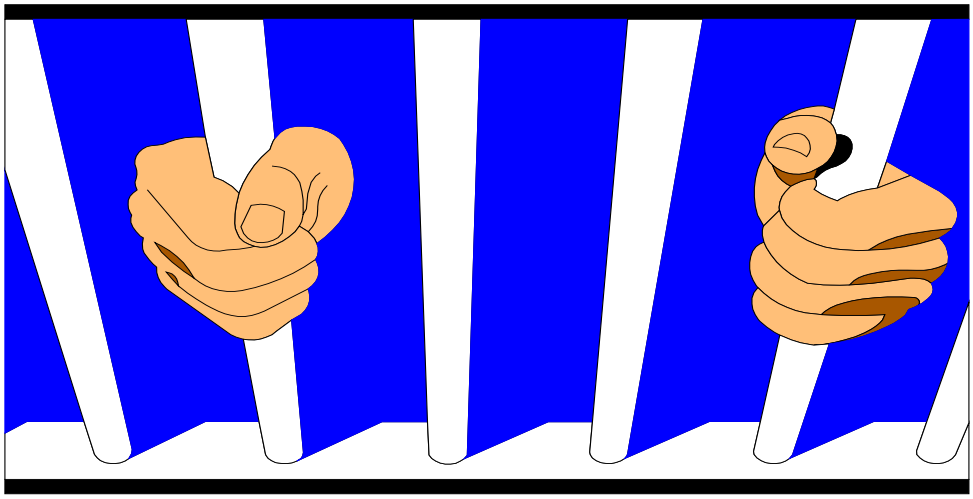
Local Inmate Data System (LIDS)

USERS GUIDE



JULY 1, 2004

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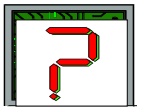

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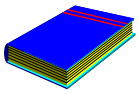

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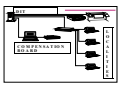

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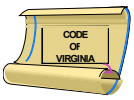

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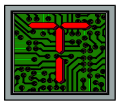

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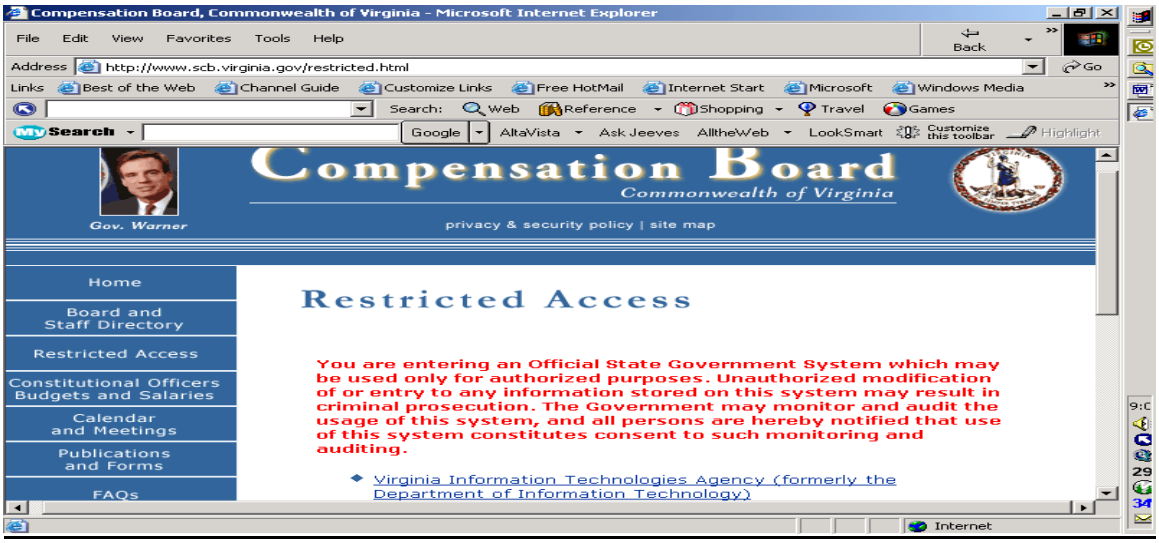
1. Accessing LIDS (On-Line)

In order to access LIDS, communications with the Virginia Information Technologies Agency (VITA) MVS mainframe must be established.

Accessing the Virginia Information Technologies Agency (VITA) Via the Internet

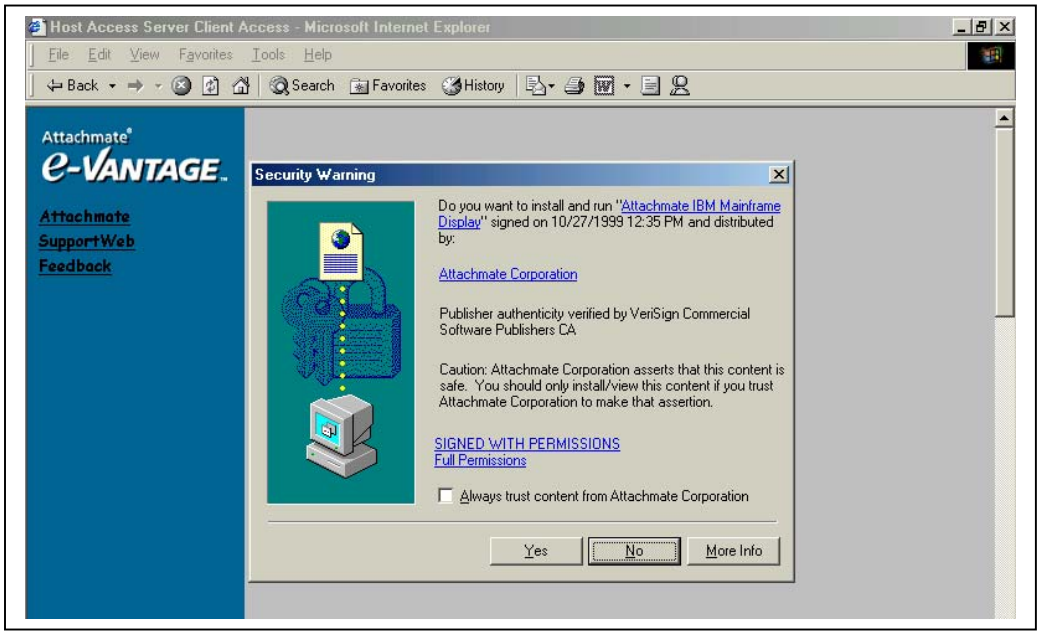
- **From the Compensation Board's Homepage, http://www.scb.virginia.gov**

- **Click on the button titled *'Restricted Access'***



- You will be taken to the Security Agreement page, please read the statement, and click on the "Virginia Information Technologies Agency" to begin logon procedures.

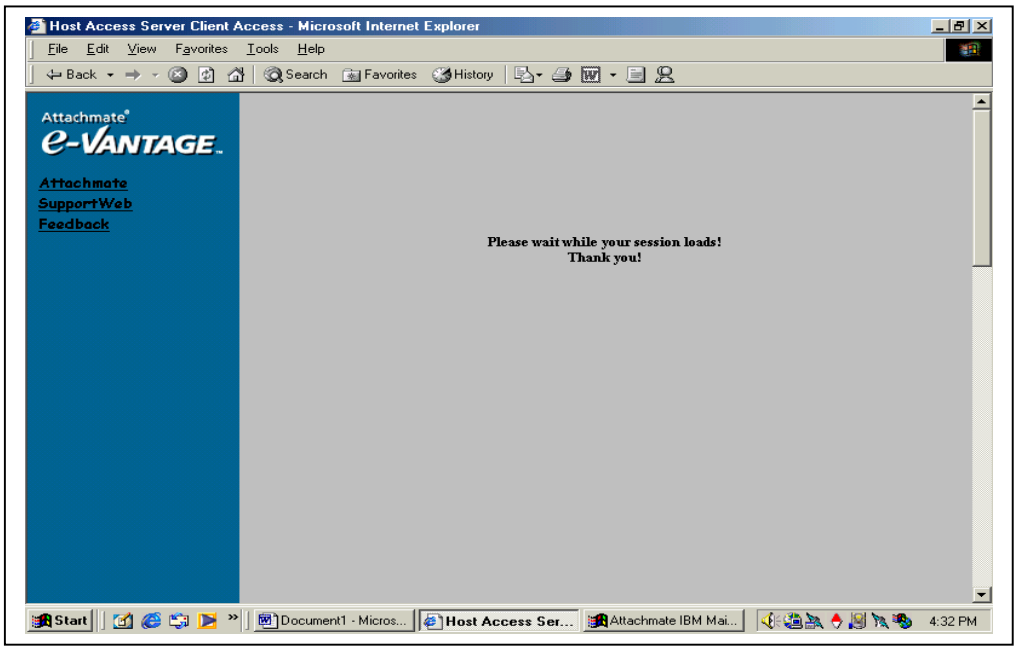
Accessing LIDS (On-Line) - Continued



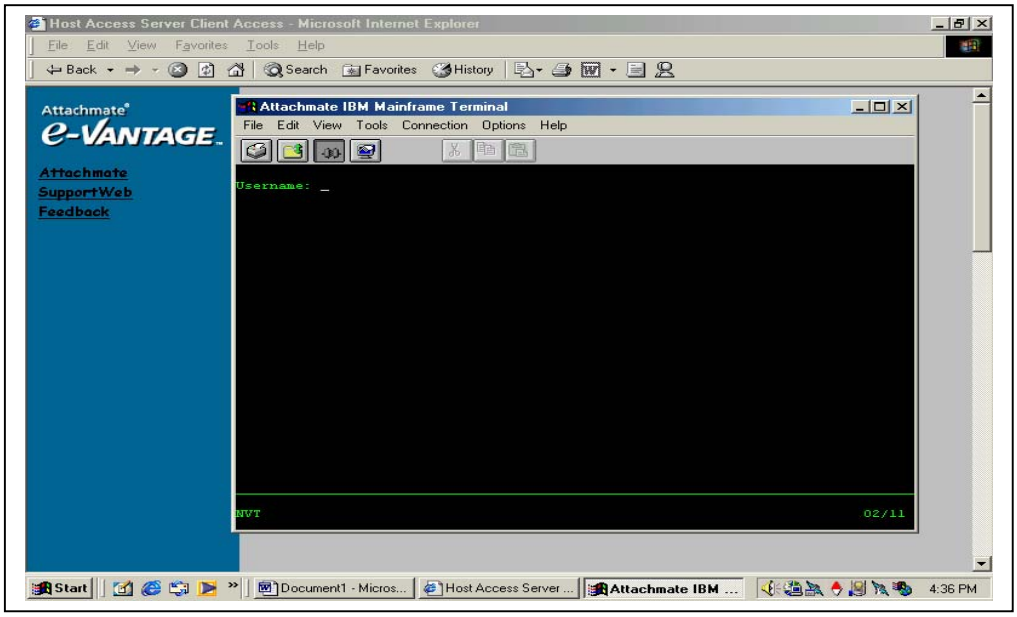
- An assigned CB SecurID keyfob will be required to access VITA
- If you are an approved user and need a keyfob assigned, please contact the Compensation Board
- The first time VITA is accessed a Java Applet will be downloaded to your PC
- When prompted with the installation message, please choose “Yes”, as this is trusted software
- The download may take several minutes depending on the 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

- The screen below is 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.

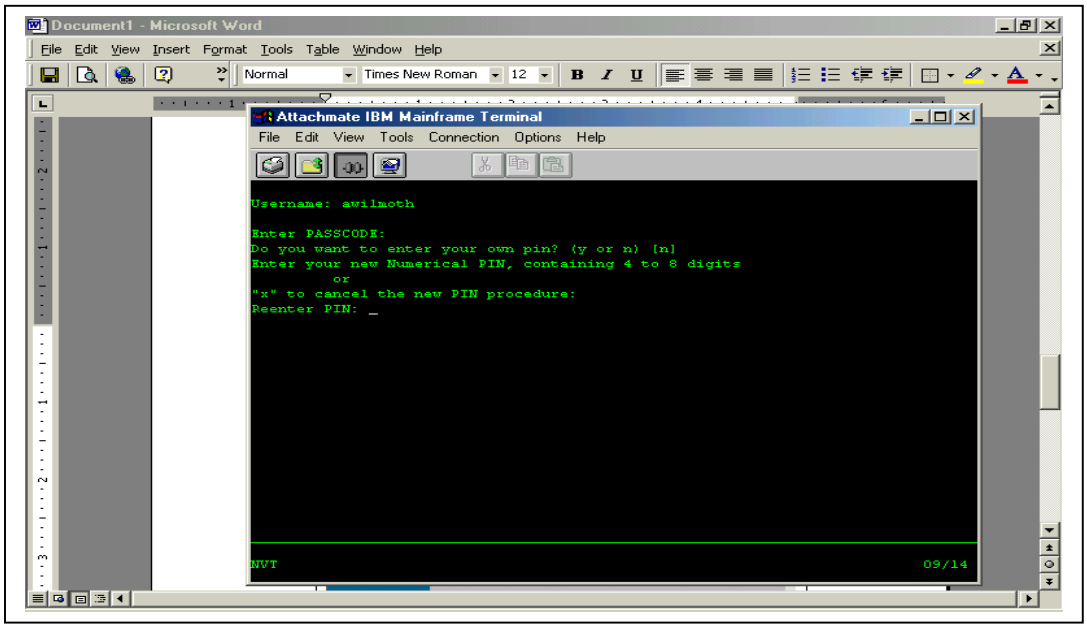


- When the link with VITA has been established, the TN3270E screen will be displayed.

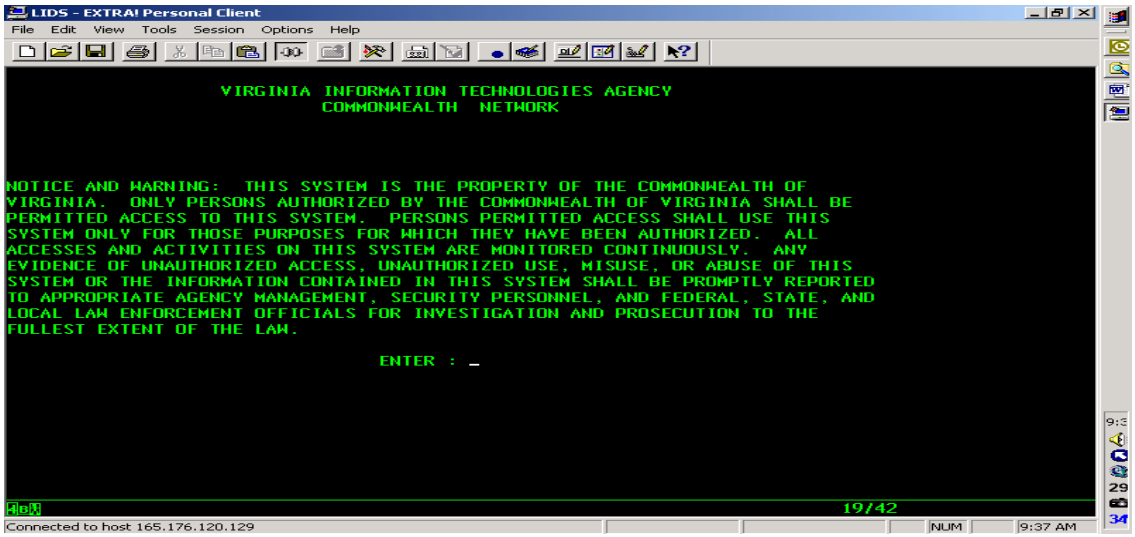


Accessing LIDS (On-Line) - Continued

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



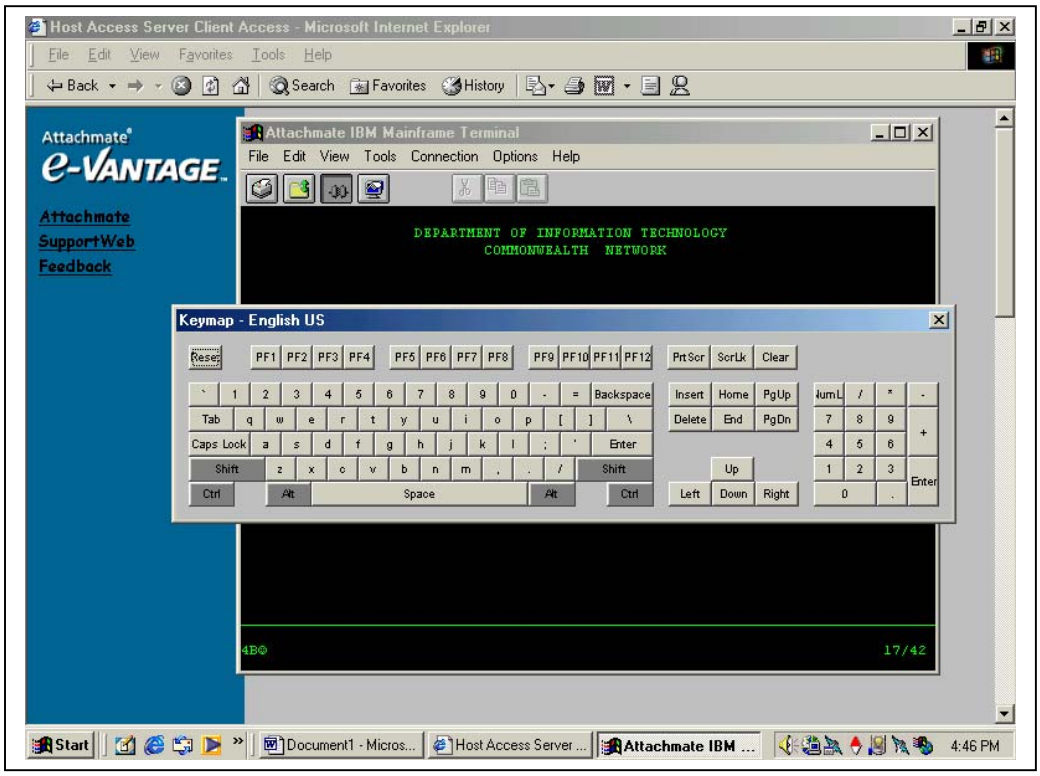
- Below is the VITA Commonwealth Network Enter screen.



Accessing LIDS (On-Line) - Continued

Keyboard Layout

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



SECURID LOGON PROCEDURES
FIRST TIME STEPS
WHEN YOU LOGIN WITH PIN MODE ENABLED

- You have a **maximum of five (5) attempts to login 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
- **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 **digits.**

1) You will be prompted for a '<u>username</u>' (lowercase)
Enter an **'i'** followed by your assigned SCB logon-id and depress the enter key. For example**:** **iscbdbaw** or **iscbdbawx** (individuals that have delegated authority)

2) You will be prompted for a '<u>passcode</u>'.
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)

****<u>If you are prompted for 'next passcode'</u>**
Enter the next generated number on your assigned SecurID key fob
And depress the enter key.

3) **You will then be asked the following question: '<u>Do you want to enter your own PIN</u>? (y or n)**
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 <u>to enter your numerical PIN</u>, containing 4 to 8 digits, or an '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 <u>re-enter the PIN</u>.
Re-enter your PIN and Depress the enter key.
(When you type the PIN, it will not be displayed on the screen).

6) You are now at the VITA-VTAM Screen.
Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

NOTE: If you think you may have violated your access (5 or more attempts) call (804) 786-0786, Melanie Morrison (ext. 204) or Anne Wilmoth (ext. 222) at. We will determine the status of your device and inform you which steps will need to be followed.

SECURID LOGON PROCEDURES
STEPS FOR LOGIN AFTER THE PIN HAS BEEN SET

1) **You will be prompted for a 'Username'. (lower case)**
   Enter an 'i' followed by your assigned SCB logon-ID and depress the enter key.
   For example: iscbdbaw or iscbdbawx (individuals that have delegated authority)

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).

   ****If you are prompted for 'NEXT PASSCODE'**
   Enter your PIN + the next generated number on your assigned SecurID key fob And depress the enter key.

3) **You are now at the VITA-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**
- **If you continue to be re-prompted for your 'Username' please contact the Compensation Board.**

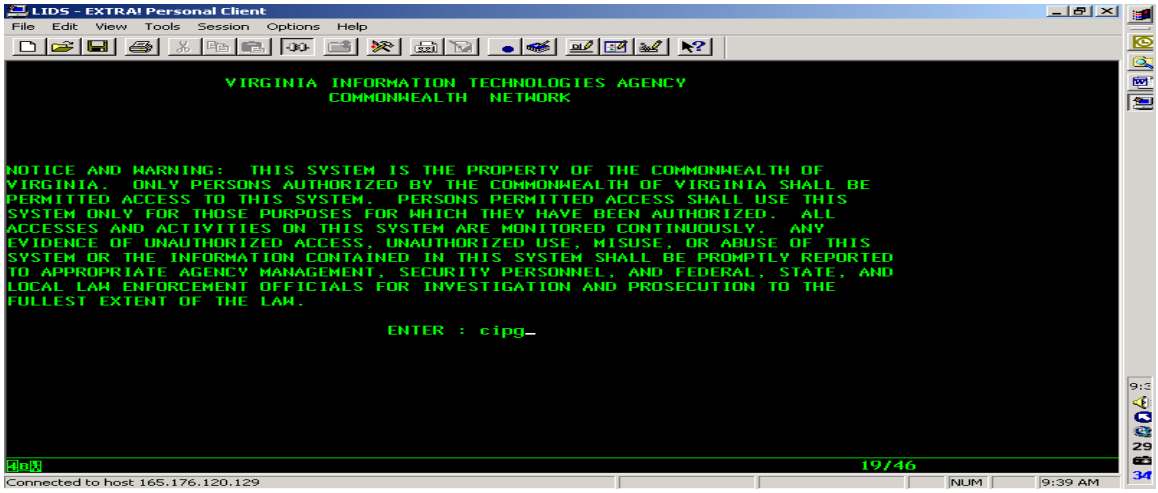
Accessing LIDS (On-Line) - Continued

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

Commonwealth Network Screen

LIDS PRODUCTION REGION:

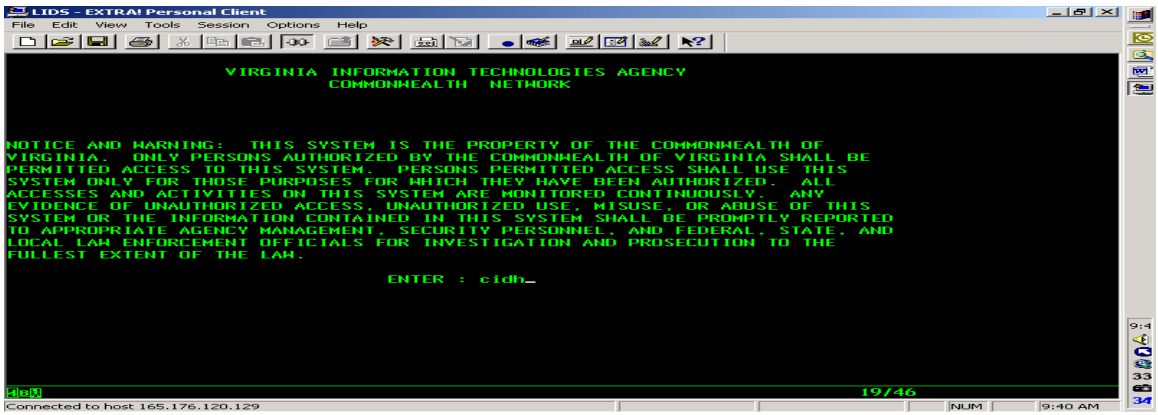
- Enter ***CIPG*** and depress the enter key



*******OR********

LIDS TEST REGION:

- Enter ***CIDH*** and depress the enter key
  - ✓ May be used to train staff prior to entering into the production screens
  - ✓ Anything changes or additions in test (CIDH) will ***not*** affect the production (CIPG) file.

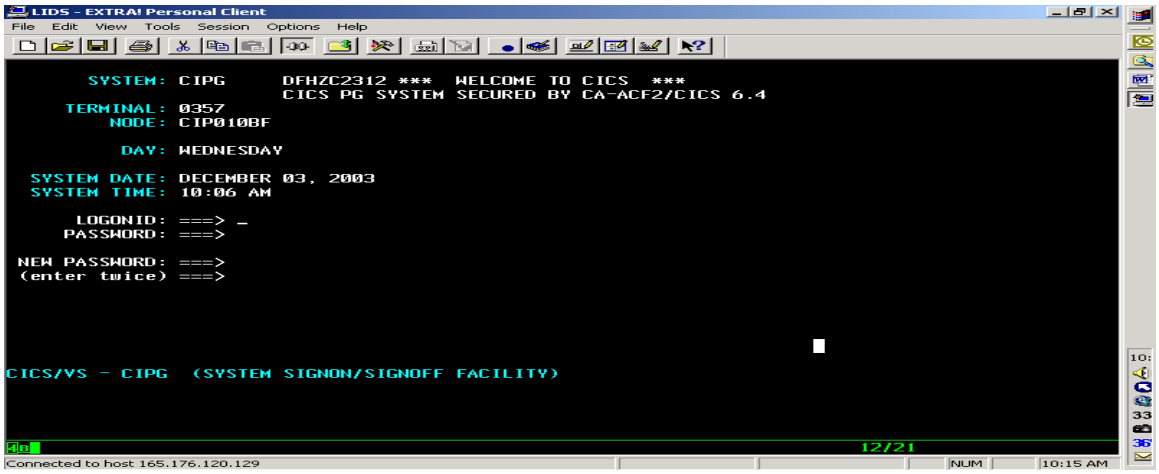


- After depressing the Enter key, the CICS logon screen will be displayed.

Accessing LIDS (On-Line) - Continued

CICS Sign-on Screen

Virginia Information Technologies Agency (VITA) establishes logon-ID's. **To have a new logon-ID established for an employee, call Melanie Morrison at 804-786-0786 ext. 204 or email her at** melanie.morrison@scb.virginia.gov**.**



- **Logon procedures for a New logon-ID (first time logging in LIDS)**:
  - ✓ Enter ***logon-ID*** and depress the *tab* key.
  - ✓ Enter ***logon-ID*** as the password and depress the *tab* key.
  - ✓ Enter a ***new password*** and depress the *tab* key.
  - ✓ Re-enter ***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 ***logon-ID*** and depress the *tab* key.
  - ✓ Enter ***password*** and depress the *enter* key.

The password will expire every 30 days and a message will be received that a new password (ACF01017 Password for Logon-ID has expired) needs to be established.

- **Logon procedures to establish a new password (expires every 30 days):**
  - ✓ Enter ***logon-ID*** and depress the *Tab* key.
  - ✓ Enter ***old password*** and depress the *Tab* key.
  - ✓ Enter a ***new password*** and depress the *Tab* key.
  - ✓ Re-enter ***new password*** a second time to confirm, then depress the *Enter* key.

If attempting 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 the logon-ID (ACF01013 Logon-ID Suspended because of password Violation). If this happens, contact facility personnel approved by VITA 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 ***logon-ID*** and depress the *Tab* key.
  - ✓ Enter ***temporary password*** (reset by Compboard or VITA) and depress the *Enter* key.
  - ✓ Enter a ***new password*** and depress the *Tab* key.
  - ✓ Re-enter ***new password*** a second time to confirm, then depress the *Enter* key

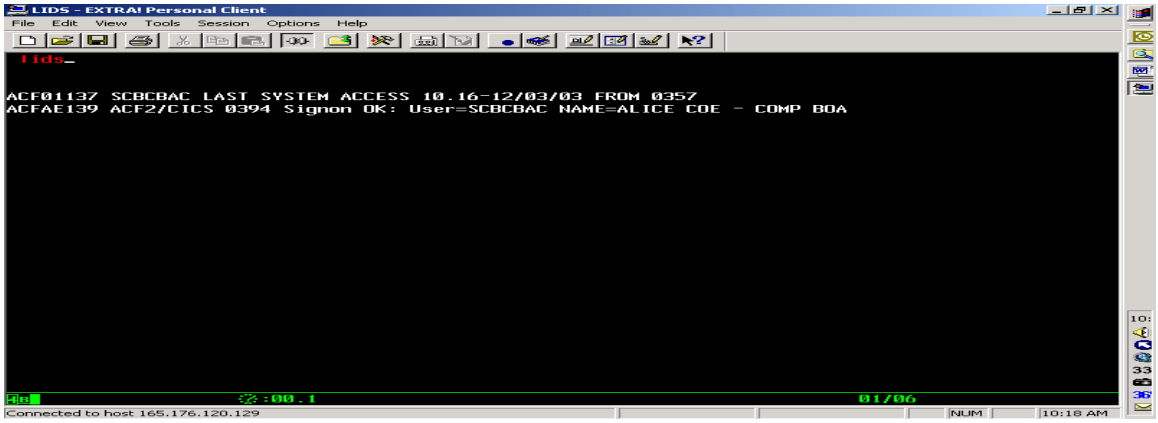
- After successfully signing on to CICS, the sign-on statistics screen (see next page) will be received.

Accessing LIDS (On-Line) - Continued

Sign-on Statistics Screen

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

- **Type *LIDS*** in the upper left hand corner (not case sensitive)
- Depress the Enter key



- After successfully signing onto LIDS, the LIDS Main Menu Screen (see next page) will be received
- To obtain LIDS Access for additional LIDS Users:
  - ✓ Send an e-mail to Melanie Morrison melanie.morrison@scb.virginia.gov or Anne Wilmoth anne.wilmoth@scb.virginia.gov), requesting LIDS Access for additional staff and provide the following information:
    - ➢ User Name
    - ➢ LIDS Rights Level
      - o Local Jail Users (Records, Booking, etc.)
      - o Adjustors (Can be someone other than the LIDS Technician)
      - o Sheriff/Approver
      - o Chief Jailor/Certifier

Effective Sunday 04/07/02, VITA 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) When working from remote location, establish an Internet Connection to connect to LIDS to request downloadable files. Once established, follow the steps below.
2) Click on Windows Start button; click on Programs; click on Accessories; click on Command Prompt to open the MS-DOS prompt
3) Within MS-DOS, key in 'FTP' and depress the enter key. 'FTP' will replace the 'C:/windows' prompt.
4) Key in 'open ditmvs2.state.va.us' (with the space after open and 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)

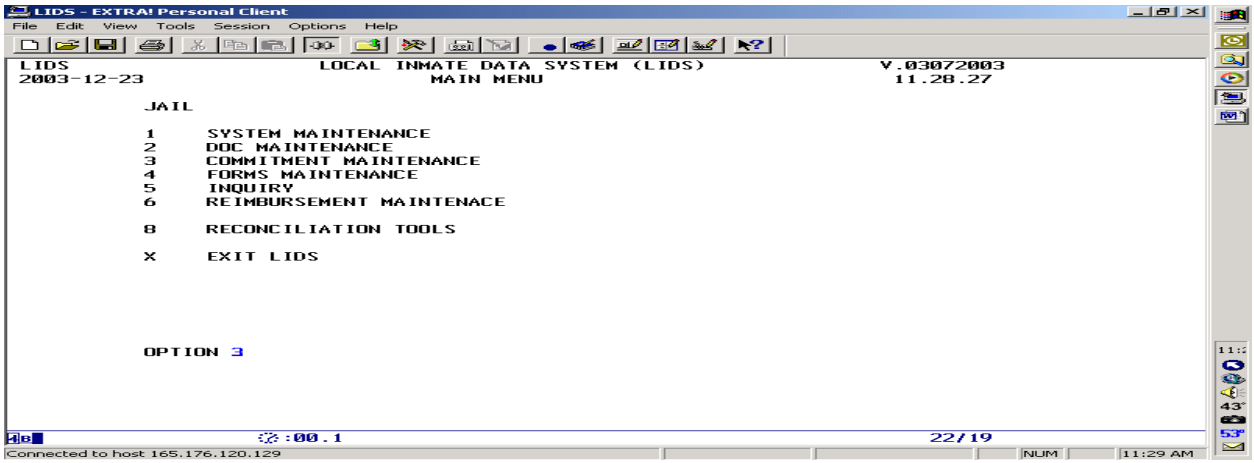
1) Enter the word 'put' (without the quotes) and depress the enter key.
2) You will be prompted for the 'Local-File' name. This is the name of the file on your PC or File Server. Enter the fully qualified name in double quotes(") and depress the enter key. For example, "c:\uploads\jan2001.txt"
3) You 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.user.j510.reacon10.rtf'.
3) You will be prompted for the 'Local-File' name. This is the name of the file that you are telling it to be sent to your PC or File Server. (NOTE: If a file folder has not been established, create one at this time). Enter the fully qualified name in double quotes (") and depress the enter key. For example, "c:\download\reacon10.rtf".
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.
5) To end, key 'quit' and exit out.
6) Open the established file folder to retrieve the download report (i.e., C:\download\reacon10.rtf.")

