under § 18.2-58.1; or (vi) any criminal sexual assault punishable as a felony under Article 7 (§ 18.2-61 et seq.). The court may further authorize the offender's participation in work release employment or educational or other rehabilitative programs as defined in § 53.1-131. The court shall be notified in writing by the director or administrator of the program to which the offender is assigned of the offender's place of home/electronic incarceration, place of employment, and the location of any educational or rehabilitative program in which the offender participates.

B. In any city or county in which a home/electronic incarceration program established pursuant to this section is available, the court, subject to approval by the sheriff or the jail superintendent of a local or regional jail, may assign the accused to such a program pending trial if it appears to the court that the accused is a suitable candidate for home/electronic incarceration.

Reimbursement Rate Codes (Continued)

Code of Virginia

§ 53.1-131.2: Continued

C. Any person who has been sentenced to jail or convicted and sentenced to confinement in prison but is actually serving his sentence in jail, after notice to the attorney for the Commonwealth of the convicting jurisdiction, may be assigned by the sheriff or the administrator of a local or regional jail to a home/electronic incarceration program under the supervision of the office of the sheriff, the administrator of a local or regional jail, or a Department of Corrections probation and parole office established pursuant to § 53.1-141. However, if the offender violates any provision of the terms of the home/electronic incarceration agreement, the offender may have the assignment revoked and, if revoked, shall be held in the jail facility to which he was originally sentenced. Such person shall be eligible if his term of confinement does not include a sentence for a conviction of a felony violent crime, a felony sexual offense, burglary or manufacturing, selling, giving, distributing or possessing with the intent to manufacture, sell, give or distribute a Schedule I or Schedule II controlled substance. The court shall retain authority to remove the offender from such home/electronic incarceration program. The court which sentenced the offender shall be notified in writing by the sheriff or the administrator of a local or regional jail of the offender's place of home/electronic incarceration and place of employment or other rehabilitative program.

D. The Board may prescribe regulations to govern home/electronic incarceration programs.

E. Any offender or accused assigned to such a program by the court or sheriff or the administrator of a local or regional jail who, without proper authority or just cause, leaves his place of home/electronic incarceration, the area to which he has been assigned to work or attend educational or other rehabilitative programs, or the vehicle or route of travel involved in his going to or returning from such place, shall be guilty of a Class 1 misdemeanor. An offender or accused who is found guilty of a violation of this section shall be ineligible for further participation in a home/electronic incarceration program during his current term of confinement.

F. The director or administrator of a home/electronic incarceration program who also operates a residential program may remove an offender from a home/electronic incarceration program and place him in such residential program if the offender commits a noncriminal program violation. The court shall be notified of the violation and of the placement of the offender in the residential program.

G. The director or administrator of a home/electronic incarceration program shall charge the offender or accused a fee for participating in the program to pay for the cost of home/electronic incarceration equipment. The offender or accused shall be required to pay the program for any damage to the equipment which is in his possession or for failure to return the equipment to the program.

H. Any wages earned by an offender or accused assigned to a home/electronic incarceration program and participating in work release shall be paid to the director or administrator after standard payroll deductions required by law. Distribution of the money collected shall be made in the following order of priority to:

1. Meet the obligation of any judicial or administrative order to provide support and such funds shall be disbursed according to the terms of such order;

2. Pay any fines, restitution or costs as ordered by the court;

3. Pay travel and other such expenses made necessary by his work release employment or participation in an education or rehabilitative program, including the sums specified in § 53.1-150; and

4. Defray the offender's keep.

The balance shall be credited to the offender's account or sent to his family in an amount the offender so chooses.

The Board of Corrections shall promulgate regulations governing the receipt of wages paid to persons participating in such programs, the withholding of payments and the disbursement of appropriate funds.
(1989, c. 476; 1990, c. 209; 1991, cc. 278, 428; 1992, c. 604; 1994, cc. 612, 659, 688, 720, 841, 945; 2000, c. 423.)

Code of Virginia

§ 19.2-297.1. Sentence of person twice previously convicted of certain violent felonies.

A. Any person convicted of two or more separate acts of violence when such offenses were not part of a common act, transaction or scheme, and who has been at liberty as defined in § 53.1-151 between each conviction, shall, upon conviction of a third or subsequent act of violence, be sentenced to life imprisonment and shall not have all or any portion of the sentence suspended, provided it is admitted, or found by the jury or judge before whom he is tried, that he has been previously convicted of two or more such acts of violence. For the purposes of this section, "act of violence" means (i) any one of the following violations of Chapter 4 (§ 18.2-30 et seq.) of Title 18.2:

a. First and second degree murder and voluntary manslaughter under Article 1 (§ 18.2-30 et seq.);

b. Mob-related felonies under Article 2 (§ 18.2-38 et seq.);

c. Any kidnapping or abduction felony under Article 3 (§ 18.2-47 et seq.);

d. Any malicious felonious assault or malicious bodily wounding under Article 4 (§ 18.2-51 et seq.);

e. Robbery under § 18.2-58 and carjacking under § 18.2-58.1;

f. Except as otherwise provided in § 18.2-67.5:2 or § 18.2-67.5:3, criminal sexual assault punishable as a felony under Article 7 (§ 18.2-61 et seq.); or

g. Arson in violation of § 18.2-77 when the structure burned was occupied or a Class 3 felony violation of § 18.2-79;

(ii) conspiracy to commit any of the violations enumerated in clause (i) of this section; and (iii) violations as a principal in the second degree or accessory before the fact of the provisions enumerated in clause (i) of this section.

B. Prior convictions shall include convictions under the laws of any state or of the United States for any offense substantially similar to those listed under "act of violence" if such offense would be a felony if committed in the Commonwealth.

The Commonwealth shall notify the defendant in writing, at least thirty days prior to trial, of its intention to seek punishment pursuant to this section.

C. Any person sentenced to life imprisonment pursuant to this section shall not be eligible for parole and shall not be eligible for any good conduct allowance or any earned sentence credits under Chapter 6 (§ 53.1-186 et seq.) of Title 53.1. However, any person subject to the provisions of this section, other than a person who was sentenced under subsection A of § 18.2-67.5:3 for criminal sexual assault convictions specified in subdivision f, (i) who has reached the age of sixty-five or older and who has served at least five years of the sentence imposed or (ii) who has reached the age of sixty or older and who has served at least ten years of the sentence imposed may petition the Parole Board for conditional release. The Parole Board shall promulgate regulations to implement the provisions of this subsection.

(1994, cc. 828, 860, 862, 881; 1994, 2nd Sp. Sess., cc. 1, 2; 1995, c. 834; 1996, c. 539.)

Code of Virginia

§ 18.2-89. Burglary; how punished.

If any person break and enter the dwelling house of another in the nighttime with intent to commit a felony or any larceny therein, he shall be guilty of burglary, punishable as a Class 3 felony; provided, however, that if such person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-86; 1960, c. 358; 1975, cc. 14, 15.)

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§ 18.2-90. Entering dwelling house, etc., with intent to commit murder, rape, robbery or arson.

If any person in the nighttime enters without breaking or in the daytime breaks and enters or enters and conceals himself in a dwelling house or an adjoining, occupied outhouse or in the nighttime enters without breaking or at any time breaks and enters or enters and conceals himself in any office, shop, manufactured home, storehouse, warehouse, banking house, church as defined in § 18.2-127, or other house, or any ship, vessel or river craft or any railroad car, or any automobile, truck or trailer, if such automobile, truck or trailer is used as a dwelling or place of human habitation, with intent to commit murder, rape, robbery or arson in violation of §§ 18.2-77, 18.2-79 or § 18.2-80, he shall be deemed guilty of statutory burglary, which offense shall be a Class 3 felony. However, if such person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-88; 1960, c. 358; 1970, c. 381; 1975, cc. 14, 15; 1985, c. 110; 1992, c. 546; 1997, c. 832.)

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§ 18.2-91. Entering dwelling house, etc., with intent to commit larceny, assault and battery or other felony.

If any person commits any of the acts mentioned in § 18.2-90 with intent to commit larceny, or any felony other than murder, rape, robbery or arson in violation of §§ 18.2-77, 18.2-79 or § 18.2-80, or if any person commits any of the acts mentioned in § 18.2-89 or § 18.2-90 with intent to commit assault and battery, he shall be guilty of statutory burglary, punishable by confinement in a state correctional facility for not less than one or more than twenty years or, in the discretion of the jury or the court trying the case without a jury, be confined in jail for a period not exceeding twelve months or fined not more than $2,500, either or both. However, if the person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-89; 1960, c. 358; 1962, c. 505; 1970, c. 381; 1975, cc. 14, 15, 602; 1991, c. 710; 1992, c. 486; 1996, c. 1040; 1997, c. 832.)