2. LIDS Main Menu

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



HELPFUL HINTS – Main Menu

- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- 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
- 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 it may be necessary to select 'N' to read broadcast messages
  - ✓ Select 'N' to read the next message
  - ✓ Once there are no more broadcast messages, select your screen option listed below
- Options:
- Option '1' – CB use only
- Option '2' – DOC and CB use only
  - ✓ Option '3', Commitment Maintenance provides a means to confine inmates in LIDS on-line as well as provides you with screens that allows updating inmate data if needed
  - ✓ Option '4', Form Maintenance provides a means to request reports to balance monthly submissions
  - ✓ Option '5', Inquiry provides a means to inquire on all inmate information
  - ✓ Option '6', Reimbursement Maintenance provides a means to certify, approve and make adjustments to prisoner records as well as review quarterly voucher information
  - ✓ Option '7', DNA – Not Shown, Division Of Forensic Lab Use Only
  - ✓ Option '8', Reconciliation Tools provides a means to balance Inmate Head Count and Financial Count by Payment Category
  - ✓ Option '9' - Not Shown, Chief Jailor Use Only, Expungement tools provides 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 'X' - provides the path to exit LIDS

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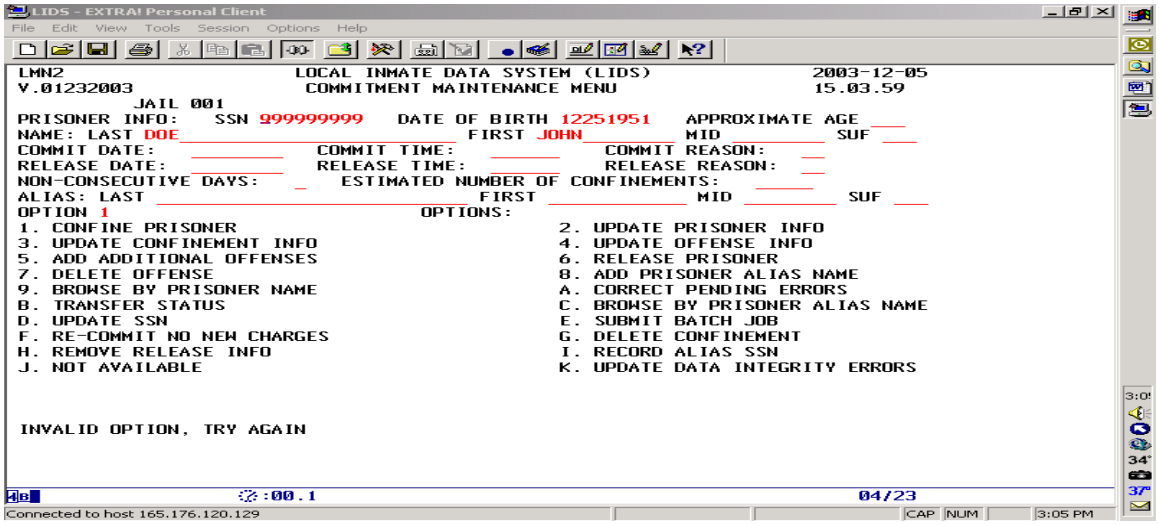
3. Commitment Maintenance Menu

Navigational Path: Option '3', Commitment Maintenance

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



```
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2003-12-05
V.01232003               COMMITMENT MAINTENANCE MENU                   15.03.59
          JAIL 001
PRISONER INFO:    SSN 999999999    DATE OF BIRTH 12251951    APPROXIMATE AGE ___
NAME: LAST DOE_____________________ FIRST JOHN_________ MID _________ SUF ___
COMMIT DATE:  _________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE: _________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST _____________________________ FIRST _____________ MID _________ SUF ___
OPTION 1                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

INVALID OPTION, TRY AGAIN

:00.1                                                                  04/23
```

- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- **<u>Option #3, Commitment Maintenance Menu</u>** provides a navigational path for maintaining all LIDS jail inmate information tables
- It provides a mechanism for recording confinements, releasing prisoners, and updating/changing prisoner's current confinement, browsing prisoner information and the capability to view DNA sampling information
- There are two (2) means of submitting inmate data to LIDS, on-line **OR** batch uploading 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 proceed until edited data is corrected
  - ✓ Batch upload data is edited at the back end of the process
  - ✓ Batch upload jails receive an error report that must be corrected before certifying and approving monthly LIDS submission
- Sources for verifying inmate Social Security Number (SSN) by name, date of birth and sex:
  - ✓ Contact 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
- Birth Date Format is MMDDYYYY
- Day count - LIDS computes reimbursements
  - ✓ Total Days - **do not** count the commit date and **do** count the release date
  - ✓ State Days – **do** count the commit date and **do not** count the release date

COMMITMENT MAINTENANCE MENU (Continued)

Option '3', Commitment Maintenance - Continued

- Security Numbers (SSN's) are verified by the Social Security Administration and entered in LIDS, they cannot be changed in LIDS. When an incorrect DOB is discovered, LIDS users should send a written request to change the DOB or SSN to Anne Wilmoth (anne.wilmoth@scb.virginia.gov) or Craig Giegerich (craig.giegerich@scb.virginia.gov), who can correct in LIDS. Be sure to note your jail number, inmate name, SSN, Commit Date and Time. (3/2004)
- 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 booking the inmate on-line, select Option #1 – Confine Prisoner
    - ➢ Enter the digit #9, nine times (e.g., 999999999) on first screen (Prisoner Information)
    - ➢ The SSN is generated on second screen
      - o The first digit will be #9
      - o The next three represents facility's FIPS code (e.g., 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 generated SSN each time inmate is confined
      Note: It is important <u>for each jail to account for an inmate using their own identifier</u> without regard for how other jails have accounted for them.
- Updates on-line <u>and</u> batch upload inmate data
  - ✓ <u>Updating prisoner information helps to eliminate:</u>
    - ➢ <u>Audit finding,</u> i.e., prevents over payments
    - ➢ <u>Errors</u>, i.e., did not forget to update and no adjustments are needed
    - ➢ <u>Overlaps</u>, i.e., prevents calls from the receiving jail
  - ✓ <u>Not updating prisoner information causes:</u>
    - ➢ <u>Over-reimbursements</u>, i.e., audit findings for not releasing the prisoner
    - ➢ <u>Error</u>, i.e., requires an adjustment if report was approved (more work)
    - ➢ <u>Overlaps</u>, i.e., if you forget to release a prisoner from LIDS that has been transferred to another jail (Reason Confined Code '35'), you will probably receive a call from that jail indicating that there is an overlap
- The Compensation Board auditors require copies of source documents including normal input data that supports the committal be included in the files. Occasionally the auditors will use other documents to support the committal. Copies of the computerized court record is good to have as support to clarify any confusing or missing court data that may have occurred in the original committal documentation. In cases where the court uses computerized committal documents (Disposition Notices, etc.), the documents should be signed by a court official or facsimile signatures may be used where the Supreme Court has authorized such computerized signatures to be used in lieu of original signatures.
- **The <u>Code of Virginia</u> § 53.1-116 and the Appropriation Act, Chapter 899 Item 63 K., requires a record to be maintained of incarceration in LIDS after the court or magistrate has issued one of the following (Refer to <u>LIDS Audit Guide</u>):**
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, ordered the Sheriff to confine person to jail
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" charges the sheriff with authority and responsibility of committing person
  - ✓ Department of Corrections Parole Board Warrant
  - ✓ Court Order that authorized Sheriff to take custody of a specified body, or
  - ✓ US Marshal (Federal or Military) form that authorized Sheriff to take custody of a federal prisoner
  - ✓ A standard arrest warrant or personal recognizance form according to Supreme Court of Virginia **<u>does not</u>** carry the authority for a prisoner to be recorded to LIDS
  - ✓ Court issued inmate transfer
  - ✓ Continuance Order, Form DC 355 01/00
  - ✓ Contempt of Court Order/Certificate of Conviction (<u>Code of Virginia,</u> § 18.2-456, §18.2-458, and §19.2-267)
- **The Committal Order and the Warrant should agree**
  - ✓ **<u>If they disagree</u>**, contact the magistrate office to resolve the issue
  - ✓ Follow the magistrate's directive on the commitment order – provides legal authority to commit
  - ✓ Audit staff verify the data found in LIDS to the commitment order when conducting on-site audit

• COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '1' - Confine Prisoner, Screen #1, Prisoner Information

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2003-12-05
V.01232003               COMMITMENT MAINTENANCE MENU                   15.03.59
            JAIL 001
PRISONER INFO:    SSN 999999999    DATE OF BIRTH 12251951    APPROXIMATE AGE ___
NAME: LAST DOE                                 FIRST JOHN          MID          SUF ___
COMMIT DATE:          COMMIT TIME:          COMMIT REASON:    __
RELEASE DATE:         RELEASE TIME:         RELEASE REASON:   __
NON-CONSECUTIVE DAYS:   _   ESTIMATED NUMBER OF CONFINEMENTS:
ALIAS: LAST                                FIRST              MID          SUF ___
OPTION 1                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

INVALID OPTION, TRY AGAIN

:00.1                                                                  04/23
Connected to host 165.176.120.129                                CAP NUM  3:05 PM
```

First (1st) Screen of Three (3) – Prisoner Information Screen

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCA2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01032003
2003-12-05                     CONFINE PRISONER
                            **PRISONER INFORMATION**

JAIL 001     PRISONER ID _____          SSN 900100650     SID _____
             LAST                      FIRST         MIDDLE     SUFFIX
NAME   DOE                            JOHN
DATE OF BIRTH 12251951  APPROX AGE 000 DATE APPROX AGE RECORDED
RACE B SEX F HEIGHT 00 00 WEIGHT 000 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

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

HIGHLIGHTED FIELDS IN ERROR

:00.1                                                                  11/19
Connected to host 165.176.120.129                                CAP NUM  3:11 PM
```

OPTION '1', Confine Prisoner - Screen #1, Prisoner Information - Continued

- **Option #1, Confine Prisoner – Screen #1, Prisoner Information** provides a means to identify the prisoner confined in jail
- Prisoner Information is the first of three screens that needs to be completed in order to confine a prisoner on-line within LIDS
- Required data fields
  - ✓ Race
  - ✓ Sex
  - ✓ Hair Color
  - ✓ Eye Color
- 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 booking the inmate on-line, select Option #1 – Confine Prisoner
    - ➢ Enter the digit #9 nine times (e.g., 999999999) o-n the first screen (Prisoner Information)
    - ➢ 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 (e.g., 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 steps:
    - ➢ 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
  - ✓ 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 for each confinement
- 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
- All corrections must be made before the system will go to the next screen
- To make the job easier, make sure all the prisoner information is available to confine a prisoner in LIDS
- See the Reference Code Section of this manual for the back-up LIDS worksheet
  - ✓ Could be utilized if all systems go down and it is necessary to work from paper to maintain confinements and releases from jail
- For all DNA questions, see the LIDS DNA Tracking System Section
- 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)

Navigational Path: Option '1' - Confine Prisoner, Screen #2, Confinement Information

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

Second (2nd) Screen of Three (3) – Confinement Information Screen

```
LCA3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.08072002
2003-12-05                     CONFINE PRISONER
                        **CONFINEMENT INFORMATION**
JAIL 001     PRISONER ID _____________    SSN 900100650     SID: _____________
PRISONER NAME DOE, JOHN
COMMITMENT DATE  11032003    TIME  090000    REASON CONFINED  10
RELEASE DATE     _________   TIME  ______    REASON RELEASED  __   TRANS JAIL ___
HOUSING STATUS ___ FACILITY LOCATION ___  INSURANCE NUMBER 854002203 GROUP
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)
REASON FOR CONFINEMENT MUST BE ENTERED
```

- **Option #1, Confine Prisoner – Screen #2, Confinement Information** provides a means to identify the prisoner's confinement period in jail
- This is the second (2nd) screen to be completed in order to confine a prisoner on-line within LIDS
- Required Data Fields:
  - ✓ 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 holding inmate(s) for another locality
    - ➢ **Regional Jails** are **required** to input the **FIPS** code that identifies the Holding Locality that will be billed
- All required data fields in LIDS are edited
- Data fields failing the edit process will be highlighted and the cursor will be placed on the error field until corrected
- 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 (e.g., 2000)
- Commit and release time should be entered in military (HHMMSS) format
  - ✓ HH denotes the hour (00 - 23)
  - ✓ MM denotes the minute (00 - 59)
  - ✓ SS denotes the second (00 - 59)

Option '1' Confine Prisoner - Screen #2, Confinement Information - Continued

- **The Compensation Board auditors require copies of source documents** including normal input data that supports the committal be included in the files. Occasionally the auditors will use other documents to support the committal. Copies of the computerized court record is good to have as support to clarify any confusing or missing court data that may have occurred in the original committal documentation. In cases where the court uses computerized committal documents (Disposition Notices, etc.), the documents should be signed by a court official or facsimile signatures may be used where the Supreme Court has authorized such computerized signatures to be used in lieu of original signatures.
- **The Code of Virginia § 53.1-116 and the Appropriation Act, Chapter 899 Item 63 K., requires a record to be maintained of incarceration in LIDS after the court or magistrate has issued one of the following (Refer to LIDS Audit Guide):**
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, ordered the Sheriff to confine person to jail
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" charges the sheriff with authority and responsibility of committing person
  - ✓ Department of Corrections Parole Board Warrant
  - ✓ Court Order that authorized Sheriff to take custody of a specified body, or
  - ✓ US Marshal (Federal or Military) form that authorized Sheriff to take custody of a federal prisoner
  - ✓ A standard arrest warrant or personal recognizance form according to 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
  - ✓ Contempt of Court Order and Certificate of Conviction (Code of Virginia, § 18.2-456, §18.2-458, and §19.2-267)
- **The Committal Order and the Warrant should agree**
  - ✓ **If they disagree**, contact the magistrate's office to resolve issue
  - ✓ Follow the magistrate's directive on the commitment order since that provides the legal authority to commit individual to jail
  - ✓ Audit staff verify the data found in LIDS to commitment order when conducting on-site audits
- Do I update the Reason Confined Code if the offender was originally confined as '10' Awaiting trial and during his confinement they were convicted or sentenced?
  - ✓ YES, (See Next Section - Offense Information)
- Reason Confined Codes are broken down in the following categories (See Code Section of Users Guide):
  - ✓ Awaiting Trial – Adult and Juvenile
  - ✓ Adult Sentenced - NO Charges Pending
  - ✓ Adult Sentenced - HAS Charges Pending
  - ✓ Adult Sentenced – Miscellaneous
- LIDS computes reimbursements based on the data input at month end
  - ✓ Total Day Count Rule – **do not** count commit date, but **do** count release date
  - ✓ State Day Count Rule- **do** count commit date, but **don't** count release date
- Any data field requiring input of a reference code, invoke one of the following PF Keys to get help determining which code to use:
  - ✓ Invoked by depressing the PF1 key.
  - ✓ Canceled by depressing the PF3 key.
  - ✓ To substitute the value/code invoked by depressing the PF17 key (Shift F5). This feature will return selected value to the screen.
- It was brought to our attention that localities incorrectly updated Holding for Jurisdiction. If the offender is not your prisoner, the record should be updated to the correct jurisdiction where prisoner is being held.

Option '1' Confine Prisoner - Screen #2, Confinement Information - Continued

- Effective 7/1/2000, the Holding Jurisdiction field was added for billing purposes, as jails needed a means to identify other jurisdictional jails
  - ✓ **Jails (City and County)**- LIDS defaults the Holding Jurisdiction to your Jail number
    - ➢ If the offender is NOT your prisoner, update "Holding for LOC" to reflect the Holding Jurisdiction.
  - ✓ **Regional Jail** – Must input Holding Jurisdiction's FIPS Code
  - ✓ A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance
- Effective 7/1/1999, localities were given capability to confine and release prisoner on the confinement screen. If the situation fits, it is not necessary to go to Option #6 to Release a Prisoner
- Reason Release Code '35', Transferred to another Jail, requires a Jail FIPS Code representing the jail inmate was transferred to
- Effective 7/1/1999 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states Reason Confined Code '78', the District of Columbia or the Federal Government Reason Confined Code '73', for more than 48 hours, the following fields become required and will be utilized by DOC to collect the necessary data 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)
  - ✓ **'**Detainers' - Utilize to report the charges listed on the commitment order
    - ➢ Outstanding charges in other jurisdictions should be recorded by using the Detainers field.
  - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
    - ➢ Other States (if 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')
- Confinements that equal less than 1 Day
  - ✓ Confinements in LIDS less than 1 day are reflected as 1 day.
    - ➢ E.g., 3 hours = 1 day for reimbursement purposes
    - ➢ To acknowledge we committed for 3 hours make note on the comment screen that confinement time equaled 3 hours or in inmate file recorded as 1 day vs. 3 hours
    - ➢ Current language does not stipulate a limit on time of confinement that is reimbursable
- Overlap Confinements - To prevent overlap confinements, do not book out prisoner if they are transported to another jurisdiction (e.g., Court) for the day. The jurisdiction picking up the prisoner for the day (court, medical appointment) should not book the prisoner in LIDS/jail. In the case mentioned above, the only time the inmate should be booked in and out of LIDS/jail would be if inmates stays over night.
  - ✓ **Prompt attention to overlaps is imperative due to loss of revenue in one facility and the overpayment in another facility**
  - ✓ It is very important that the commit date/time and release date/time be verified for accuracy
  - ✓ This is an audit issue
  - ✓ Compensation Board (CB) recommends that each LIDS Technician cross train staff member(s) on LIDS to ensure that overlaps do not occur and resolved in a timely manner

Option '1' Confine Prisoner - Screen #2, Confinement Information - Continued

- Late Confinements require Financial Adjustment
  - ✓ When a prisoner is confined in LIDS ***AFTER*** the monthly report is approved, you should:
  - ✓ Confine prisoner in LIDS (Option #1, Confine Prisoner - 3 screens)
  - ✓ Print 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 have not been given authority
  - ✓ Continue providing necessary information (3 screens) to confine the prisoner
  - ✓ If the adjustment indicated is not made on the screen, a message will appear on the Possible Error Report that a financial adjustment is needed
  - ✓ If the adjustment is not made that was indicated on the screen, there will be an increase in the Average Daily Population (ADP)
- Medical Alert Flag
  - ✓ If LIDS detects a 'Y' Yes in the Medical Alert Flag data field, the locality has provided information and it is not viewable
  - ✓ If it is necessary to view the medical information, it is recommended that the user ask the medical staff to go onto LIDS and check for comments
  - ✓ NOTE: Compensation Board staff are unable to view medical comments
- After all fields have successfully passed the edit process, the Prisoner Offense Screen will be displayed
- **Warrant/Commitment Order Conflict**
  - ✓ Auditors were recently asked by several LIDS users what paperwork to use in instances where the warrant and the commitment order conflict as to the nature of the charge – state or local
  - ✓ The proper procedure is to follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
  - ✓ Audit staff will verify data found in LIDS to the commitment order when conducting audits
  - ✓ The warrant and commitment order should agree
  - ✓ If not, contact your magistrate's office to resolve the issue
- Effective April 1, 2003 the Local Inmate Data System (LIDS) was updated to provide a per diem reimbursement for inmates **committed to a local emergency medical and/or hospital while in the custody of the jail.**

  Procedures:
  - ✓ **Release** prisoner from LIDS utilizing Release Reason Code '**45,** to Local Emergency Medical and/or Hospital', **THEN**
  - ✓ **Re-Book** prisoner in LIDS the same day utilizing **New** Reason Confined Code '**37,** Held in a Local Emergency Medical and/or Hospital' until they return to the jail OR released to the community

  IF released from a Local Emergency Medical and/or Hospital' back to jail:
  - ✓ **Release** prisoner from LIDS utilizing Release Reason Code '**23,** Confinement change within facility or Violated Program'
  - ✓ **Re-Book** prisoner back in jail/LIDS utilizing a confinement code that applies (awaiting, sentenced or pending charges)

  IF released from a Local Emergency Medical and/or Hospital to the community:
  - ✓ Release prisoner from LIDS utilizing a release reason code that applies (see LIDS Users Guide)

    IF prisoner is released to a Local Emergency Medical and/or Hospital and does NOT stay overnight in the Local Emergency Medical and/or Hospital:
  - ✓ **DO NOT release inmate in LIDS.**

  Reminder:

  If you utilize Release Reason Codes 23 or 45, as mentioned above, and you are an on-line jail, it will save time by re-booking the inmate in LIDS utilizing Option '**F'**, Re-Commit No New Charges' that can be found within the Commitment Maintenance Menu.

Option '1' Confine Prisoner - Screen #2, Confinement Information - Continued

- A LIDS user requested the need for LIDS to reimburse the additional $14 per diem for Jail Contract Bed (JCB) inmates released to stay overnight in a local emergency medical and/or hospital using Release Reason Code '45' - To Emergency Medical Hospital/Local Medical Center and rebooking on LIDS using Reason Confined Code '37' - Held in a Local Emergency Medical and/or Hospital).
  - ✓ LIDS was updated to continue reimbursing the additional $14 per diem if the JCB inmate is released from LIDS using Release Reason Code '45', and using Reason Confined Code '37' to rebook the inmate in LIDS. The Forms Maintenance JCB report will pull from both categories when it reports inmates in JCB status.

- LIDS users requested the need for a new Reason Confined Code because of local programs where the court orders treatment. Effective March 1, 2004, Reason Confined Code 81 – Addictions Correction Treatment (ACT) was added to LIDS.

81	**-**	**Addictions Correction Treatment (act) -** Inmate is sentenced to a state responsible sentence length, however, the court order specifically forbids transport to doc and inmate will remain in the local facility to complete treatment program, inmate is treated as a local responsible inmate. Inmate is treated as a local responsible inmate and funding is $8 per day. If they violate the treatment program, release inmate utilizing code '23' Change in status and re-book the inmate in jail as '20' Serving Sentence

- LIDS users requested the need for a new Reason Confined Code for State Responsible inmates that are **court ordered** to stay in jail because there is **not** an agreement with DOC. Effective April 1, 2004, Reason Confined Code 82 – SR Inmate Court Ordered to Jail was added to LIDS.

Reason Confined Code	Description
82	**SR INMATE COURT ORDERED TO JAIL** Inmate is ordered to serve all or a portion of State Responsible (SR) sentence in local or regional jail. Inmate is treated as Local Responsible Inmate during the Court Ordered to Jail portion of his SR sentence is being served.

Procedure:
Funding is $8 per day during the time period that the inmate is court ordered to confinement in a local jail. Confine the court ordered inmate into LIDS utilizing Reason Confined Code '82', SR Inmate Courted Ordered to Jail. Inmate is treated as a Local Responsible Inmate.

If the inmate completes the **total** court ordered sentence **in jail** then release the inmate from jail and LIDS utilizing Release Reason Code '39', Served Sentence.

If the inmate completes the **portion of the sentence** that was order to be served **in jail** and remaining sentence is to be served in DOC, then call DOC for Inmate intake. If DOC does not intake prisoner that day, then release prisoner off LIDS utilizing Release Reason Code ''23' Change in Status and re-book the inmate in as Reason Confine Code '20', Serving Sentence.

This is when the additional $6 per diem kicks in for the State Responsible inmate being out of compliance with DOC. LIDS will provide the additional $6 Per Diem funding starting from the date of sentencing + 90 days (91st day) when the confinement is changed to Reason Confined Code 20, Serving Sentence.

Option '1' Confine Prisoner - Screen #2, Confinement Information - Continued

- The Jail Contract Bed (JCB) contact at the Department of Corrections is: Jackie Mathews, 6900 Atmore Drive, Richmond, Virginia 23225. Email address: MathewsJP@vadoc.state.va.us, Telephone: (804) 674-3131 Ext. 1546. Fax: 804-674-3286

- If inmate is committed to jail as a juvenile offender and is Certified as an Adult and he/she is released to the Department of Juvenile Justice, how should the sentence be entered into LIDS?
  - ✓ Commit the juvenile inmate in LIDS as Reason Confined Code '39', Juvenile Sentenced as an If inmate is committed to jail as a juvenile offender and is Certified as an Adult and he/she is released to the Department of Juvenile Justice, how should the sentence be entered into LIDS?
  - ✓ Adult, no pending charges. Enter the sentence date. If the inmate is sentenced and the court order reads "Indeterminate Youthful Offender," enter '0700' in the Sentence Length YEARS category within the Offense Information screen. If the court order reads a term sentence, i.e., 4 years, etc., enter '0004' in the Sentence Length YEARS category within the Offense Information screen. If the juvenile inmate is released to the Department of Juvenile Justice, use Reason Release Code '30', To Serve at Department of Juvenile Justice, and enter the release date.

- If inmate goes to a funeral and returns to the jail within four hours/inmate does not stay overnight, should the inmate be released from LIDS?
  - ✓ NO. The inmate should not be released in LIDS unless he/she stays overnight.

- If inmate is being held on a **Governors Warrant**, Reason Confined Code 74, Held for Out of State Authority (Payable, Held On State Warrant), should be utilized.

- **Federal Inmates Committed to Jail on a Writ Procedure**
  - ✓ A jail receives a Federal inmate booked into jail on a writ from either the General District Court or Circuit Court (which acts as a committal order and/or state warrant) to testify as a witness. If the inmate is not being held in jail on a state charge(s), use Reason Confined Code 13 - Held as a material witness (non-DOC) Not serving time on other charges. Jail should use their jurisdiction code (i.e., 520) and VCC PRI9909S9 - Held as a Material Witness. When the court releases the inmate (after he/she serves as a witness), we suggest that the Federal Authority be contacted immediately to pick up inmate - use Release Reason Code 51 - To Federal Authority. If Federal Authority does NOT pick up the inmate the day the court releases him/her and the inmate stays the night in jail, release the inmate utilizing Release Reason Code 23 - Confinement Change within facility OR Violated Program, and recommit the inmate using Reason Confined Code 73 - Held for Federal Authority/District of Columbia (Non-Payable—Non State Warrant) with a '888' - unspecified FIPS Code. When the inmate is released to the Federal Authority, use Release Reason Code 51 - To Federal Authority. (3/2004)

Usable Reason Confined and Reason Released Data Field Combinations

The following spreadsheet is provided to give you a crosswalk from Reason Confined Codes to valid Reason Release Codes within LIDS. An error message will be received if you utilized any combination that is not listed. See next Page.

		Release Reason																																							
RC	**A/J**	**10**	**16**	**18**	**19**	**20**	**21**	**22**	**23**	**25**	**30**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**55**	**56**	**57**	**58**	**59**	**60**	**62**	**70**
Juvenile Awaiting Trial																																									
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Juvenile - Tried - Unsentenced																																									
14	J		Y	Y	Y				Y	Y	Y				Y	Y	Y					Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Juvenile Sentenced as an Adult - no pending charges																																									
39	J	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Juvenile Sentenced as an Adult - with pending charges																																									
63	J		Y	Y	Y				Y	Y	Y				Y	Y	Y	Y	Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult Awaiting Trial																																									
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	A		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y									Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Adult - Tried - Unsentenced																																									
14	A		Y	Y	Y			Y	Y	Y	Y	Y			Y	Y						Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Adult - no pending charges																																									
20	X	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y		Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y		Y	Y	Y	Y	Y		Y			Y	Y	Y
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Pending Charges																																									
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y	Y		Y	Y					Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
53	X		Y	Y	Y				Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
56	X		Y	Y	Y				Y	Y					Y	Y			Y		Y				Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
59	X		Y	Y	Y				Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
62	X		Y	Y	Y				Y	Y			Y		Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
87	X		Y	Y	Y				Y	Y					Y	Y			Y				Y		Y					Y	Y	Y	Y	Y					Y	Y	Y
89	X		Y	Y	Y				Y	Y					Y	Y			Y					Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Miscellaneous																																									
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
71	X		Y	Y					Y	Y			Y		Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
72	X		Y	Y					Y	Y					Y	Y		Y							Y					Y	Y	Y	Y	Y					Y	Y	Y
73	X		Y	Y			Y		Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
74	X		Y	Y	Y		Y		Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
75	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
78	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
79	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
80	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
81	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
82	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
85	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
90	X								Y	Y			Y						Y																						

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '1' - Confine Prisoner, Screen #3, Offense Information

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

Third (3rd) Screen of Three (3) – Offense Information Screen

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LOA2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.09082003
2003-12-05          CONFINE PRISONER - OFFENSE INFORMATION

JAIL 001     PRISONER ID _              SSN 900100650     SID
PRISONER NAME DOE, JOHN
REASON CONFINED 10 REASON RELEASED    RELEASE DATE/TIME
OFFENSE CODE       AB01407M3   OFFENSE TYPE M       PAYMENT STATUS  LD
OFFENSE DATE 10202003          OFFENSE SEQUENCE NUMBER    4

ARREST DATE        _________     TIME ______
ARRESTING OFFICER  ____________________________
ASSISTING OFFICER  ____________________________

COURT JURISDICTION  001   COURT TYPE (JUV)     DOCKET NUMBER ____________
CONVICTION DATE  ________
SENTENCE DATE  ________   OFFENSE AS SENTENCED          __________   OFFENSE TYPE _
SENTENCE LENGTH: YEARS  __0   MONTHS  __0   DAYS  __0   CONCURRENT SENTENCE _
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 ADDITIONAL OFFENSES

4B                  :00.1                                          04/27
Connected to host 165.176.120.129                                  NUM   3:22 PM
```

- Screen #3, Offense Information is the last screen that needs to be completed to confine a prisoner on-line within LIDS
- Required Data Fields
  - ✓ Offense Code
  - ✓ Offense Type
  - ✓ Offense Date
  - ✓ Court Jurisdiction
- Available resources to locate required data code fields with LIDS:
  - ✓ Compensation Board Website, www.scb@virginia.gov **OR**
  - ✓ In the Reference Section of this LIDS Users Guide (excluding VCC Codes) **OR**
  - ✓ Utilizing 'F1' in the data field within LIDS (Help Button = 'F1') **OR**
  - ✓ Compensation Board Staff **OR**
  - ✓ Other Local Users
- The Offense screen is broken down into two (2) sections
  - ✓ Top section of the screen should reflect the offender's arresting information/data fields
  - ✓ Bottom section of the screen should reflect sentencing information/data fields, if applicable
- Try to enter the most serious offense first so that the most serious offense is 'Sequence #1'

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **ONCE** the input of all offenses are completed, select 'Y' Yes, I'm done inputting all offenses
- **IF** a 'Y' for 'Done' is not entered 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
- Clear Screen - Returns to Commitment Maintenance Menu
- Input the proper Offense Type:
  - ✓ Offense Type 'A' = the offense was committed on or after 1/1/1995
  - ✓ Offense Type 'B' = the offense was committed before 1/1/1995
  - ✓ Offense Type 'M' = Misdemeanor offense
  - ✓ Offense Type 'O' = Local Ordinance Violation
- 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
- Effective 7/1/1999, required to input VA Crime Codes (VCC) when recording Offense information
- Effective July 1, 1999, most Serious Offense is NO longer required
- VCC Codes are located on the Compensation Boards website at http://www.scb@virginia.gov
- Reimbursement Count Rules:
  - ✓ Total Day Count Rule - **don't** count the commit date, but **do** count the release date
  - ✓ State Day Count Rule- **do** count the commit date, but **don't** count the release date
- LIDS computes reimbursements based on data input at the end of the month if you have not input a Disposition Code 'SC' Sentence Completed along with a Disposition Date
  - ✓ Effective January 2004, if the confined inmate has both local and state warrants and Disposition Code 'SC', Sentence Completed is input with a Disposition date, LIDS determines the payable status (payable/non-payable) based on the Disposition Date provided for when the inmate completes sentence for that offense
- Do I update offense information? Yes.
  - ✓ Update the Reason Confined Code '10' Awaiting trial/not sentenced on multiple charges to Reason Confined Code '14' Convicted but not sentenced if inmate has been convicted and not sentenced
    - ➢ Post the Conviction Date
    - ➢ Post the DNA sampling information in the LIDS DNA Sampling Tracking System. **OR**
  - ✓ **IF** Sentenced, update the following (See Code Section):
    - ➢ Reason Confined Code
    - ➢ Sentenced Date
    - ➢ Offense as Sentenced
    - ➢ Offense Type
    - ➢ Conviction Date (effective 7/1/2001)
    - ➢ Sentence Length
    - ➢ Concurrent/Non-Concurrent Sentence
      - o Each Offense will default to 'N' Non-Concurrent
      - o **IF** the additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent, and the offenses that runs concurrent should be 'C' Concurrent

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- ✓ **If** Sentenced with Pending Charges (See Code Section):
  - ➢ Use the proper sentenced type based on 'M', 'A', 'B' or 'O'
  - ➢ Use the proper Reason Confined Code based on the most serious type offense and sentence length
  - ➢ **IF** offender has **any pending charges,** select one of the Reason Confined Codes for '**HAS Pending Charges'**
    - o Parole Violator is not considered as 'Has Additional Charges' - they are existing charges
    - o **IF** a Parole Violator is committed with additional charges, inmate should be confined utilizing Reason Confined Code for 'Sentenced HAS Pending Charges'
  - ➢ **IF** the offender has no pending charges, select one of the Reason Confined Codes for 'Sentenced NO Pending Charges'
  - ➢ Enter all other sentenced offenses
  - ➢ The pending charge must be updated once the offender is sentenced.

- **An inmate is committed to jail as a juvenile offender and also Certified as an Adult**
  - ✓ **Question:** How should juvenile inmate be confined and released in LIDS if released to the Department of Juvenile Justice, and how should sentence be entered into LIDS?
  - ✓ **Answer:** Commit the juvenile inmate in LIDS as Reason Confined Code '39', Juvenile Sentenced as an Adult, no pending charges. Enter sentence date. If inmate is sentenced and court order reads Indeterminate Youthful Offender, enter '0700', Indeterminate Youthful Offender in the Years category within the Offense screen. If court order reads a term sentence, i.e. 4 years, etc., enter '0004' in the Years category within the Offense screen. If juvenile inmate is released to the Department of Juvenile Justice, use Release Reason Code '30', To Serve at Department of Juvenile Justice, and enter release date.
- An inmate is **committed on his 18th birthday,** but was sentenced **in the Juvenile court system to Department of Juvenile Justice for an indeterminate period:**
  - ✓ **Question:** "How should inmate be confined and released if he's going to Dept. of Juvenile Justice, and how should sentence be entered into LIDS?"
  - ✓ **Answer:** Commit using a Reason Confined Code 20 - Adult Serving Sentence, no additional felony charges pending. Enter Sentence Date and 0700 Years (Indeterminate - Youthful Offender). Use Reason Release Code 30 - To Serve at Dept. of Juvenile Justice.
- **An inmate is committed to one life sentence plus 20 years.**
  - ✓ Question: What sentence length should be entered in LIDS?
  - ✓ Answer: **0620** in the LIDS Years data fields
- **Special Sentence Codes**
  - ✓ **'0500' = Adult - Indeterminate Sentence in the year data field within LIDS**
  - ✓ '0600' = Life Sentence in the year data field within LIDS
  - ✓ '0700' = Indeterminate Youthful Offender in the year data field within LIDS
  - ✓ '0800' = Two or More Life Sentences in the year data field within LIDS
  - ✓ '0900' =Death Sentence in the year data field within LIDS
- **It was brought to our attention that local users were using the disposition code 'SE' State Sentence with a 'M' Misdemeanor and/or 'O' Ordinance charges**
  - ✓ This is ***NOT*** valid
  - ✓ CB updated the edit process within LIDS that produces an error message says "DISPOSITION SE IS NOT VALID WITH MISDEMEANOR OR ORDINANCE CHARGES", if a disposition code of 'SE' State Sentence with a offense type of 'M' Misdemeanor and/or 'O' Ordinance was entered
  - ✓ If the error message mentioned above appears, please check the sentencing and offense information for accuracy

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Several LIDS users attempted to use VCC Statute §18.2-96, entitled PETIT LARCENY—THIRD CONVICTION, VCC Code LAR-2369-F6**
  - ✓ However, the END DATE of this statute was 6/30/96
  - ✓ The Statute that applies (START DATE) effective 7/1/96 is §18.2-104, entitled PETIT LARCENY—THIRD OR SUBSEQUENT CONVICTION, VCC Code LAR-2369-F6
  - ✓ The codes used on the warrant are for the crimes that he committed, but since this is offender's third larceny offense, it is elevated to a felony
  - ✓ This VCC code is used for all felony and larceny misdemeanors that are elevated to a felony for a third offense
- **Court Ordered Transportation Order**
  - ✓ When a DOC inmate is booked into jail via Court Ordered Transportation Order to appear in court, and returned to DOC, provide the following sentencing information:
    - ➢ VCC Code = Prisoners - for use by LIDS only
    - ➢ Disposition Code = 'SE' State Sentence
    - ➢ Disposition Date
      - o Since this information is not available, for **DOC inmates only input the Date Confined**
- **For court appearance to serve as a witness (DOC Inmates), Reason Confined Code 35**
  - ✓ Several LIDS Technicians brought to our attention that they are having difficulty receiving sentencing information on DOC inmates being held as a material witness in jail
    - ➢ LIDS requires sentencing information/disposition on sentenced inmates
      - o LIDS provides two means of recording sentencing information:
        - ▪ Input sentence length and sentence date**, OR**
        - ▪ Input a disposition code and disposition date
    - ➢ If DOC prisoner is being held as a material witness, disposition code **'SE'** State Sentence could be used with the **PRI VCC code**, and input the disposition date
    - ➢ Disposition date
      - o Would be the last date prisoner was sentenced on a felony charge which made him/her state responsible and all charges are adjudicated
        - ▪ If the prisoner was originally confined in jail after 12/1/1996 and released as a '33' DOC inmate, then you should be able to locate the prisoner's sentencing information in LIDS **OR**
      - o If the sentencing information is not available on LIDS, it is necessary to contact your DOC representative **OR**
- For **DOC inmates only input the Date Confined**
- **Appeals**
  - ✓ **Reason Confined Code '14', Convicted But Not Sentenced/Post Trial**
    - ➢ If the Judge **postpones execution of a sentence** pending the appeal, then the inmate's confinement should be regarded as Reason Confined Code '14' (Convicted but not Sentenced/Post Trial.)
      - o The inmate's offense record in LIDS should also be marked with a Disposition Code 'AP' (Appeal) to distinguish that this conviction is under appeal until overturned by a higher court

      OR
  - ✓ **Reason Confined Code '23', Appealing Sentence**
    - ➢ However, the **execution of the sentence is not postponed**, then an inmate with a sentence should be coded as Reason Confined Code '23' (Appeal) with their sentencing information and/or Disposition Code 'AP' (Appeal)
      - o This will also distinguish that this inmate's sentence is under appeal until overturned by a higher court

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **DCJS Jail Diversion Pilot Program** The Department of Criminal Justice Services (DCJS) is in the process of developing a new pilot program for alternative sentencing for nonviolent misdemeanants and local responsible felons who are serving a six month or less sentence in jail
  - ✓ The Local Inmate Data System (LIDS) was updated, **effective July 1, 2003**, to accept inmate data when the inmate is released from LIDS to the new Nonviolent DCJS Alternative to Incarceration Program
  - ✓ **LIDS Reporting Procedures, effective July 1, 2003:**
    - ➢ Prisoner's confinement record in LIDS should be updated when they are released to an approved Nonviolent DCJS Alternative Program by:
      - o Releasing the prisoner on LIDS by utilizing Release Reason Code:**'46' DCJS Jail Diversion Pilot Program**
  - ✓ Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly**, Compensation Board (CB) (157), Item # 67**

    L. The Compensation Board is authorized to transfer to the Department of Criminal Justice Services an amount not to exceed $1,500,000 from this Item for reimbursement to localities for inmates who participate in the Community Corrections pilot program established pursuant to Item 432 C 4 of this act. Localities shall be reimbursed at a rate of $4 per inmate day. Information concerning all inmates participating in this program shall be maintained in the Local Inmate Data System for the duration of their participation in the program.

  - ✓ Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly**, Department of Criminal Justice Services (DCJS) (140), Item # 432**

    The Secretary of Public Safety, with the assistance of the Department of Criminal Justice Services and the Compensation Board, shall develop a pilot program for alternative sentencing of nonviolent misdemeanants and local-responsible felons pursuant to §53.1-131 and §9.1-173, et. seq., Code of Virginia, for offenders who are serving six months or less in jail. The program shall be piloted in localities only upon approval by the local Community Criminal Justice Board established pursuant to §9.1-178, Code of Virginia. The fiscal agent for participating local community corrections programs shall be reimbursed at a rate of $4 per inmate day for each inmate participating in the alternative sentencing program, pursuant to Item 67 L of this act. The Secretary of Public Safety shall provide a report to the Chairmen of the House Appropriations and Senate Finance Committees by December 1, 2003, as to the progress of implementation of the pilot program.

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **DOC Held by Agreement, Reason Confined Code '70'**

  - ✓ What do I do in LIDS if a state responsible (SR) inmate requested to stay in the local jail and Department of Corrections (DOC) agreed to not transfer the inmate (e.g., DOC Approved on the 14th of the month) to a SR bed in DOC:
    - ➢ Prisoner is currently confined as Reason Confined Code '20' Serving Sentence
    - ➢ Release the inmate from LIDS utilizing Release Reason Code '23' Change in Status
    - ➢ Rebook the inmate in LIDS as '70' Held at the Request of the Jail
      - o '20' Serving Sentence = When the inmate is SR and 90 days has passed, the reimbursement is $14 and the payment status is 'FD' Felon Days
      - o '70' Held at the Request of the Jail = When the SR inmate has requested to remain in the jail and DOC has agreed then the payment is $8 per day and the payment status is 'HA' Jail Cadre – By Agreement or Request
  - ✓ Result:
    - ➢ If prisoner's record is updated by booking the inmate out and back in LIDS as stated above, the month end status will be:
      - o Locality would receive $14 per day until the 14th of the month (Status change happened in LIDS on the 14th of the month)
      - o On the 14th of the month, locality would receive $8 per day for the remaining of the month or until they are released from jail
      - o If prisoner's record is not updated in LIDS as stated above, locality will receive $8 per day for the entire month and a clerical error will be reflected on your next audit and you will be under paid.

- **Judge Orders Community Service Time:**

  - ✓ Offenders that are ordered by the Judge to serve community time in a community-based probation program (Community Service, Substance Abuse, etc.) 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 inmate is sentenced to confinement with probation to follow
  - ✓ Offenders are **not sentenced to confinement in jail,** so they **should not be booked in LIDS**
  - ✓ Non-Payable - See the Reimbursement Rate section of this LIDS Users Guide

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Alternative Programs, Reason Confined Codes:**
  '80' Home Electronic Monitoring AND
  '85' Supervised Work Program:

  - ✓ Payment - The Alternative Program is for prisoners housed in a local facility
  - ✓ Not intended for prisoners 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 (LR) 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 (SR), 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 Users Guide
  - ✓ **Procedures:**
    1. Update the Prisoner's confinement record in LIDS when placed into an approved Alternative Program by:
       - Releasing the prisoner on LIDS by utilizing Release Reason 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 Confined Code:
         - '80', Home Electronic Monitor Alternative Program OR
         - '85' Supervised Work Alternative Program
    2. Effective July 1, 2002: As a result of 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 the following conditions are detected by LIDS, the confinement will be non-payable:
       - Reason Confined Code '80' HEM, **OR**
       - Reason Confined Code '85', Supervised Work Program **AND**
       - Sentenced as a State Responsible Inmate **OR** placed in '80' or '85' as Unsentenced/Pre-Trial **AND** Reflects Disposition Code '**CR**' Court Order Release (Sentenced) **OR**
       - Reflects Disposition Code '**CU**' Court Order Release (Not Sentenced/Pre-trial) **AND**
       - Disposition Date is provided, **THEN** the confinement equals a Non-Payable Alternative Confinement Prisoner's confinement record in LIDS should be updated when prisoner completes the Alternative Program by:
       - Releasing prisoner on LIDS by utilizing Release Reason Code:
         - '59', Released from Alternative Program **OR**
    3. Update prisoner's confinement record in LIDS when they violate his/her Alternative program and they still have time to serve in jail by:
       - Releasing prisoner on LIDS by utilizing Release Reason Code:
         - '23' Confinement change within facility or violated program **THEN**
       - Re-book inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confined Code:
         - '20', Serving Sentence **OR**
         - '50', Serving Sentence, Has pending charges

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Work Release, Reason Confined Code '26':**

  - ✓ 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 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
  - ✓ Work Release (WR) Offenders 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 want to place them in the jail's Work Release program
    - ➢ Update LIDS Reason Confined Code from '20' Serving Sentence to '26' Work Release and/or Work Release Jail Contract Bed
  - ✓ 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 Users Guide
  - ✓ **Procedures:**
    1. Update prisoner's confinement record in LIDS when they are placed in the Work Release program by:
       - ➢ Releasing the prisoner utilizing Release Reason Code '23', Confinement change within facility Or Violated program
       - ➢ Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confined Code:
         - o '26', Work Release/Work Release Jail Contract Bed Program,
           - ▪ Also captured are State Responsible Inmates that the Sheriff/Superintendent has requested DOC to keep in jail, **OR**
         - o '56', Work Release – Has Pending Charges
    2. Update prisoner's confinement record in LIDS when they **complete** the Work Release program by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Reason Code '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS when they **violate** his/her Work Release program and they have time to serve in jail by:
       - ➢ Releasing the prisoner on LIDS by utilizing Release Reason 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 Confined Code:
         - o '20', Serving Sentence, **OR**
         - o '50', Serving Sentence, Pending charges

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Weekender/Non-Consecutive Days - Reason Confined Code '29':**

  - ✓ Payment for Weekender/Non-Consecutive Days is intended 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 a SSN, use the first generated SSN (e.g., 900199999) 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 Users Guide
  - ✓ **Procedures:**
    1. Update prisoner's confinement record in LIDS when they are **placed** in Weekender/Non-Consecutive Days by:
       - ➢ Currently confined – Release the prisoner on LIDS by utilizing Release Reason 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 Confined Code:
         - o '29', Weekender/Non-Consecutive Days, **OR**
         - o '56', Weekender/Non-Consecutive Days – Has Pending Charges
       - ➢ Release 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 Reason Code:
         - o '40', Sentence Served – Weekends and Non-consecutive days, **OR**
    2. Update prisoner's confinement record in LIDS when they **complete** the Work Release program by utilizing Release Reason Code '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS 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 Reason Code:
         - o '23' Confinement change within facility/violated program, **THEN**
       - ➢ Re-book the inmate in LIDS the same day they violated utilizing Reason Confined Code:
         - o '20', Serving Sentence, **OR**
         - o '50', Serving Sentence, Pending charges

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Jail Contract Bed Program - Reason Confined Code '26'**

  - ✓ Jail Contract Bed Program is intended 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. Update prisoner's confinement record in LIDS 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 Confined Code:
         - o '26', Work Release/Work Release Jail Contract Bed Program (WRJCB)
           - ▪ DOC enters prisoner's WRJCB start date in LIDS
           - ▪ LIDS will detect prisoner's WRJCB start date and Reason Confined Code '26'
           - ▪ Reimbursement for WRJCB prisoners is a total of $28 per day
    2. Update prisoner's confinement record in LIDS when they **complete** the WRJCB program by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Reason Code:
         - o '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS when they **violate** his/her WRJCB program and will be returned to DOC by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Reason Code:
         - o '33', To Serve Sentence Department of Corrections

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Jail Contract Bed Program/Offender Re-entry Program (JCBOREP)**

  - ✓ On April 1, 2002, the Department of Corrections (DOC) developed a program to initiate pre-release partnerships with local jails to provide re-entry transition services to offenders
    - ➢ Pre-release transition services are being provided to offenders from 45 - 90 days prior to their release and continued through their first 45 days following release
    - ➢ Selected offenders leave DOC and return to local jails to participate in this program
    - ➢ Then DOC will swap an inmate that is State Responsible and intake that inmate into DOC

  - ✓ **During Phase I of the program**, offenders will participate in daily workshops for a period of 45 days These sessions will include classes such as Life Skills, Cognitive Thinking, Employability Skills, Substance Abuse, Anger Management, Money Management and Domestic Violence

  - ✓ **During Phase II of the program**, offenders identified by the DOC Classification Unit as being suitable for work release will participate in a 45-day work release program, and will also participate in twice-weekly programming.

  - ✓ **During Phase III of the program**, offenders released from the local jail after having served there sentence and will transition back into the community. Offenders will be provided support and assistance during this phase, and will also participate in twice-weekly programming.

PROCEDURES

- ✓ In order to make this program more attractive to the jails, since they are DOC state responsible inmates when they are placed in a jail the following has been established instead of Reason Confined Code '70', Held by Agreement (cadre inmates):
  - ➢ **Phase I**
    - o Jail should confine inmate using Reason Confined Code '90', DOC Transition Re-Entry Program
    - o Once 45 days in Phase I is completed, the jail should release the prisoner
    - o Release Reason Code '23', Confinement change within facility
    - o Payment = $6 state responsible bonus in addition to the $8 per diem or $14 per diem
  - ➢ **Phase II**,
    - o Recommit inmate as Reason Confined Code '26', Work Release Jail Contract Bed Inmates
    - o Payment = additional JCB per diem ($14 per day) or $28 per diem for JCB Status

If you have an interest in participating in the new JCB Program, contact Charlene Motley, DOC Transition Program Manager - MotleyCB@vadoc.state.va.us or (804) 674-3131 ext. 1505

PHASE	REASON CONFINED CODE	RELEASE REASON CODE	REIMBURSEMENT
Phase I - First 45 Days Must provide sentencing information or Disposition 'SE' (State Sentence) & Date	90 (Offender Re-Entry Program (OREP))	23 (Confinement change within facility OR Violated Program) 25 (To Furlough) 33 (To serve sentence DOC)	$14 $14 $14
Phase II - Last 45 Days Must provide sentencing information or Disposition 'SE', (State Sentence) & Date	26 (Work Release and/or Work Release Jail Contract Bed Inmates)	25 (To Furlough) 33 (To serve sentence DOC) 39 (Sentenced Served)	$28 $28 $28
Phase III		Released back into the community	

Option '1', Confine Prisoner - Screen #3, Offense Information - Continued

- **Day Reporting Center**

  - ✓ If inmate is sentenced to suspended time awaiting release to a Day Reporting Center, use
    - ➢ Reason Confined Code '20' Serving Sentence
    - ➢ Disposition Code 'SS' suspended sentence (when applicable)
    - ➢ Release Reason Code '58' Day Reporting Center

- **Diversion Center**

  - ✓ If inmate is sentenced and awaiting release to a Diversion Center, use
  - ✓ Reason Confined Code '76' Diversion Center
  - ✓ Disposition Code 'SS', Suspended Sentence (when applicable)
  - ✓ Reason Release Code '44' To Diversion Center

- **Detention Center**

  - ✓ If inmate is sentenced and awaiting release to a Detention Center, use
  - ✓ Reason Confined Code '48' Detention Center
  - ✓ Disposition Code 'SS', Suspended Sentence (when applicable)
  - ✓ Release Reason Code '43' To Detention Center.

- **Other Treatment Program**

  - ✓ If a situation arises where an inmate is sentenced to suspended time upon completion of certain programs and the programs are not considered Diversion, Detention Programs, Boot Camp or Day Reporting then utilize the following in LIDS, if applicable:
    - ➢ Reason Confined Code 20, Serving Sentence
    - ➢ Disposition Code 'DT' Deferred Treatment and date it was ordered to satisfy the charge
    - ➢ Reason Release Code
      - o '36' State Hospital (State operated hospital such as Central State Mental Hospital)
      - o '42' To Comprehensive Community Corrections Act Program
      - o '45' To Emergency Medical and/or Hospital (Local Hospital)
      - o '48' To Treatment Facility
      - o '57' To Pre-release Program

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '2'- Update Prisoner Information

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 15.15.27
          JAIL 001
PRISONER INFO:   SSN 900100650   DATE OF BIRTH _________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE: __________   COMMIT TIME: _______   COMMIT REASON: __
RELEASE DATE: _________   RELEASE TIME: _______   RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: ______
ALIAS: LAST ____________________ FIRST _____________ MID _________ SUF ___
OPTION 2  _                    OPTIONS:
1. CONFINE PRISONER                      2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                         K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

4B          :00.1                                                  10/15
Connected to host 165.176.120.129                          NUM   3:17 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPU1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.02032003
2003-12-05              **UPDATE PRISONER INFORMATION**
JAIL: 001    PRISONER ID ___________ SSN: 900100650     SID: __________
             LAST                     FIRST        MIDDLE    SUFFIX
NAME   DOE_____________________ JOHN_____ _______    ___
LAST REASON CONFINED 10      LAST PAYMENT STATUS  LD
DATE OF BIRTH 12251951  APPROX AGE 000 DATE APPROX AGE RECORDED _________
RACE B SEX F HEIGHT _6 _2 WEIGHT 210 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
_____________________________________________________________________________
                    UPDATE SUCCESSFUL
   **CHANGE DESIRED INFORMATION AND PRESS  ENTER**
     CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)

4B          :00.1                                                  03/08
Connected to host 165.176.120.129                          NUM   3:34 PM
```

Option '2'- Update Prisoner Information - Continued

- **Option #2, Update Prisoner Information Screen** allows a local jail facility to update prisoner specific information while the prisoner is currently confined
- Required Field:
  - ✓ SSN
- 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 saliva or tissue sample taken for DNA analysis (Division of Forensic Science) to determine identification characteristics specific to the person.
  - ✓ Suggested that procedures be set up to insure that a staff member (Booking, Medical, etc.) records the DNA sampling drawn date
- See the DNA Section of this LIDS Users Guide for more detailed information
- Effective July 1, 2001, DNA drawn date data fields became required fields if the offender was convicted on a Felony Charge
- Effective 7/1/99, the CB added the 'Payment Status' field in LIDS
  - ✓ Added to give you a quick code to determine payment status
  - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- If changes need to be made to desired prisoner information field/fields, do so and press Enter
- A message will be received that the update is completed
- Clear Screen to return to the Commitment Maintenance Menu (Option #3)
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '3' - Update Current Confinement Information

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

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   15.15.27
            JAIL 001
PRISONER INFO:    SSN 900100650    DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST _____________________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE:  _________    COMMIT TIME:  _____    COMMIT REASON:  __
RELEASE DATE: _________    RELEASE TIME: _____    RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _    ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST _____________________________ FIRST _____________ MID _________ SUF ___
OPTION 3                  _                OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

:00.1                                                                  10/23
Connected to host 165.176.120.129                                  NUM  3:19 PM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LC06                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04032002
2003-12-05                  CONFINEMENT PICKLIST       TOTAL CONFINEMENTS:     1
JAIL: 001 SSN 900100650  DOE, JOHN
SEL JAIL    COMMITTED        RSN          RELEASED      RLSE   NUM    PAYM
    NUM   DATE      TIME     CNF      DATE      TIME     RSN  OFFNS   STAT
 x   001 11032003 09.00.00   10     _________ _________   __      4    LD

      >>>>>>>>>>>>>>>> UPDATE CONFINEMENT INFORMATION <<<<<<<<<<<<<<<<
OPTION=>    _      "X" IN SEL TO VIEW/UPDATE CONFINEMENT/CLEAR KEY TO EXIT
NO MORE CONFINEMENTS..

:00.1                                                                  06/03
Connected to host 165.176.120.129                                  NUM  3:35 PM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LCU2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.06102003
2003-12-05          **UPDATE CURRENT CONFINEMENT INFORMATION*           15.34.46

JAIL 001      PRISONER ID _________        SSN 900100650     SID:  ___________
 PRISONER NAME:     DOE, JOHN
COMMITMENT DATE  11032003 TIME 090000  REASON CONFINED 10  PAYMENT STATUS LD
RELEASE DATE     _________ TIME _____  REASON RELEASED ___ TRANS JAIL ___
HOUSING STATUS ____      FACILITY LOCATION ___  INSURANCE # 854002203 GRP 070
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
_____________________________________________________________________
        CLEAR SCREEN TO RETURN TO PREVIOUS  SCREEN

CONFINEMENT INFORMATION HAS BEEN UPDATED

:00.1                                                                  04/07
Connected to host 165.176.120.129                                  NUM  3:36 PM
```

Option '3', Update Current Confinement Information - Continued

- **Option #3, Update Confinement Information Screen** allows the local jail facility to update prisoner information relating to confinement for a specific prisoner that was confined in their jail
- Required Field:
  - ✓ SSN
- Effective October 2001, the CB developed an Confinement Information Picklist
  - ✓ The Picklist provides you with a means to update a specific confinement if the offender has multiple confinements in LIDS
- Procedures to update the new Confinement Information Picklist:
  - ✓ From the Main Menu select Option #3, Commitment Maintenance Screen
  - ✓ Enter offender's Social Security Number
  - ✓ Select Option #3, Update Confinement Information
  - ✓ Enter an "X' in the blank provided to the left of the confinement to be updated, **OR**
  - ✓ Enter "O" to view the offense for the desired confinement
  - ✓ If additional confinements exist other than what appears on your screen, the option to select "N" Next Page will be given
- 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 prisoner if another jurisdiction picks up prisoner (e.g., Court) and returns prisoner that day. The jurisdiction picking up the prisoner should not book prisoner in their jail. The only time you book out and they book in is when prisoner stays over night.
- When updated enter 'Y' to update or 'N' to not update
- If a message is received from LIDS indicating that a Financial Adjustment needs to be posted, please contact your financial adjuster
  - ✓ The reason this type of message is received is that data fields were updated ***after*** your monthly approval
  - ✓ If the adjustment is not done, the quarterly reimbursement will either be understated or overstated
  - ✓ Recommend that procedures be established that will ensure the posting of adjustments
    - ➢ Non-compliance will result in Audit finding if the adjustment is not made
    - ➢ Recommend making a copy of the screen that indicates that a financial adjustment needs to be made, **OR**
    - ➢ Set up a procedure to note that a financial adjustment is needed by
      - o Note the Prisoner's Social Security Number;
      - o Note the Prisoner's Name;
      - o Note the Commit Date; and
      - o Note the Commit Time for the screen that was updated
      - o Give the noted information to your adjuster so a Financial Adjustment can be completed (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4)
- A message that the update is completed will be received
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Confinement data refer to the Commitment Maintenance, Confinement Information section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '4' - Update Offense Information

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

```
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                 2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                    15.15.27
          JAIL 001
PRISONER INFO:    SSN 900100650    DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST _____________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE:  _________    COMMIT TIME:  _______    COMMIT REASON:  __
RELEASE DATE: _________    RELEASE TIME: _______    RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _    ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST _____________________ FIRST _____________ MID _________ SUF ___
OPTION 4  _                        OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.1                                                10/15
Connected to host 165.176.120.129                                   NUM   3:24 PM
```

```
LOI2                    LOCAL INMATE DATA SYSTEM (LIDS)                 V.03032003
2003-12-05               OFFENSE INFORMATION PICKLIST    PAYMENT STATUS: LD
SSN 900100650  DOE, JOHN                                 REASON CONFINED 10
COMMIT DATE/TIME  11032003   09:00:00  RELEASE DATE/TIME _____ _____
PAYABLE LENGTH    0/  0/  0   <---(YRS/MOS/DAYS)--->   TOTAL LENGTH   0/  0/  0
SEL OFFENSE  SEQ  TYP OFFN.DTE  DOCKET       DISP DSP DATE    SENTENCE CF CRT
 x MUR0913F1 0001  A  10202003  _____________ __  _________  _____________  001
 _ AB01407M3 0002  M  10202003  _____________ __  _________  _____________  001
 _ AB01407M3 0003  M  10202003  _____________ __  _________  _____________  001
 _ AB01407M3 0004  M  10202003  _____________ __  _________  _____________  001
 _ NEW       0005  _  _________  _____________ __  _________  _____________ _ ___

OPTION=>    _  "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
               "Z" IN OPTION FIELD AFTER FINAL SELECTION

                    :00.1                                                07/05
Connected to host 165.176.120.129                                   NUM   3:39 PM
```

```
LOU2                    LOCAL INMATE DATA SYSTEM (LIDS)                 V.10312003
2003-12-05-15.39.45       UPDATE OFFENSE INFORMATION
JAIL 001     PRISONER ID                 SSN 900100650       SID
PRISONER NAME:   DOE, JOHN
COMMIT DATE/TIME: 11032003  090000     RELEASE DATE/TIME:
REASON CONFINED 50            PAYMENT STATUS  LD RELEASE REASON __
OFFENSE CODE       MUR0913F1   OFFENSE TYPE  A
CAPITAL MURDER IN COMMISSION OF ABDUCTION
OFFENSE DATE 10202003         OFFENSE SEQUENCE NUMBER     1

ARREST DATE _________     TIME _______
ARRESTING OFFICER  ____________________________
ASSISTING OFFICER  ____________________________

COURT JURISDICTION  001   COURT TYPE (JUV) _   DOCKET NUMBER _____________
CONVICTION DATE  _________
SENTENCE DATE 11202003  OFFENSE AS SENTENCED      MUR0913F1 OFFENSE TYPE A
CAPITAL MURDER IN COMMISSION OF ABDUCTION
SENTENCE LENGTH: YEARS _700  MONTHS ___0  DAYS ___0  CONCURRENT SENTENCE  N
OFFENSE DISPOSITION  __     DISPOSITION DATE  _________
                                          NEXT  N    (N/P/U/D/R)
   "NEXT" = "R" OR CLEAR KEY TO RETURN TO THE PREVIOUS SCREEN
"N"=NEXT OFFENSE   "P"=PREVIOUS OFFENSE   "U"=UPDATE OFFENSE "D"=DELETE OFFENSE

                    :00.1                                                21/52
Connected to host 165.176.120.129                                   NUM   3:41 PM
```

Option '4', Update Offense Information - Continued

- **Option #4, Update Offense Information Screen** allows a local jail facility to update offense information for a specific prisoner while prisoner is confined
- Utilized to update offender information – e.g., from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date
- Utilized if the need to add a new offense is detected when working within this option
- Offense screen is broken down into two (2) sections
  - ✓ Top section reflects the arresting information concerning that offense
  - ✓ Bottom section reflects sentencing information concerning that offense, if it applies
- 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 for updates
    - ➢ If the offender has multiple offenses, a pick list will be received that lists all offenses that can be updated
      - o Place an 'X' to the left of the offense to be updated ('Select' column), **OR**
      - o **IF** a new offense needs to be added, place the 'X' beside 'NEW'
      - o Press Enter and Update data fields
      - o Input 'U' in the Option field to Update data fields, **OR**
      - o Input 'D' in the Option field to Delete the Offense
        1. A message asking if you want to delete this offense will be received, press Enter
      - o A message that the Offense has been updated will be received, added or deleted
      - o Back out to see the update on the Offense Pick List
      - o If additional offenses need to be updated, repeat the same process above
- **IF** offender was committed to jail awaiting trial and is now Sentenced, 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 screen defaults to 'N' Non-Concurrent
  - ✓ **IF** additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent and additional offenses that are to run concurrent should be changed to reflect 'C' Concurrent
- Once the offender is sentenced, the pending charge must be updated
  - ✓ If all charges are adjudicated, update the Reason Confined Codes to a Sentenced No Pending Charges Code
- **IF** updating data fields during the report month that affect a prior report month, a message that you need to make a Financial Adjustment will be received
  - ✓ Follow in-house procedure to make note that a Financial Adjustment is required
    - ➢ Error message will indicate that a Financial Adjustment needs to be posted, please contact your financial adjuster or set up procedures to ensure adjustments are completed
- Once updated, select 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If selected 'U' Update and press Enter, a message that the offense has been updated will be received
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path:

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   15.15.27
          JAIL 001
PRISONER INFO:   SSN 900100650   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE: ________   COMMIT TIME: ______   COMMIT REASON: __
RELEASE DATE: ________  RELEASE TIME: ______  RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST ____________________ FIRST ____________ MID ________ SUF ___
OPTION 5 _                      OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

:00.1                                                                10/16
Connected to host 165.176.120.129                                NUM  3:26 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LOA2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.09082003
2003-12-05          CONFINE PRISONER - OFFENSE INFORMATION

JAIL 001     PRISONER ID                SSN 900100650     SID
PRISONER NAME DOE, JOHN
REASON CONFINED 50 REASON RELEASED    RELEASE DATE/TIME
OFFENSE CODE       ASL1314M1   OFFENSE TYPE M       PAYMENT STATUS  LD
OFFENSE DATE 10022003          OFFENSE SEQUENCE NUMBER    6

ARREST DATE ________     TIME ______
ARRESTING OFFICER  ____________________________
ASSISTING OFFICER  ____________________________

COURT JURISDICTION  001   COURT TYPE (JUV)     DOCKET NUMBER ____________
CONVICTION DATE  ________
SENTENCE DATE ________   OFFENSE AS SENTENCED        _________   OFFENSE TYPE _
SENTENCE LENGTH: YEARS __0   MONTHS __0   DAYS __0   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 ADDITIONAL OFFENSES

:00.1                                                                07/21
Connected to host 165.176.120.129                                NUM  3:45 PM
```

Option '5' - Add Additional Offenses - Continued

- **Option #5, Add Additional Offenses Screen** allows a local jail facility to add additional offenses for a specific prisoner during prisoner's confinement.
- Required Field to access screen:
  - ✓ SSN (Current Confinement)
  - ✓ SSN, Commit date and time (Previous Confinement)
- Required Data Fields within the Add Additional Offense option:
  - ✓ Offense Code
  - ✓ Offense Type
  - ✓ Offense Date
  - ✓ Court Jurisdiction
  - ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section), the following must be provided:
    - ➢ Sentenced Date
    - ➢ Offense as Sentenced
    - ➢ Offense Type
    - ➢ Conviction Date (Effective 7/1/2001)
    - ➢ Sentence Length
    - ➢ Concurrent Sentence
- Frequently used if it is detected during the weekly desk audit that an offense needs to be added
- July 1, 2001, DNA drawn date data fields became required fields if offender was Convicted on a Felony Charge
  - ✓ Suggested that procedures be set up to insure that staff member(s) (Booking, Medical, etc.) records the DNA sampling drawn date
- Press Enter and a message that the offense has been added will be received
- If additional information is needed concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option ‘6’ - Release Prisoner

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 15.32.10
          JAIL 510   _
PRISONER INFO:   SSN 900100650   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE:   11032003   COMMIT TIME:   090000    COMMIT REASON:   __
RELEASE DATE:  ________   RELEASE TIME:  ______    RELEASE REASON:  __
NON-CONSECUTIVE DAYS:   _    ESTIMATED NUMBER OF CONFINEMENTS:   _____
ALIAS: LAST ____________________ FIRST ____________ MID ________ SUF ___
OPTION 6                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

:00.1                                                          03/23
Connected to host 165.176.120.129                   NUM   3:34 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LRU3                    LOCAL INMATE DATA SYSTEM (LIDS)              2003-12-05
V.12042003                   **RELEASE PRISONER**                    15.45.18

JAIL  _    SSN  900100650   SID                PRISONER ID

PRISONER NAME  DOE                        JOHN

REASON CONFINED  50 COMMIT DATE (MMDDYYYY) 11032003 TIME (HHMMSS) 090000

REASON RELEASED  33   TRANSFERRED TO JAIL  ___

RELEASE/TRANSFER DATE (MMDDYYYY)   12012003      TIME (HHMMSS)    090000

RELEASE COMMENTS
_____________________________________________________________________

RELEASE RECORDED - CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU

:00.1                                                          04/08
Connected to host 165.176.120.129                   NUM   3:46 PM
```

Option '6' - Release Prisoner - Continued

- **Option #6, Release Prisoner Screen** allows a local jail facility to release a prisoner from his/her current confinement prior to certifying and approving your month submission.
  - ✓ Enter SSN and enter Option #6
  - ✓ Verify that this is the correct Offender, Commitment date and time
    - ➢ Enter Required data fields:
      - o Reason Released Code (See Code Section)
      - o **If** '35', Transferred to Jail, enter in FIPS Code (See Code Section) for the jail that he/she was transferred to for holding
      - o Release Date
      - o Release Time
      - o Release Comments
      - o Press Enter
- Before releasing prisoner from LIDS, check the screen to ensure the data fields are correct
- If during the month you find out that the wrong release date and/or time for an inmate was entered, follow the steps below to correct the information entered in incorrectly:
  - ✓ Commitment Maintenance, Option #3
  - ✓ Enter the inmate's SSN, Commit Date, and Commit time
  - ✓ Select Option #6, Release Prisoner
  - ✓ Type over incorrect release information
  - ✓ Press Enter to update
- **IF** prisoner is released after the report month that they were released from jail, an error message that you need to make a Financial Adjustment will be received
  - ✓ Follow in-house procedures to make note that a Financial Adjustment is required
    - ➢ Error message indicates that a Financial Adjustment needs to be posted. Please contact your financial adjuster or set up procedures to ensure adjustments are completed
- **Effective April 1, 2003 the Local Inmate Data System (LIDS) was updated to provide an per diem reimbursements for inmates committed to a local emergency medical and/or hospital while in the custody of the jail.**

  Procedures:
  - ✓ **Release** prisoner from LIDS utilizing Release Reason Code '**45,** to Local Emergency Medical and/or Hospital', THEN
  - ✓ **Re-Book** prisoner back in LIDS the same day utilizing **New** Reason Confine Code '**37,** Held in a Local Emergency Medical and/or Hospital' until they return to the jail OR released to the community

  IF released from a Local Emergency Medical and/or Hospital' back to jail
  - ✓ **Release** prisoner from LIDS utilizing Release Reason Code '**23,** Confinement change within facility or Violated Program'
  - ✓ **Re-Book** prisoner back in jail/LIDS utilizing a confinement code that applies (awaiting, sentenced or pending charges)

IF released from a Local Emergency Medical and/or Hospital to the community
- ✓ Release prisoner from LIDS utilizing a release reason code that applies (see LIDS Users Guide)

Reminder:
If Release Reason Codes 23 or 45 are utilized, as mentioned above, and you are an on-line jail, it will save time by re-booking the inmate in LIDS utilizing Option '**F**, Re-Commit No New Charges' that can be found within the Commitment Maintenance Menu.

- If additional information is needed concerning the input of Confinement data, refer to the Commitment Maintenance, Confinement Information section of this LIDS Users Guide
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '7' - Delete Offense

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 15.40.50
          JAIL 510 _
PRISONER INFO:   SSN 900100650   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE: ________   COMMIT TIME: _______   COMMIT REASON: __
RELEASE DATE: ________  RELEASE TIME: _______  RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST ____________________ FIRST ____________ MID ________ SUF ___
OPTION 7                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.1                                          03/22
Connected to host 165.176.120.129                    NUM    3:42 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LOI2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03032003
2003-12-05                OFFENSE INFORMATION PICKLIST   PAYMENT STATUS: LD
SSN 900100650  DOE, JOHN                                 REASON CONFINED 50
COMMIT DATE/TIME  11032003   09:00:00  RELEASE DATE/TIME  ________ ________
PAYABLE LENGTH   0/  0/  0   <---(YRS/MOS/DAYS)--->   TOTAL LENGTH 700/  0/  0
SEL OFFENSE  SEQ  TYP OFFN.DTE  DOCKET      DISP DSP DATE    SENTENCE CF CRT
 _ MUR0913F1 0001  A  10202003  ___________ __  11202003  700/000/000 N 001
 _ ABO1407M3 0002  M  10202003  ___________ __  ________  ___________   001
 _ ABO1407M3 0003  M  10202003  ___________ __  ________  ___________   001
 _ ABO1407M3 0004  M  10202003  ___________ __  ________  ___________   001
 x ASL1314M1 0005  M  10022003  ___________ __  ________  ___________   001
 _ NEW       0006  _  ________  ___________ __  ________  ___________ _ ___

OPTION=>    _  "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
               "Z" IN OPTION FIELD AFTER FINAL SELECTION

                    :00.1                                          11/05
Connected to host 165.176.120.129                    NUM    3:48 PM
```

Option '7', Delete Offense – Continued

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LOU2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.10312003
2003-12-05-15.47.49       UPDATE OFFENSE INFORMATION
JAIL 001     PRISONER ID                SSN 900100650      SID
PRISONER NAME:   DOE, JOHN
COMMIT DATE/TIME: 11032003  090000     RELEASE DATE/TIME:
REASON CONFINED 50            PAYMENT STATUS  LD RELEASE REASON __
OFFENSE CODE      ASL1314M1   OFFENSE TYPE  M
HATE CRIME - SIMPLE ASSAULT
OFFENSE DATE 10022003         OFFENSE SEQUENCE NUMBER    5

ARREST DATE  ________     TIME ______
ARRESTING OFFICER   ______________________________
ASSISTING OFFICER   ______________________________

COURT JURISDICTION  001   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  ________
                                              NEXT  P   (N/P/U/D/R)
   "NEXT" = "R" OR CLEAR KEY TO RETURN TO THE PREVIOUS SCREEN
OFFENSE CODE <ASL1314M1> OFFENSE TYPE <M> SEQ # <NNNN> HAS BEEN DELETED
                                                 5

4B          :00.3                                                21/52
Connected to host 165.176.120.129                    NUM    3:49 PM
```

- **<u>Option #7, Delete Offense Information Screen</u>** allows a local jail facility to delete offense information for a specific prisoner while prisoner is confined
- Frequently used when weekly audit is performed and too many offenses were recorded in LIDS
- Deletes offense during the <u>current month</u>
  - ✓ If offender has a single (1) offense, offense screen appears that you can delete
    - ➢ Check first to make sure the correct offense that you wish to delete appears
      - o 'N' go to next Offense
      - o 'P' go to Previous Offense
    - ➢ To Delete an offense, enter Option 'D' Delete Offense
    - ➢ Press Enter
    - ➢ The message ' Are you sure you want to Delete?' will appear
    - ➢ To Delete, enter to confirm
    - ➢ A message that the offense has been deleted will appear
  - ✓ If the offender has multiple offenses, a pick list will lists offenses that you can delete will appear
    - ➢ Place an 'X' to the left of the offense that is to be delete ('Select' column), **<u>OR</u>**
    - ➢ Press Enter and input 'D' in the Option field to Delete the Offense
    - ➢ A message asking if you want to delete this offense will appear, press Enter again
    - ➢ A message that the Offense has been deleted will appear
    - ➢ Back out to see that the offense has been deleted from the Offense Pick List
    - ➢ If additional need to be deleted, repeat the same process above
- Clear Screen - Returns you to Commitment Maintenance Menu
- If you need additional information concerning the input of Offense data refer to the Commitment Maintenance, Offense Information section of this <u>LIDS Users Guide</u>

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '8' - Add Prisoner Alias Name

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   15.40.50
          JAIL 510    _
PRISONER INFO:   SSN              DATE OF BIRTH ________    APPROXIMATE AGE ___
NAME: LAST slick_________________ FIRST _____________ MID ________ SUF ___
COMMIT DATE:    ________    COMMIT TIME:    _______    COMMIT REASON:   __
RELEASE DATE:   ________    RELEASE TIME:   _______    RELEASE REASON:  __
NON-CONSECUTIVE DAYS:   _    ESTIMATED NUMBER OF CONFINEMENTS:   _____
ALIAS: LAST ____________________________ FIRST _____________ MID ________ SUF ___
OPTION 8                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.1                                          03/24
Connected to host 165.176.120.129                                  NUM   3:44 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAA1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.06272000
                           ALIAS NAME(S) MAINTENANCE
          LOCAL JAIL: 001 ACCOMACK COUNTY JAIL

JAIL    SSN     NAME: LAST,FIRST,MIDDLE     CONFINEMENT       L/UPDATE
 001 900100650 DOE, JOHN                    CONFINED IN 001  2003-12-05

C     ALIAS: LAST NAME            FIRST        MIDDLE    SUFX  L/UPDATE
_     SLICK                                                   2003-12-05
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________
_     ____________________________ ____________ ________ ____ __________

    "A" = ADD ALIAS      "C" = CHANGE ALIAS      "D"= DELETE ALIAS

UPDATE SUCCESSFUL....

                    :00.1                                          09/02
Connected to host 165.176.120.129                                  NUM   3:52 PM
```

Option '8' - Add Prisoner Alias Name – Continued

- **Option #8, Add Prisoner Alias Name Screen** allows you to add name records for a specific prisoner
  - ✓ These names are 'also known 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 LIDS
- Utilized to Add, Change or Delete Prisoner's Alias Name
- Frequently used when you learn the prisoner has an alias name
  - ✓ Enter the Inmate's SSN
  - ✓ Select Option #8, Add Prisoner Alias Name
- At the far left of the Add Prisoner Alias screen, enter
  - ✓ 'A' to add an Alias Name for the prisoner, **OR**
  - ✓ 'C' to change an Alias Name for the prisoner, **OR**
  - ✓ 'D' to delete an Alias Name for the prisoner
  - ✓ Press Enter and a message that the update is completed will appear
  - ✓ Also note that on the screen to the far right of the line that was updated will be a date that represents when the line of data was last updated
- Clear Screen - Returns to Commitment Maintenance Menu
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option '9' -Browse By Prisoner Name

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   15.40.50
          JAIL 510   _
PRISONER INFO:   SSN              DATE OF BIRTH _________   APPROXIMATE AGE ___
NAME: LAST Doe _____________________ FIRST John_________ MID _________ SUF ___
COMMIT DATE:  _________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE: _________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ____________________________ FIRST _____________ MID _________ SUF ___
OPTION 9                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

4B          :00.1                                                  03/23
Connected to host 165.176.120.129                                  NUM   3:47 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPB1  LOCAL INMATE DATA SYSTEM (LIDS)  - BROWSE BY PRISONER NAME    V.01192002
NAME: LAST                  FIRST        MIDDLE
100650                      JOHN
 JAIL T                                          S         HAIR EYE MED
C NUM P    SSN    NAME (LAST, FIRST MI)       DOB/AGE   X HGT  WGT COL COL FLG
C 001 B 900100650 DOE, JOHN                   1951-12-25 F 6.02 210 BRO BRO  N
ALIAS   1 SCAR/TATTOO-> _____________________ COMMIT 2003-11-03 RELEASE
_ 003 B 900300031 DOE, JOHN                   030 YEARS  M ____    0 BRO BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1997-01-02 RELEASE 1997-01-02
_ 003 B 900300455 DOE, JOHN                   099 YEARS  M ____    0 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1999-03-02 RELEASE 1999-03-05
_ 003 B 900300484 DOE, JOHN                   099 YEARS  M ____    0 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1999-05-18 RELEASE 1999-05-19
_ 003 B 900300520 DOE, JOHN                   045 YEARS  M ____    0 GRY BLK  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1999-09-15 RELEASE 1999-09-16
_ 003 B 900300570 DOE, JOHN                   035 YEARS  M ____    0 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1999-12-25 RELEASE 1999-12-27
_ 003 B 900300642 DOE, JOHN                   060 YEARS  M ____    0 GRY BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2000-07-04 RELEASE 2000-07-05
_ 013 B 901300089 DOE, JOHN                   1973-12-20 M ____    0 ___ ___  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-12-23 RELEASE 1996-12-24

OPTION=> 900 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)

4B          :47.9                                                  08/02
Connected to host 165.176.120.129                                  NUM   3:54 PM
```

Option '9', Browse Prisoner By Name - Continued

- **Option #9, Browse Prisoner by Name Screen** allows searching for a prisoner by name
- The screen also provides inquiry capabilities to view prisoner, alias, confinement and offense information.
- Up to eight prisoners will be displayed on a screen.
- Utilized to search information on a prisoner when SSN is unknown
- Utilized to determine if there is a duplicate confinement
  - ✓ When the prisoner's name is pulled up, the same prisoner has been booked into LIDS for the same time period but under a different SSN may be found
  - ✓ Example:
    - ➢ First shift books 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 offender's correct SSN - **2**23456789
    - ➢ Because second shift does not see booking in LIDS, they precede to book the offender into LIDS under his/her 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, the possibility of duplicate confinements in LIDS would be reduced
  - ✓ If not detected, locality will be overpaid every day until the incorrect SSN/booking is deleted
    - ➢ Discovered during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
    - ➢ Discovered after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment
- Enter the desired prisoner's name on the Commitment Maintenance Screen and select Option '9',
  - ✓ Press Enter
  - ✓ At the left of prisoner's name, enter one of the four (4) means to browse prisoner information
    - ➢ Enter 'P' to browse 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
    - ➢ Enter 'A' to browse the Alias Name information as entered in LIDS
- If an error is detected, any detailed prisoner information from the Browse Screen cannot be updated Go back to the Commit Maintenance screen and select the proper option to update the incorrect data
- Enter one of the three options to browse for additional prisoners:
  - ✓ 'N' Next Page
  - ✓ 'P' Previous Page or
  - ✓ 'R' Return to Menu
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS Users Guide

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' – Correct Pending Errors**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-24
V.01232003               COMMITMENT MAINTENANCE MENU                   14.40.35
            JAIL 013
PRISONER INFO:   SSN __________     DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE:  _________    COMMIT TIME:  _______    COMMIT REASON:  __
RELEASE DATE: _________    RELEASE TIME: _______    RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _    ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ____________________ FIRST _____________ MID _________ SUF ___
OPTION A                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS
                _

ENTER JAIL NUMBER

                    :00.1                                          21/19
Connected to host 165.176.120.129                    NUM  SCRL  2:42 PM
```

Correct Pending Errors - Screen #1, Prisoner Information

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCP1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12102003
2004-03-24                     CONFINE PRISONER                TOTAL ERRORS:    1
                        **PENDING PRISONER INFORMATION**
JAIL 013                                SSN 029338391      SID:  ___________
TO CHANGE SSN ENTER "U" AND NEW SSN:
            LAST                      FIRST         MIDDLE     SUFFIX
NAME   DUNCAN_____________________ JOHN_________ _____________ ___
DATE OF BIRTH 09131949  APPROX AGE  _0 DATE APPROX AGE RECORDED
RACE W SEX M HEIGHT _0 _0 WEIGHT  _0 HAIR COLOR ___ EYE COLOR ___
COUNTRY OF BIRTH    COUNTRY OF CITIZENSHIP __ IMMIGRATION ID NUMBER _________
SCARS  MARKS AND TATTOOS ____________________________________________________
____________________________________________________________________________
_____________________
MEDICAL ALERT FLAG _
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

                    :01.7                                          04/66
Connected to host 165.176.120.129                    NUM  SCRL  2:42 PM
```

- Press Enter to go to next screen

Option A, Correct Pending Errors - Continued

Correct Pending Errors – Screen #2, Confinement Information:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCP2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.02062003
2004-03-24                    CONFINE PRISONER              TOTAL ERRORS:     1
                        * PENDING INFORMATION CORRECTION *
NAME: DUNCAN, JOHN                TO DELETE CONFINMENT, TYPE DELETE HERE-> _____
JAIL 013      PRISONER ID _____          SSN 029338391
COMMITMENT DATE  03192004      TIME  200000        REASON CONFINED     29
RELEASE DATE-->  03212004      TIME  202400        REASON RELEASED     39
                                     TRANSFER TO JAIL ___
HOUSING STATUS    ___  FACILITY LOCATION ___  HELD FOR LOCALITY: 013
DETAINERS _    JAIL NUM (1-5) ___ ___ ___ ___ ___
DOC INMATE NUMBER _____  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
_____________________________________________________________________

CURRENT LOCATION
_____________________________________________________________________

   **COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
     CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
 REASON CONFINED (29) REQUIRES SENTENCED CHARGE

                    :00.5                                          04/75
Connected to host 165.176.120.129                    NUM  SCRL  2:44 PM
```

- Press Enter to go to next screen

Correct Pending Errors – Screen #3, Offense Information:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LSI1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.01092003
2004-03-24                PENDING OFFENSE INFORMATION        TOTAL ERRORS:     1
SSN 029338391  DUNCAN, JOHN                              REASON CONFINED 29

SELECT   OFFENSE     SEQUENCE TYPE OFFN.DATE  DISP  DSP DATE  SENTENCE    COURT
 x_        LIC6809M1  0001     M    09182003   TS   03212004              013
 _            NEW     0002 ___ ___ ___ ___
```

Option 'A', Correct Pending Errors - Continued

Correct Pending Errors – Screen #3, Offense Information:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCP3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.01092003
2004-03-24                     CONFINE PRISONER
TOTAL ERRORS:    1      * PENDING OFFENSE INFORMATION *
NAME: DUNCAN, JOHN
JAIL 013     PRISONER ID                SSN 029338391     SID: __________
REASON CONFINED 29 RELEASE REASON 39                        DELETE OFFENSE N
OFFENSE CODE LIC6809M1    OFFENSE TYPE  M
OFFENSE DATE 09182003   OFFENSE SEQUENCE NUMBER    1
DRIVE WHILE LICENSE REVOKED - FIRST OFFENSE
ARREST DATE ________     TIME ______
ARRESTING OFFICER   ____________________________
ASSISTING OFFICER   ____________________________
COURT JURISDICTION  013   COURT TYPE _     DOCKET NUMBER  ___________
CONVICTION DATE 03192004
OFFENSE SENTENCE DATE  03192004      OFFENSE AS SENTENCED   LIC6809M1
DRIVE WHILE LICENSE REVOKED - FIRST OFFENSE
SENTENCE LENGTH: YEARS ____     MONTHS ____     DAYS    10   OFFENSE TYPE   M
CONCURRENT SENTENCE N       OFFENSE DISPOSITION   TS   DISP. DATE 03212004
                                                   DONE  Y   (Y/N)



 REASON CONFINED (29) REQUIRES SENTENCED CHARGE

4B                  :00.7                                          06/18
Connected to host 165.176.120.129                                  NUM  SCRL  2:47 PM
```

- **Option 'A', Correct Pending Errors screen** is utilized by **batch** jails
- To correct the Pending Error, the screens listed below within Option 'A' must be completed
  - ✓ Prisoner information, screen #1
  - ✓ Confinement information, screen #2
  - ✓ Offense information, screen #3
  - ✓ If a particular inmate record is incorrect, enter the SSN and select Option 'A'
- Utilizing the download error file provides a means to read error messages
- Optional fields will only be edited when something is entered in the field
- Failed data fields will be highlighted and the cursor will be placed on the first field in error
- **VERY IMPORTANT**: If errors are corrected online utilizing this option, **the Jail Management System (JMS) must be updated**
  - ✓ If the JMS is not updated, the same errors will be sent to LIDS
  - ✓ We strongly suggest updating the JMS first and resubmitting the data to LIDS
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS Users Guide

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COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'B' - Transfer Status

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 16.00.30
          JAIL 510
PRISONER INFO:   SSN              DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST ____________________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE:  _________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE: _________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _    ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ____________________________ FIRST _____________ MID _________ SUF ___
OPTION b                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

4B                  :00.4                                          03/17
Connected to host 165.176.120.129                   NUM    4:26 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCS2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.11212002
2004-03-22                   TRANSFER STATUS
JAIL: 510 ALEXANDRIA DETENTION CENTER
   SSN      LAST NAME                 LATEST     BONUS     TRANSFER  DAYS UNTIL
                                     SENTENCE    DATE       DATE    RESPONSIBLE

                                   NEXT  R   (N/P/R)   MORE..