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§ 18.2-92. Breaking and entering dwelling house with intent to commit other misdemeanor.

If any person break and enter a dwelling house while said dwelling is occupied, either in the day or nighttime, with the intent to commit any misdemeanor except assault and battery or trespass, he shall be guilty of a Class 6 felony. However, if the person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-88.1; 1968, c. 530; 1970, c. 381; 1975, cc. 14, 15; 1992, c. 486.)

Reimbursement Rate Codes (Continued)

Financial Screen

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002. The following screen is not a screen that is available on LIDS but is provided to explain the dollar amount reimbursed on a quarterly basis and the way LIDS calculates your Average Daily Population (ADP) captured on the Certification and Approval financial screen for each category and the payment status of each:

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	* ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X
PAYMENTS (OUT OF STATE)---------->	$8	FO	X
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	X
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X
NON-PAYMENT (MILITARY)---------->	$0	MI	X
NON-PAYMENT (HEM)----------> $0	NH		
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X
FEDERAL PRISONER OVERHEAD RECOVERY---->	$	$	
ADJUSTMENTS POSTED DURING THIS PERIOD->	$	$	
TOTAL---------->	$	$	

DOC RATED CAPACITY: 70

*** CATAGORIES UTILIZED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

Financial Screen Explanation

- **Payments (Total Days) Local = $8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day:**

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

- Arrested on a state warrant
- Awaiting Trial/Pre Trial **OR**
- **Convicted but not sentenced/Post Trial OR**
- **If any person convicted of a felony offense and given an Effective Sentence of Twelve (12) months or less or less than one (1) year ORAny person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is two (2) years or less. Reason Confined Codes:**Juvenile Awaiting Trial (10, 11, 12, 13, **14,** 16, 17, 18, 19)
  - Adult Awaiting Trial (10, 11, 12, 13, **14)**
  - Adult sentenced on a felony and/or misdemeanor charges
  - **No Charges pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
  - **Has Charges Pending** (50, 53, 56, 59, 62, 63, 87, 89)
  - Adult sentenced-miscellaneous (reason confine code 72)

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **Payments (Total Days) State = $8 per diem:** State Responsible (**SR**) Inmates
  - ✓ Arrested on a state warrant
  - ✓ **All Pending Charges Adjudicated**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is**
    - o **more than twelve (12) months OR**
    - o **one (1) year or more, OR**
    - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is more than (2) years**
    - ✓ **Who remain incarcerated in a local correctional facility at the request of the localityReason Confined Codes:**Adult Sentenced-**No Charges Pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem:** **Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem:** **Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced.
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem:** Offenders in this category are State Responsible (**SR**)
  - ✓ **With All Pending Charges Adjudicated**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.**
    - ✓ **Reason Confined Codes:**Adult sentenced-**no charges pending** (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
    - ➢ Adult sentenced-miscellaneous (71)
- **Payments – Jail Contact Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (SR) inmates that are placed into a JCB Work Release (JCBWR) Bed by the Department of Corrections.
  - ✓ Contract with Department of Corrections to hold JCB Inmates
  - ✓ Adult sentenced - **No charges pending** (26)

Reimbursement Rate Codes (Continued)

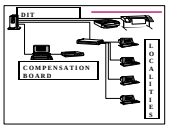
Financial Screen Explanation (Continued)

- **Non-payment (Federal) = $0 per diem:** **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are held for Federal Authority **OR**
  - ✓ District of Columbia **OR**
  - ✓ Contract Inmates from other States
  - ✓ Offenders in this category are coded as a reason confine code 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 reason confine code 75.
  - **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the locality is NOT approved to participate in an Alternative program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
  - **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out of state contract 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. **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are coded as a reason confine code 78
  - **Non-payment (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 reason confine code 79
  - **Federal Prisoner Overhead Recovery:** **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - ➢ Payments (Total Days) Local
    - ➢ Payments (Total Days) State
    - ➢ Payments (Out of State)
    - ➢ Non-Payment (Federal)
    - ➢ Non-Payment (Ordinance)
    - ➢ Non-Payment (Military)
    - ➢ Contract (Out of State)
    - ➢ Private Transports
- **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



15. 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.J*XXX*.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.J*XXX*.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
0T                      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  CHANT'E          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        I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 999999999 19960930 092828 01  908700002        I0009 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        I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 999999999 19960930 092828 01  908700004        I0009 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.J*XXX*.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

 >>>>> 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
```

Report Image - Accepted Report - SCB.PROD.J*XXX*.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

 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.J*XXX*.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
   SSN     NAME                     AGE X C C  DATE  TIME REASON  DATE  TIME REASON   DATE    RECEIVED   LENGTH    DAYS  DAYS  COMPL

 002486151 COOK, IRVING EDWARDS       38 M W A 040896 1802   28                      040396
                                                                                                                          001-00-000    30
 005560235 RICHARD, ROBERT BRUCE      33 M W M 090896 0103   10   090896 0619   19                                      1
 018646609 WILLIAMS, JOSEPH F, III    18 M W M 090296 0133   10   090296 1023   19                                      1
 029481788 MILLER, PAULINE FERLAND    31 F W M 091196 0413   10   091196 0919   19                                      1
 031566889 SANSBURY, RODNEY NEIL      30 M B F 031296 1854   21   092596 1000   52    092596            000-06-000    25
 045709448 LABRIE, BRIAN KEITH        32 M W M 092196 0301   10   092196 1201   19                                      1
 046546770 BRITO, KAREEM JAMAL        24 M B M 093096 1259   20                      091796            000-01-000
 057542373 FERGUSON, JAMES NMN, JR    34 M B F 092596 1529   10   092596 2327   19                                      1
 058583142 CAGLE, SHEILA CAROL        30 F W M 091596 2347   10   091696 0620   19                                      1
 058583543 DOMENECH, ANTONIO NMN      20 M B F 083096 0048   10   091296 2053   19                                     12
 059423598 RAMOUNTOS, JOHN KEVIN      41 M W M 091796 2200   10   091896 0822   19                                      1
 060582828 PEELE, KENNETH LAMAR, `    30 M B M 091096 1547   20   091096 1615   18    091096            000-00-001     1
 062608327 WYFFLES, THOMAS DANIEL     20 M W A 042696 2132   80   091396 1422   59    042596            000-08-000    13
 062640394 ANDREW, TRAMAIN            20 M B F 081696 1529   21                      080896            000-06-000    30
 063602979 BRANNON, DUANE AVERY       20 M B F 090696 2258   10   090796 0213   19                                      1
 070503949 COOK, JENNIFER LOUISE      39 F B F 091996 1208   10                                                         11
 075580916 PAGAN, MARCUS FELIPE       20 M W A 042496 1248   22                      081496            001-00-000    30
```