NO VALID TRANSFER INFORMATION

4B                  :01.0                                          20/52
Connected to host 165.176.120.129                   NUM    2:48 PM
```

Option 'B' - Transfer Status - Continued

- **Option 'B' Prisoner Transfer Status Screen** lists 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
- 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
- If you have a SR prisoner confined in LIDS that is a held by agreement prisoner and is not coded as '70' and you have them coded as '20' serving sentence they are coded in error and will show up on this option
  - ✓ If you see that they are coded incorrectly where they should not be ready to be transferred to DOC update the confinement code
- 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)

Navigational Path: Option 'C' - Browse by Prisoner Alias Name

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 15.06.21
          JAIL 001   ACCOMACK COUNTY JAIL
PRISONER INFO:   SSN _________   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST santa_____________ FIRST claus_____ MID _______ SUF ___
COMMIT DATE:  ________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE: ________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ____________________________ FIRST _____________ MID ________ SUF ___
OPTION C    _                        OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

FROM LPB2 - INQUIRY COMPLETED....

:00.1                                                          10/15
Connected to host 165.176.120.129                    NUM    3:08 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPB2  LOCAL INMATE DATA SYSTEM (LIDS)    BROWSE BY ALIAS NAME       V.01182002
NAME: LAST                  FIRST        MIDDLE
SANTA                       CLAUS
 JAIL T                                          S         HAIR EYE MED
C NUM P    SSN   ALIAS (LAST, FIRST MI)       DOB/AGE   X HGT  WGT COL COL FLG
_ 510 O 951096073 SANTA, CLAUS                1985-11-29 M 5.09 150 BLK BRO  N
ALIAS   2 SCAR/TATTOO-> ________________ COMMIT 2004-03-01 RELEASE
_ 510 O 951096111 SANTA, CLAUS                1980-06-15 F ____ 000 BLK BRO  N
ALIAS   2 SCAR/TATTOO-> ________________ COMMIT 2004-02-03 RELEASE
_ 510 O 951096118 SANTA, CLAUS                1980-05-23 M ____ 000 BLK BRO  N
ALIAS   1 SCAR/TATTOO-> ________________ COMMIT 2004-01-28 RELEASE
_ 510 O 951096119 SANTA, CLAUS                1976-02-01 M ____ 000 BLK BRO  N
ALIAS   1 SCAR/TATTOO-> ________________ COMMIT 2004-01-28 RELEASE
_ 510 O 951096121 SANTA, CLAUS                1983-07-26 M ____ 000 BLK BRO  N
ALIAS   2 SCAR/TATTOO-> ________________ COMMIT 2004-01-27 RELEASE
_ 510 O 951096124 SANTA, CLAUS                1963-04-15 M ____ 000 BLK BRO  N
ALIAS   1 SCAR/TATTOO-> ________________ COMMIT 2004-01-23 RELEASE
_ 510 O 951096125 SANTA, CLAUS                1985-04-20 M ____ 000 BLK BRO  N
ALIAS   1 SCAR/TATTOO-> ________________ COMMIT 2004-01-22 RELEASE
_ 510 O 951096127 SANTA, CLAUS                1965-09-27 M 5.06 190 BLK BRO  N
ALIAS   1 SCAR/TATTOO-> ________________ COMMIT 2004-01-22 RELEASE

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)

:01.2                                                          23/11
Connected to host 165.176.120.129                    NUM    3:07 PM
```

Option 'C' - Browse by Prisoner Alias Name - Continued

- **Option 'C' Browse by Prisoner Alias Name Screen** provides another means to search for a prisoner's confinement.
- Utilized to browse by prisoner **alias** name
- Frequently used when a prisoner has an alias name
- Frequently used when prisoner information needs to be searched and the SSN is unavailable
- If browsing by prisoner **alias** name and one of the three (3) options listed below is entered, LIDS goes directly to the prisoner's primary name and offender information
- Enter the prisoner's **alias** name to browse on the Commitment Maintenance Screen and select Option 'C',
  - ✓ Press Enter
  - ✓ At the left of the prisoner's **alias** name, enter one of the four (4) means to browse that prisoner information
    - ➢ Enter 'A' to browse detailed **alias** information as entered in LIDS
    - ➢ Enter 'P' to browse detailed **prisoner's** information as entered in LIDS
    - ➢ Enter 'C' to browse **confinement** detailed information as entered in LIDS
    - ➢ Enter 'O' to browse **offense** detailed information as entered in LIDS
- Detailed prisoner information cannot be updated from the Browse Screen if an error is detected
- To update the incorrect data, go back to the Commitment Maintenance screen and select the proper option
- Enter one of the three options to browse for additional prisoners:
  - ✓ 'N' Next Page
  - ✓ 'P' Previous Page or
  - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'D' - SSN Change Utility

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                 16.00.30
          JAIL 510 _
PRISONER INFO:   SSN 900100650   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE: ________   COMMIT TIME: ______   COMMIT REASON: __
RELEASE DATE: ________  RELEASE TIME: ______  RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST ____________________________ FIRST ____________ MID ________ SUF ___
OPTION D                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

:00.4                                                              03/21
Connected to host 165.176.120.129                   NUM   4:02 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LND1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.05162002
2003-12-05                  **SSN CHANGE UTILITY**

          JAIL 001  ACCOMACK COUNTY JAIL

CURRENT SSN 900100650
NAME: LAST DOE                        FIRST JOHN         MID          SUF

REASON CONFINED 50 COMMIT DATE 11032003  COMMIT TIME 090000 PAYMENT STATUS LD

REASON RELEASED    RELEASE DATE          RELEASE TIME

CHANGE SSN TO 222222223   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 =>  u

                                                                   07/14
Connected to host 165.176.120.129                   NUM   3:58 PM
```

Option 'D' - SSN Change Utility - Continued

- **Option 'D', SSN Change Utility** provides the mechanism for changing a SSN for a specific confinement
- Utilize this screen to update the prisoner's Social Security Number.
- Verifies prisoner Social Security Number (SSN) and matches inmate's name, date of birth and sex:
  - ✓ Check LIDS to see if inmate's SSN has been verified by the Social Security Administration (SSA)
  - ✓ Contact your local Social Security Administration (SSA)
  - ✓ Contact Department of Motor Vehicles
  - ✓ Search in Livescan
  - ✓ Search in 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 unknown at the time of booking
- Utilized to update a prisoner's SSN if prisoner provided an AKA SSN at time of booking
  - ✓ Must first enter in the Current SSN as entered in LIDS incorrectly
  - ✓ Select Option 'D' and press Enter
  - ✓ Next select 'I' (Inquire) to ensure proper prisoner, SSN, Commit date and time
  - ✓ Tab and enter 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 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 Local Jail Management System when a SSN is changed on LIDS.
- Be sure to update the inmate's file to reflect the changed SSN so that when audited the file and LIDS reflect updated SSN

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'E' - Submit Batch Job

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   16.00.30
            JAIL 001    _
PRISONER INFO:    SSN              DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST _____________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE: _____________  COMMIT TIME: _______    COMMIT REASON: __
RELEASE DATE: _________     RELEASE TIME: _______   RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST _____________________ FIRST _____________ MID _________ SUF ___
OPTION e                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.4                                          03/24
Connected to host 165.176.120.129                                  NUM   4:29 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAJ9-1                  LOCAL INMATE DATA SYSTEM (LIDS)                V1.1122899
                              BATCH JOB SUBMISSION

JAIL: 001

         OPTIONS

A.....UPLOAD PROCESSING/PENDING MERGE
B.....MONTHLY JAIL SUMMARY REPORT      DATES: START 11012003 END 11022003

ENTER OPTION a
                    CLEAR SCREEN TO RETURN TO LIDS MAIN MENU

                    :00.1                                          04/08
Connected to host 165.176.120.129                                  NUM   4:00 PM
```

- **<u>Option 'E', Submit Batch Job</u>** allows the batch job to be submitted under LIDS instead of through TSO1
- This option should be utilized once you have cleared all pending errors.
- This option will save time by not having to back all the way out to submit your batch job
- This option should be utilized once all pending errors are cleared
- Option 'A' submits batch job. This is the only valid option
- Clear Screen - Returns you to Commitment Maintenance Menu

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COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'F' - Re-Commit No New Charges

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

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-22
V.01232003               COMMITMENT MAINTENANCE MENU                   16.33.53
          JAIL 510   ALEXANDRIA DETENTION CENTER
PRISONER INFO:   SSN 951096073   DATE OF BIRTH 11291985   APPROXIMATE AGE ___
NAME: LAST adeala_____________________ FIRST adedeji_____ MID _________ SUF ___
COMMIT DATE: _________   COMMIT TIME: ______   COMMIT REASON: __
RELEASE DATE: _________  RELEASE TIME: ______  RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST ___________________________ FIRST ____________ MID _________ SUF ___
OPTION F                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

MUST ENTER PRISONER DATA BEFORE PROCEEDING

:00.1                                                                  05/54
Connected to host 165.176.120.129                                NUM   4:35 PM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LRP2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12032003
2004-03-22              RE-COMMIT WITH NO NEW CHARGES
                            **PRISONER INFORMATION**

JAIL 510                              SSN 951096073     SID ___________
              LAST                   FIRST          MIDDLE     SUFFIX
NAME    ADEALA                      ADEDEJI        ADETOTE

DATE OF BIRTH 11291985  APPROX AGE ___ DATE APPROX AGE RECORDED
RACE B SEX M HEIGHT _5 _9 WEIGHT 150 HAIR COLOR BLK EYE COLOR BRO
COUNTRY OF BIRTH __ COUNTRY OF CITIZENSHIP __ IMMIGRATION ID NUMBER __________
SCARS  MARKS AND TATTOOS
_____________________________________________________________________________
_____________________________________________________________________________
MEDICAL ALERT FLAG _
MEDICAL ALERT COMMENTS
ALLEGED ____________________________________________________________________
INVENTORY OF POSSESSIONS
_____________________________________________________________________________

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

CHECK-> PRISONER INFORMATION

:00.1                                                                  10/37
Connected to host 165.176.120.129                                NUM   4:39 PM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LRP3                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04092002
2004-03-22              RE-COMMIT WITH NO NEW CHARGES
                          ** CONFINEMENT INFORMATION **
NAME: ADEALA, ADEDEJI ADETOTE      INSURANCE NUMBER            GROUP
JAIL 510      PRISONER ID _____________ SSN 951096073
COMMITMENT DATE  _________      TIME  _______        REASON CONFINED     73
RELEASE DATE-->  _________      TIME  _______        REASON RELEASED     __
PAYMENT STATUS FE                                    TRANSFER TO JAIL    ___
HOUSING STATUS  __          FACILITY LOCATION  ___     HELD FOR LOCALITY 881
DETAINERS _    JAIL NUM (1-5)  ___ ___ ___ ___  ___
DOC INMATE NUMBER _____ 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
_____________________________________________________________________________

CURRENT LOCATION
USM-VA______________________________________________________________________

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

:00.1                                                                  06/19
Connected to host 165.176.120.129                                NUM   4:39 PM
```

Option 'E' - Submit Batch Job - Continued

- **Option 'F', Re-Commit with No New Charges** allows confinement of a prisoner using information from a previous confinement
- Only the commitment date and time can be changed
- This option is only valid **IF** prisoner has no new charges from the last time he was committed **AND** if the previous Reason Release Code is equal to:
  - ✓ '23' Confinement change within facility or violated program
  - ✓ '25' Furlough
  - ✓ '35' Transferred to other jail
  - ✓ '36' Released to State Hospital
  - ✓ '37' Held in a Local Emergency Medical and/or Hospital
  - ✓ '40' Serving Sentence - Weekenders
  - ✓ '41' Serving Sentence – Work Release
  - ✓ '45' Released to Hospital,
  - ✓ '47' Diverted to supervised work experience program
  - ✓ '48' To Treatment Facility
  - ✓ *** '51' To Federal Authority**
  - ✓ '55' Diverted to electronic surveillance program
  - ✓ '59' Released from Alternative Program OR
- Clear screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'G' - Delete Confinement

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-23
V.01232003               COMMITMENT MAINTENANCE MENU                 08.21.27
          JAIL 001
PRISONER INFO:   SSN 222222223   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE:  ________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE: ________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS:  _   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ____________________ FIRST ____________ MID ________ SUF ___
OPTION G                         OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.1                                          03/17
Connected to host 165.176.120.129                    NUM    8:25 AM
```

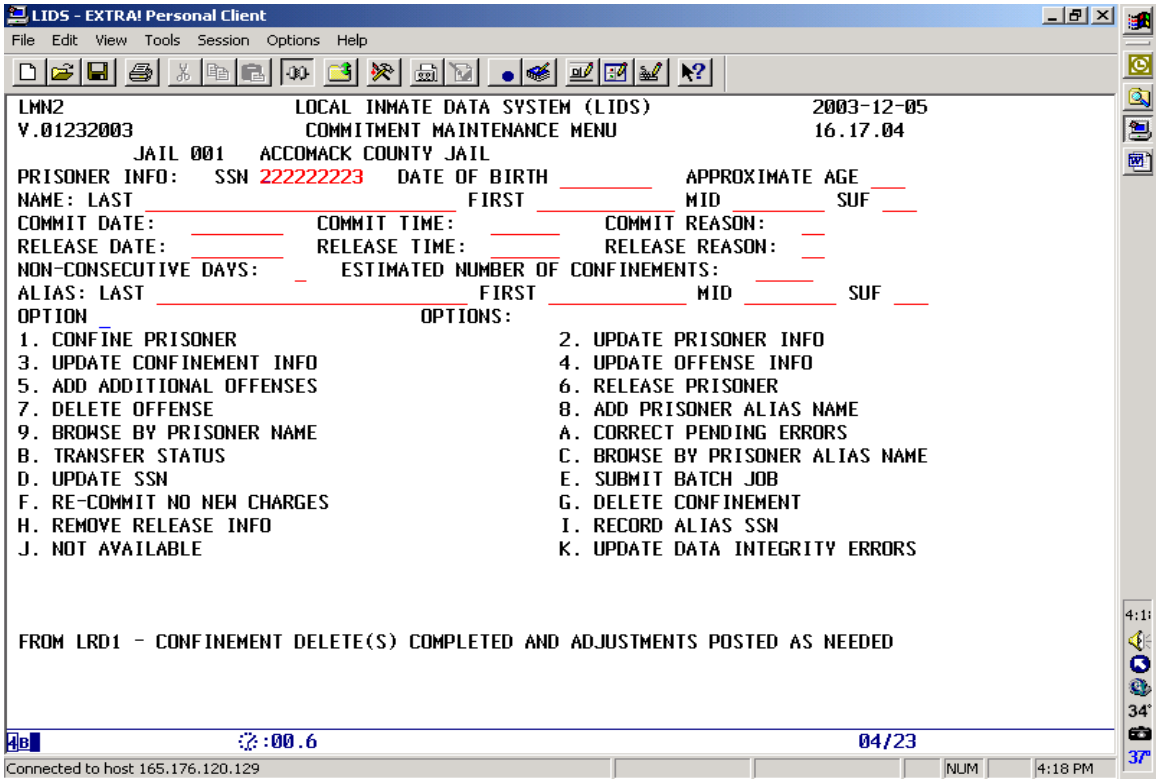
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LRD1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.01312003
2003-12-05                   DELETE CONFINEMENTS       TOTAL CONFINEMENTS:    1
JAIL: 001 SSN: 222222223 NAME: DOE, JOHN
SEL          COMMITTED       RSN        RELEASED       RLSE   NUM    PAYM
           DATE      TIME    CNF      DATE      TIME     RSN  OFFNS   STAT
 d       11032003 09.00.00   50     ________ ________   __      4    LD

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

                    :00.1                                          06/03
Connected to host 165.176.120.129                    NUM    4:18 PM
```

Option 'G' - Delete Confinement - Continued



- **Option 'G', Delete Confinement** allows deletion of a confinement entered in error **during the report month**.
- 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
- Delete Confinement:
  - ✓ From the Commitment Maintenance Screen the current SSN must be entered
  - ✓ 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.
  - ✓ Those confinements that **do not** have 'ADJT' can be deleted by all LIDS personnel in your facility
  - ✓ Enter ' D' Delete beside the confinements that need to be deleted.
  - ✓ Press Enter
  - ✓ 'Do you want to delete this confinement?' message is received, which ensures the confinement should be deleted
  - ✓ Press Enter to delete the confinement
- Clear Screen - Returns to the Commitment Menu
- If during the process the system indicates that the confinement cannot be deleted from this option, go to Reimbursement Maintenance, Option #6 from the main menu, Option #12, Delete Confinement within Reimbursement Maintenance
  - ✓ The reason the system may not allow deletion is that the confinement was reported in a prior month, and by deleting the confinement a financial adjustment will be necessary

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'H' – Un-Release Prisoner

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                 2004-03-23
V.01232003               COMMITMENT MAINTENANCE MENU                    08.21.27
          JAIL 001
PRISONER INFO:    SSN 222222223    DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST _____________________ FIRST _____________ MID _____________ SUF ___
COMMIT DATE:  _________   COMMIT TIME:  ______   COMMIT REASON:  __
RELEASE DATE:  _________  RELEASE TIME:  ______   RELEASE REASON:  __
NON-CONSECUTIVE DAYS:  _   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST _____________________________ FIRST _____________ MID _____________ SUF ___
OPTION H                                OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

                    :00.1                                          03/25
Connected to host 165.176.120.129                    NUM    8:26 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LAU1                    LOCAL INMATE DATA SYSTEM (LIDS)                 V.03252002
2003-12-05                 **UN-RELEASE PRISONER**   DATE: CERTIFIED   APPROVED
                                                          11302003   11302003
JAIL  001  SSN  900100650   SID                 PRISONER ID

PRISONER NAME  DOE                          JOHN

COMMIT DATE (MMDDYYYY) 11032003 TIME (HHMMSS) 090000

REASON RELEASED  __    TRANSFERRED TO JAIL  ___

OLD RELEASE DATE (MMDDYYYY)        _________        TIME (HHMMSS)     ______

COMMENTS:
_____________________________________________________________________

PRISONER UN-RELEASED - CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU
CLEAR RELEASE: REASON, DATE AND TIME TO UN-RELEASE

                    :00.1                                          04/08
Connected to host 165.176.120.129                    NUM    3:47 PM
```

- **<u>Option 'H', Un-Release Prisoner</u>** provides the means to un-release a prisoner released **<u>during</u>** the current report month
- Option 'H', Un-Release Prisoner gives 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, the prisoner must be un-released through Option #4 – Adjust Monthly Prisoner Status
- Required Fields:
  - ✓ From the Commitment Maintenance screen Select Option 'H'
    - ➢ Enter the prisoner's Primary SSN
  - ✓ From the Un-Release Screen to un-release the prisoner during the current month, **<u>clear out/space out</u>** the following fields:
    - ➢ Reason Released
    - ➢ Transferred To Jail (If applicable)
    - ➢ Old Release Date (MMDDYYYY)
    - ➢ Time (HHMMSS)
- A message that the prisoner has been un-released will appear

COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'I' – Alias SSN

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-23
V.01232003               COMMITMENT MAINTENANCE MENU                   08.21.27
          JAIL 001    _
PRISONER INFO:    SSN 222222223    DATE OF BIRTH _________    APPROXIMATE AGE ___
NAME: LAST _____________________ FIRST _____________ MID _________ SUF ___
COMMIT DATE:  _________    COMMIT TIME:  _______    COMMIT REASON:  __
RELEASE DATE:  _________   RELEASE TIME:  _____     RELEASE REASON:  __
NON-CONSECUTIVE DAYS:   _    ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST _____________________ FIRST _____________ MID _________ SUF ___
OPTION I                          OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

ENTER JAIL NUMBER

:00.1                                                              03/24
Connected to host 165.176.120.129                                  NUM   8:29 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LSU1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01182002
12-05-2003                   ALIAS SSN MAINTENANCE
  JAIL 001 ACCOMACK COUNTY JAIL
PRISONER`S PRIMARY SSN: 222222223  NAME:  DOE, JOHN
ACTION     ALIAS SSN     ENTERED BY     DATE          COMMENTS(2ND LINE)
_          900100650      SCBCBAC     12-05-2003
SSN CHANGE - CHANGE REASON 3
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
_          _________     _________   __________
ACTION: A= ADD; D= DELETE; U= UPDATE
OPTION=>  _   N=NEXT PAGE;P=PREVIOUS PAGE;R=RETURN TO MENU
NO MORE DATA

:01.4                                                              06/02
Connected to host 165.176.120.129                                  NUM   4:15 PM
```

- **<u>Option 'I', Alias SSN</u>**, adds, changes or deletes an Alias SSN for prisoners confined in jail
- Alias SSN screen gives an additional means to monitor and track inmate population by Alias SSN
- Alias SSN is linked to the prisoner's Primary SSN
  - ✓ Action
    - ➢ Enter either Add, Delete or Update
  - ✓ Alias SSN
    - ➢ Enter the prisoner's Alias SSN
  - ✓ Comments (2nd Line)
    - ➢ Enter 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
  - ✓ **<u>N</u>** = Next Page
  - ✓ **<u>P</u>** = Previous Page
  - ✓ **<u>R</u>** = Return To Menu

COMMITMENT MAINTENANCE MENU (Continued)

OPTION 'J', DNA Status Update Screen was deleted effective January 1, 2003

- **See the LIDS DNA Tracking System Section within this Users Guide if you have DNA questions**

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COMMITMENT MAINTENANCE MENU (Continued)

Navigational Path: Option 'K' – Data Integrity Validation

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-23
V.01232003               COMMITMENT MAINTENANCE MENU                 08.29.32
          JAIL 001   ACCOMACK COUNTY JAIL
PRISONER INFO:   SSN 222222223   DATE OF BIRTH ________   APPROXIMATE AGE ___
NAME: LAST ____________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE: ________   COMMIT TIME: ______   COMMIT REASON: __
RELEASE DATE: ________   RELEASE TIME: ______   RELEASE REASON: __
NON-CONSECUTIVE DAYS: _   ESTIMATED NUMBER OF CONFINEMENTS: _____
ALIAS: LAST ____________________ FIRST ____________ MID ________ SUF ___
OPTION k  _                    OPTIONS:
1. CONFINE PRISONER                          2. UPDATE PRISONER INFO
3. UPDATE 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. NOT AVAILABLE                             K. UPDATE DATA INTEGRITY ERRORS

:00.1                                                              10/13
Connected to host 165.176.120.129                                  NUM   8:31 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCU3-A                  LOCAL INMATE DATA SYSTEM (LIDS)              2003-12-05
V.01302002               DATA INTEGRITY VERIFICATION                 16.15.08

JAIL: 001                                                              SCBCBAC

OPTION: 1

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: 222222223 COMMIT DATE: ________ TIME: ______ OFFENSE #: _____

BIRTHDATE VERIFICATION FOR SSN (222222223) WAS ACCEPTED

:00.1                                                              14/07
Connected to host 165.176.120.129                                  NUM   4:16 PM
```

Option 'K' – Data Integrity Validation - Continued

- **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
- Data Integrity Report lists confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information
- Effective December 2001, the Data Integrity Report lists 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 - I**f 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).
  - ✓ **Age Less than 10 at Commit** – If the inmate 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 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 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).

Option 'K' – Data Integrity Validation - Continued

- ✓ **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).
- ✓ **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 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 Code, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **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).
- ✓ **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).

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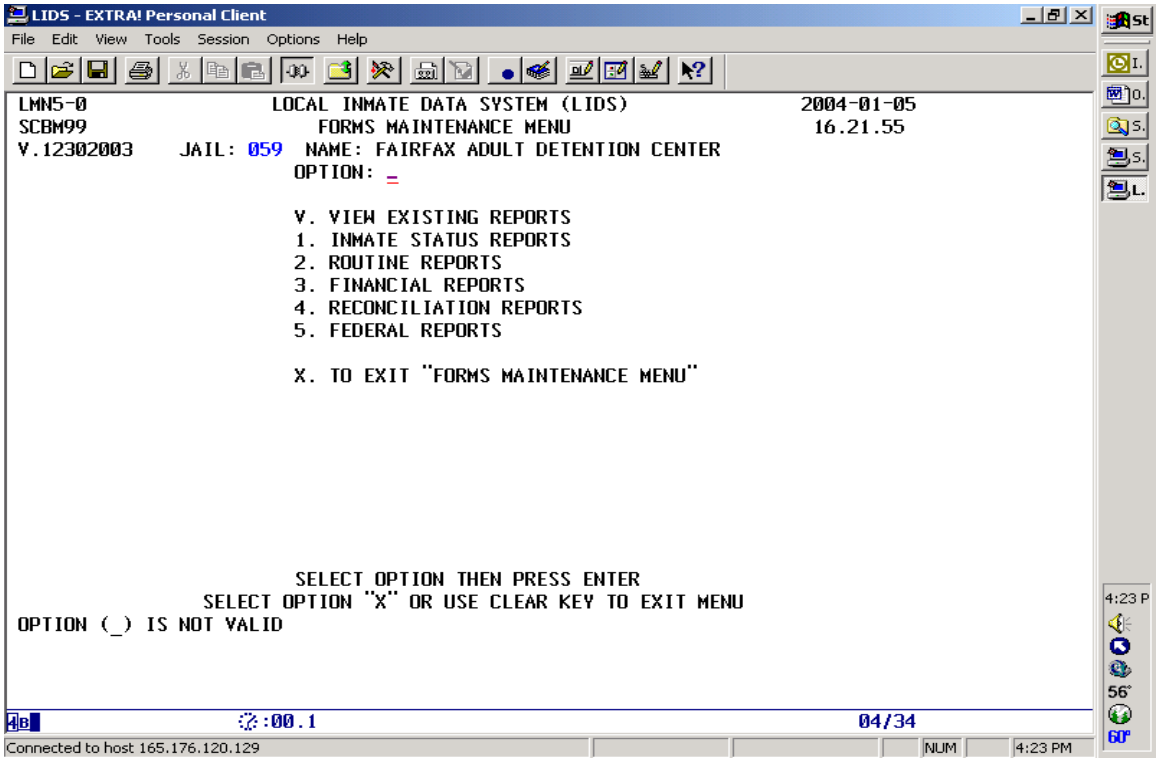
4. Forms Maintenance

Navigational Path: Option '4' - Forms Maintenance

- **From LIDS Main Menu select Option '4' - Forms Maintenance**



HELPFUL HINTS

- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- Provides reports that help with preparing for LIDS Audits performed by CB Auditors
- These reports cannot be directly printed to a printer
- To print the reports, use the screen print option or download when appropriate
- Decide what type of report you desire, then decide the necessary sequence
- **Option #4, Forms Maintenance Menu** provides on-line query reports that are both viewable and downloadable files, or viewed **within each report option**
  - ✓ **Viewable Reports – (Two Methods)**:
    - ➢ If the report that was ordered is not a large report, the screen will prompt user to 'Press Enter to Continue' to view the report requested, **OR**
    - ➢ If the report that was ordered is a large report, the screen will prompt user to back out and select Option 'V', View Existing Reports from the Forms Maintenance Menu
    - ➢ **Reports are deleted after 5 days**
  - ✓ **Download Reports**:
    - ➢ Record the file name listed on the report screen and use it to retrieve the download
    - ➢ Must record the COMPLETE file name to be downloaded
      - o Example: (SCB.TEST.J013.CURRTJRA.RTF)

Forms Maintenance (Continued)

Helpful Hints - Continued

- **Effective January 1, 2004, Forms Maintenance Reports were regrouped by the LIDS Advisory Committee members in an effort to make the reports user friendly, as follows:**

  ✓ **Option 'V', View Existing Reports**

  ✓ **Option '1', Inmate Status Reports:**

  '1', Drunk In Public
  '2', List by Reason Confine Code
  '3', List by Reason Release Code
  '4', Pretrial Report
  '5', Held for Jurisdiction
  '6' Housed in Another Jail
  '7', Jail Contract Bed (JCB)
  '8' HELD BY AGREEMENT
  'A', Monthly Average Daily Population (ADP) Comparison
  'B', Monthly School District Census
  '**C', Felon Day State Responsible**
  'D', Inmates Requiring DNA Sample
  'E', Inmate Data Information
  'F', Misdemeanor Good Time Release
  'G', Payment Status
  'H', DOC Inmate Pre-Release Program
  'I', Inmates Serving 12 Months or Less
  'J', Average Age of Inmates
  'K', Out of State Contract Prisoners
  'L', Search By Local

  ✓ **Option '2', Routine Reports:**

  '1', Jail Roster (Includes Current, Historical and Jail Roster for Period)
  '2', Monthly Jail Summary
  '3', Committed During The Period
  '4', Released During The Period
  '5', Monthly Activity Comparison
  '6', Insurance
  '7', Possible Errors
  '8', Social Security Bounty Payments
  '9', SSN Verification
  'A', Data Integrity Errors
  'B', Inmates With Pending Charges
  'C', VCC Code Search (Under Construction)
  'D' Daily Average Activity

Forms Maintenance (Continued)

Helpful Hints - Continued

✓ **Option '3', Financial Reports:**

'1', DOC Inmate Pre-Release Program (**Screens found under Option #1, Inmate Status Reports)**
'2', Held By Agreement (**Screens found under Option #1, Inmate Status Reports)**
'3', Jail Contract Bed (JCB) (**Screens found under Option #1, Inmate Status Reports)**
'4', Monthly Billing
'5', Monthly Billing – Fed Only
'6', Voucher Comparison
'7', Social Security Bounty Payments (**Screens found under Option #2, Routine Reports)**
'8', Monthly Financial Detail
'9', Felon Day State Responsible (**Screens found under Option #1, Inmate Status Reports)**
'A', Per Diem Reimbursement (Under Construction)
'B,' Payment Status (**Screens found under Option #1, Inmate Status Reports)**
'C' Possible Duplicate Confinements

✓ **Option '4', Reconciliation Reports:**

'1', Jail Roster (**Screens found under Option #2, Routine Reports)**
'2', Monthly Jail Summary (**Screens found under Option #2, Routine Reports)**
'3', Committed During The Period (**Screens found under Option #2, Routine Reports)**
'4', Released During The Period (**Screens found under Option #2, Routine Reports)**
'5', Held By Agreement (**Screens found under Option #3, Financial Reports)**
'6', Jail Contract Bed (JCB) (**Screens found under Option #1, Inmate Status Reports)**
'7', Monthly Billing – Fed Only, (**Screens found under Option #3, Financial Reports)**
'8', Monthly Activity Comparison (**Screens found under Option #2, Routine Reports)**
'9', Monthly Financial Detail (**Screens found under Option #3, Financial Reports)**
'A', Possible Errors (**Screens found under Option #2, Routine Reports)**
'B', Monthly Average Daily Population (ADP) (**Screens found under Option #1, Inmate Status Reports)**
'C', Inmates with Pending Charges (**Screens found under Option #2, Routine Reports)**
'D', DOC Inmate Pre-Release Program (**Screens found under Option #1, Inmate Status Reports)**
'E', Payment Status (**Screens found under Option #1, Inmate Status Reports)**
'F', Per Diem Reimbursement (**Screens found under Option #3, Financial Reports)**
'G', Inmates Serving 12 Months or Less (**Screens found under Option #1, Inmate Status Reports)**
'H' Possible Duplicate Confinements (**Screens found under Option #3, Financial Reports)**
'I', Time in Jail Report (Under Construction)

Option '5', Federal Inmate Reports:

'1', Annual Survey of Jails (CJ5)
'2', Inmate Counts and Deaths (CJ9)
'3', State Criminal Alien Assistance Program (SCAAP)

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Forms Maintenance (Continued)

Navigational Path: Option 'A', View Existing Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance, then**
- **Enter 'V', <u>View Existing Reports</u>**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-02-03
SCBM99                      FORMS MAINTENANCE MENU                        10.46.50
V.01232004      JAIL: 810   NAME:
                          OPTION: V

                            V. VIEW EXISTING REPORTS
                            1. INMATE STATUS REPORTS
                            2. ROUTINE REPORTS
                            3. FINANCIAL REPORTS
                            4. RECONCILIATION REPORTS
                            5. FEDERAL REPORTS

                            X. TO EXIT "FORMS MAINTENANCE MENU"

                            SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                        :00.1                                          05/31
Connected to host 165.176.120.129                                  NUM   10:48 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01212004
DATE: 2004-02-03                  REPORTS INDEX                     TIME: 10.50.51
S   DATE     TIME   USER-ID      TITLE

_ 02032004 102829 SCBCBAC  PRETRIAL REPORT - MONTHLY STATS
_ 02032004 102828 SCBCBAC  PRETRIAL REPORT - MONTHLY RELEASES
_ 02032004 102827 SCBCBAC  PRETRIAL REPORT - MONTHLY COMMITS
_ 02032004 102825 SCBCBAC  PRETRIAL REPORT - JAIL ROSTER
_ 02022004 154743 SCBCBAC  DNA REQUIRED LIST
_ 02022004 154545 SCBCBAC  FELON DAY STATE RESPONSIBLE
_ 02022004 153753 SCBCBAC  FELON DAY STATE RESPONSIBLE
_ 02022004 153109 SCBCBAC  ADP COMPARISON REPORT
_ 02022004 151943 SCBDBWR  PRETRIAL REPORT - R001 - JAIL ROSTER
_ 02022004 145115 SCBCBAC  FIPS CODE 059 HOUSED IN JAIL 510  CNT=    6
_ 02022004 135840 SCBDBWR  APPROVAL DATA INTEGRITY ERRORS
_ 02022004 104321 SCBCBAC  JAIL 059 CONFINED FOR REASON (10) COUNT(    4)