Report Image - Monthly Prisoner Status File Summary - SCB.PROD.J*XXX*.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

```
=============== W E L C O M E  T O  M V S  T S O ==============
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
    - 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 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.
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.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

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. 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.

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. 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.

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 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.

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. 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.

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. Required if the reason confined is '17', '18', or '19' otherwise must be blank. Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).

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. **Required if prisoner convicted of a felony offense**. 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 is 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.

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
'C' - Felony conspiracy
'T' - Felony attempt
'M' - Misdemeanor
'O' - Local Ordinance

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

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
'C' - Felony conspiracy
'T' - Felony attempt
'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. **This is a required field.**

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.

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. Required if the reason confined is '17', '18', or '19' other it must be blank. 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
'C' - Felony conspiracy
'T' - Felony attempt
'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
'C' - Felony conspiracy
'T' - Felony attempt
'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. This is the date the prisoner was convicted on the specific offense. Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.

Offense Tracking Number Positions 193 through 207. Reserved for future use, leave blank.

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 the list 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

BL	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

VIRGINIA RACE CODES

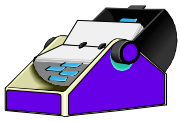
A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

Batch File Layout (continued)

Prisoner Record Format:

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)



16. Locality Contact List

2002 Locality Contact List - Subject to change

***LIDS Technicians are in bold**

001 Accomack County Jail Robert D. Crockett, Sheriff Email: acsd2330@shore.intercom.net	P. O. Box 149 Accomac Virginia 23307 **Karen Barrett:** acsd2330@shore.intercom.net Lt. Cory Harte	757-787-1131 Fax # 757-787-2310 Jail Fax # 757-787-8090 757-787-1095 757-787-1095
003 Albemarle/Charlottes-ville Regional Jail John Isom, Superintendent Email: isomj@charlottesville.org	160 Peregory Lane Charlottesville Virginia 22902 JURISDICTIONS INCLUDE: ALBEMARLE, CHARLOTTESVILLE & NELSON Jeanette Rush: rushje@charlottesville.org	434-977-6981 Fax # 434-972-4065 Jail Fax # 434-979-7677 434-977-6981 ext. 225
005 Alleghany County Regional Jail C. E. Simpson, Jr., Sheriff Email: sherces@yahoo.com	268 West Main Street Covington Virginia 24426 **JURISDICTIONS INCLUDE: BATH & CLIFTON FORGE** **Erica 'Jill' Peters**: JillEB77@aol.com	540-965-1770 Fax # 540-965-4915 Jail Fax # 540-965-1794 540-965-1770
009 Amherst County Jail L. J. Ayers III, Sheriff Email: amherstsheriff@lynchburg.net	Main Address: P. O. Box 531 Amherst Virginia 24521-0598 Jail Address: P. O. Box 531 Amherst Virginia 24521-0598 **Belinda Gaines:** bgaines@uscyber.net Loretta Wright	434-946-9301 Fax # 434-946-9380 Jail Fax # 434-946-9368 434-946-9379
011 Appomattox County Jail O. Wilson Staples, Sheriff Email: apposo@aol.com	P. O. Box 366 Appomattox Virginia 24522-0366 **Roger Baldwin** Fred Godsey: flgodseyacso@aol.com Dawn Fulcher: dawnlfulcher@aol.com	434-352-8241 Fax # 434-352-0445 434-352-8241
013 Arlington County Jail Beth Arthur, Sheriff Email: barthu@co.arlington.va.us	1425 N. Courthouse Road Arlington Virginia 22201 **Christina Reynolds**: creyno@co.arlington.va.us Phil Chan Lt. Bruce Black	703-228-4460 Fax # 703-228-4463 Jail Fax # 703-228-7259 703-228-4487 703-228-7063 703-228-7260

Locality Contact List (continued)

2002 Locality Contact List - Subject to change

015 Augusta County Jail Randall D. Fisher Sheriff Email: rfisher@co.augusta.va.us	P. O. Box 1267, 6 E Johnson SE Staunton Virginia 24402-1267 **Tami Bird**: tbird@co.augusta.va.us Tom Benson: tbenson@co.augusta.va.us Cpt. Ronald (Buzzy) Keyser: rkeyser@co.augusta.va.us Rick Whitmore: rwhitmore@co.augusta.va.us	540-245-5333 Fax # 540-245-5330 Jail Fax # 540-245-5345 540-245-5338 540-245-5338 540-245-5338 540-245-5338
019 B.R.R.J.-Bedford County Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1000 Broad Street Bedford Virginia 24523 Vida Parker: Vparker@brrja.state.va.us	434-847-3100 540-587-9282 Fax: 540-587-9283
023 Botetourt County Jail **R. N. Sprinkle, Sheriff** **Email: rsprinkle@co.botetourt.va.us**	P. O. Box 370 Fincastle Virginia 24090 **Mark Neese (no Email)** Dennis Harris	540-473-7913 Fax # 540-473-8253 540-473-8204 540-473-8202
B.R.R.J.-Moneta Adult Detention Center Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1484 Radford Church Road Moneta Virginia 24121 Violet Pryor: Vpryor@brrja.state.va.us	Fax # 434-297-3606 540-297-7648