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

                        :00.1                                          19/11
Connected to host 165.176.120.129                                  NUM   10:52 AM
```

HELPFUL HINTS - Option 'V' View Existing Reports

- This screen is displayed after requesting to view reports
  - ✓ When downloading, make sure to record the complete 'File Name'.
- Provides a means to view every requested report that has not been deleted
- **LIDS Reports are deleted after 5 days**
- Provides the following information
  - ✓ Date the report submitted
  - ✓ Time of the day the report submitted
  - ✓ User requested the report
  - ✓ AND the title of the report requested
- The following options are available
  - ✓ V = VIEW REPORT
  - ✓ D = DELETE
  - ✓ P = PRINT (BATCH) REPORT

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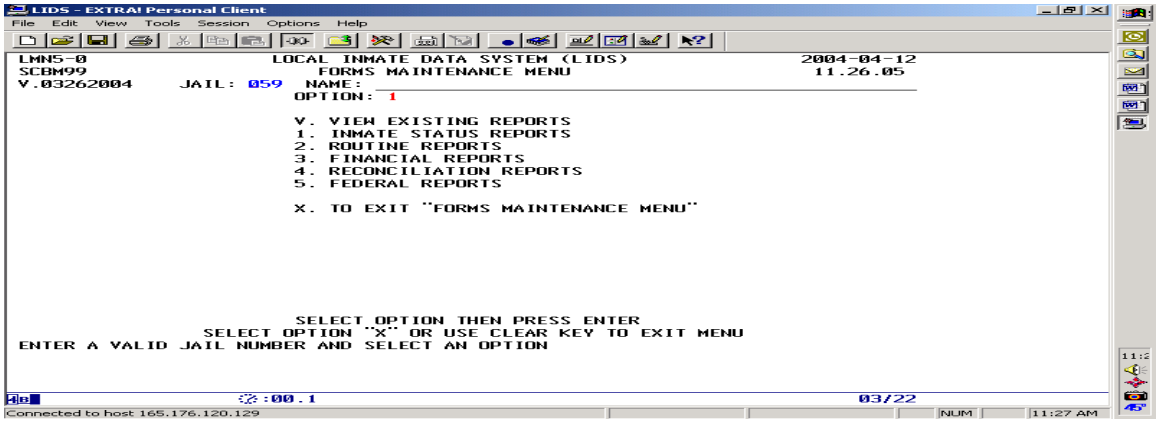
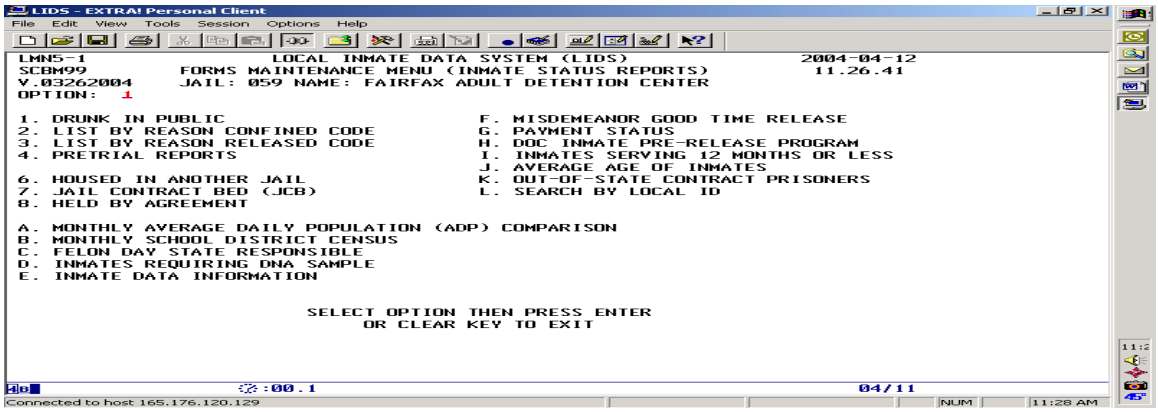
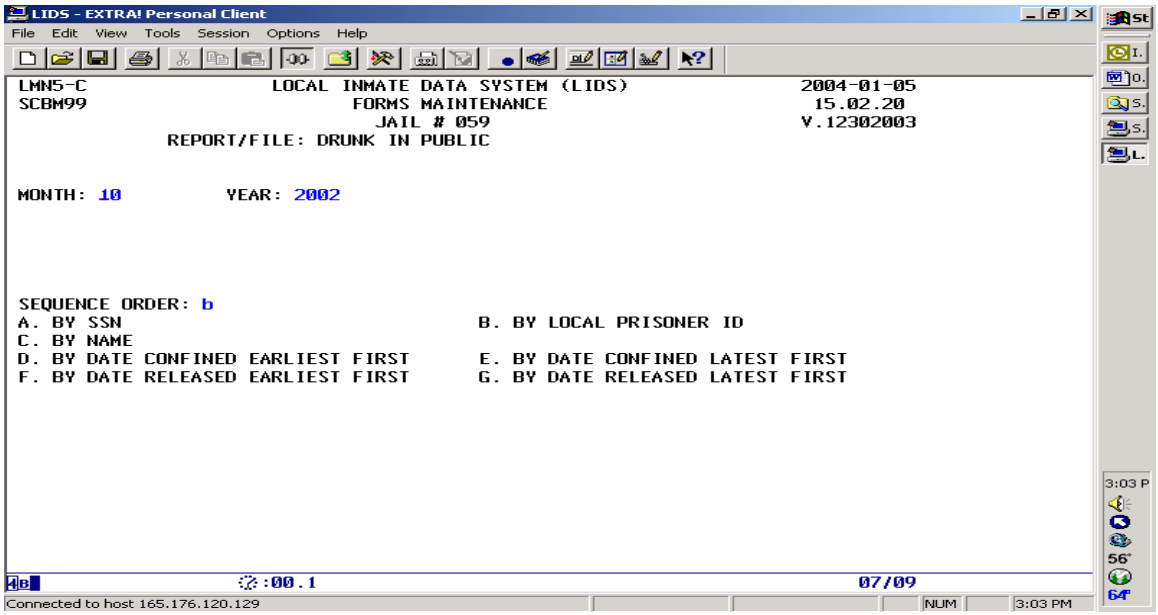
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

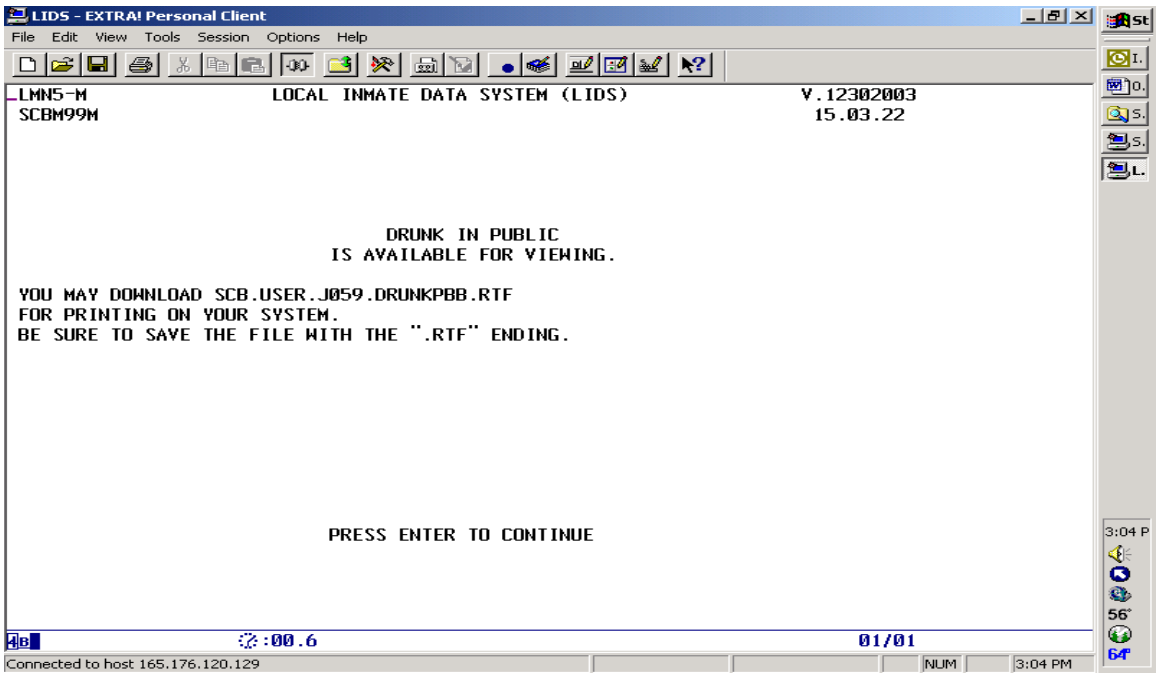
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Reports, then**
- **Enter Option #1, <u>DRUNK IN PUBLIC REPORT</u>**

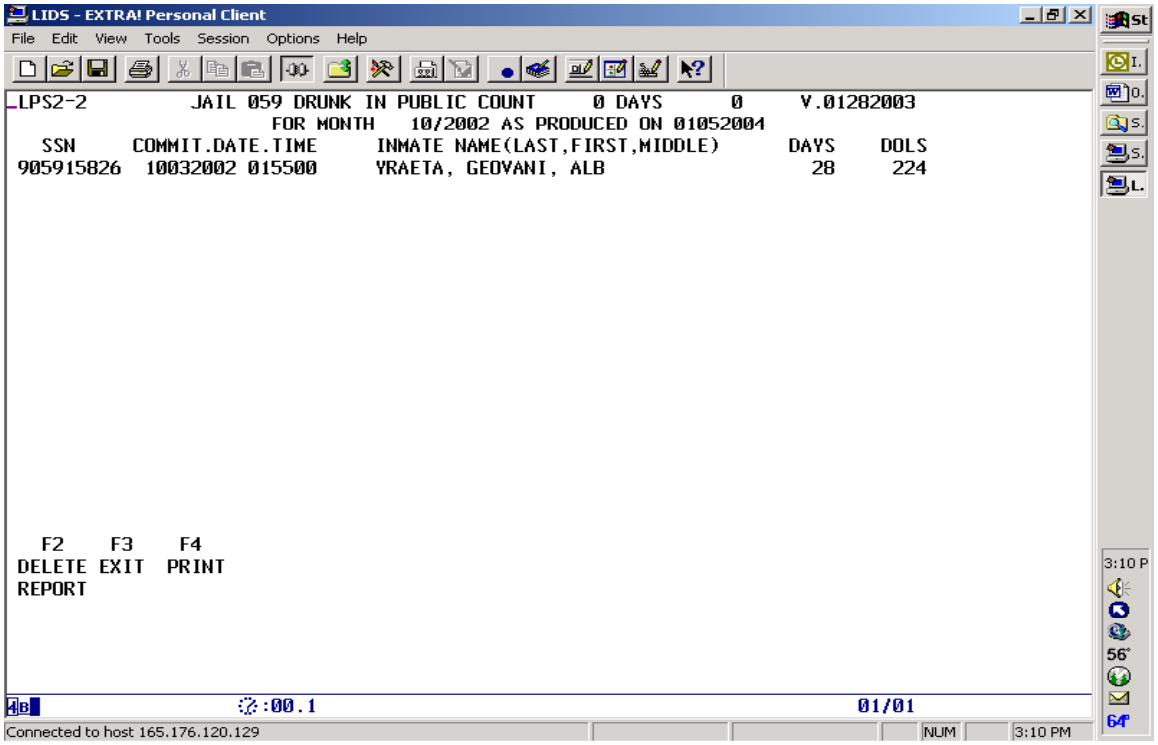






Option #1, Inmate Status Reports - Option #1, Drunk in Public Report (Continued)





- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Enter Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter <u>Option #2, LIST BY REASON CONFINED CODE REPORT</u>**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-0                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                     FORMS MAINTENANCE MENU                       11.14.38
V.02252004     JAIL: 510  NAME: ____________________________________________
                         OPTION: 1

                         V. VIEW EXISTING REPORTS
                         1. INMATE STATUS REPORTS
                         2. ROUTINE REPORTS
                         3. FINANCIAL REPORTS
                         4. RECONCILIATION REPORTS
                         5. FEDERAL REPORTS

                         X. TO EXIT "FORMS MAINTENANCE MENU"

                         SELECT OPTION THEN PRESS ENTER
                 SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.1                                              03/22
Connected to host 165.176.120.129                                  NUM  11:16 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-1                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)        11.28.10
V.03262004     JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  2

1. DRUNK IN PUBLIC                        F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE           G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE           H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                       I. INMATES SERVING 12 MONTHS OR LESS
                                          J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                 K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                         SELECT OPTION THEN PRESS ENTER
                              OR CLEAR KEY TO EXIT

                    :00.1                                              04/11
Connected to host 165.176.120.129                                  NUM  11:29 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-C                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                      11.16.24
                                     JAIL # 510                        V.02252004
              REPORT/FILE: LIST BY REASON CONFINED

MONTH: 02          YEAR: 2004

REASON CONFINED: 10

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

                                            _

                    :00.1                                              19/44
Connected to host 165.176.120.129                                  NUM  11:18 AM
```

Option #1, Inmate Status Reports - Option #2, List By Reason Confined Code Report (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-M                  LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                 11.16.51



                          LIST BY REASON CONFINED
                         IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J510.REACON10.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                         PRESS ENTER TO CONTINUE

                        :00.3                                           01/01
Connected to host 165.176.120.129                                  NUM  11:18 AM
```

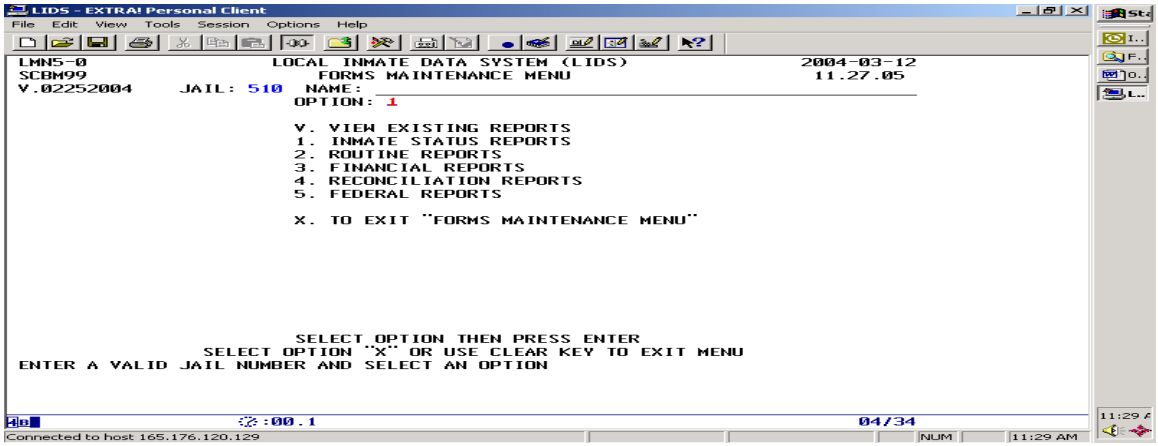
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2          JAIL 510 CONFINED FOR REASON (10) COUNT(   39)      V.01282003
                FOR MONTH 02/2004 AS PRODUCED ON 03122004 111651
   SSN     COMMIT-DATE-TIME  DOLLARS   RELEASED    REASON PAYM STAT  LOCAL-ID
951003756 02192004 205600       8  02202004 102200  19       LD
951003763 11172003 004900     232                            LD
951003785 02122004 090100      24  02152004 082500  35       LD
951003820 12232003 092100     232                            LD
951003861 02132004 124300       8  02132004 124600  19       LD
951003862 01182004 005600     232                            LD
951003883 01312004 230600      24  02032004 130500  19       LD
951003884 01312004 230700       8  02012004 130500  19       LD
951003886 02022004 015600       8  02022004 094200  19       LD
951003889 02042004 214900       8  02042004 225000  19       LD
951003890 02042004 115500     168  02252004 163900  18       LD
951003891 02052004 012600       8  02062004 134500  19       LD
951003892 02082004 000600       8  02082004 015500  19       LD
951003893 02072004 131000      16  02092004 185000  19       LD
951003894 02072004 171000      16  02092004 221500  19       LD
951003895 02092004 152300       8  02092004 184000  19       LD
951003896 02092004 134200       8  02092004 145200  19       LD
  F2     F3     F4                                    F10          F12
DELETE EXIT  PRINT                                    NEXT        SCROLL
REPORT                                               SCREEN       RIGHT

                        :00.1                                           01/01
Connected to host 165.176.120.129                                  NUM  11:19 AM
```

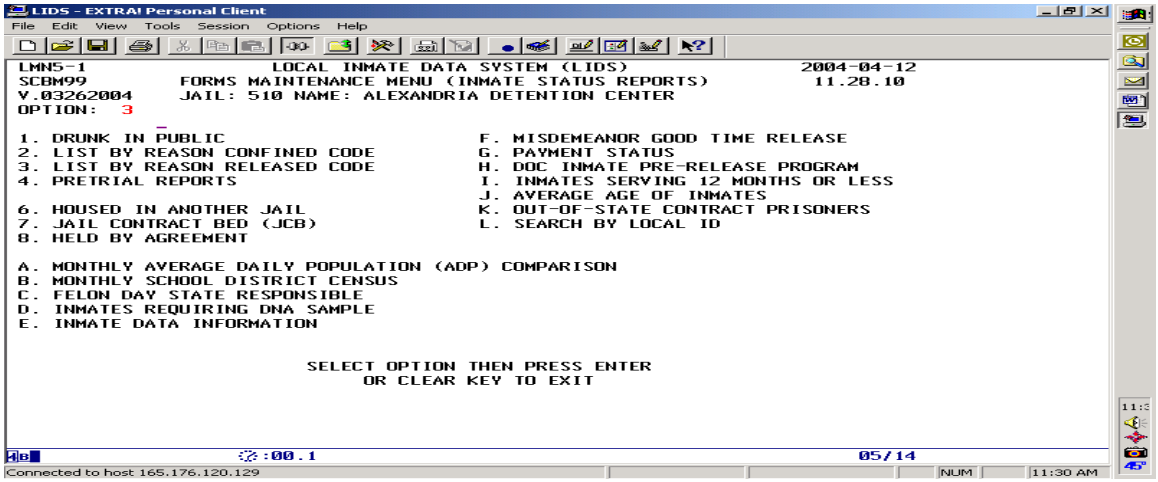
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

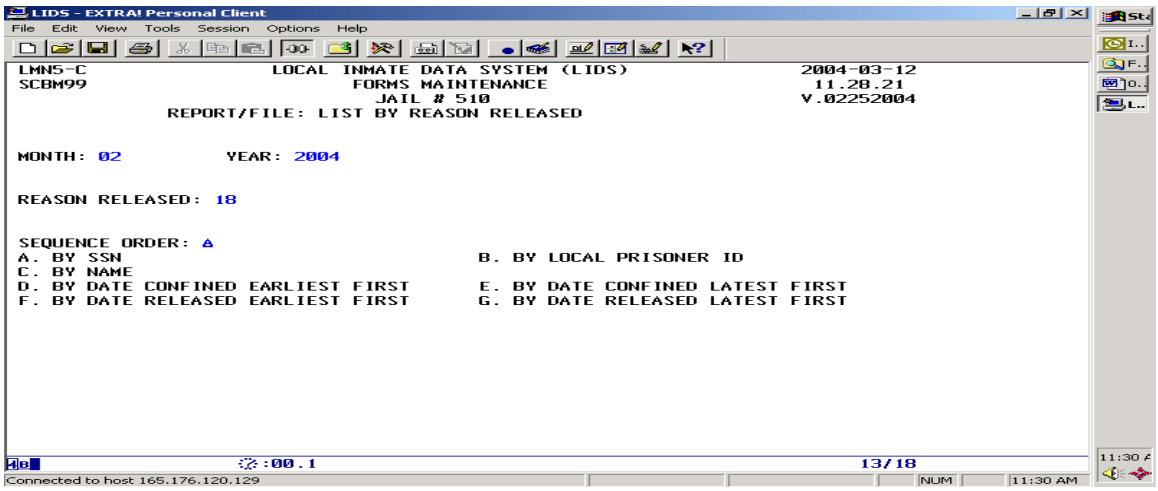
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

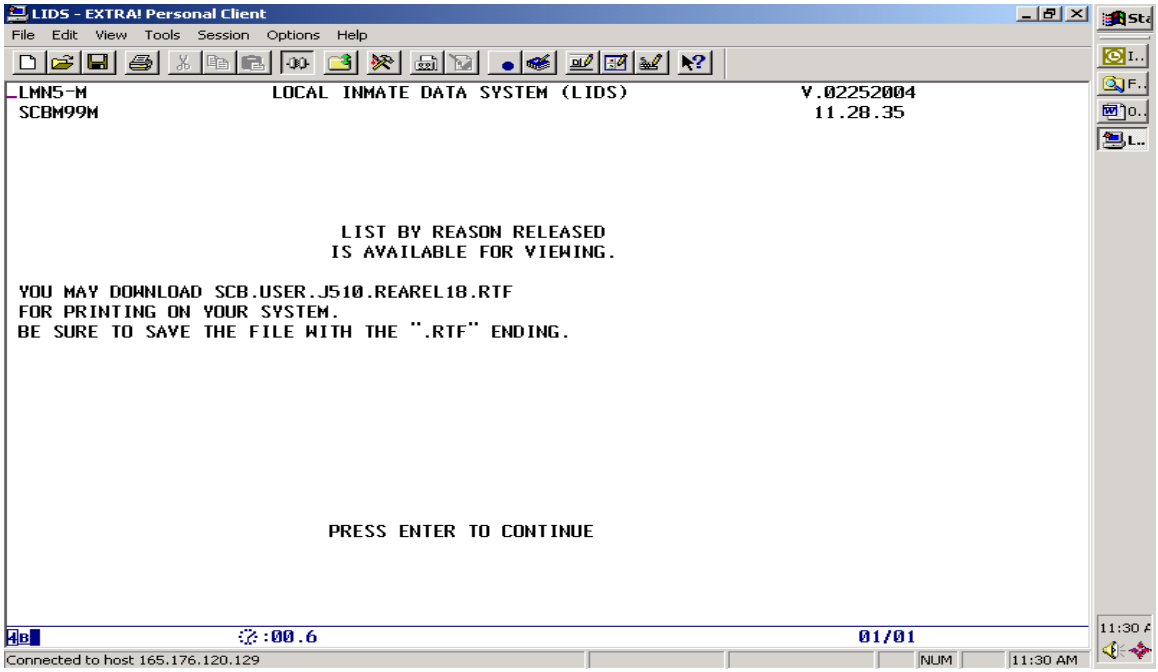
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option #3, <u>LIST BY REASON RELEASED CODE REPORT</u>**

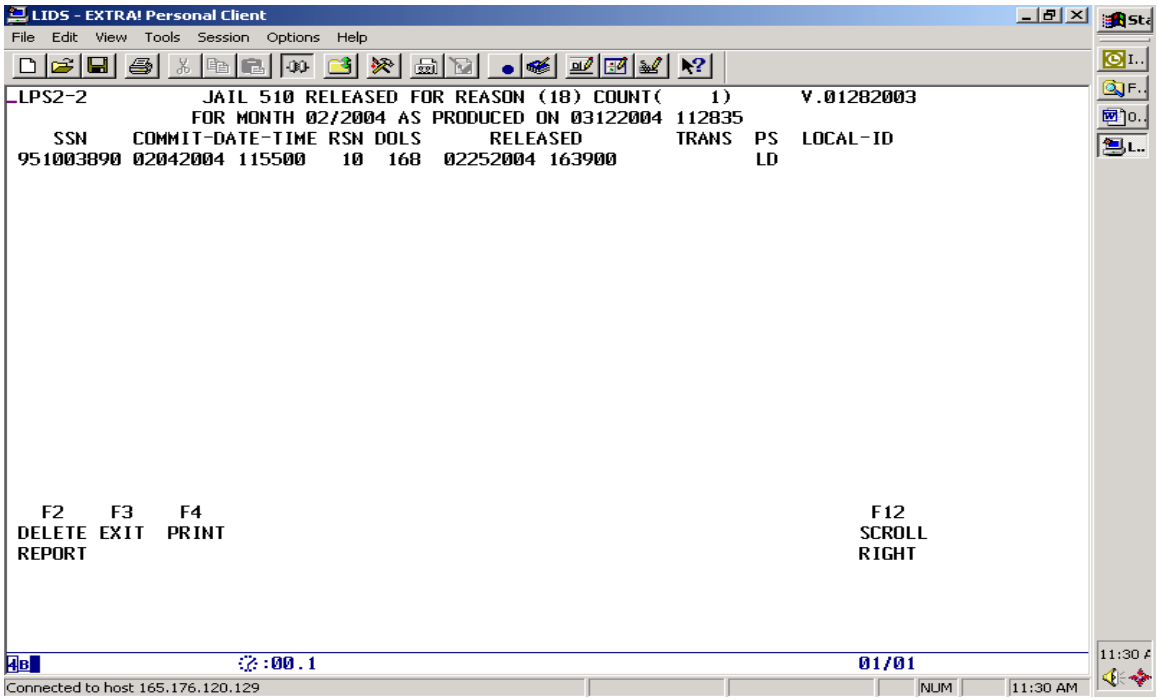






Option #1, Inmate Status Report - Option #3, List by Reason Released Code Report (Continued)



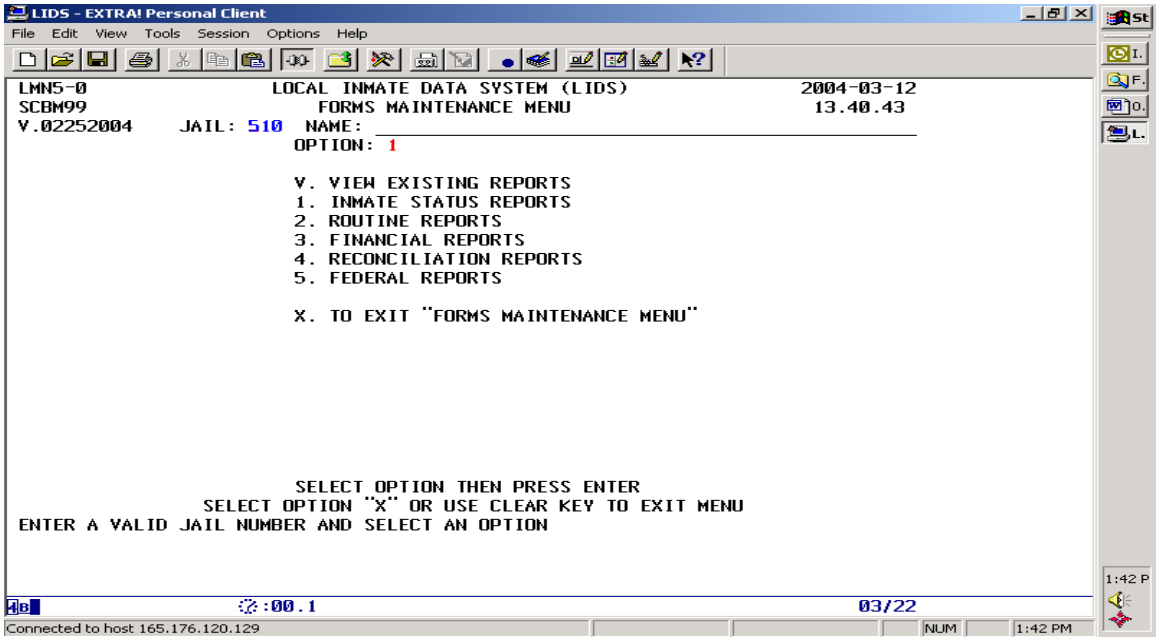


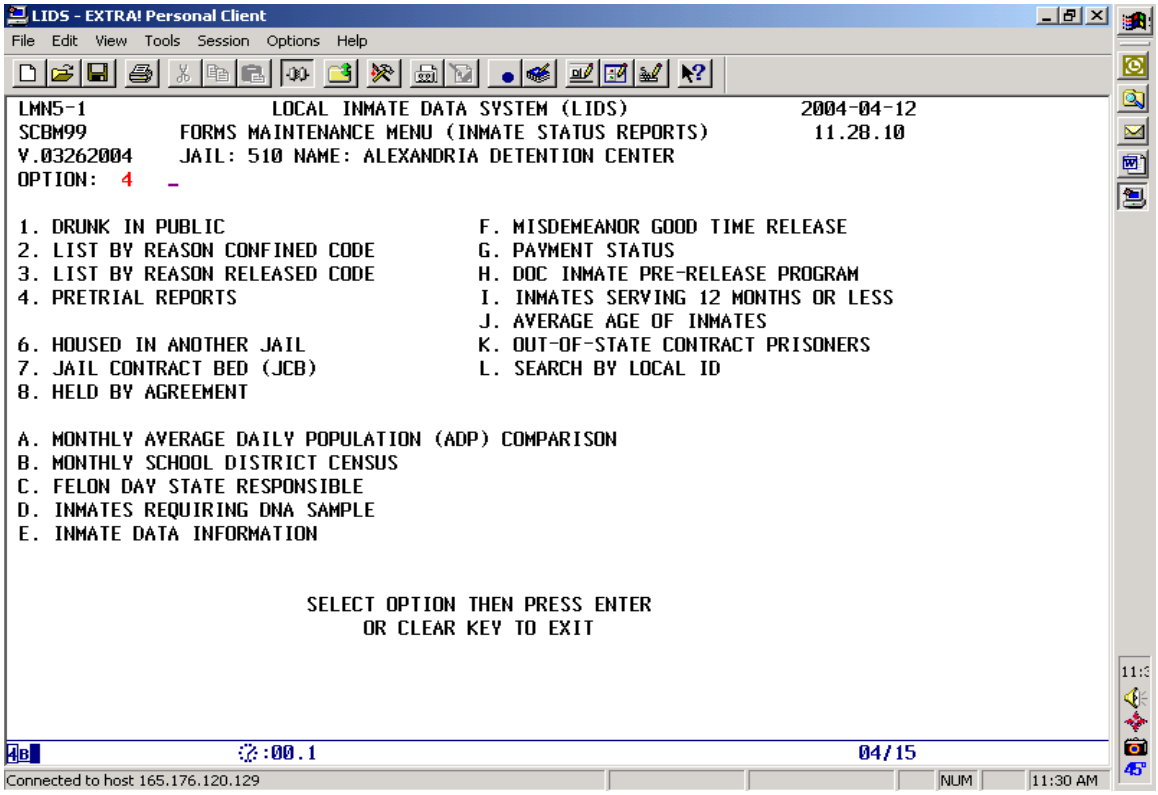
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option #4, <u>PRETRIAL REPORT</u>**





Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION #1, PRETRIAL JAIL ROSTER SCREENS

```
LMN5-P                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         13.42.19
                                   JAIL # 510                             V.02252004
                 REPORT/FILE: PRETRIAL REPORTS


MONTH: 02          YEAR: 2004
   REPORT SELECTION:                          REPORT SELECTION:
1. PRETRIAL JAIL ROSTER                    2. PRETRIAL COMMITS
3. PRETRIAL RELEASES                       4. PRETRIAL MONTHLY STATISTICS

REPORT SELECTION: 1      (VALID OPTIONS: 1/2/3/4/A=ALL)
REPORT SEQUENCE:  c
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST

                          :00.1                                            07/09
Connected to host 165.176.120.129                                   NUM   1:44 PM
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   13.42.55



                              PRETRIAL JAIL ROSTER

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING. WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILES FOR
FILE SCB.USER.J510.BPTRLR01.RTF PRETRIAL MONTHLY JAIL ROSTER FILE.


YOU MAY VIEW OR DOWNLOAD THESE FILES IN A FEW MINUTES.


                           PRESS ENTER TO CONTINUE

                          :00.1                                            01/01
Connected to host 165.176.120.129                                   NUM   1:44 PM
```

```
LPS2-2                    PRETRIAL REPORT - JAIL ROSTER                  V.01282003
SCBBPTRL-R001-510                                     CURRENT JAIL ROSTER
TRAINING                                           ALEXANDRIA DETENTION CENTER
                                                     *****COMMIT******   R
NAME                              SSN        LOCAL-ID    DATE      TIME    A
BAUTISTA-GOMEZ, NERY RIGOBERT     951003900              02/11/04 22:34:00  H
CANIAS-CASTRO, JUAN               951003820              12/23/03 09:21:00  H
DAVIDSON, EARREN                  951003901              02/12/04 23:46:00  B
MEJIA-MARTINEZ, JAVIEL            951003763              11/17/03 00:49:00  H
ORTIZ-MARTINEZ, JOSE M            951003862              01/18/04 00:56:00  H
*************************************************************** END OF REPORT ******



  F2     F3     F4                                                    F12
DELETE EXIT  PRINT                                                   SCROLL
REPORT                                                               RIGHT

                          :00.2                                            01/01
Connected to host 165.176.120.129                                   NUM   1:45 PM
```

Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION #2, PRETRIAL COMMITMENTS (CONTINUED)

```
LMN5-P                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         13.44.40
                                     JAIL # 510                           V.02252004
                 REPORT/FILE: PRETRIAL REPORTS


MONTH: 02          YEAR: 2004
   REPORT SELECTION:                          REPORT SELECTION:
1. PRETRIAL JAIL ROSTER                    2. PRETRIAL COMMITS
3. PRETRIAL RELEASES                       4. PRETRIAL MONTHLY STATISTICS

REPORT SELECTION: 2      (VALID OPTIONS: 1/2/3/4/A=ALL)
REPORT SEQUENCE:  c
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST

                                                                          07/09
                    :00.1
Connected to host 165.176.120.129                                   NUM   1:46 PM
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   13.45.23



                                PRETRIAL COMMITS

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

      SCB.USER.J510.BPTRLR02.RTF PRETRIAL MONTHLY COMMITS FILE.


YOU MAY VIEW OR DOWNLOAD THESE FILES IN A FEW MINUTES.



                           PRESS ENTER TO CONTINUE

                                                                          01/01
                    :00.1
Connected to host 165.176.120.129                                   NUM   1:46 PM
```

```
LPS2-2                    PRETRIAL REPORT - MONTHLY COMMITS              V.01282003
SCBBPTRL-R002-510                                   COMMITS SINCE 02/01/04
TRAINING                                          ALEXANDRIA DETENTION CENTER
*****COMMIT******                                                      R S
  DATE      TIME    NAME                              SSN       LOCAL-ID   A X
02/09/04 02:54:00 ARAGON-FLORES, JOSE              951003897               H M
02/11/04 22:34:00 BAUTISTA-GOMEZ, NERY RIGOBERT    951003900               H M
02/28/04 20:46:00 BERILLOS, JUAN CARLOS            951003927               H M
02/19/04 20:56:00 CABALLERO, DENNIS RICARDO        951003756               H M
02/21/04 00:24:00 CABALLERO, LUIS                  951003918               H M
02/04/04 21:49:00 CAMPO, ABELINO                   951003889               H M
02/12/04 09:01:00 CARRANZA, JOSE RAUL              951003785               H M
02/25/04 18:40:00 CHITTAMS, TONY                   951003921               B M
02/12/04 21:20:00 CIGARAN, JORGE ALBERTO           951003903               H M
02/07/04 13:10:00 COREA MONTALVAN, JEFFREY OSIRIS  951003893               H M
02/25/04 04:39:00 CORNEJO RIVERA, JOSE A           951003922               H M
02/08/04 00:06:00 CRUZ, FREDIS                     951003892               H M
02/05/04 01:26:00 CRUZ-MENA, LUIS ALONSO           951003891               H M
02/12/04 23:46:00 DAVIDSON, EARREN                 951003901               B M
02/15/04 00:56:00 DELEON, MIGUEL                   951003908               H M
  F2     F3     F4                                   F10                 F12
DELETE EXIT  PRINT                                   NEXT               SCROLL
REPORT                                              SCREEN              RIGHT

                                                                          01/01
                    :00.1
Connected to host 165.176.120.129                                   NUM   1:47 PM
```

Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION #3, PRETRIAL RELEASE SCREENS:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-P                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         13.47.04
                                   JAIL # 510                             V.02252004
              REPORT/FILE: PRETRIAL REPORTS

MONTH: 02            YEAR: 2004
   REPORT SELECTION:                          REPORT SELECTION:
1. PRETRIAL JAIL ROSTER                    2. PRETRIAL COMMITS
3. PRETRIAL RELEASES                       4. PRETRIAL MONTHLY STATISTICS

REPORT SELECTION: 3      (VALID OPTIONS: 1/2/3/4/A=ALL)
REPORT SEQUENCE:  c
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST

Connected to host 165.176.120.129                                    NUM   1:48 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   13.47.29

                                  PRETRIAL RELEASES

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

      SCB.USER.J510.BPTRLR03.RTF PRETRIAL MONTHLY RELEASE FILE.

YOU MAY VIEW OR DOWNLOAD THESE FILES IN A FEW MINUTES.