025 Brunswick County Jail James R. Woodley, Sheriff Email: KWJBCSD@JNENT.COM	P. O. Box 705 Lawrenceville Virginia 23868 **Kevin D. Wesson:** bcsdjail@meckcom.net Alphonso Singleton: bcsdjail@meckcom.net	434-848-3133 Fax # 434-848-6083 434-848-6002 434-848-6012
027 Buchanan County Jail Paul Crouse, Sheriff Email: lidstech@bcso.buchanancounty.org	P. O. Box 970, Walnut Street Grundy Virginia 24614-0970 **Rhonda McClanahan:** lidstech@bcso.buchanancounty.org Darla Bostic	276-935-2313 Fax # 276-935-2777 Jail Fax # 276-935-2481 276-935-2313 276-935-2313

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031 B.R.R.J.-Campbell County Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	P. O. Box 280 Rustburg Virginia 24588-0280 Jail Address: 90 Courthouse Lane Rustburg, VA 24588 Stacy Tucker: Stucker@brrja.state.va.us Tammie Hodges: Thodges@brrja.state.va.us	434-332-9652 Fax # 434-332-2710 Jail Fax # 434-332-5187 434-332-9652 434-332-9548
037 Charlotte County Jail Thomas D. Jones, Sheriff Email: clso@gte.net	P. O. Box 390 Charlotte C H Virginia 23923-0390 **Nelson Cardwell:** clso@gte.net	434-542-5141 Fax # 434-542-5100 434-542-5141
041 Chesterfield County Jail Clarence G. Williams, Jr, Sheriff Email: williamsc@co.chesterfield.va.us	Main Address: P. O. Box 7 Chesterfield Virginia 23832 Jail Address: P. O. Box 758 Chesterfield Virginia 23832 **Julia Wallenberg:** wallenbergj@co.chesterfield.va.us Lt. Barry Arnold: arnoldb@co.chesterfield.va.us Anthony Hinchey	804-751-4414 Fax # 804-717-6338 Jail Fax # 804-796-5713 804-748-1520 804-717-6702 804-748-1558
047 Culpeper County Jail H. Lee Hart, Sheriff Email: culso@hotmail.com	Main Address: P. O. Box 39 Culpeper Virginia 22701 Jail Address: 131 W. Cameron Street Culpeper Virginia 22701 **Janet Kilby:** jkilby2@yahoo.com Lt. Mary P. Dwyer: jkilby2@yahoo.com	540-727-3400 Fax # 540-727-3466 540-727-3434 540-727-3434
051 Dickenson County Jail Bobby G. Hammons, Sheriff Email: dcso@compunet.net	P. O. Box 339 Clintwood Virginia 24228-0339 **Marilyn Counts:** dcso@compunet.net Jessica Adkins	276-926-1600 Fax # 276-926-1606 276-926-1603
053 Dinwiddie County Jail Samuel Shands, Sheriff Email: dcso@erols.com	P. O. Box 120 Dinwiddie Virginia 23841-0120 **W. Larry Maitland**: dcso@erols.com Lt. Merlin Wilkins: dcso@erols.com	804-469-4550 Fax # 804-469-4854 Jail Fax # 804-469-4555 804-469-4550 Ext. 111

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059 Fairfax County Jail Stan G. Barry, Sheriff Email: stan.barry@co.fairfax.va.us	Main Address: 4110 Chain Bridge Road Fairfax Virginia 22030 Jail Address: Inmate Records 10520 Judicial Drive Fairfax Virginia 22030 **Deanna Bray**: deanna.bray@co.fairfax.va.us Gwendolyn Frye	703-246-3227 Fax # 703-359-4192 Jail Fax # 703-273-2464 703-246-4420 703-246-4422
061 Fauquier County Jail J. A. Higgs, Jr., Sheriff Email: sheriffjoe@co.fauquier.va.us	Main Address: 78 W. Lee Street Suite 200 Warrenton Virginia 20186 Jail Address: 50 Lee Street Warrenton Virginia 20186 **Micah Meadows**: mameadows@co.fauquier.va.us Mark Lavoie	540-347-6850 Fax # 540-349-2290 Jail Fax # 540-349-2289 540-349-2276 540-349-2273
067 Franklin County Jail W. O. Overton, Sheriff Email: sjohnson@franklincountyva.org	70 East Court Street Rocky Mount Virginia 24151 **Richard Hudson:** BJDeere610@aol.com Vicky Meadors: vmeadors@franklincountyva.org	540-483-3000 Fax # 540-483-7757 Jail Fax # 540-483-1851 540-483-3020 ext. 220 540-483-3022
069 Clarke/Fauquier/ Frederick/Winchester Regional Jail **Frederick D. Hildebrand, Superintendent** Email: fhildebr@shentel.net	141 Fort Collier Road Winchester Virginia 22603 **JURISDICTIONS INCLUDE: CLARKE, FAUQUIER, FREDERICK & WINCHESTER** **Tabitha Taylor:** Fhildebr@shentel.net Jeanne Fahnestock: JFAHNES@SHENTEL.NET Mary Moore: msmoore@shentel.net Cpl. Ron Werdebaugh: rwerdeba@shentel.net	540-665-6374 Fax: 540-665-1615 Jail Fax # 540-722-9011 540-665-6379 540-665-6379 540-665-6374 Ext. 250 540-665-6374 Ext. 402
073 Gloucester County Jail Robin Stanaway, Sheriff Email: sheriff@co.gloucester.va.us	7502 Justice Drive P. O. Box 597 Gloucester Virginia 23061 **Doug Ebbink**: debbink@co.gloucester.va.us Tracy Proctor: tproctor@co.gloucester.va.us	804-693-1371 Fax # 804-693-1444 804-693-1369 804-693-1411
083 B.R.R.J.-Halifax County Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1010 Blue Ridge Lane Halifax Virginia 24558 Angela Thompson: athompson@brrja.state.va.us	434-847-3100 Jail Fax # 434-476-5508 434-476-5500

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087 Henrico **County Jail** Michael L. Wade, Sheriff Email: sheriff@co.henrico.va.us	P. O. Box 27032 Richmond Virginia 23273 **Danetta Royal**: Roy11@co.henrico.va.us Lt. Carol Pendell : Pen06@co.henrico.va.us Kim Woodson: woo08@co.henrico.va.us Bertrille B. Lomax: Lom10@co.henrico.va.us	804-501-4571 Fax # 804-501-4770 Jail Fax # 804-501-5858 804-501-5541 804-501-5753 804-501-5154 804-501-5982
089 Henry **County Jail** H. F. Cassell, Sheriff Email: lconner307@hotmail.com	3250 Kings Mountain Road Martinsville Virginia 24112 **Mark Winn:** mwinnhcso@yahoo.com Sonya Thomas: sthomashcso@yahoo.com Wanda Taylor: wtaylorhcso@yahoo.com	276-656-4200 Fax # 276-656-4229 Jail Fax # 276-656-4299 276-656-4287 276-656-4286 276-656-4263
103 Lancaster **County Jail** Ronald D. Crockett, Sheriff Email: crockett@lancastersheriff.net	8293 Mary Ball Road Lancaster Virginia 22503 Cpt. Martin Shirilla: shirilla@lancastersheriff.net **Vivian Abbott**: LIDS@lancastersheriff.net W. E. Elswick: LIDS@lancastersheriff.net S. A. Via: LIDS@lancastersheriff.net	804-462-5111 Fax # 804-462-7046 804-462-5111 804-462-5111 804-462-5111 804-462-5111