                              PRESS ENTER TO CONTINUE

Connected to host 165.176.120.129                                    NUM   1:49 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2                    PRETRIAL REPORT - MONTHLY RELEASES             V.01282003
SCBBPTRL-R003-510                                  RELEASES SINCE 02/01/04
TRAINING                                        ALEXANDRIA DETENTION CENTER
********RELEASE*********                                          *****COMM
  DATE      TIME    RR TO  NAME                                SSN       DATE
02/09/04 11:27:00 19      ARAGON-FLORES, JOSE                 951003897 02/09/04
02/29/04 09:46:00 19      BERILLOS, JUAN CARLOS               951003927 02/28/04
02/20/04 10:22:00 19      CABALLERO, DENNIS RICARDO           951003756 02/19/04
02/21/04 08:45:00 19      CABALLERO, LUIS                     951003918 02/21/04
02/04/04 22:50:00 19      CAMPO, ABELINO                      951003889 02/04/04
02/15/04 08:25:00 35 153  CARRANZA, JOSE RAUL                 951003785 02/12/04
02/25/04 20:15:00 19      CHITTAMS, TONY                      951003921 02/25/04
02/12/04 22:30:00 19      CIGARAN, JORGE ALBERTO              951003903 02/12/04
02/09/04 18:50:00 19      COREA MONTALVAN, JEFFREY OSIRIS     951003893 02/07/04
02/26/04 22:00:00 19      CORNEJO RIVERA, JOSE A              951003922 02/25/04
02/08/04 01:55:00 19      CRUZ, FREDIS                        951003892 02/08/04
02/06/04 13:45:00 19      CRUZ-MENA, LUIS ALONSO              951003891 02/05/04
02/15/04 09:20:00 19      DELEON, MIGUEL                      951003908 02/15/04
02/15/04 09:20:00 19      GRANADO HERNANDEZ, JOSE H           951003909 02/15/04
02/25/04 16:39:00 18      HERNANDEZ, MANUEL DE JESUS          951003890 02/04/04
   F2     F3     F4                                   F10                F12
DELETE EXIT  PRINT                                   NEXT              SCROLL
REPORT                                              SCREEN             RIGHT

Connected to host 165.176.120.129                                    NUM   1:49 PM
```

- **Effective January 1, 2004 Forms Maintenance Reports were regrouped by the LIDS Advisory Committee members and combined Pretrial reports as follows:**
  - ✓ **Option #1 = Pretrial report**
  - ✓ **Option #2 = Pretrial Confinements**
  - ✓ **Option #3 = Pretrial Release**
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, press Enter

Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION #4, PRETRIAL MONTHLY STATISTICS SCREENS:

```
LMN5-P                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         13.50.01
                                     JAIL # 510                           V.02252004
              REPORT/FILE: PRETRIAL REPORTS

MONTH: 02          YEAR: 2004
   REPORT SELECTION:                          REPORT SELECTION:
1. PRETRIAL JAIL ROSTER                    2. PRETRIAL COMMITS
3. PRETRIAL RELEASES                       4. PRETRIAL MONTHLY STATISTICS

REPORT SELECTION: 4      (VALID OPTIONS: 1/2/3/4/A=ALL)
REPORT SEQUENCE:  c
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST

                    :00.1                                                 07/09
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   13.50.21

                              PRETRIAL MONTHLY STATISTICS

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

      SCB.USER.J510.BPTRLR04.RTF PRETRIAL MONTHLY STATISTICS FILE.

YOU MAY VIEW OR DOWNLOAD THESE FILES IN A FEW MINUTES.

                             PRESS ENTER TO CONTINUE

                    :00.1                                                 01/01
```

```
LPS2-2                   PRETRIAL REPORT - MONTHLY STATS                V.01282003
SCBBPTRL-R004-510           MONTHLY STATISTICS FOR 02/04
TRAINING                 ALEXANDRIA DETENTION CENTER              03/12/04 13:50:2
                           IN AT BEGINING OF MONTH      0
                           COMMITTED DURING MONTH       0
                           RELEASED DURING MONTH        0
                           END OF MONTH COUNT           0
*********************************************************** END OF REPORT ******

  F2     F3     F4
DELETE EXIT  PRINT
REPORT

                    :00.1                                                 01/01
```

Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION 'A', ALL PRETRIAL SCREENS:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-1                LOCAL INMATE DATA SYSTEM (LIDS)                2004-02-03
SCBM99          FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)        10.09.25
V.01232004      JAIL: 810 NAME: VIRGINIA BEACH CORRECTION. CTR
OPTION:  4

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
5. HELD FOR JURISDICTION                    J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                    SELECT OPTION THEN PRESS ENTER
                         OR CLEAR KEY TO EXIT

                    :00.1                                          05/26
Connected to host 165.176.120.129                                  CAP NUM  10:10 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-P                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-08
SCBM99                      FORMS MAINTENANCE                         15.42.16
                              JAIL # 810                             V.02252004
            REPORT/FILE: PRETRIAL REPORTS


MONTH: 08          YEAR: 2002
   REPORT SELECTION:                        REPORT SELECTION:
1. PRETRIAL JAIL ROSTER                     2. PRETRIAL COMMITS
3. PRETRIAL RELEASES                        4. PRETRIAL MONTHLY STATISTICS

REPORT SELECTION: A      (VALID OPTIONS: 1/2/3/4/A=ALL)
REPORT SEQUENCE:  A
A. BY SSN                                   B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST

                    :00.1                                          07/09
Connected to host 165.176.120.129                                  CAP NUM  3:43 PM
```

Option #1, Inmate Status Reports – Option #4, Pretrial Reports (Continued)

OPTION #4, PRETRIAL, OPTION 'A', ALL PRETRIAL SCREENS (CONTINUED):

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   15.42.38



                                ALL PRETRIAL REPORTS

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILES FOR
FILE SCB.USER.J810.BPTRLR01.RTF PRETRIAL MONTHLY JAIL ROSTER FILE.
     SCB.USER.J810.BPTRLR02.RTF PRETRIAL MONTHLY COMMITS FILE.
     SCB.USER.J810.BPTRLR03.RTF PRETRIAL MONTHLY RELEASE FILE.
     SCB.USER.J810.BPTRLR04.RTF PRETRIAL MONTHLY STATISTICS FILE.

YOU MAY VIEW OR DOWNLOAD THESE FILES IN A FEW MINUTES.



                             PRESS ENTER TO CONTINUE

                          :00.1                                            01/01
Connected to host 165.176.120.129                                  CAP NUM  3:44 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01282003
DATE: 2004-03-08                   REPORTS INDEX                      TIME: 15.43.15
S   DATE     TIME  USER-ID     TITLE

_ 03082004 154249 SCBCBAC  PRETRIAL REPORT - MONTHLY STATS
_ 03082004 154248 SCBCBAC  PRETRIAL REPORT - MONTHLY RELEASES
_ 03082004 154247 SCBCBAC  PRETRIAL REPORT - MONTHLY COMMITS
_ 03082004 154246 SCBCBAC  PRETRIAL REPORT - JAIL ROSTER
_ 03082004 093612 SCBDBWR  JAIL 137 RELEASED  10012003 - 10312003 CNT=    321
_ 03082004 072119 SCBDBWR  JAIL 137 HELD FOR BILLING REPORT FOR 2002/12
_ 03052004 181239 SCBCBAC  STATE CRIMINAL ALIEN ASSISTANCE PROGRAM
_ 03052004 135501 SCBDBWR  JAIL 137 CONFINED 09012003 AND 09302003 CNT=   321
_ 03052004 133754 SCBDBWR  JAIL 137 RELEASED  09012003 - 09302003 CNT=    296
_ 03052004 132454 SCBDBWR  JAIL 137 HELD FOR BILLING REPORT FOR 2003/09
_ 03052004 103231 SCBCBAC  CJ9 - ANNUAL INMATE COUNT AND DEATHS
_ 03052004 102139 SCBCBAC  CJ5 - ANNUAL SURVEY OF JAILS REPORT
_ 03052004 101927 SCBDBWR  MULTIPLE CONFINEMENTS
_ 03052004 100438 SCBCBAC  JAIL 810 CURRENT CONFINES BY COMMIT DATE CNT=1,254
_ 03052004 100312 SCBCBAC  JAIL 810 CURRENT CONFINES BY NAME        CNT=1,254
_ 03052004 094802 SCBCBAC  JAIL ROSTER FOR THE PERIOD
_ 03052004 094743 SCBCBAC  JAIL 810 CURRENT CONFINES BY LOCAL ID    CNT=1,254
V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT
                     F3 = EXIT

                          :00.2                                            05/02
Connected to host 165.176.120.129                                  CAP NUM  3:44 PM
```

- **From Option #4, Forms Maintenance Menu, select Option 'V' View reports**
- **To view the report place a 'V' in the dash provided to the left of the desired report**
- **Press Enter and the report will appear**
- **LIDS Reports are deleted after 5 days**

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Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

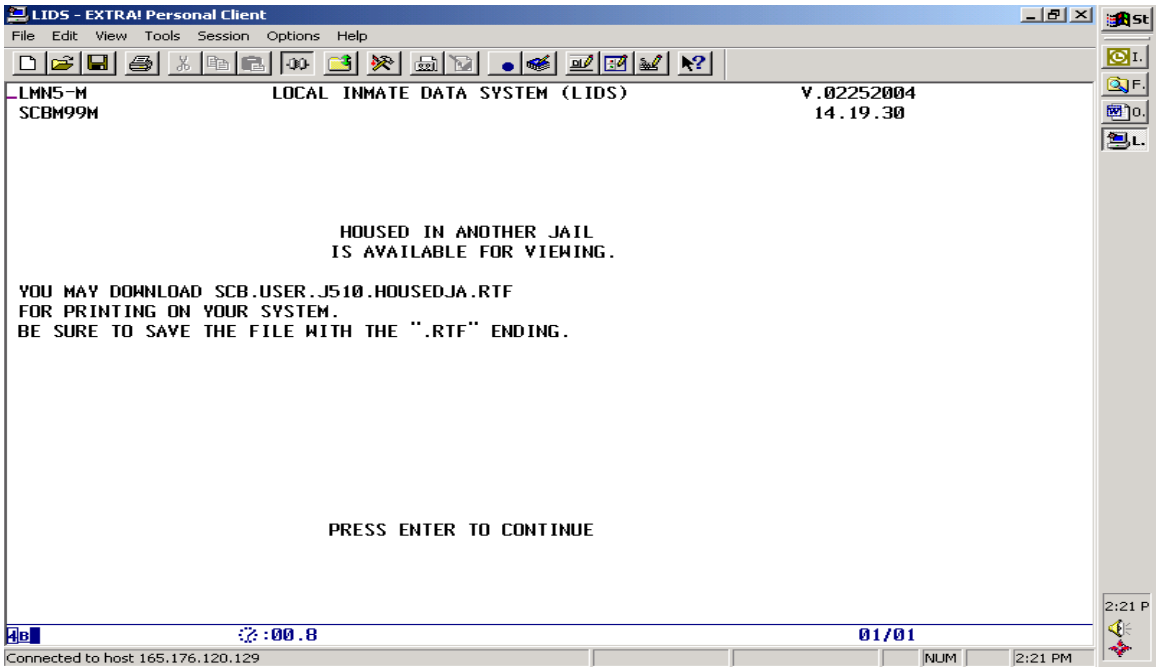
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option #6, <u>HOUSED IN ANOTHER JAIL REPORT</u>**

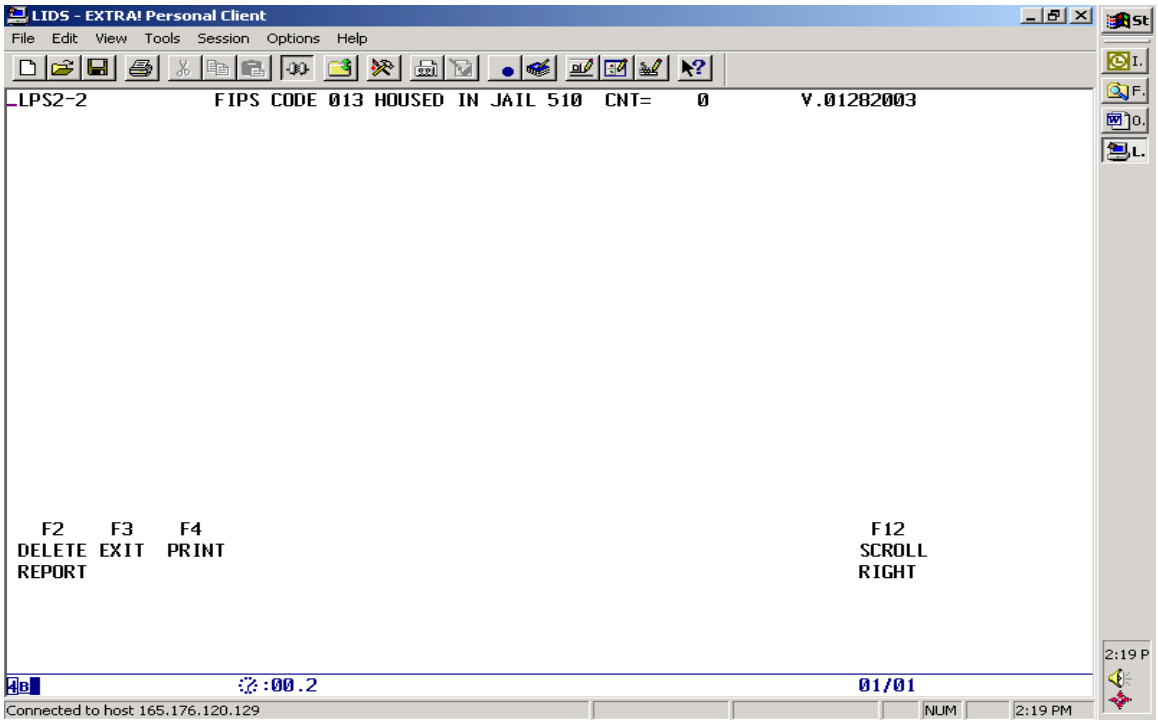
```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                      FORMS MAINTENANCE MENU                        14.20.41
V.02252004      JAIL: 510   NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                    SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.1                                          03/22
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99          FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)           11.28.10
V.03262004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  6  _

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC  INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT

                    :00.1                                          04/14
```

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         14.18.48
                                  JAIL # 510                            V.02252004
              REPORT/FILE: HOUSED IN ANOTHER JAIL
PERIOD BEGIN DATE (MMDDYYYY): 03012004 PERIOD END DATE (MMDDYYYY): 03122004


JURISDICTION (FIPS CODE): 013 HOUSED IN JAIL NUMBER: 510


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

                    :00.1                                          13/18
```

Option #1, Inmate Status Reports – Option #6, Housed in Another Jail Report (Continued)



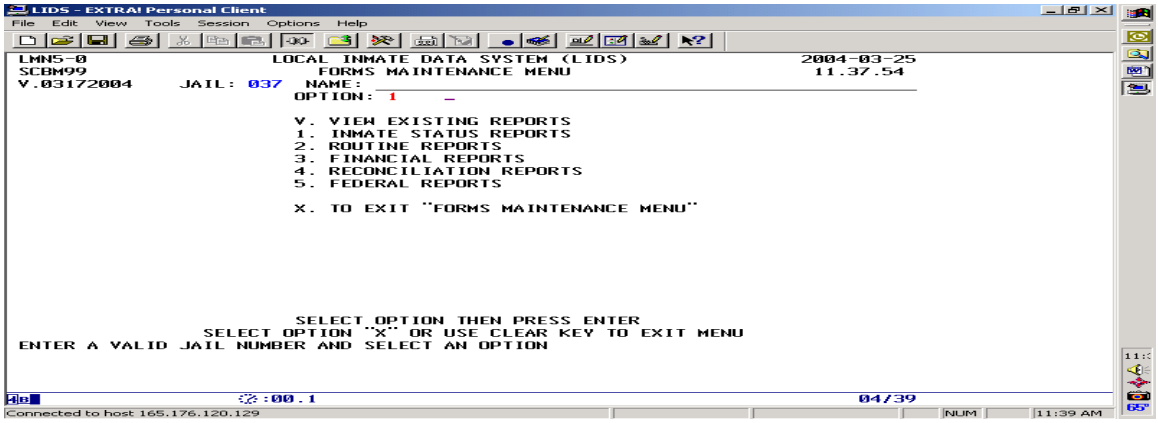


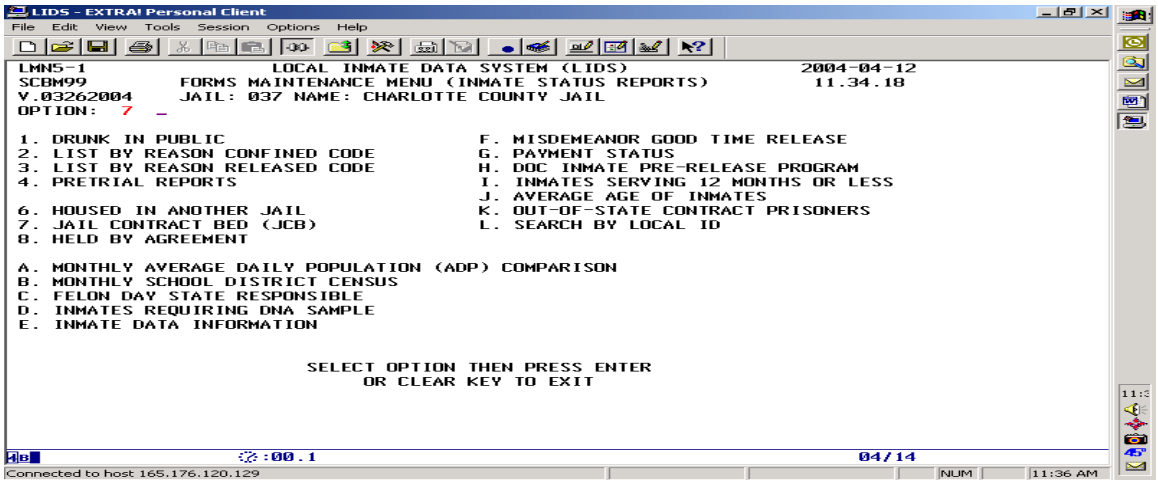
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
  - ✓ Jurisdiction (FIPS Code): ___
  - ✓ Sequence Order: __

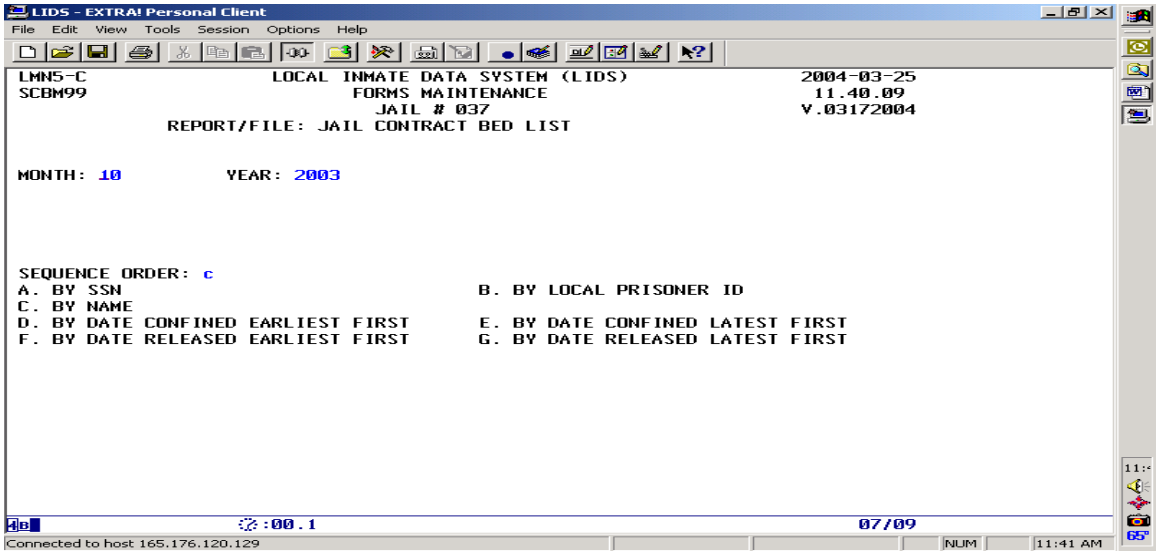
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option #7, <u>JAIL CONTRACT BED (JCB) REPORT</u>**







Option #1, Inmate Status Reports – Option #7, Jail Contract Bed (JCB) Report (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.03172004
SCBM99M                                                               11.40.56



                          JAIL CONTRACT BED LIST
                         IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J037.JCBLISTC.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                         PRESS ENTER TO CONTINUE

                    :00.1                                          01/01
Connected to host 165.176.120.129                                  NUM   11:42 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2            JAIL 037 CONTRACT BED LIST - COUNT (   26)        V.01282003
                     FOR MONTH   10/2003 AS PRODUCED ON 03252004
  SSN        INMATE NAME (LAST,FIRST,MIDDLE)        START      END   DAYS  $$$
577961211 BAILEY, COREY                           08132003           031  434
228832707 BEALE, WILLIE, JR                       12112002 10072003  007  098
227326602 BERGER, DAVID JEROME                    10082003           024  336
231260789 BROWN, JOSEPH WILLIAM, JR               08132003           031  434
231033608 BULLOCK, GORDON MITCHELL                08132003           031  434
226012989 CHILES, LAMONT J                        03282003           031  434
227149248 DAWSON, LOVELL EDWARD                   08202003           031  434
230149189 DILLARD, HERMAN LLOYD                   12032002 10062003  006  084
230011455 DOUGLAS, JOSE P                         05292003           031  434
223264725 ECHOLS, HIRAM KEITH                     07232003           031  434
224289427 GOODWYN, QUINTON ANTONIO                05072003           031  434
227719127 HENDERSON, HORACE                       10082003           024  336
227225475 HODNETT, ERIC L                         10162003           016  224
226833665 JOHNSON, STEVE                          10082003           024  336
579878109 MARTIN, CHARLES                         07232003           031  434
230125386 NANCE, NATHAN LEE                       08132003           031  434
428502333 PITTMAN, LOUIS ANTHONY                  05072003           031  434
  F2     F3     F4                                     F10
DELETE EXIT  PRINT                                     NEXT
REPORT                                                SCREEN

                    :00.1                                          01/01
Connected to host 165.176.120.129                                  NUM   11:42 AM
```

- Must build monthly file before selecting the report
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option '8' <u>HELD BY AGREEMENT</u>**

```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                       FORMS MAINTENANCE MENU                       14.34.48
V.02252004      JAIL: 510   NAME:
                           OPTION: 1

                           V. VIEW EXISTING REPORTS
                           1. INMATE STATUS REPORTS
                           2. ROUTINE REPORTS
                           3. FINANCIAL REPORTS
                           4. RECONCILIATION REPORTS
                           5. FEDERAL REPORTS

                           X. TO EXIT "FORMS MAINTENANCE MENU"

                           SELECT OPTION THEN PRESS ENTER
                  SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION
                          :00.1                                          03/22
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          11.37.54
V.03262004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  8      _

1. DRUNK IN PUBLIC                      F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE         G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE         H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                     I. INMATES SERVING 12 MONTHS OR LESS
                                        J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL               K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)              L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                        SELECT OPTION THEN PRESS ENTER
                             OR CLEAR KEY TO EXIT
                          :00.1                                          04/17
```

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         14.36.12
                                   JAIL # 510                             V.02252004
                 REPORT/FILE: HELD BY AGREEMENT

MONTH: 02          YEAR: 2004

SEQUENCE ORDER: A
A. BY SSN
C. BY NAME
                          :00.1                                          07/26
```

Forms Maintenance (Continued)

Option #1, Inmate Status Reports – Option '8' Held By Agreement (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   14.36.26



                                HELD BY AGREEMENT
                             IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J510.HELDBAGA.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                             PRESS ENTER TO CONTINUE

                          :01.2                                          01/01
```

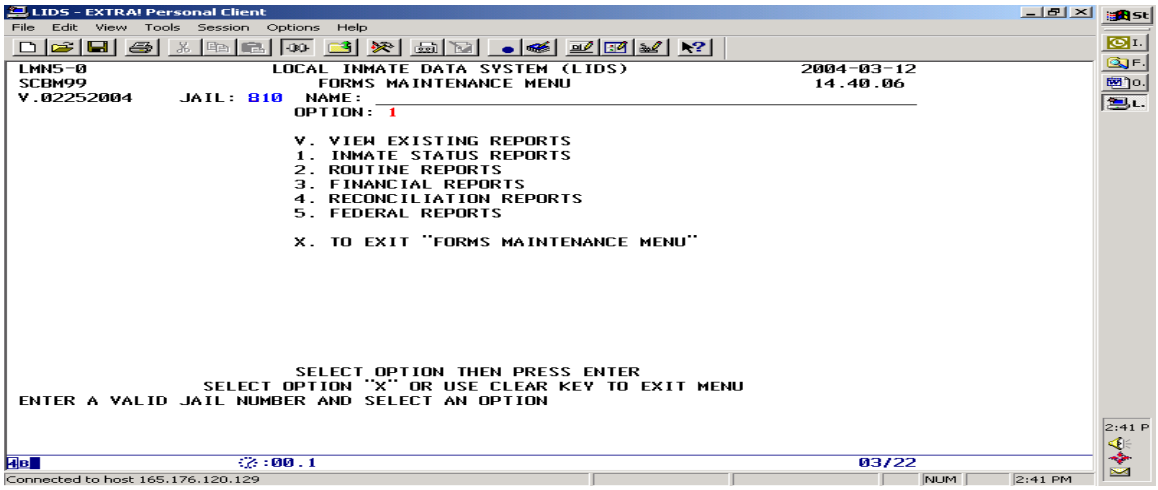
```
LPS2-2          HELD BY AGREEMENT  02012004 - 02292004 CNT=      1     V.01282003
                                AS OF 03122004 143626
   SSN     NAME                      COMMIT DATE/TIME  RLSE DATE/TIME  RSN JAIL
951003921 CHITTAMS, TONY             02252004 184000 70 02252004 201500  18  510
  TOTAL COUNT FOR JAIL 510 IS        1



  F2     F3     F4                                                        F12
DELETE EXIT  PRINT                                                      SCROLL
REPORT                                                                  RIGHT

                          :00.2                                          01/01
```

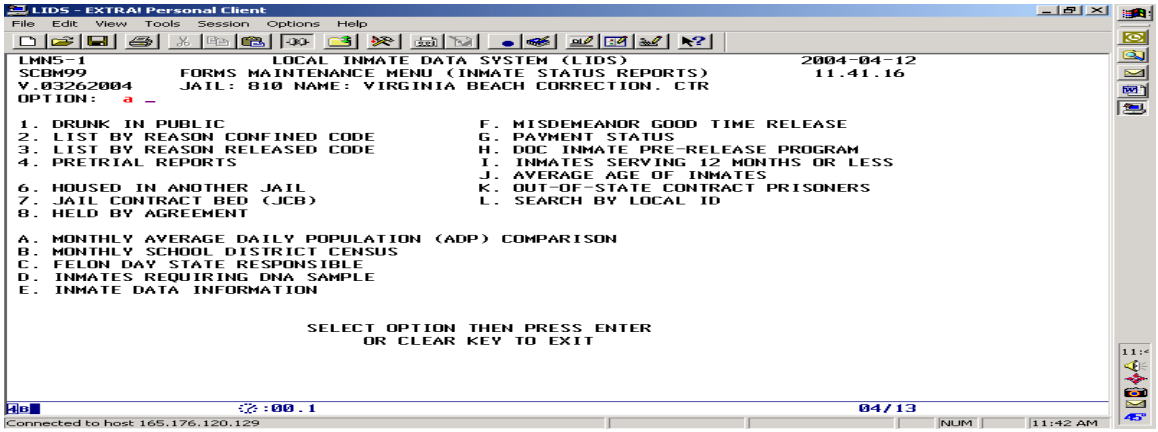
- **Effective January 1, 2004 Forms Maintenance Reports were regrouped by the LIDS Advisory Committee members, and a report was added to identify Held By Agreement inmates**
- **Held by Agreement prisoners are DOC State Responsible (SR) inmates that the Sheriff/Superintendent requested to keep in the local jail.**
- **This agreement is recorded in LIDS as reason confined '70' DOC Held by Agreement Inmates effective the date signed by DOC. This category excludes SR inmates that were requested to stay that will be Work Release. DOC SR Work Release inmates are Confined as '26' Work Release**
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

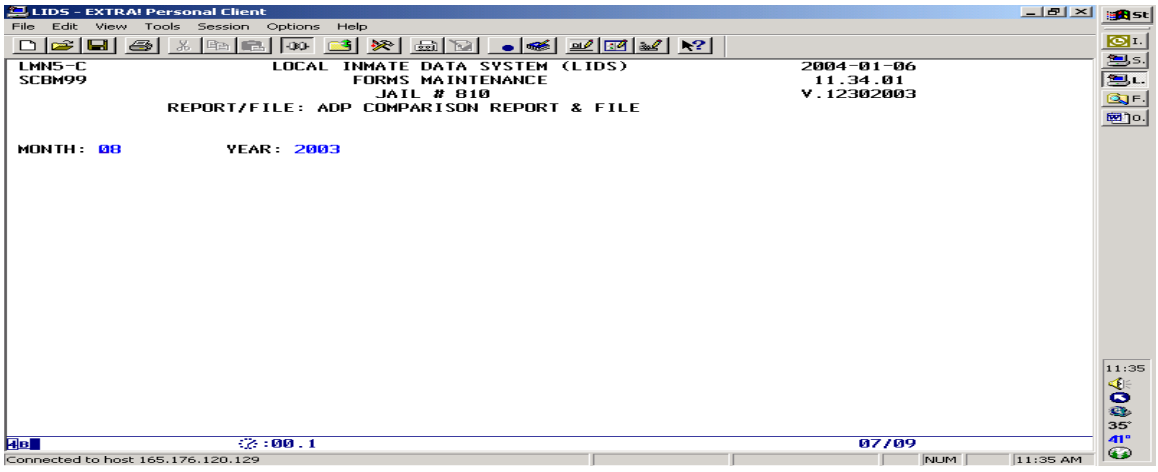
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'A', <u>MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON REPORT</u>**







Option #1, Inmate Status Reports – Option 'A', Monthly Average Daily Population (ADP) (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01232004
SCBM99M                                                                   15.30.34



                      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.USER.J810.ADPCOMPR.RTF FOR PRINTING ON YOUR SYTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD FILE SCB.USER.J810.ADPCOMPR FOR PROCESSING ON YOUR SYSTEM.



                            PRESS ENTER TO CONTINUE

                                :00.1                                        10/49
```

```
LPS2-2                        ADP COMPARISON REPORT                      V.01212004
                                   ADP COMPARISON
                          JAIL: 810   2002-08 THRU 2003-08
                                       TOTAL
 MONTH     TOTAL    STATE    LOCAL     FED     JCB     ORD     MIL    CONT   TRANS
2003-08   1314.5    167.8   1005.5    19.7     0.0   118.8     0.0     0.0     0.0
2003-07    982.7    135.2    788.3    11.5     0.0    45.2     0.0     0.0     0.0
2003-06    705.5     88.3    587.7     9.5     0.0    19.0     0.0     0.0     0.0
2003-05    514.0     41.0    459.1     6.2     0.0     7.6     0.0     0.0     0.0
2003-04    393.6     24.1    362.7     3.0     0.0     3.7     0.0     0.0     0.0
2003-03    296.3     12.0    280.1     1.1     0.0     3.0     0.0     0.0     0.0
2003-02    224.3      9.2    211.7     0.6     0.0     2.8     0.0     0.0     0.0
2003-01    168.6      9.8    155.9     0.0     0.0     2.9     0.0     0.0     0.0
2002-12    128.4      7.0    119.4     0.0     0.0     2.0     0.0     0.0     0.0
2002-11     99.1      6.1     91.3     0.0     0.0     1.6     0.0     0.0     0.0
2002-10     69.9      5.0     64.2     0.4     0.0     0.2     0.0     0.0     0.0
2002-09     45.8      3.0     42.8     0.0     0.0     0.0     0.0     0.0     0.0
2002-08     29.8      2.0     27.7     0.0     0.0     0.0     0.0     0.0     0.0
                   SEE NEXT PAGE FOR ADDITION ADP BREAKDOWNS

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

                                :00.2                                        01/01
```

- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'B', <u>MONTHLY SCHOOL DISTRICT CENSUS REPORT</u>**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                      FORMS MAINTENANCE MENU                        14.40.06
V.02252004      JAIL: 810   NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                    SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.1                                                 03/22
Connected to host 165.176.120.129                                   NUM   2:53 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          11.41.16
V.03262004      JAIL: 810 NAME: VIRGINIA BEACH CORRECTION. CTR
OPTION:  b
                _
1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT

                    :00.1                                                 05/15
Connected to host 165.176.120.129                                   NUM   11:45 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-01-07
SCBM99                            FORMS MAINTENANCE                       10.29.20
                                    JAIL # 810                            V.01072004
                REPORT/FILE: SCHOOL DISTRICT MONTHLY CENSUS

MONTH: 12           YEAR: 2003

                    :00.1                                                 07/09
Connected to host 165.176.120.129                                   CAP NUM 10:30 AM
```

Option #1, Inmate Status Reports – Option 'B', Monthly School District Census Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01072004
SCBM99M                                                                   10.29.54



                        MONTHLY SCHOOL DISTRICT INMATE CENSUS
                              IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J810.SCHOOLCN.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                              PRESS ENTER TO CONTINUE

                          :01.0                                          01/01
```

```
LPS2-2                    MONTHLY INMATE SCHOOL DISTRICT CENSUS          V.01282003
      JAIL NUMBER: 810 DECEMBER 2003
          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

                          :00.1                                          01/01
```

- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'C', <u>FELON DAY STATE RESPONSIBLE REPORT</u>**

```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                       FORMS MAINTENANCE MENU                       14.40.06
V.02252004      JAIL: 510  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                  SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION
                    :00.1                                                 04/34
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          11.47.11
V.03262004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  c  _

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT
                    :00.1                                                 04/14
```

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                        14.55.28
                                     JAIL # 510                          V.02252004
                 REPORT/FILE: FELON DAY STATE RESPONSIBLE

MONTH: 02          YEAR: 2004

                                   JAIL NUMBER: 510 SEQ S=SSN/N=NAME: S
                    :00.1                                                 07/26
```

Forms Maintenance (Continued)

Option #1, Inmate Status Reports – Option 'C', Felon Day State Responsible Report (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                  LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                 14.55.43



                          FELON DAY STATE RESPONSIBLE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
FILE SCB.USER.J510.BFELDR00 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.



                           PRESS ENTER TO CONTINUE

                    :00.2                                                 01/01
Connected to host 165.176.120.129                                  NUM    2:57 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2                   FELON DAY STATE RESPONSIBLE                   V.01282003
SCBBFELD-R001-510       FELON DAY - STATE RESPONSIBLE                   PAGE     1
TRAINING               ALEXANDRIA DETENTION CENTER   DATE  3/12/04 TIME 14:55:46
LIST BY SSN                EXTRACT DATE: 02/29/2004
                                      COMMIT          RELEASE                HELD
          NAME                SSN     DATE/TIME       DATE/TIME  SX RCE  DAYS FOR
********* END OF REPORT *********



  F2     F3     F4
DELETE EXIT  PRINT
REPORT

                    :00.1                                                 01/01
Connected to host 165.176.120.129                                  NUM    2:57 PM
```

- **Effective January 1, 2004 Forms Maintenance Reports were regrouped by the LIDS Advisory Committee members, and added a report to identify Felon Day State Responsible inmates**
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'D', <u>INMATES REQUIRING DNA SAMPLE REPORT</u>**

```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                      FORMS MAINTENANCE MENU                        14.57.17
V.02252004      JAIL: 510  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                  SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          11.47.11
V.03262004        JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  d

1. DRUNK IN PUBLIC                        F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE           G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE           H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                       I. INMATES SERVING 12 MONTHS OR LESS
                                          J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                 K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

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

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   15.12.23

                          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.USER.J510.DNARLIST.RTF FOR PRINTING ON YOUR SYSTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD SCB.USER.J510.BDNARF01 FOR PROCESSING ON YOUR SYSTEM.

                          PRESS ENTER TO CONTINUE
```

Option #1, Inmate Status Reports – Option 'D', Inmates Requiring DNA Sample Report (Continued)

```
LPS2-2                          DNA REQUIRED LIST                          V.01282003
SCBBDNAR-R001-510                                                 DNA SAMPLE REQUIRED
                                                                      FOR  2/2004
LAST NAME                    FIRST NAME      SSN          SID      MEDICAL  COMMI
                                                                   ALERT
CHITTAMS                     TONY         951003921                  N      2004-
********************************************************** END OF REPORT ******

  F2     F3     F4                                                      F12
DELETE EXIT  PRINT                                                    SCROLL
REPORT                                                                RIGHT

                    :00.1                                             01/01
Connected to host 165.176.120.129                                 NUM   4:04 PM
```

SCROLL RIGHT ' F12'

```
LPS2-2                          DNA REQUIRED LIST                          V.01282003
    DNA SAMPLE REQUIRED                                                    PAGE     1
        FOR  2/2004                                 RUN DATE  3/12/04 TIME 15:12:25
   SID       MEDICAL  COMMIT DATE/TIME     BIRTH DATE  VERIFIED   SEX  VERIFIED
              ALERT                                       BY              BY
                N     2004-02-25-18.40.00  1960-09-15    N/A       M     N/A
***** END OF REPORT ******************************************************

  F2     F3     F4                                                     F11
DELETE EXIT  PRINT                                                    SCROLL
REPORT                                                                 LEFT

                    :00.1                                             01/01
Connected to host 165.176.120.129                                 NUM   3:32 PM
```

- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'E', <u>INMATE DATA INFORMATION REPORT</u>**

```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                       FORMS MAINTENANCE MENU                       16.04.08
V.02252004      JAIL: 059  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.1                                                 03/22
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          11.53.32
V.03262004      JAIL: 059 NAME: FAIRFAX ADULT DETENTION CENTER
OPTION:  e  _

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC  INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                         SELECT OPTION THEN PRESS ENTER
                              OR CLEAR KEY TO EXIT

                    :00.1                                                 04/15
```

```
LMN5-D                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-02-03
                                FORMS MAINTENANCE                          11.13.48
                                   JAIL # 059                              V.01232004
              REPORT/FILE:  INMATE DATA INFORMATION REPORT

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

INCLUDE PAYMENT HISTORY: y    Y = YES  N = NO

INMATES SSN: 905913381

COMMIT DATE (MMDDYYYY): 08102003 TIME (HHMMSS): 053600

OPTION MUST BE "1", "2", OR "3"

                    :00.1                                                 06/10
```