105 Lee **County Jail** Gary B. Parsons, Sheriff Email: leesheriff@va-village.com	P. O. Box 177 Jonesville Virginia 24263 **Chris Jerrell (No Email)** George Hembree Karen Vaughan	276-346-7753 Fax # 276-346-2149 276-346-7709 276-346-7709 276-346-7753
107 Loudoun **County Jail** Stephen O. Simpson, Sheriff Email: ssimpson@loudoun.gov	Main Address: 39 Catoctin Circle, SE, P. O. Box 340 Leesburg Virginia 20178 Jail Address: P. O. Box 370, 2 N. Church St. Leesburg Virginia 20178 **Lana Oatman**: Loatman@loudoun.gov Chris Geraghty: cgeraght@loudoun.gov L. Ridgley: lridgley@loudoun.gov	703-777-0407 Fax # 703-771-5744 Jail Fax # 703-777-0498 703-737-8847 703-737-8847
117 Mecklenburg **County Jail** James L. Clary, Sheriff Email: meckso@Buggs.net	P. O. Box 390, County Courthouse 251 Monroe St. Boydton Virginia 23917 **Pamela Chavis :** lidslady@buggs.net Willie Irby Lt. Roosevelt Terry Sgt. Mark Peebles	434-738-6171 Fax # 434-738-6583 434-738-6171 ext. 322 434-738-6171 ext. 292 434-738-6171 ext. 378 434-738-6171 ext. 377

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119 Middle Peninsula Regional Jail David L. Harmon, Superintendent Email: midpen2@oasisonline.com	P. O. Box 403 Saluda Virginia 23149 **JURISDICTIONS INCLUDE: ESSEX, KING WILLIAM, KING & QUEEN, MATHEWS & MIDDLESEX** Linda Camden **Mary Hodges:** midpen2@oasisonline.com Denise Funk: midpen6@oasisonline.com Sandra Forrest	804-758-2338 Fax # 804-758-8099 804-758-2338 ext. 242 804-758-2338 ext. 241 804-758-2338 ext. 243 804-758-2338 ext. 226
121 Montgomery County Jail Douglas W. Marrs, Sheriff Email: slbrown@cablenet-va.com	16 S. Franklin Street Christiansburg Virginia 24073 **Cynthia Angle**: cwangle@cablenet-va.com Capt. Robert Hall: rlhall@cablenet-va.com Martha Wirt	540-382-6906 Fax # 540-381-6869 Jail Fax # 540-382-6942 540-382-6904 540-382-6904 540-382-6904
131 Northampton County Jail John P. Robbins, Jr., Sheriff Email: mlwood@ncso.intercom.net	P. O. Box 68, 16396 Courthouse Rd. Eastville Virginia 23347 **Mary Jane Beach**: beach@ncso.intercom.net Lt. Francis Williams: williams@ncso.intercom.net	757-678-0458 Fax # 757-678-0494 Jail Fax # 757-678-0463 757-678-0489 757-678-0491
135 Piedmont Regional Jail Lewis W. Barlow, Superintendent Email: prjf@farmvilleez.net	P. O. Drawer 388 Farmville Virginia 23901 **JURISDICTIONS INCLUDE: AMELIA, BUCKINGHAM, CUMBERLAND, LUNENBURG, NOTTOWAY & PRINCE EDWARD** Melody Fishburne (no email) Lt. Harry Wyatt: Wyatt@Moonstar.com Courtney Thorpe	434-392-1601 Fax # 434-392-1764 434-392-1601 ext. 230 434-392-1601 ext. 238 434-392-1601 ext. 224
137 Central VA Regional Jail E. L. Crosley, Superintendent Email: sproffitt@cvrj.org	P. O. Box 1257, 13021 James Madison Highway Orange Virginia 22960-1257 **JURISDICTIONS INCLUDE: FLUVANNA, GREENE, LOUISA, MADISON & ORANGE** Glenn Aylor: faylor@cvrj.org **Carol Perkins**: records@cvrj.org Karen Brock: kbrock@cvrj.org	540-672-3222 Fax # 540-672-9278 540-672-3222 ext. 24 540-672-3222 ext. 19 540-672-3222 ext. 24

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139 Page County Jail Daniel W. Presgraves, Sheriff Email: pcso@shentel.net	108 South Court Street Luray Virginia 22835 **Georgia Sours**: pcso@shentel.net Keith Jenkins, Aaron Goode	540-743-6571 Fax # 540-743-1252 Jail Fax # 540-743-1096 540-743-6571
141 Patrick County Jail David E. Hubbard, Sheriff Email: dhubbard@swva.net	P. O. Box 128 Stuart Virginia 24171 **Betty Martin**: bmartin2@swva.net Susan Lancaster: slancaster@swva.net	276-694-3161 Fax # 276-694-5330 276-694-3161 276-694-3161
143 Pittsylvania County Jail G. Harold Plaster, Sheriff Email: pcso@pittgov.org	Main Address: P. O. Box 407 Chatham Virginia 24531 Jail Address: P. O. Box 336 Chatham Virginia 24531 **Virginia Newman:** pcso@pittgov.org	434-432-7800 Fax # 434-432-7823 Jail Fax # 434-432-7838 434-432-7836
153 Prince William / Manassas Regional Jail Glendell Hill, Superintendent Email: ghill@pwcgov.org	9320 Lee Avenue Manassas Virginia 20110 **JURISDICTIONS INCLUDE: PRINCE WILLIAM, MANASSAS & MANASSAS PARK** Dennis Webb: dwebb@pwcgov.org **Denise Oliff**: doliff@pwcgov.org Carole Moye: cmoye@pwcgov.org	703-792-6420 Fax # 703-792-7576 703-792-7666 703-792-6359 703-792-6450
157 Rappahannock County Jail Larry C. Sherertz, Sheriff Email: rcsheriff@summit.net	Main Address: P. O. Box 487 Washington Virginia 22747 Jail Address: P. O. Box 156 Washington Virginia 22747 **Leslie Williams**: acwjk1998@yahoo.com	804-675-5300 Fax # 540-675-5301 540-675-5300
161 Roanoke County Jail Gerald S. Holt, Sheriff Email: gholt@co.roanoke.va.us	P. O. Box 510 401 East Main Street Salem Virginia 24153 **Julieann Robertson**: jrobertson@co.roanoke.va.us John Bowman: jbowman@co.roanoke.va.us Michael Winston: mwinston@co.roanoke.va.us Angela Richardson Jane Etter: JETTER@co.roanoke.va.us	540-387-6139 Fax # 540-387-6203 Jail Fax # 540-387-6084 540-387-6069 540-387-6306 540-387-6346 540-387-6305 540-387-6305

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163 Rockbridge Regional Jail **John M. Higgins, Superintendent** Email: rrjail@yahoo.com	258 Greenhouse Road Lexington Virginia 24450 **JURISDICTIONS INCLUDE: ROCKBRIDGE, BUENA VISTA & LEXINGTON** **Candy Bane**: rrjail@yahoo.com Capt. Enoch Hager: rrjail@yahoo.com Lisa Johnson: rrjail@yahoo.com	540-464-1188 Fax # 540-463-5693 Jail Fax # 540-464-5866 540-464-1188 540-464-1188 540-464-1188
165 Rockingham County Jail Donald W. Farley, Sheriff Email: Sheriffsoffice2@rica.net	25 South Liberty Street Harrisonburg Virginia 22801 **R. Bruce Folks**: sheriffsoffice2@rica.net Pam Reedy	540-564-3800 Fax # 540-564-3865 Jail Fax # 540-574-5006 540-564-3850 540-564-3879
167 Russell County Jail J. Trigg Fields, Sheriff Email: RCSO@NETSCOPE.NET	P. O. Box 338 Lebanon Virginia 24266 **Wanda Phillips**: ltphillips20@hotmail.com	276-889-8033 Fax # 276-889-8065 276-889-8033
169 Scott County Jail Jerry P. Broadwater, Sheriff Email: sheriff@mounet.com	P. O. Box 369 Gate City Virginia 24251 **Edna Kay Carter:** ekcarter26@hotmail.com Lt. H. P. Elliott	276-386-3722 Fax # 276-386-2025 276-386-3722
171 Shenandoah County Jail Larry W. Green, Sheriff Email: sheriff@co.shenandoah.va.us	109 West Court Street Woodstock Virginia 22664 **Barbara Stickley:** scjdela@shentel.net Curtis Delawder: SCJDELA@SHENTEL.NET	540-459-6100 Fax # 540-459-6114 Jail Fax # 540-459-7132 540-459-6120 Ext. 120 540-459-6120 Ext. 125
173 Smyth County Jail R. David Bradley, Sheriff Email: mjharris@smyth.net	Main Address: 1111 West Court Street Marion Virginia 24354 **Kim Vanhoy**: kvanhoy@smyth.net Sgt. Vickie Atwell	276-782-4056 Fax # 276-782-4058 276-782-4057 Ext. 661 276-782-4057
175 Southampton County Jail Vernie W. Francis, Jr., Sheriff Email: vwfrancisjr@shso.org	P. O. Box 70 Courtland Virginia 23837 **Mary Sue Cribb**: CRIBB@SHSO.ORG Billy Gentry: gentry@shso.org Vicki Xinos	757-653-2100 Fax # 757-653-2906 757-653-2100 Ext. 0988 757-653-2100 Ext. 2815 757-653-2100 Ext. 2905

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183 Sussex County Jail E. Stuart Kitchen, Jr., Sheriff Email: sussexsheriffdept@erolscom	P. O. Box 1326 20212 Thornton Square Sussex Virginia 23884 **Susan Chappell**: sussexsheriffdept@erols.com	434-246-5000 Fax # 434-246-5714 1-800-225-6430 ext. 3295
185 Tazewell County Jail H. S. Caudill, Sheriff Email: tcso@netscope.net	P. O. Box 190 Tazewell Virginia 24651 **Lesley Hall:** lids@netscope.net Vera Eaves: lids@netscope.net	276-988-5966 Fax # 276-988-6954 276-988-5966 276-988-5966
187 Warren County Jail Lynn Armentrout, Sheriff Email: wcso@rma.edu	Main Address: 23 E. Jackson Street Front Royal Virgtinia 22630 Jail Address: 8 East Jackson Street Front Royal Virginia 22630 **Charles Steve Barr:** stevebarr47@hotmail.com, Ronald Brinkley, R. Jett, E. Long, L. Wines, S. Durham, R. Jenkins	540-635-3100 Fax # 540-622-2463 540-635-3100
191 Washington County Jail Fred P. Newman, Sheriff Email: fnewman@washcova.com	216 Park Street, P. O. Box 787 Abingdon Virginia 24210 1) Brad Davis: bdavis@washcova.com 2) Mike Price: mprice@washcova.com 3) Jeannie Patrick: jpatrick@washcova.com 4) Chris 'Eric' Buchanan (no email)	276-676-6252 Fax # 276-676-6248 276-676-6252 276-676-6252 276-676-6250 276-676-6250
193 Northern Neck Regional Jail Jeff W. Frazier, Superintendent Email: jeffnn@crosslink.net	P. O. Box 1090, 1361 Sharps Road Warsaw Virginia 22572 **JURISDICTIONS INCLUDE: WESTMORELAND, RICHMOND, WARSAW TOWN & NORTHUMBERLAND** **Marge Hackman:** nnrjmarg@sylvaninfo.net Karen Hinson	804-333-6419 Fax # 804-333-4366 804-333-6419 Ext. 6024 804-333-6419 Ext. 6016
195 Wise County Jail Ronnie Oakes, Sheriff Email: sheriff@wiseso.net	P. O. Box 916 Wise Virginia 24293 **Sgt. Bob Sturgill**: rsturgill@wiseso.net Capt. Connie Austin: caustin@wiseco.net	276-328-3566 Fax # 276-328-5547 276-328-3756 Ext. 405 276-328-4174 Ext. 403
220 Danville City Jail Farm	1000 South Boston Road Danville Virginia 24540 Chanikqua Breedlove, Angela Pannell: panneaj@ci.danville.va.us	434-799-5233 Fax # 434-799-5219 434-799-5233

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250 Newport News City Jail Farm Virginia W. Pearce, Director Email: Vpearce@ci.newport-news.va.us	P. O. Box 2297 Newport News Virginia 23609 Debra Wilson: DWilson@ci.newport-news.va.us Major John Roberts: Jroberts@ci.newport-news.va.us	757-886-7900 Fax # 757-886-7902 757-886-7900 Ext. 114 757-886-7900 Ext. 116
460 Pamunkey Regional Jail **Mark A. Gooch, Superintendent** Email: magooch@co.hanover.va.us	7240 Courtland Farm Road Hanover Virginia 23069 **JURISDICTIONS INCLUDE: CAROLINE, HANOVER & ASHLAND TOWN** **Julie Devoe-Ginn:** Jdginn@co.hanover.va.us **Sgt. Thomas Waddy, Jr.: trwaddyjr@co.hanover.va.us** Michael Berumez: Meberumez@co.hanover.va.us	804-537-6400 Fax # 804-537-6413 804-537-6400 ext. 3080 804-537-6400 ext. 3051 804-537-6400 ext. 3034
465 Riverside Regional Jail **Darnley R. Hodge, Superintendent** Email: rrjunit1@aol.com	1000 River Road Hopewell Virginia 23860 **JURISDICTIONS INCLUDE: COLONIAL HEIGHTS, PETERSBURG, HOPEWELL, CHESTERFIELD, PRINCE GEORGE, SURRY & CHARLES CITY** **Katherine Vaughan**: rrjlids@aol.com Cpt. Dawn Flippin: rrjunit13@aol.com	804-861-1190 Fax # 804-863-2447 Jail Fax # 804-524-6659 804-524-2666 804-524-6600 ext. 6631
470 Virginia Peninsula Regional Jail **John R. Kuplinski, Superintendent** Email: johnk@hroads.net	9320 Merrimac Trail Williamsburg Virginia 23185 **JURISDICTIONS INCLUDE: JAMES CITY, YORK, WILLIAMSBURG & POQUOSON** Sherry Castellaw: scastellaw@widomaker.com Angelanette Holley: jrecords@hroads.net Kay Buffaloe **Bobbi Elswick:** belswick@hroads.net Bonnie Rice	757-820-3901 Fax # 757-887-1849 Jail Fax # 757-877-5833 757-820-3902 757-820-3908 757-820-3900 757-820-3917 757-820-3918
475 Hampton Roads Regional Jail Roy Cherry, Superintendent Email: hrrj@visi.net	2690 Elmhurst Lane Portsmouth Virginia 23701-2745 **JURISDICTIONS INCLUDE: HAMPTON, NEWPORT NEWS, NORFOLK, PORTSMOUTH** **Robin Knox**: Schmidtr@visi.net Norma Reavis: reavisn@hamptonroads.com	757-488-7500 Fax # 757-488-2200 Jail Fax # 757-488-9469 757-488-7500 ext. 745 757-488-7500 ext. 701

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480 New River Valley Regional Jail **Ralph E. Dobbins, Superintendent** Email: rdobbins@nrvrj.org	P. O. Box 1067 Dublin Virginia 24084 **JURISDICTIONS INCLUDE: FLOYD, CARROLL, PULASKI, RADFORD, WYTHE, BLAND, GILES & GRAYSON** Peggy Murphy: pmurphy@nrvrj.org Karen White **Lori Mabry**	540-674-1130 Fax # 540-674-1133 Jail Fax # 540-671-1130 540-643-2000 ext. 2220 540-643-2000 ext. 2258 540-643-2000 ext. 2254