Option #1, Inmate Status Reports – Option 'E', Inmate Data Information Report (Continued)

```
LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.01232004
SCBM99M                                                               11.14.49



                      INMATE DATA INFORMATION 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.

FILE SCB.USER.J059.BIDIR.RTF WILL BE CREATED FOR YOU.

BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOUR REPORT WILL ALSO BE SENT TO YOU THE SAME AS YOUR BATCH REPORTS.



                         PRESS ENTER TO CONTINUE

4B                  :00.2                                              01/01
```

```
LPS2-2                  INMATE DATA INFORMATION REPORT                V.01212004
SCBBIDIR-059          LIDS INMATE DATA INFORMATION REPORT              PAGE     1
SSN 905913381 PRODUCED 02/03/2004 11:14:51 REQUESTED BY SCBCBAC
********************************* NAME/ALIAS ********************************
NAME   MARTIN                    SEBASTIAN
ALIAS  MARTIN-GINGORA            JOSE        S
***************************** PRISONER INFORMATION ****************************
STATUS I CURRENT JAIL     SID VA1497541M
HAIR BRO EYES BRO WEIGHT  130 HEIGHT  5  4 RACE W SEX M
BIRTHDATE 01/20/1976  AGE     AGE AS OF




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

4B                  :00.2                                              01/01
```

- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'F', <u>MISDEMEANOR GOOD TIME RELEASE REPORT</u>**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-0                LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99                     FORMS MAINTENANCE MENU                     11.58.43
V.03262004     JAIL: 037  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.2                                          03/22
Connected to host 165.176.120.129                                  NUM   12:00 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-1                LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99          FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)       11.58.59
V.03262004     JAIL: 037 NAME: CHARLOTTE COUNTY JAIL
OPTION:  f   _

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                     SELECT OPTION THEN PRESS ENTER
                          OR CLEAR KEY TO EXIT

                    :00.1                                          04/15
Connected to host 165.176.120.129                                  NUM   12:00 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-C                LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99                          FORMS MAINTENANCE                     11.59.17
                                     JAIL # 037                       V.03262004
              REPORT/FILE: MISDEMEANOR OFFENSE RELEASE REPORT
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 10312003

                                   JAIL NUMBER: 037 SEQ S=SSN/N=NAME: S

  REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT

                    :00.1                                          05/35
Connected to host 165.176.120.129                                  NUM   12:01 PM
```

Option #1, Inmate Status Reports – Option 'F', Misdemeanor Good Time Release Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03262004
SCBM99M                                                                   12.00.20



                          MISDEMEANOR OFFENSE RELEASE 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 BE PRODUCED OVERNIGHT, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.USER.J037.BMORRR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.



                              PRESS ENTER TO CONTINUE

                    :00.1                                                 01/01
```

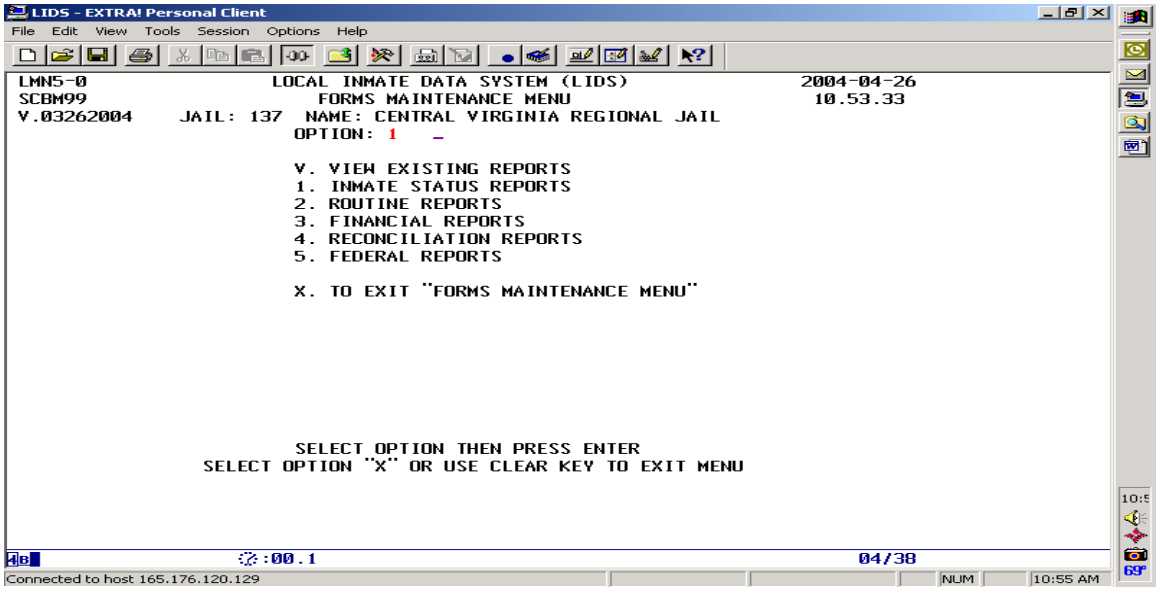
```
LPS2-2                    MISDEMEANOR OFFENSE RELEASE REPORT             V.01282003
SCBBMORR-R001-037       MISDEMEANOR OFFENSE RELEASE REPORT                PAGE     1
TRAINING                     CHARLOTTE COUNTY JAIL      DATE  4/12/04 TIME 11:57:55
                   EXTRACT DATES: FROM 10/01/2003 TO 10/31/2003
NAME: LAST    FIRST MI        SSN   COMMIT: DATE/TIME RLSE: DATE/TIME S/DAYS
ATKINS, SHERRON LEE       224368368 09022003 102600  10022003 000100   30
MITCHELL, CYNTHIA         226017258 09282003 150000  10242003 000100   26
ALGER, BRIAN JAMES        226560697 10172003 181700  10202003 180000    5
                                          TOTAL FOR JAIL <037> ------>      3
********* END OF REPORT *********



  F2     F3     F4                                                        F12
DELETE EXIT  PRINT                                                      SCROLL
REPORT                                                                  RIGHT

                    :00.1                                                 01/01
```

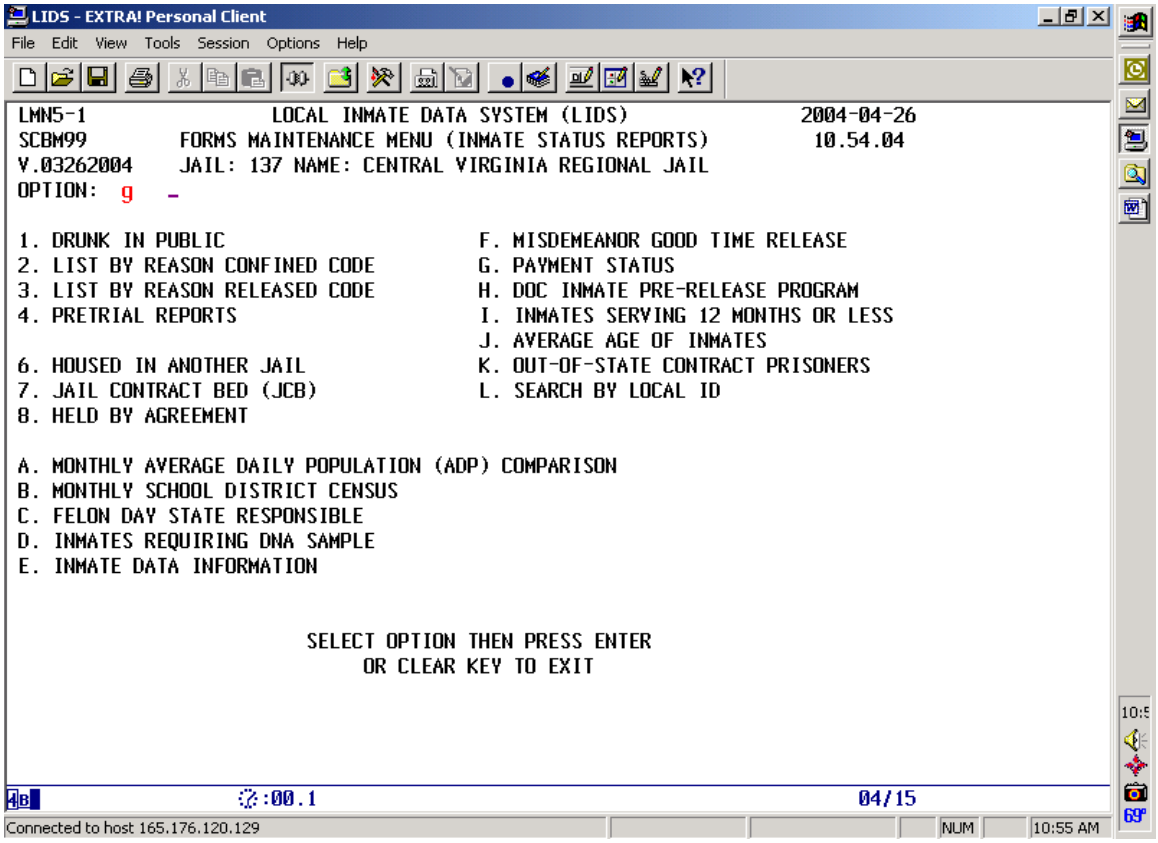
- This report provides local jails with a report that will help them remain in compliance with Section 53.1-116 (iii), Code of Virginia
- Reflects an estimated time of release based on 50% of their Misdemeanor sentence being served
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'G', <u>PAYMENT STATUS REPORT</u>**





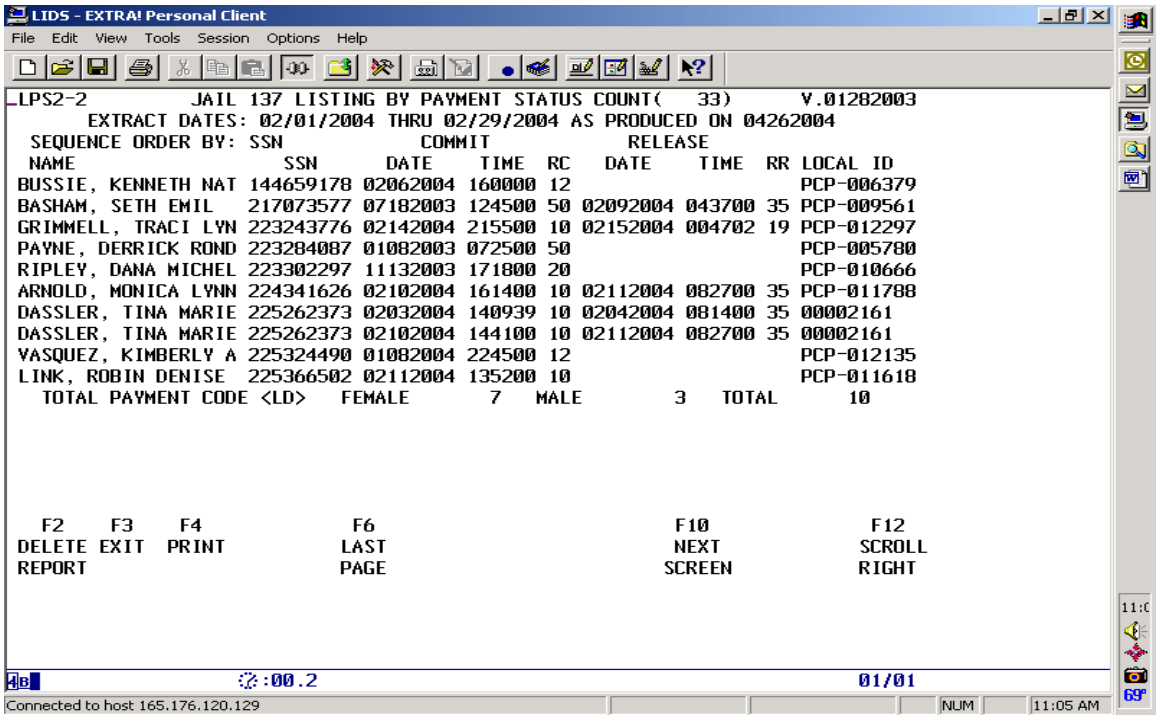
Option #1, Inmate Status Reports - Option #G, Payment Status Report (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-C                LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-26
SCBM99                       FORMS MAINTENANCE                        11.02.46
                               JAIL # 137                             V.03262004
             REPORT/FILE: LIST BY PAYMENT STATUS


MONTH: 02          YEAR: 2004



PAYMENT STATUS:   Id

SEQUENCE ORDER: A
A. BY SSN
C. BY NAME





TO LIST "ALL PAYMENTS" ENTER "AP" IN STATUS FIELD

                    :00.2                                          13/18
Connected to host 165.176.120.129                                  NUM   11:04 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.03262004
SCBM99M                                                               11.03.04



                          LIST BY PAYMENT STATUS
                         IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J137.PYSTATSS.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.





                         PRESS ENTER TO CONTINUE

                    :02.0                                          01/01
Connected to host 165.176.120.129                                  NUM   11:04 AM
```

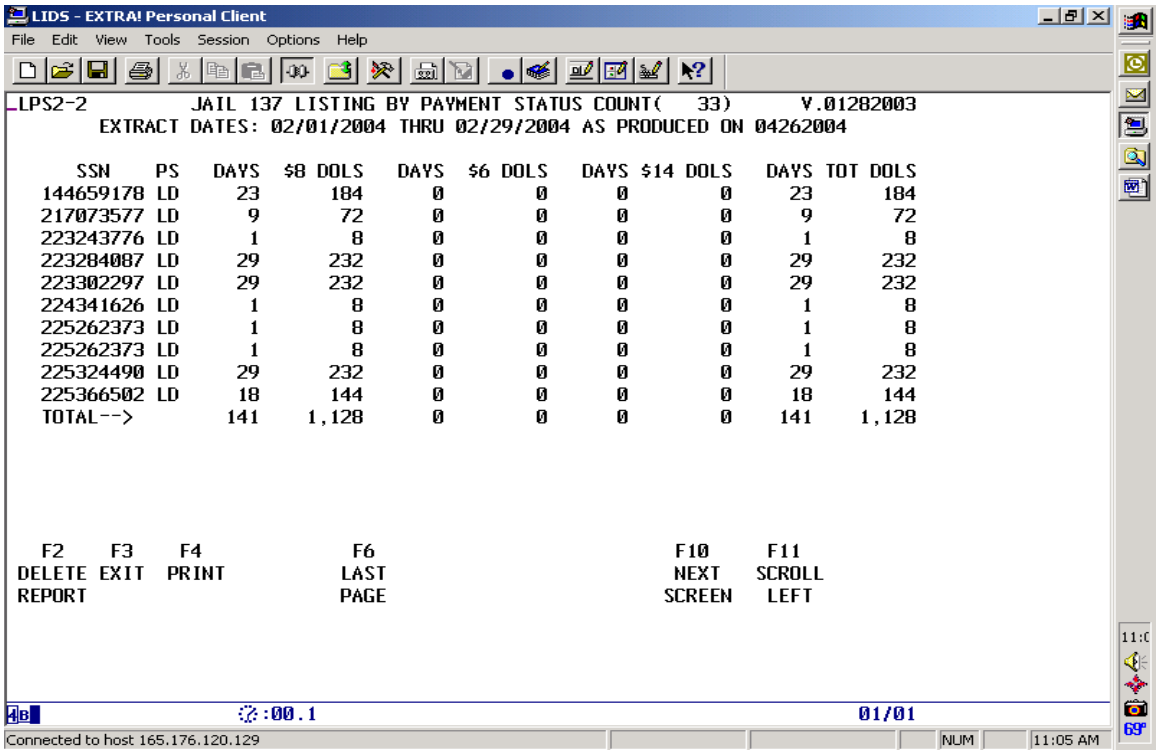
- Press enter

Option #1, Inmate Status Reports - Option #G, Payment Status Report (Continued)



```
LPS2-2          JAIL 137 LISTING BY PAYMENT STATUS COUNT(   33)      V.01282003
       EXTRACT DATES: 02/01/2004 THRU 02/29/2004 AS PRODUCED ON 04262004
 SEQUENCE ORDER BY: SSN            COMMIT            RELEASE
 NAME                   SSN      DATE    TIME  RC   DATE    TIME  RR LOCAL ID
BUSSIE, KENNETH NAT 144659178 02062004 160000 12                    PCP-006379
BASHAM, SETH EMIL   217073577 07182003 124500 50 02092004 043700 35 PCP-009561
GRIMMELL, TRACI LYN 223243776 02142004 215500 10 02152004 004702 19 PCP-012297
PAYNE, DERRICK ROND 223284087 01082003 072500 50                    PCP-005780
RIPLEY, DANA MICHEL 223302297 11132003 171800 20                    PCP-010666
ARNOLD, MONICA LYNN 224341626 02102004 161400 10 02112004 082700 35 PCP-011788
DASSLER, TINA MARIE 225262373 02032004 140939 10 02042004 081400 35 00002161
DASSLER, TINA MARIE 225262373 02102004 144100 10 02112004 082700 35 00002161
VASQUEZ, KIMBERLY A 225324490 01082004 224500 12                    PCP-012135
LINK, ROBIN DENISE  225366502 02112004 135200 10                    PCP-011618
  TOTAL PAYMENT CODE <LD>   FEMALE       7   MALE        3   TOTAL      10

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

                  :00.2                                            01/01
```

- Select ‘F12’ to move to the top Right of the report



```
LPS2-2          JAIL 137 LISTING BY PAYMENT STATUS COUNT(   33)      V.01282003
       EXTRACT DATES: 02/01/2004 THRU 02/29/2004 AS PRODUCED ON 04262004

     SSN     PS   DAYS  $8 DOLS   DAYS  $6 DOLS   DAYS $14 DOLS   DAYS TOT DOLS
  144659178 LD     23      184      0        0      0        0     23      184
  217073577 LD      9       72      0        0      0        0      9       72
  223243776 LD      1        8      0        0      0        0      1        8
  223284087 LD     29      232      0        0      0        0     29      232
  223302297 LD     29      232      0        0      0        0     29      232
  224341626 LD      1        8      0        0      0        0      1        8
  225262373 LD      1        8      0        0      0        0      1        8
  225262373 LD      1        8      0        0      0        0      1        8
  225324490 LD     29      232      0        0      0        0     29      232
  225366502 LD     18      144      0        0      0        0     18      144
  TOTAL-->        141    1,128      0        0      0        0    141    1,128

  F2    F3    F4            F6                        F10     F11
DELETE EXIT  PRINT         LAST                      NEXT   SCROLL
REPORT                     PAGE                     SCREEN   LEFT

                  :00.1                                            01/01
```

- If you wish to go to the bottom of the report to view summary data select ‘F11’ to scroll left

Option #1, Inmate Status Reports - Option #G, Payment Status Report (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2          JAIL 137 LISTING BY PAYMENT STATUS COUNT(   33)      V.01282003
       EXTRACT DATES: 02/01/2004 THRU 02/29/2004 AS PRODUCED ON 04262004
  SEQUENCE ORDER BY: SSN            COMMIT            RELEASE
  NAME                  SSN      DATE     TIME  RC   DATE     TIME  RR LOCAL ID
  CODE DESCRIPTION                                FEMALE     MALE      TOTAL
   CW  JAIL CONTRACT WORK RELEASE                    1         2          3
   FD  FELON DAYS - BONUS START DATE PASSED          0         4          4
   FE  HELD FOR FEDERAL                              4         3          7
   FO  HELD FOR OTHERS                               0         1          1
   LD  LOCAL RESPONSIBLE                             7         3         10
   NH  ELECTRONIC MONITORING/SUPERVISED WORK PR      0         1          1
   SD  STATE RESPONSIBLE                             1         6          7
       *** TOTAL ***                                13        20         33

   F2     F3     F4      F5                          F9                    F12
 DELETE EXIT  PRINT    1ST                        PREV                  SCROLL
 REPORT               PAGE                       SCREEN                  RIGHT

                    :00.1                                              01/01
Connected to host 165.176.120.129                                  NUM  11:06 AM
```

To view the detail financial summary select 'F12'

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2          JAIL 137 LISTING BY PAYMENT STATUS COUNT(   33)      V.01282003
       EXTRACT DATES: 02/01/2004 THRU 02/29/2004 AS PRODUCED ON 04262004

      SSN     PS    DAYS  $8 DOLS   DAYS  $6 DOLS   DAYS $14 DOLS   DAYS TOT DOLS

   TOTAL--> CW      55      440     53      318     55      770    163    1,528
   TOTAL--> FD     116      928    116      696      0        0    232    1,624
   TOTAL--> FE       0        0      0        0      0        0    154        0
   TOTAL--> FO      29      232      0        0      0        0     29      232
   TOTAL--> LD     141    1,128      0        0      0        0    141    1,128
   TOTAL--> NH      29      232      0        0      0        0     29      232
   TOTAL--> SD     183    1,464      0        0      0        0    183    1,464
   TOTAL-->        553    4,424    169    1,014     55      770    931    6,208

   F2     F3     F4      F5                          F9                   F11
 DELETE EXIT  PRINT    1ST                        PREV                 SCROLL
 REPORT               PAGE                       SCREEN                 LEFT

                    :00.1                                              01/01
Connected to host 165.176.120.129                                  NUM  11:07 AM
```

- **Effective January 1, 2004 Forms Maintenance Reports were regrouped by the LIDS Advisory Committee members and added a report for Payment Status**
- **Payment Status definitions is located under the Reference Codes Section of this Users Guide**
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

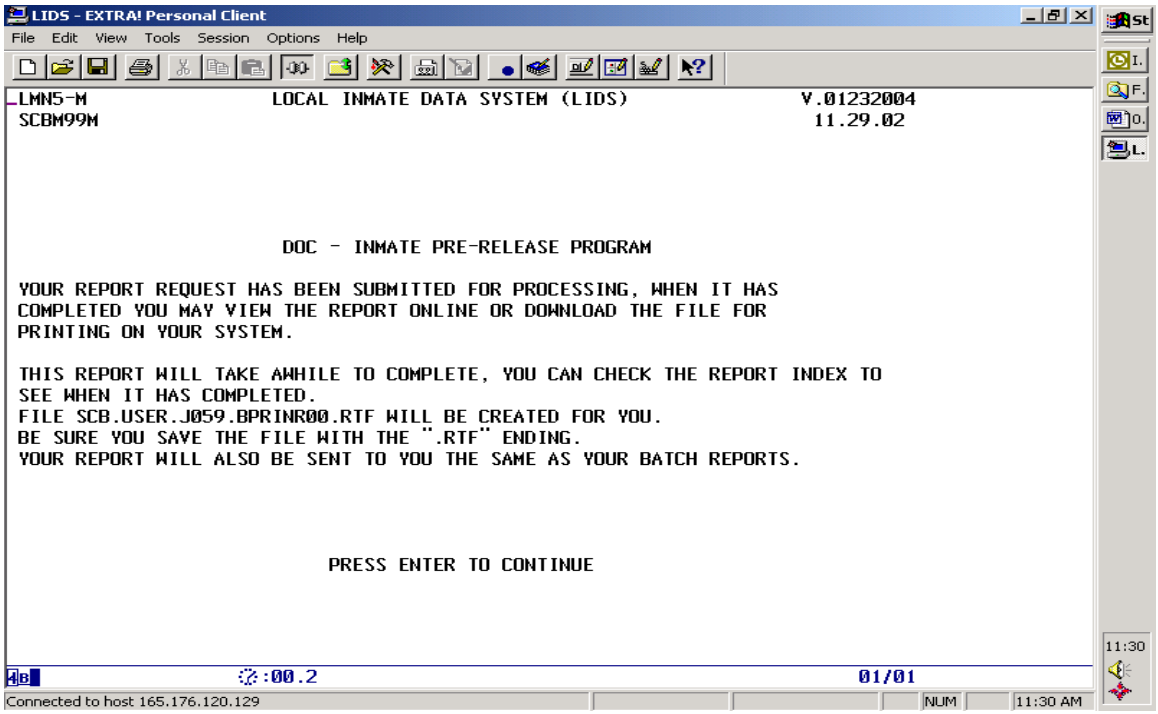
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'H', <u>DOC INMATE PRE-RELEASE PROGRAM REPORT</u>**

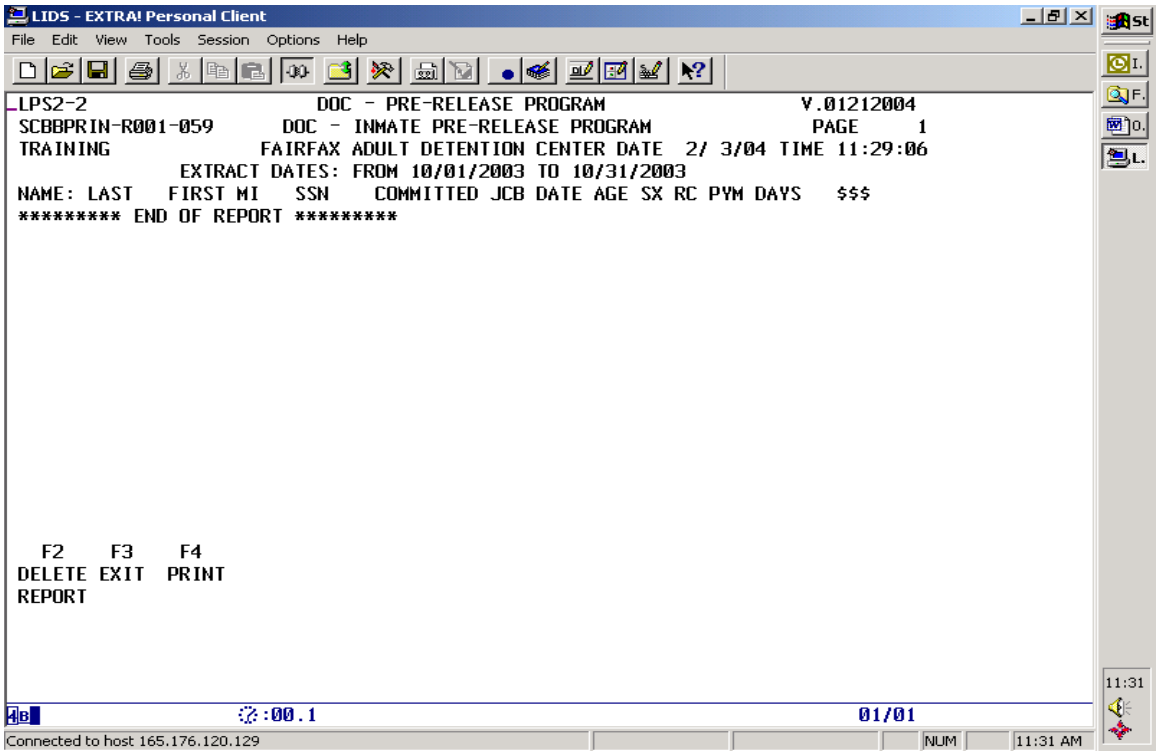
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-0                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                     FORMS MAINTENANCE MENU                       16.19.13
V.02252004      JAIL: 059  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                          :00.1                                          03/22
Connected to host 165.176.120.129                                  NUM   4:20 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-1                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99          FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          12.02.56
V.03262004      JAIL: 059 NAME: FAIRFAX ADULT DETENTION CENTER
OPTION:  h  _

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT

                          :00.1                                          04/14
Connected to host 165.176.120.129                                  NUM   12:04 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-C                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-02-03
SCBM99                        FORMS MAINTENANCE                         11.27.51
                                JAIL # 059                              V.01232004
              REPORT/FILE: DOC - INMATE PRE-RELEASE PROGRAM
PERIOD BEGIN DATE (MMDDYYYY): 10012003 PERIOD END DATE (MMDDYYYY): 10312003

                                     JAIL NUMBER: 059 SEQ S=SSN/N=NAME: S

  REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT

                          :00.2                                          05/32
Connected to host 165.176.120.129                                  NUM   11:29 AM
```

Option #1, Inmate Status Reports – Option 'H', DOC Inmate Pre-Release Program Report (Continued)





- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'I', <u>INMATES SERVING 12 MONTHS OR LESS REPORT</u>**

```
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                      FORMS MAINTENANCE MENU                        16.19.13
V.02252004      JAIL: 510   NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION
:00.1                                                                  04/34
```

```
LMN5-1                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99          FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)           12.04.04
V.03262004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  i  _

1. DRUNK IN PUBLIC                        F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE           G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE           H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                       I. INMATES SERVING 12 MONTHS OR LESS
                                          J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                 K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT
:00.2                                                                  04/15
```

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-12
SCBM99                          FORMS MAINTENANCE                         16.21.09
                                  JAIL # 510                              V.02252004
              REPORT/FILE: INMATES SERVING 12 MONTHS OR LESS REPORT
PERIOD BEGIN DATE (MMDDYYYY): 02012004 PERIOD END DATE (MMDDYYYY): 02122004

                                  JAIL NUMBER: 510 SEQ S=SSN/N=NAME: S

  REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
:00.1                                                                  05/71
```

Option #1, Inmate Status Reports – Option 'I', Inmates Serving 12 Months or Less Report (Continued)

```
LMNS-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   16.21.26



                          INMATES SERVING 12 MONTHS OR LESS

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.J510.BSENMR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.



                        PRESS ENTER TO CONTINUE

                    :00.1                                                 01/01
```

```
LPS2-2                INMATES SERVING 12 MONTHS OR LESS REPORT          V.01282003
SCBBSENM-R001-510     INMATES SERVING 12 MONTHS OR LESS REPORT           PAGE      1
TRAINING              ALEXANDRIA DETENTION CENTER   DATE  3/12/04 TIME 16:21:28
                 EXTRACT DATES: FROM 02/01/2004 TO 02/12/2004
NAME: LAST    FIRST MI        SSN    COMMIT: DATE/TIME RLSE: DATE/TIME S/DAYS
CARRANZA, JOSE RAUL       951003785 11282003 042200  02122004 090000    76
MANNING, CALVIN EUGENE    951003793 12022003 105100  02172004 084500    90

                                          TOTAL FOR JAIL <510> ------>       2
********* END OF REPORT *********

  F2     F3     F4                                                        F12
DELETE EXIT  PRINT                                                      SCROLL
REPORT                                                                  RIGHT

                    :00.1                                                 01/01
```

SCROLL RIGHT 'F12'

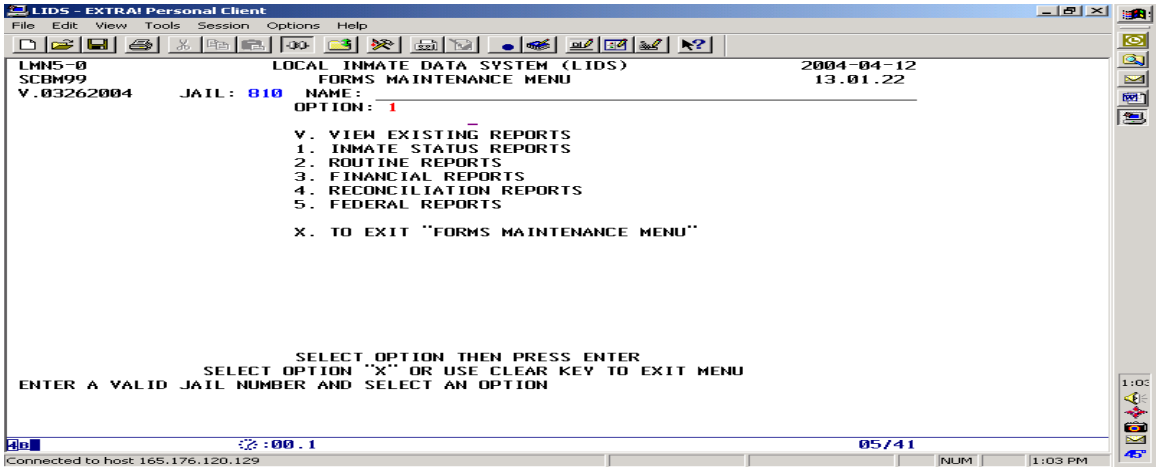
```
LPS2-2                INMATES SERVING 12 MONTHS OR LESS REPORT          V.01282003


    SSN     OSN S/OFFENSE  S/DATE  ADS PND  E/RLSE
 951003785    1 ASL1328F3 02122004  76     02122004
 951003793    1 LAR2359F9 01292004  77     03012004
              3 LAR2404F9 01292004  90     03012004



  F2     F3     F4                                                       F11
DELETE EXIT  PRINT                                                     SCROLL
REPORT                                                                  LEFT

                    :00.1                                                 01/01
```

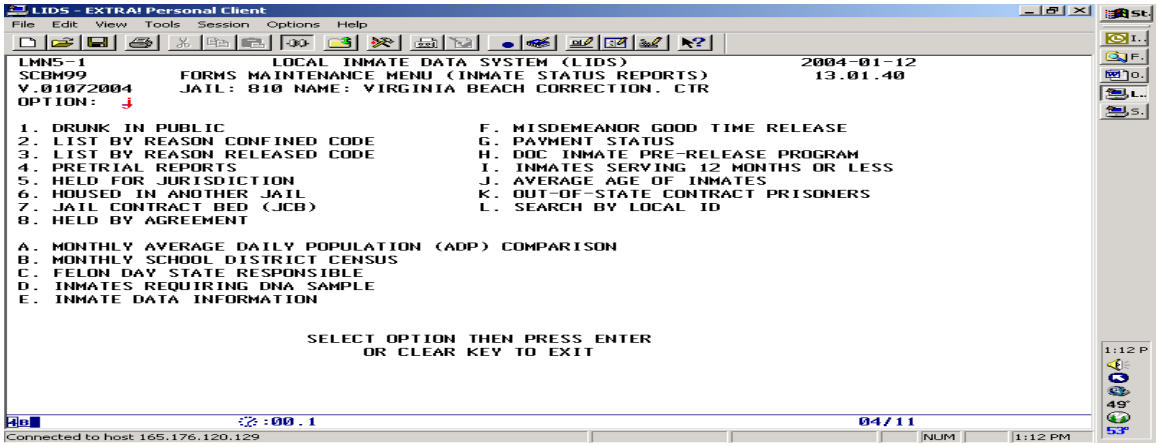
- This report provides that lists local responsible (LR) inmates confined in your jail that have a sentence of 12 months or less for the purposes
- Will help determine who you need to do time computation
- Fill in the blank fields to identify requested time period, Press Enter

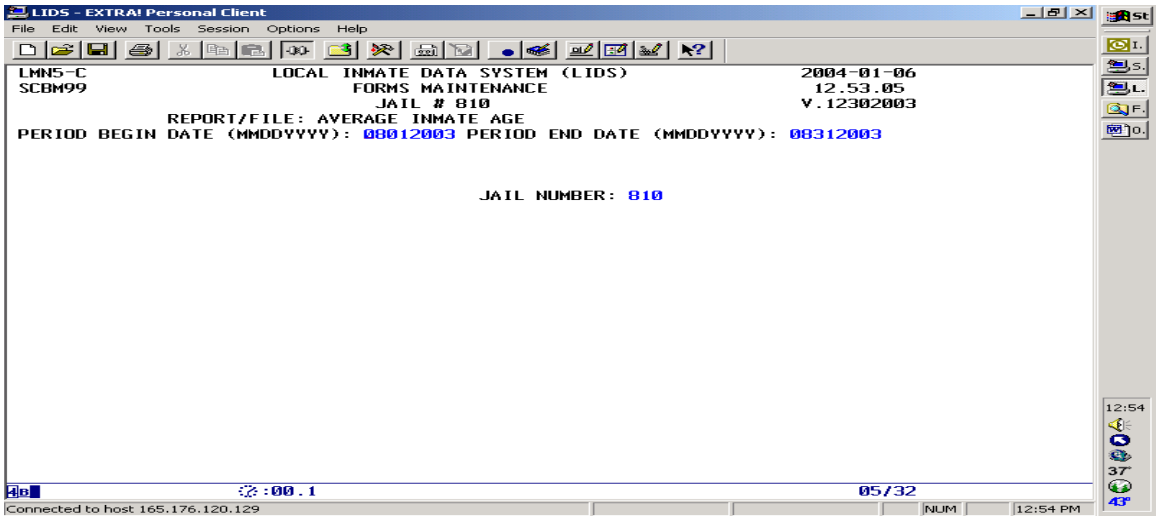
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Select Option 'J', <u>AVERAGE AGE OF INMATES REPORT</u>**







Option #1, Inmate Status Reports – Option 'J', Average Age of Inmates Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12302003
SCBM99M                                                                   12.54.22



                              AVERAGE INMATES AGE
                            IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J810.AVERAGEI.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                            PRESS ENTER TO CONTINUE

                                  :11.8                                    01/01
```

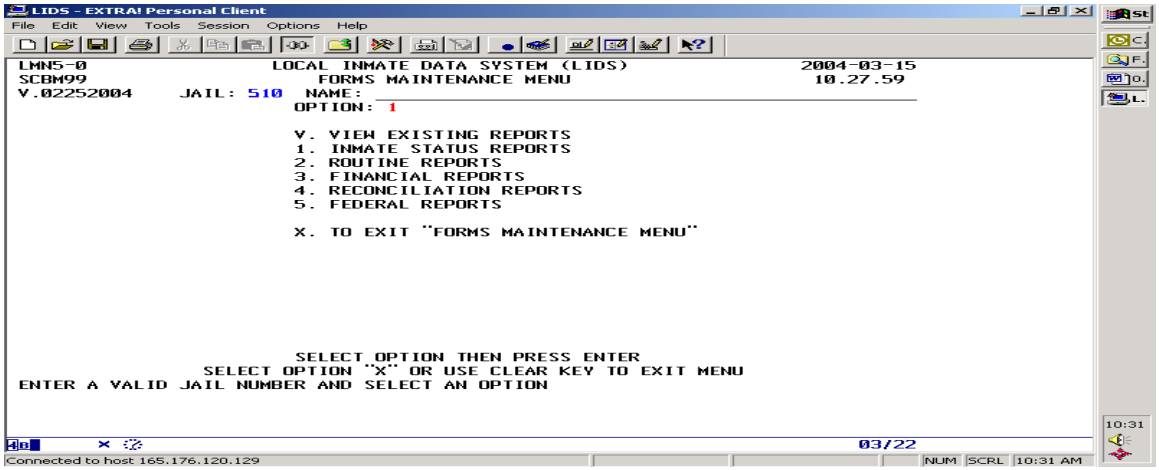
```
LPS2-2          AVG AGE 810 DATE 08012003 - 08312003 CNT=  3,451     V.01282003
                                AS OF 01062004 125422
                                              TOT AVG        TOT AVG      TOT AVG
 JAIL       NAME                        SEX   NUM AGE  SEX   NUM AGE      NUM AGE
  810 VIRGINIA BEACH CORRECTION. CTR  M  2,919  31   F    532  32    3,451  31



  F2    F3    F4
DELETE EXIT  PRINT
REPORT

                                  :00.1                                    01/01
```