485 Blue Ridge Regional Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	BRRJA – Lynchburg Adult Detention Center 510 9th Street Lynchburg Virginia 24504 **JURISDICTIONS INCLUDE: BEDFORD, CAMPBELL, HALIFAX & LYNCHBURG** Sgt. Janet Severson: jseverson@brrja.state.va.us Tracie Fairchild: Tfairchild@brrja.state.va.us **Debbie Hamlet**: Dhamlet@brrja.state.va.us Karin Rucker: Krucker@brrja.state.va.us	Fax # 434-847-3100 Jail Fax # 434-847-1411 434-847-3100 Ext 108 434-847-3100 Ext 111 434-847-3100 Ext 211 434-847-3100 Ext 110
490 Peumansend Creek Regional Jail **Col. Sandra Thacker, Superintendent** Email: thacker@crosslink.net	P. O. Box 1460 Bowling Green Virginia 22427 **JURISDICTIONS INCLUDE: ALEXANDRIA, RICHMOND, ARLINGTON, CAROLINE, LOUDOUN & PRINCE WILLIAM** **Jamie Henshaw:** whitemore@crosslink.net Kim Whitmore: whitmore@crosslink.net Bill Ayres Amy Barlow	804-633-0043 Fax # 804-633-3170 804-633-0043 ext. 109 804-633-0043 ext. 136 804-633-0043 ext. 118 804-633-0043 ext. 108
491 Southside Regional Jail **Tim D. Barbour, Superintendent** Email: srjadmin@meckcom.net	244 Uriah Branch Way Emporia Virginia 23847 **JURISDICTIONS INCLUDE: GREENSVILLE & EMPORIA** **Sgt. J. Mike Strickland**: srjadmin@meckcom.net Maj. David Allen Sgt. Dorothy Jones	434-634-2254 Fax # 434-634-3730 434-634-0765 434-634-2254 434-634-2254

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510 Alexandria City Jail James H. Dunning, Sheriff Email: james.dunning@ci.alexandria.va.us	2003 Mill Road Alexandria Virginia 22314 **La'Shawn A. Knox:** LaShawn.Knox@ci.alexandria.va.us Rosa Ammons: rosa.ammons@ci.alexandria.va.us Rony Wise: rony.wise@ci.alexandria.va.us	703-838-4114 Fax # 703-838-6307 Jail Fax # 703-838-4036 703-838-4114 703-838-4210 703-838-4440
520 Bristol City Jail John Weisenburger, Sheriff Email: bvso@3wave.com	417 Cumberland Street Bristol Virginia 24201 **Leigh Anne Arnold**: valover@netzero.net Sherri Houser	276-645-7447 Fax # 276-645-7428 276-645-7435 276-645-7439
550 Chesapeake City Jail John R. Newhart, Sheriff Email:	P. O. Box 15125, 400 Albemarle Drive Chesapeake Virginia 23322 **Sgt. Mark Kirkby**: mkirkby@sheriff.city.chesapeake.va.us Kathy Hudson: JailRec@sheriff.city.chesapeake.va.us Adrienne Thompson: JailRec@sheriff.city.chesapeake.va.us Capt. James Shipley: jshipley@sheriff.city.chesapeake.va.us	757-382-6159 Fax # 757-382-8392 Jail Fax # 757-382-8525 757-382-2899 757-382-2872 757-382-2872 757-382-2884
590 Danville City Jail James E. Dooley, Sheriff Email: jdooley@ci.danville.va.us	P. O. Box 3405 Danville Virginia 24543 Capt. Keith Johnson: kjohnson@ci.danville.va.us **Karen Day**: kday@ci.danville.va.us	434-799-5135 Jail Fax # 434-799-8719 434-799-5135 434-799-5130
620 Western Tidewater Regional Jail Jack Dewan Superintendent Email: RMATTHEWS@PICUSNET.COM	2402 Godwin Blvd. Suffolk Virginia 23434 **JURISDICTIONS INCLUDE: ISLE OFWIGHT, FRANKLIN CITY & SUFFOLK** **Leroy Craig:** jayare757@aol.com Lt. Jane Beamon: jbeamon@picusnet.com Capt. Larry Remington: lremington@picusnet.com Col. Ron Matthews: rmatthews@picusnet.com	757-539-3119 Fax # 757-539-6409 757-539-2196 757-539-2196 757-539-4490 757-539-3119

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630 Rappahannock Regional Jail **Larry K. Hamilton, Superintendent** Email: lhamilton@rrj.state.va.us	P. O. Box 3300 Stafford Virginia 22554 **JURISDICTIONS INCLUDE: FREDERICKSBURG, KING GEORGE, SPOTSYLVANIA & STAFFORD** Lt. Patty Leonard: pleonard@rrj.state.va.us **Diane Wilson**: diwilson@rrj.state.va.us	540-288-5245 Fax # 540-288-5292 540-288-5281 540-288-5263
650 Hampton City Jail Billy Joe Roberts, Sheriff Email: broberts@city.hampton.va.us	135 High Court Lane Hampton Virginia 23661 Belinda Wells-Major Angelanette Holley Karen Bowden	757-727-6201 Fax # 757-727-6410 Jail Fax # 757-926-2537 757-727-6396 757-727-6396 757-926-2540
680 B.R.R.J.-Lynchburg City Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	510 9th Street Lynchburg Virginia 24504 Debbie Hamlet, Tracie Fairchild	434-847-1301 Fax # 434-847-1353 Jail Fax # 434-847-5134 434-847-3100
690 Martinsville City Jail Steve M. Draper, Sheriff Email: sdraper@ci.martinsville.va.us	P. O. Box 1326 Martinsville Virginia 24114 **Kenneth McFarling**: kmcfarling@ci.martinsville.va.us Jackie Dillard Richard Hodges Laura Hopkins: lhopkins@ci.martinsville.va.us Bart Hampton	276-656-5151 Fax # 276-656-5286 276-656-5267 276-656-5267 276-656-5152 276-656-5289 276-656-5186
700 Newport News City Jail Charles E. Moore, Sheriff Email: cporter@ci.newport-news.va.us	P. O. Box 57 Newport News Virginia 23607 **Valencia White**: vwhite@nngov.com Eileen Sprinkle: esprinkle@nngov.com Leslye Mebane	757-926-8759 Fax # 757-926-8429 Jail Fax # 757-926-8144 757-926-8171 757-926-8429 757-926-8168
710 Norfolk City Jail Robert J. McCabe, Sheriff Email: rmccabe@city.norfolk.va.us	P. O. Box 2811, 811 East City Hall Avenue Norfolk Virginia 23510 **Cpt. Mary Payton:** mary.payton@norfolk.gov Sarah McDaniel	757-664-4951 Jail Fax # 757-664-4724 757-441-1127 757-441-1464
730 Petersburg City Jail George Epps, Sheriff Email: chart@techcom.net	P. O. Box 2209, 40 Henry Street Petersburg Virginia 23803 **E.R. « Tina » James-Carrier**: ejames@techcom.net Dwayne Burnett: bslimy@techcom.net	804-733-2369 Fax # 804-733-2406 Jail Fax # 804-861-4440 804-733-2377 ext. 4130 804-733-2377 ext. 4130

Locality Contact List (continued)

2002 Locality Contact List - Subject to change

740 Portsmouth **City Jail** Gary W. Waters, Sheriff Email: pmso@infi.net	701 Crawford Street Portsmouth Virginia 23704 **Anna Earnhardt**: annae@ci.portsmouth.va.us Capt. William Rucker: ruckerwi@ci.portsmouth.va.us Capt. Guy Lecompte: Lecompte@ci.portsmouth.va.us Katherine Joyner	757-393-5461 Fax # 757-393-5295 Jail Fax # 757-393-5181 757-391-3176 757-391-3176 757-391-3172 757-391-3175
760 Richmond **City Jail** Michelle B. Mitchell, Sheriff	1701 Fairfield Way Richmond Virginia 23223 **Sgt. Reginald Tinsley**: reginaldtinsley@hotmail.com Ben Murray: bmurray218@aol.com	804-646-6600 Fax # 804-646-0950 Jail # 804-646-0930 Jail Fax # 804-646-0968 804-646-5592 804-646-0949
770 Roanoke **City Jail** George M. McMillan, Sheriff Email: george_mcmillan@ci.roanoke.va.us	P. O. Box 494 Roanoke Virginia 24003 **Peggy Gebauer:** PeggyGebauer@mail.ci.roanoke.va.us Lt. William Brooks: william_brooks@ci.roanoke.va.us Maj. James Brubaker: james_brubaker@ci.roanoke.va.us	540-853-2941 Fax # 540-224-3178 540-853-2722 540-853-6790 540-853-2056
810 Virginia Beach **City Jail** Paul J. Lanteigne, Sheriff Email: planteig@vbgov.com	P. O. Box 6098, 2501 James Madison Blvd. Virginia Beach Virginia 23456-9073 **Sgt. Charlie E. Gray:** cgray@vbgov.com Capt. Donald Cottrell: dcottrel@vbgov.com Lt. Rhonda Russell: RRUSSELL@VBGOV.COM Theresa Patrick : tpatrick@vbgov.com	757-427-4073 Fax # 757-427-5037 Jail Fax # 757-427-6034 757-427-8563 757-427-4959 757-427-8363 757-427-8563

17. 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 month's 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.scb.state.va.us**
  - ✓ Select the icon title '**Compensation Boards Reports and Publications**'
  - ✓ Select the icon title '**Tuesday Jail Reports – Bi-Weekly View**'
  - ✓ 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 drop down arrow to select the Region in which your jail facility falls
    - ➢ Click '**Get Region**'
    - ➢ You will also find a **'List Exceptions'** button
      - ⇒ 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 category
    - ➢ To select another Region click the **'Back'** button
  - ✓ 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

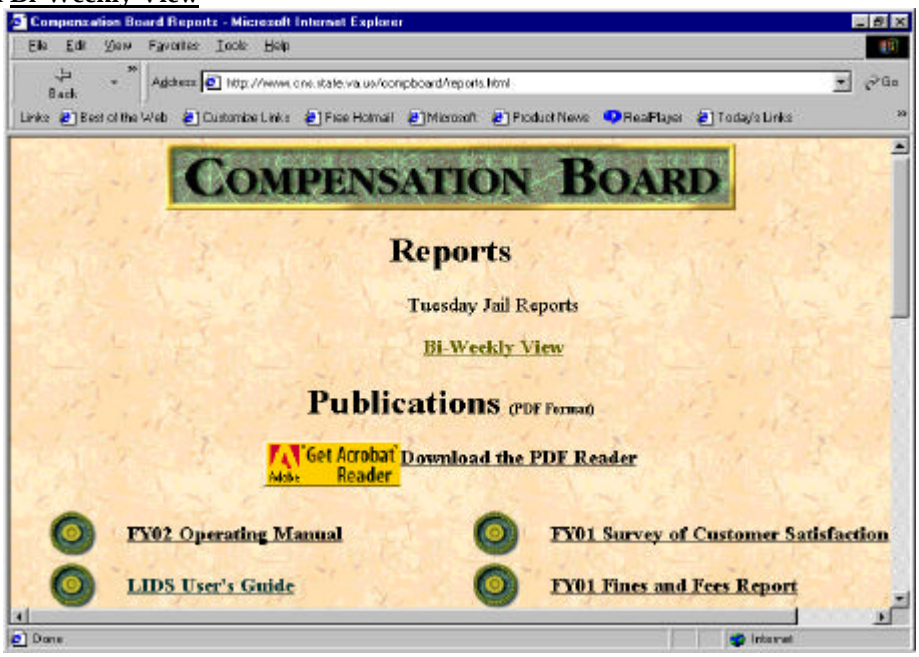
Tuesday Report (Continued)

Compensation Board Website – Home Page

- The Compensation Board's website address is www.state.va.us/compboard
- Click on the **Compensation Board Reports and Publications** button

Compensation Board Reports and Publications

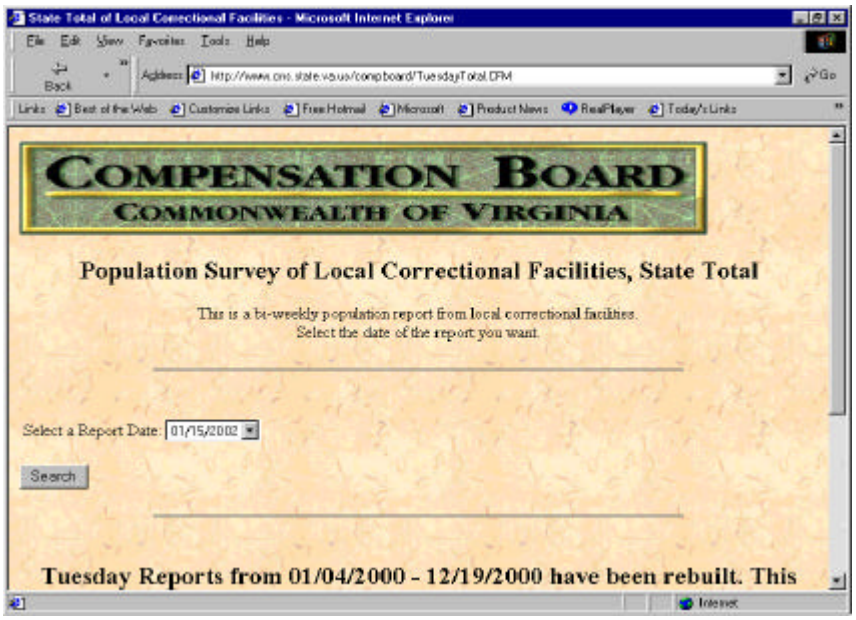
- Click on **Bi-Weekly View**

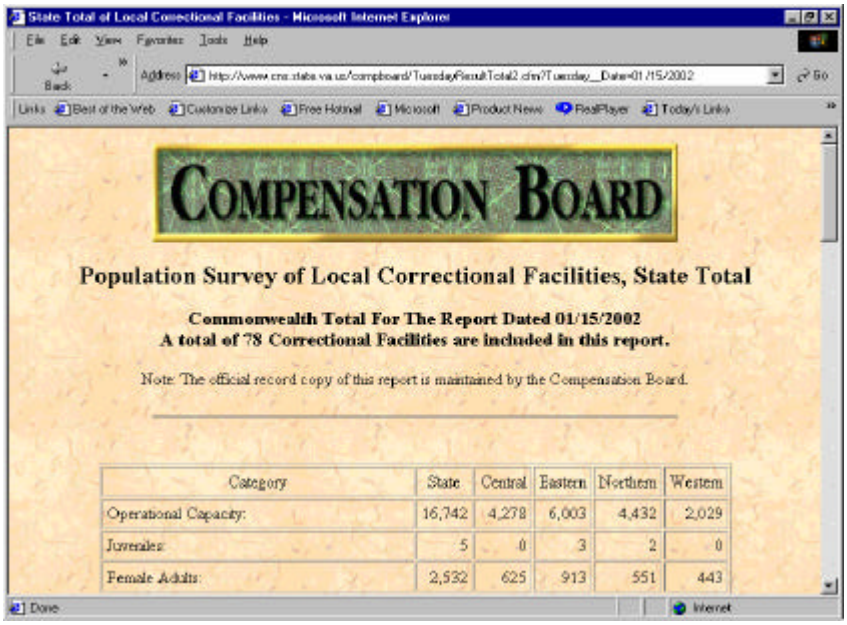


Tuesday Report (Continued)

Population Survey of Local Correctional Facilities, State Total

- The Population Survey of Local Correctional Facilities provides you with a means to view the Commonwealth total for the Report Data.
  - Select the date of the report you wish to view
  - Click on the Search button after you selected the report date you wish to view



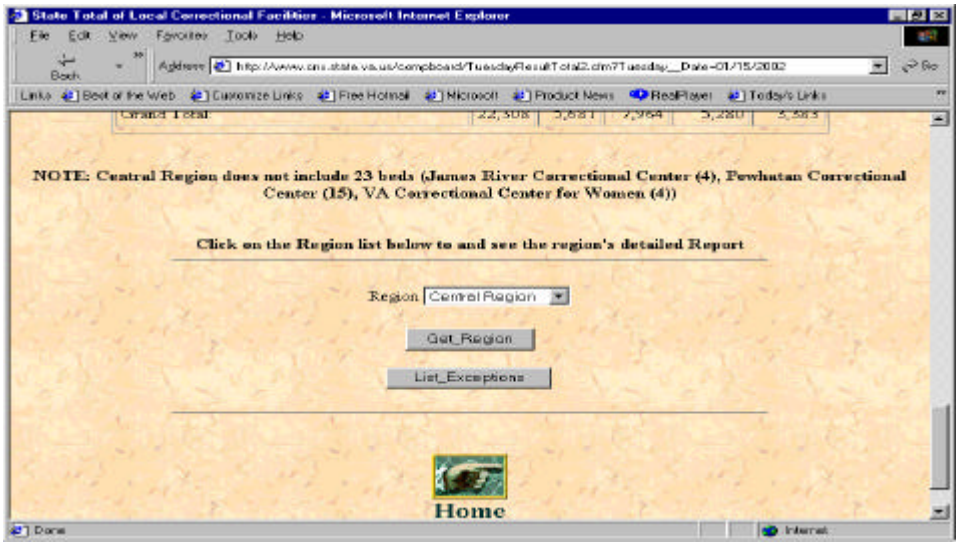


Category	State	Central	Eastern	Northern	Western
Operational Capacity:	16,742	4,278	6,003	4,432	2,029
Juveniles:	5	0	3	2	0
Female Adults:	2,532	625	913	551	443

Tuesday Report (Continued)

State Tuesday Report Screen By Summary

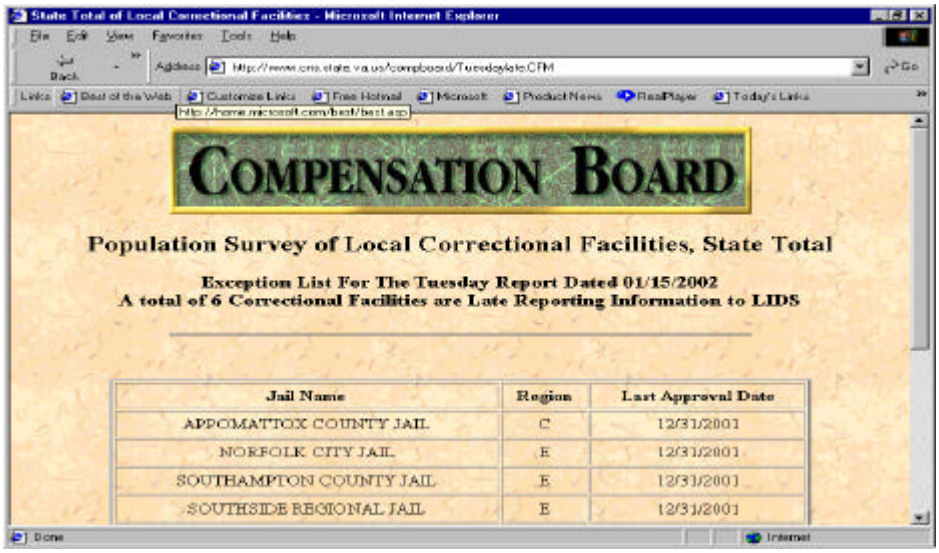
- At the bottom of the Population Survey of Local Correctional Facilities (State Total) you will need to select the Region in which your facility resides.
  - Scroll to the bottom of the web page to "Region"
  - Click on the arrow key to pull up the Region in which your facility resides
  - Once you have selected the proper region Click 'Get Region'
- Before you click on 'Get Region' you may want to view the 'List of Exceptions'



Tuesday Report List Exception Screen

- The 'List Exceptions', screen provides Tuesday Report viewers needed information concerning who's Tuesday Report is not up to date due to late reporting of their monthly LIDS submissions

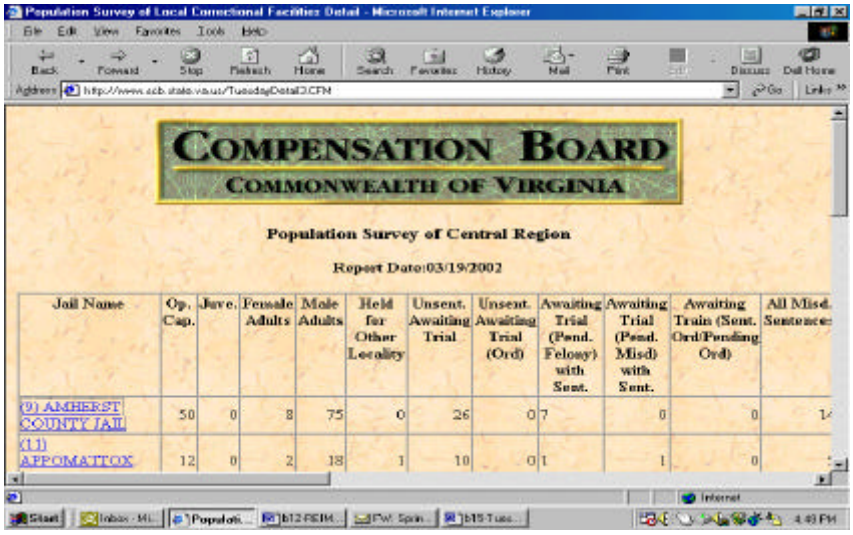
EXAMPLE:



Tuesday Report (Continued)

Tuesday Report Screen By Region

- The Population Survey of _____ Region
  - Reflects population data for the report date and region selected
  - Each jail is listed separately reflecting LIDS population for each category
  - To view your facilities Tuesday Report Data click on the title that identifies your facility
  - To select another jail, click on the 'Back' button



COMPENSATION BOARD
COMMONWEALTH OF VIRGINIA

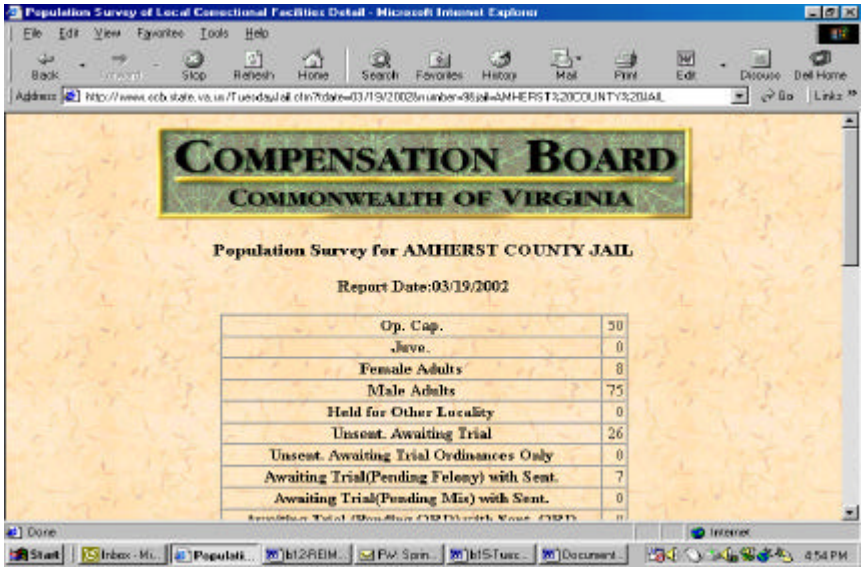
Population Survey of Central Region

Report Date:03/19/2002

Jail Name	Op. Cap.	Juve.	Female Adults	Male Adults	Held for Other Locality	Unsent. Awaiting Trial	Unsent. Awaiting Trial (Ord)	Awaiting Trial (Pend. Felony) with Sent.	Awaiting Trial (Pend. Misd) with Sent.	Awaiting Train (Sent. Ord/Pending Ord)	All Misd. Sentence
(9) AMHERST COUNTY JAIL	50	0	8	75	0	26	0	7	0	0	1
(11) APPOMATTOX	12	0	2	18	1	10	0	1	1	0	

Tuesday Report Screen By Facility

- The Population Survey of _____ Jail
  - Reflects population data for the report date and Jail/Regional Jail selected
  - Each jail is listed separately reflecting LIDS population for each category
  - This view was developed so that you could print the screen if you wish
  - To select another jail, click on the 'Back' button



COMPENSATION BOARD
COMMONWEALTH OF VIRGINIA

Population Survey for AMHERST COUNTY JAIL

Report Date:03/19/2002

Op. Cap.	50
Juve.	0
Female Adults	8
Male Adults	75
Held for Other Locality	0
Unsent. Awaiting Trial	26
Unsent. Awaiting Trial Ordinances Only	0
Awaiting Trial(Pending Felony) with Sent.	7
Awaiting Trial(Pending Mis) with Sent.	0

18. Compensation Board Contacts for LIDS

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.scb.state.va.us/

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
Mark Wood	External Auditor	Ext. 228	mwood@scb.state.va.us

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

19. LIDS Audit Guide

SEE
LIDS AUDIT GUIDE
PUBLISHED May 1, 2002

ON

COMPENSATION BOARD WEBSITE
http://www.state.va.us