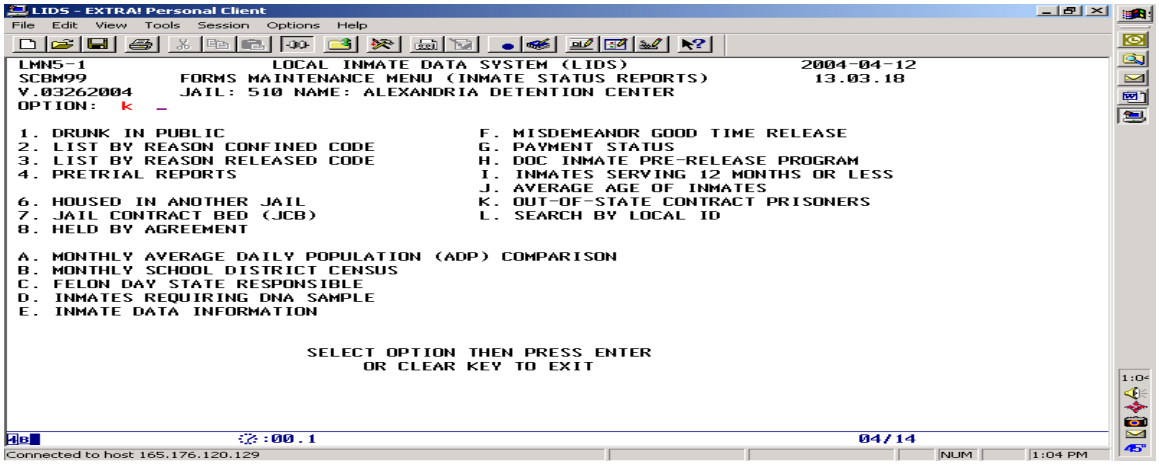
- Report generates average of age of male and female inmates
- Required fields are:
  - ✓ Enter Period Begin Date (MMDDYYYY)
  - ✓ Enter Period End Date (MMDDYYYY)

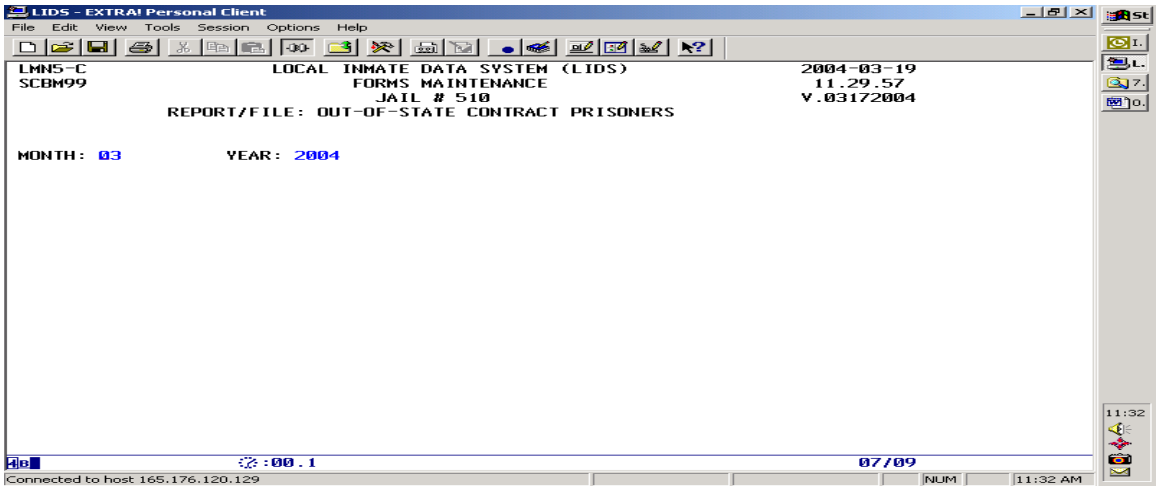
Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

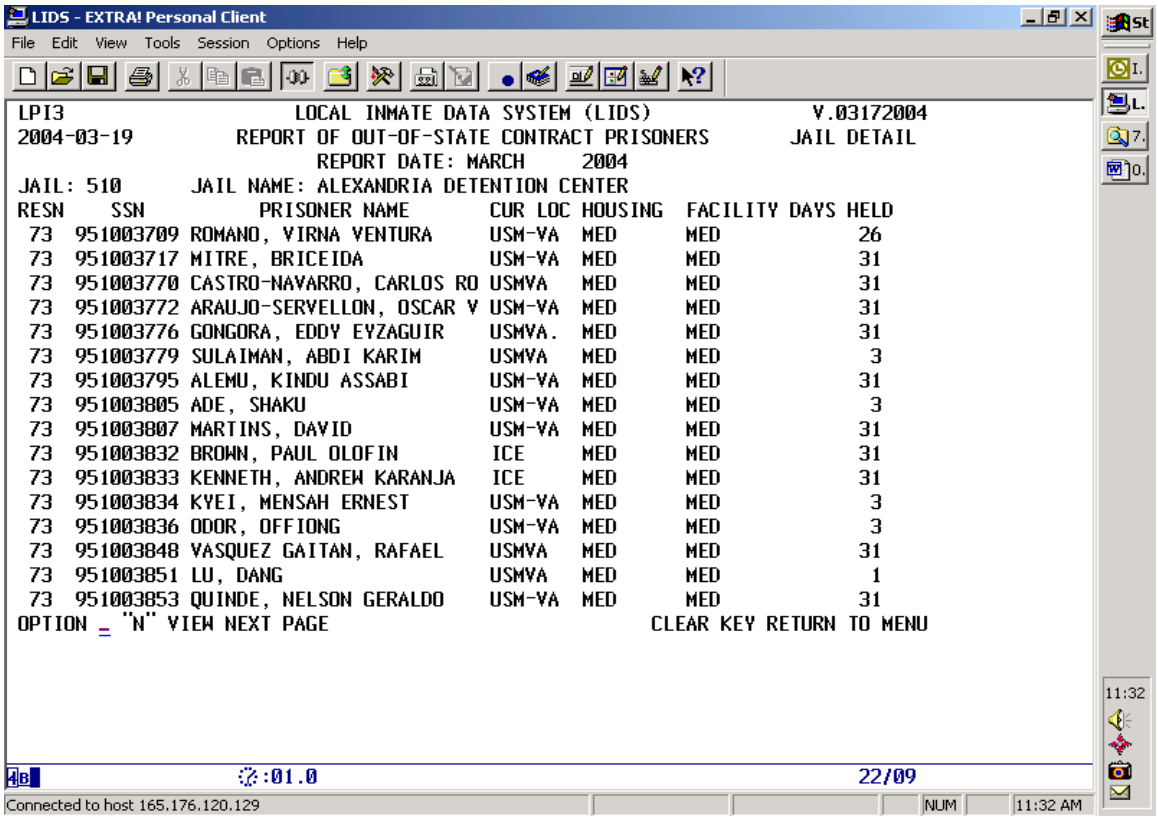
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'K', <u>OUT OF STATE CONTRACT PRISONERS REPORT</u>**







Option #1, Inmate Status Reports – Option 'K', Out of State Contract Prisoners Report (Continued)



```
LPI3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03172004
2004-03-19         REPORT OF OUT-OF-STATE CONTRACT PRISONERS       JAIL DETAIL
                         REPORT DATE: MARCH     2004
JAIL: 510      JAIL NAME: ALEXANDRIA DETENTION CENTER
RESN    SSN          PRISONER NAME       CUR LOC HOUSING  FACILITY DAYS HELD
 73  951003709 ROMANO, VIRNA VENTURA     USM-VA  MED      MED            26
 73  951003717 MITRE, BRICEIDA           USM-VA  MED      MED            31
 73  951003770 CASTRO-NAVARRO, CARLOS RO USMVA   MED      MED            31
 73  951003772 ARAUJO-SERVELLON, OSCAR V USM-VA  MED      MED            31
 73  951003776 GONGORA, EDDY EYZAGUIR    USMVA.  MED      MED            31
 73  951003779 SULAIMAN, ABDI KARIM      USMVA   MED      MED             3
 73  951003795 ALEMU, KINDU ASSABI       USM-VA  MED      MED            31
 73  951003805 ADE, SHAKU                USM-VA  MED      MED             3
 73  951003807 MARTINS, DAVID            USM-VA  MED      MED            31
 73  951003832 BROWN, PAUL OLOFIN        ICE     MED      MED            31
 73  951003833 KENNETH, ANDREW KARANJA   ICE     MED      MED            31
 73  951003834 KYEI, MENSAH ERNEST       USM-VA  MED      MED             3
 73  951003836 ODOR, OFFIONG             USM-VA  MED      MED             3
 73  951003848 VASQUEZ GAITAN, RAFAEL    USMVA   MED      MED            31
 73  951003851 LU, DANG                  USMVA   MED      MED             1
 73  951003853 QUINDE, NELSON GERALDO    USM-VA  MED      MED            31
OPTION _ "N" VIEW NEXT PAGE                          CLEAR KEY RETURN TO MENU
```

- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

Forms Maintenance (Continued)

Navigational Path: Option #1, Inmate Status Reports

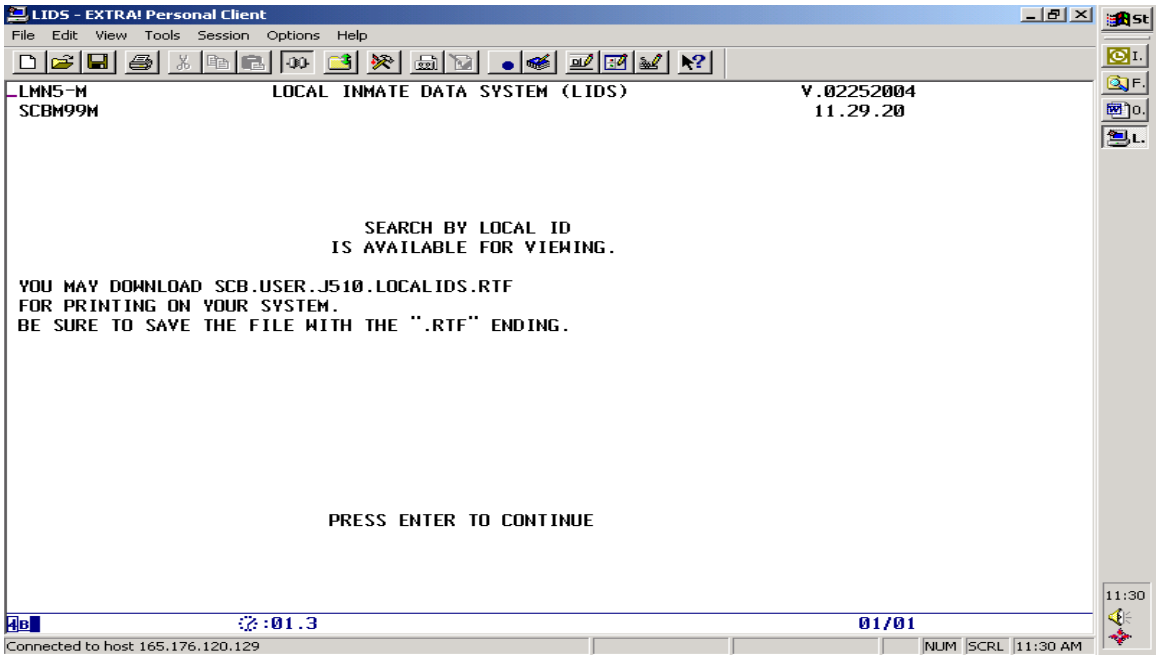
- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #1, Inmate Status Report, then**
- **Enter Option 'L, <u>SEARCH BY LOCAL ID</u>**

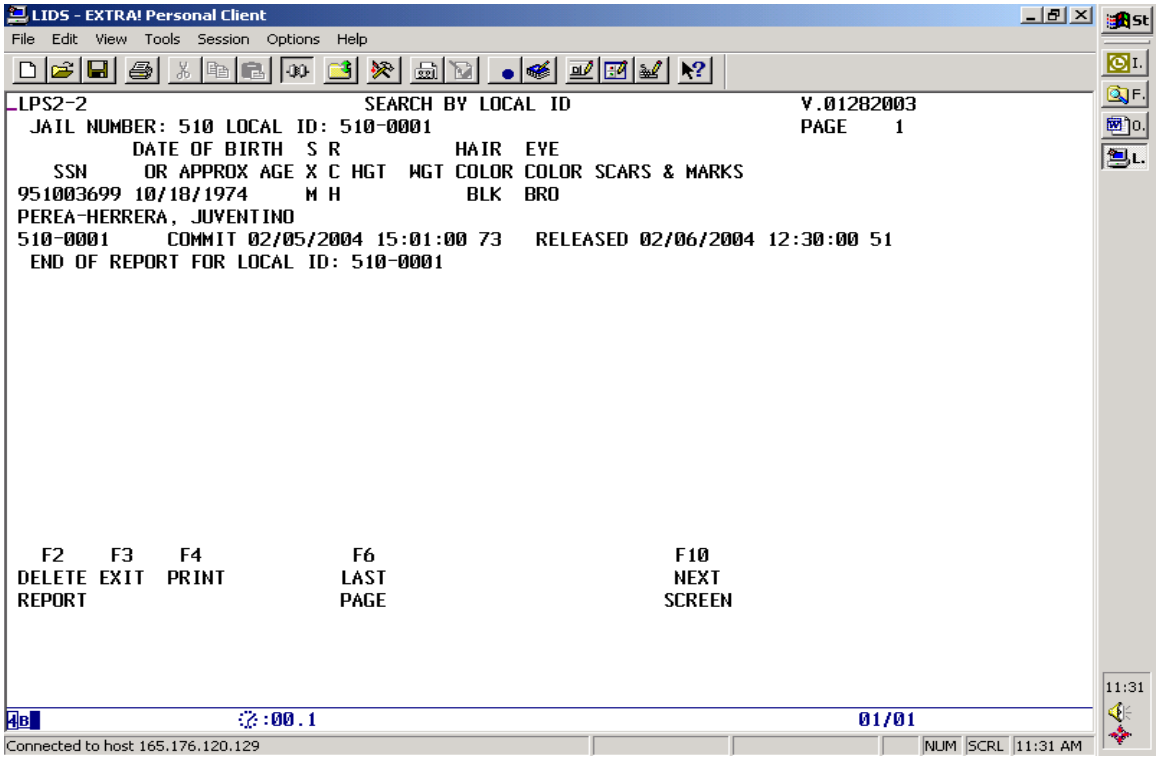
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-0                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                       FORMS MAINTENANCE MENU                     11.27.27
V.02252004      JAIL: 510  NAME:
                          OPTION: 1

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.1                                                 03/22
Connected to host 165.176.120.129                                  NUM SCRL 11:29 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-1                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-04-12
SCBM99            FORMS MAINTENANCE MENU (INMATE STATUS REPORTS)          13.13.36
V.03262004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION:  L

1. DRUNK IN PUBLIC                          F. MISDEMEANOR GOOD TIME RELEASE
2. LIST BY REASON CONFINED CODE             G. PAYMENT STATUS
3. LIST BY REASON RELEASED CODE             H. DOC INMATE PRE-RELEASE PROGRAM
4. PRETRIAL REPORTS                         I. INMATES SERVING 12 MONTHS OR LESS
                                            J. AVERAGE AGE OF INMATES
6. HOUSED IN ANOTHER JAIL                   K. OUT-OF-STATE CONTRACT PRISONERS
7. JAIL CONTRACT BED (JCB)                  L. SEARCH BY LOCAL ID
8. HELD BY AGREEMENT

A. MONTHLY AVERAGE DAILY POPULATION (ADP) COMPARISON
B. MONTHLY SCHOOL DISTRICT CENSUS
C. FELON DAY STATE RESPONSIBLE
D. INMATES REQUIRING DNA SAMPLE
E. INMATE DATA INFORMATION

                    SELECT OPTION THEN PRESS ENTER
                         OR CLEAR KEY TO EXIT

                    :00.1                                                 04/15
Connected to host 165.176.120.129                                  NUM        1:15 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-C                  LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                          FORMS MAINTENANCE                       11.28.39
                                     JAIL # 510                         V.02252004
               REPORT/FILE: SEARCH BY LOCAL ID

                         ENTER 1 TO 6 LOCAL IDS BELOW

510-0001____ 510-0002____ ____________ ____________ ____________ ____________

                    :00.1                                                 16/48
Connected to host 165.176.120.129                                  NUM SCRL 11:30 AM
```

Option #1, Inmate Status Reports – Option 'L', Search by Local ID (Continued)



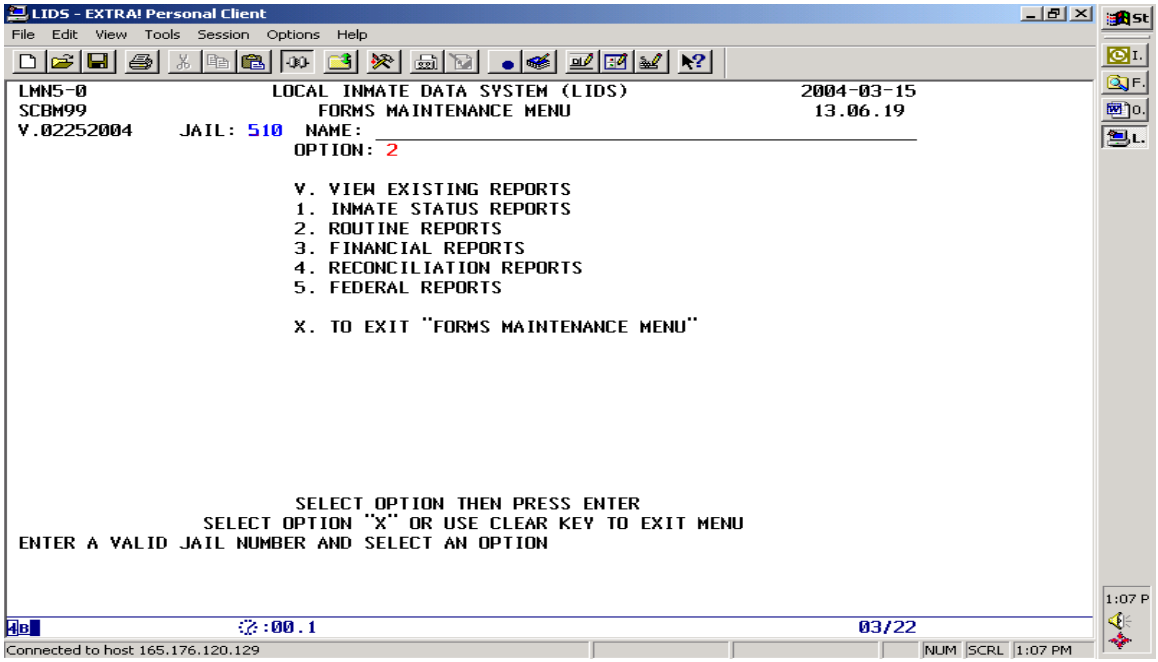


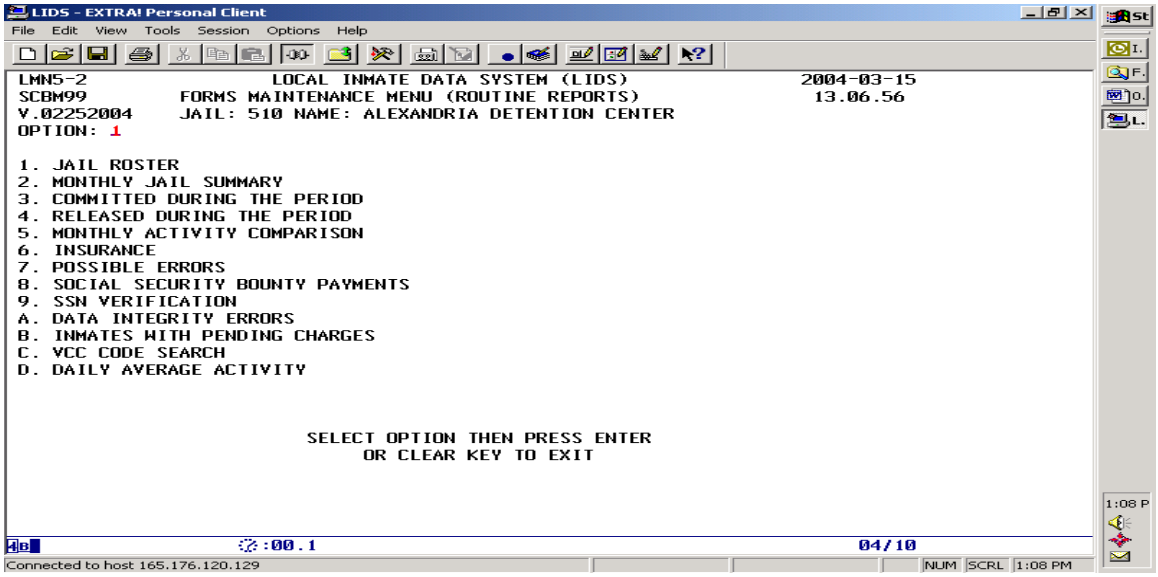
- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ LOCAL ID: 76666

Forms Maintenance (Continued)

Navigational Path: Option #2, Routine Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #2, Routine Reports, then**
- **Option #1, <u>JAIL ROSTER REPORT</u>**





- **Provides three (3) jail roster reports within Option #1, Jail Roster**
  - ✓ **Current Jail Roster**
  - ✓ **Historic Jail Roster**
  - ✓ **Jail Roster for Period**
- **The following LIDS screens are provided**

Option #2, Routine Reports – Option #1, Jail Roster Report (Continued)

OPTION #1, JAIL ROSTER, OPTION #1 CURRENT JAIL ROSTER SCREENS:

```
LMN5-6                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-19
SCBM99              FORMS MAINTENANCE MENU (JAIL ROSTERS)             11.14.21
V.03172004     JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
REPORT OPTION: 1

 1. CURRENT JAIL ROSTER
 2. HISTORIC JAIL ROSTER
 3. JAIL ROSTER FOR PERIOD

REPORT SEQUENCE: c
A. BY SSN                                B. BY LOCAL ID
C. BY NAME                               D. BY DATE CONFINED

EXTRACTION DATES:
OPTION 2:       MONTH: __ DAY: __ YEAR: ____ HOUR: __ MINUTE: __
OPTION 3:       BEGIN DATE: _____ END DATE: _____
                      (MMDDYYYY)          (MMDDYYYY)


                         SELECT OPTION THEN PRESS ENTER
                              OR CLEAR KEY TO EXIT

                    :00.1                                                04/17
Connected to host 165.176.120.129                                  NUM  11:16 AM
```

```
LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.03172004
SCBM99M                                                               11.14.59


                            CURRENT JAIL ROSTER
                         IS AVAILABLE FOR VIEWING.
YOU MAY DOWNLOAD SCB.USER.J510.CURRTJRC.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                         PRESS ENTER TO CONTINUE

                    :02.6                                                01/01
Connected to host 165.176.120.129                                  NUM  11:16 AM
```

```
LPS2-2          JAIL 510 CURRENT CONFINES BY NAME          CNT=    30     V.01282003
                              AS OF 03192004 111459
NAME                          COMMIT-DATE-TIME     SSN     RC LOCAL-ID      DNA
ADEALA, ADEDEJI ADETOTE       03012004 164500  951003926 73
ALEMU, KINDU ASSABI           12032003 193200  951003795 73
ARAUJO-SERVELLON, OSCAR VLADIMIR 11212003 170000  951003772 73
ARRIETA HERNANDEZ, BERNARDO   02202004 181800  951003917 73
BAUTISTA-GOMEZ, NERY RIGOBERT 02112004 223400  951003900 10
BROWN, PAUL OLOFIN            12272003 234000  951003832 73
CANIAS-CASTRO, JUAN           12232003 092100  951003820 10
CASTRO-NAVARRO, CARLOS ROBERTO 11192003 211400  951003770 73
CIPRIANO, VENCES              02192004 235600  951003916 73
DAVIDSON, EARREN              02122004 234600  951003901 10
GHALE, DIL JUNG               01232004 212500  951003875 73
GONGORA, EDDY EYZAGUIR        11262003 180000  951003776 73
GONZALEZ, CARLOS OMAR         01282004 200000  951003880 73
GUITERREZ, ANA CEILIA         02032004 175500  951003888 73
KENNETH, ANDREW KARANJA       12282003 140500  951003833 73
LEE, SUKMOOK                  03022004 090000  951003730 50
MARTINS, DAVID                12112003 004800  951003807 73
  F2     F3     F4                                   F10
DELETE EXIT  PRINT                                   NEXT
REPORT                                              SCREEN

                    :00.1                                                01/01
Connected to host 165.176.120.129                                  NUM  11:17 AM
```

- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Option #2, Routine Reports – Option #1, Jail Roster Report (Continued)

OPTION #1, JAIL ROSTER, OPTION #2, HISTORIC JAIL ROSTER SCREENS:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-6                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-19
SCBM99              FORMS MAINTENANCE MENU (JAIL ROSTERS)             11.20.45
V.03172004     JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
REPORT OPTION: 2

 1. CURRENT JAIL ROSTER
 2. HISTORIC JAIL ROSTER
 3. JAIL ROSTER FOR PERIOD

REPORT SEQUENCE: C
A. BY SSN                                B. BY LOCAL ID
C. BY NAME                               D. BY DATE CONFINED

EXTRACTION DATES:
OPTION 2:       MONTH: 02 DAY: 01 YEAR: 2004 HOUR: 00 MINUTE: 00
OPTION 3:       BEGIN DATE: ________ END DATE: ________
                      (MMDDYYYY)          (MMDDYYYY)

                        SELECT OPTION THEN PRESS ENTER
                            OR CLEAR KEY TO EXIT
MONTH IS INVALID

                    :00.1                                              04/17
Connected to host 165.176.120.129                                  NUM  11:22 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.03172004
SCBM99M                                                               11.21.31

                    HISTORIC JAIL ROSTER FILE AND REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING. WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
FILE SCB.USER.J510.BJHISF00 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                        PRESS ENTER TO CONTINUE

                    :00.1                                              01/01
Connected to host 165.176.120.129                                  NUM  11:23 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2                    HISTORIC JAIL ROSTER                      V.01282003
SCBBJHIS-R001-510           HISTORICAL JAIL ROSTER                    PAGE    1
TRAINING            ALEXANDRIA DETENTION CENTER    DATE  3/19/04 TIME 11:21:34
                 EXTRACT DATE: 02/01/2004 TIME: 00.00        LIST BY INMATE NAME
                                   COMMIT                       RELEASE
          NAME                 SSN       DATE/TIME     RC    LOCAL ID       DATE/TIME
ADE, SHAKU                 951003805 20031209 02.00 73                  20040303 07.30
AHMED, MAHMOUD MOHAMED     951003856 20040113 16.00 73                  20040220 07.30
ALEMU, KINDU ASSABI        951003795 20031203 19.32 73
ARAUJO-SERVELLON, OSCAR    951003772 20031121 17.00 73
ARGUETA, BENIGNO           951003868 20040130 23.18 73                  20040202 12.17
BASURTO, JUDITH ARENAS     951003824 20031222 17.45 73                  20040206 12.05
BROWN, PAUL OLOFIN         951003832 20031227 23.40 73
CANIAS-CASTRO, JUAN        951003820 20031223 09.21 10
CARRANZA, JOSE RAUL        951003705 20031120 04.22 20                  20040212 09.00
CASTRO-NAVARRO, CARLOS     951003770 20031119 21.14 73
CHAN, LIAN THONG           951003797 20031203 17.40 73                  20040206 16.00
CHEN, BAO YU               951003796 20031203 17.19 73                  20040206 16.00
ESCOBAR-BENITEZ, JUAN C    951003745 20040130 16.40 29                  20040201 17.00
ESCOBAR-GUZMAN, BUENAVE    951003879 20040128 17.16 73                  20040225 07.50
  F2     F3     F4                                        F10
DELETE EXIT  PRINT                                       NEXT
REPORT                                                   SCREEN

                    :00.1                                              01/01
Connected to host 165.176.120.129                                  NUM  11:23 AM
```

- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Option #2, Routine Reports – Option #1, Jail Roster Report (Continued)

OPTION #1, JAIL ROSTER, OPTION #3 JAIL ROSTER FOR PERIOD SCREENS:

```
LMN5-6              LOCAL INMATE DATA SYSTEM (LIDS)                 2004-03-19
SCBM99              FORMS MAINTENANCE MENU (JAIL ROSTERS)            11.26.47
V.03172004     JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
REPORT OPTION: 3

 1. CURRENT JAIL ROSTER
 2. HISTORIC JAIL ROSTER
 3. JAIL ROSTER FOR PERIOD

REPORT SEQUENCE: C
A. BY SSN                                  B. BY LOCAL ID
C. BY NAME                                 D. BY DATE CONFINED

EXTRACTION DATES:
OPTION 2:       MONTH: __ DAY: __ YEAR: ____ HOUR: __ MINUTE: __
OPTION 3:       BEGIN DATE: 02012004 END DATE: 02292004
                      (MMDDYYYY)          (MMDDYYYY)


                         SELECT OPTION THEN PRESS ENTER
                              OR CLEAR KEY TO EXIT
PERIOD BEGIN DATE IS INVALID

                    :00.1                                          04/17
Connected to host 165.176.120.129                                  NUM   11:28 AM
```

```
LMN5-M              LOCAL INMATE DATA SYSTEM (LIDS)                 V.03172004
SCBM99M                                                              11.27.30
7-1-2004, FY05


                    JAIL ROSTER FOR PERIOD REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING. WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
FILE SCB.USER.J510.BJROSR00 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                         PRESS ENTER TO CONTINUE

                    :00.1                                          01/01
Connected to host 165.176.120.129                                  NUM   11:29 AM
```

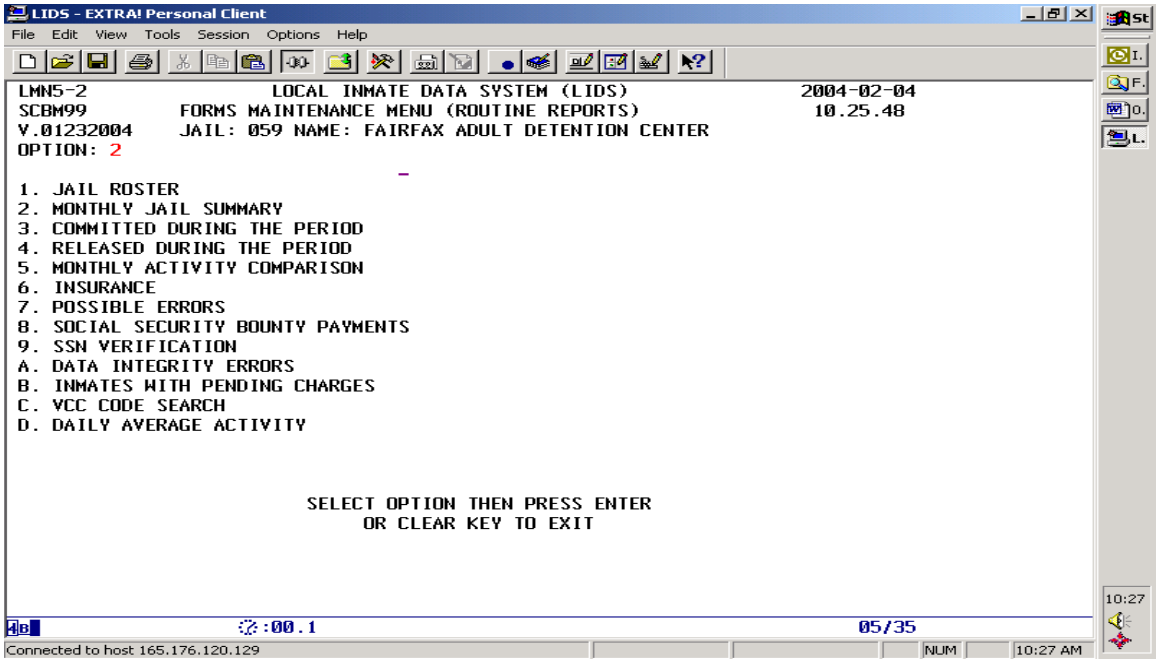
```
LPS2-2                 JAIL ROSTER FOR THE PERIOD                  V.01282003
SCBBJHIS-R001-510          JAIL ROSTER FOR PERIOD                    PAGE    1
TRAINING            ALEXANDRIA DETENTION CENTER   DATE  3/19/04 TIME 11:27:32
                EXTRACT DATE: 02/01/2004  THRU: 02/29/2004    LIST BY INMATE NAME
                                  COMMIT                        RELEASE
          NAME                SSN       DATE/TIME     RC    LOCAL ID       DATE/TIME
ADE, SHAKU                951003805 20031209 02.00 73                 20040303 07.30
AHMED, MAHMOUD MOHAMED    951003856 20040113 16.00 73                 20040220 07.30
ALEMU, KINDU ASSABI       951003795 20031203 19.32 73
ARAGON-FLORES, JOSE       951003897 20040209 02.54 10                 20040209 11.27
ARAUJO-SERVELLON, OSCAR   951003772 20031121 17.00 73
ARGUETA, BENIGNO          951003868 20040130 23.18 73                 20040202 12.17
ARRIETA HERNANDEZ, BERN   951003917 20040220 18.18 73
BASURTO, JUDITH ARENAS    951003824 20031222 17.45 73                 20040206 12.05
BAUTISTA-GOMEZ, NERY RI   951003900 20040211 22.34 10
BERILLOS, JUAN CARLOS     951003927 20040228 20.46 10                 20040229 09.46
BROWN, PAUL OLOFIN        951003832 20031227 23.40 73
CABALLERO, DENNIS RICAR   951003756 20040219 20.56 10                 20040220 10.22
CABALLERO, LUIS           951003918 20040221 00.24 10                 20040221 08.45
CAMPO, ABELINO            951003889 20040204 21.49 10                 20040204 22.50
  F2    F3    F4              F6                          F10
DELETE EXIT  PRINT           LAST                        NEXT
REPORT                       PAGE                       SCREEN

                    :00.1                                          01/01
Connected to host 165.176.120.129                                  NUM   11:29 AM
```

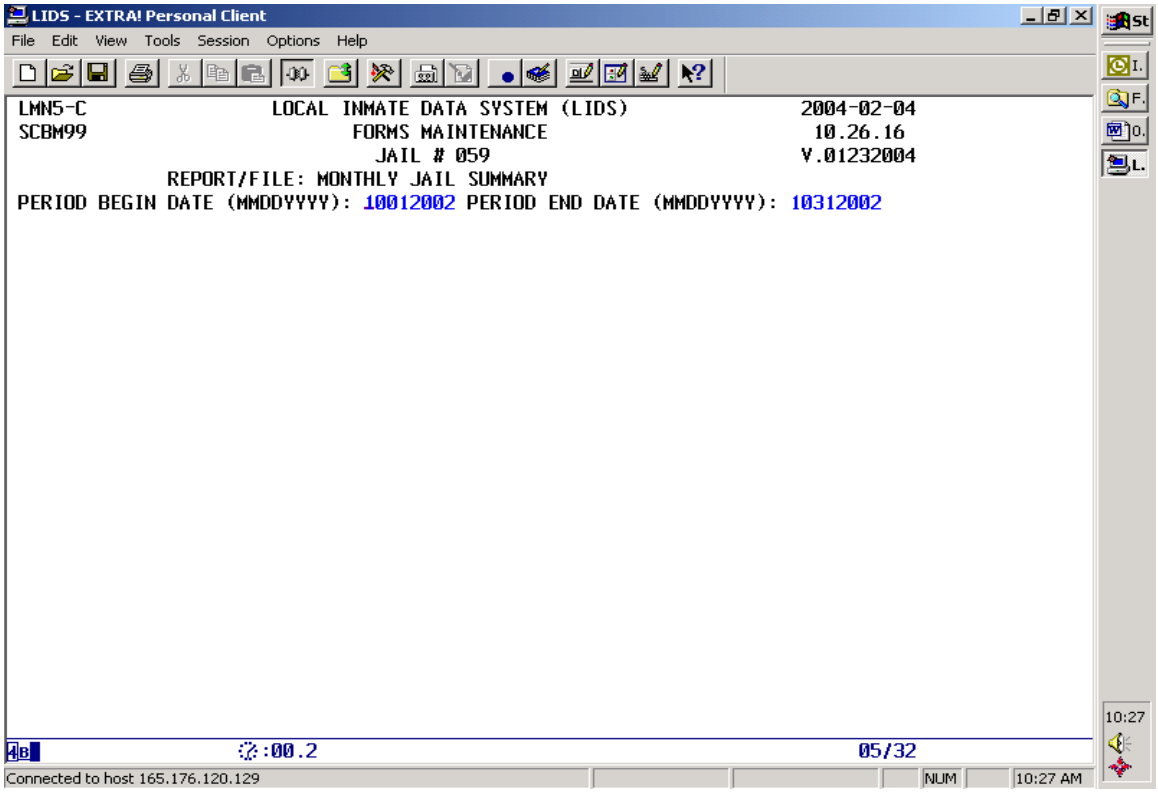
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

Forms Maintenance (Continued)

Navigational Path: Option #2, Routine Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #2, Routine Reports, then**
- **Enter Option #2, Month Jail Summary Report**





Option #2, Routine Reports – Option #2, Month Jail Summary Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01232004
SCBM99M                                                                   10.26.49



                              MONTHLY JAIL SUMMARY

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.

FILE SCB.USER.J059.BSUMMR00.RTF WILL BE CREATED FOR YOU.

BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOUR REPORT WILL ALSO BE SENT TO YOU THE SAME AS YOUR BATCH REPORTS.



                            PRESS ENTER TO CONTINUE

                    :00.1                                                  01/01
```

```
LPS2-2                              JAIL SUMMARY                         V.01212004
SCBBSUMM-R001-059              LIDS JAIL SUMM                              PAGE
TRAINING                 FAIRFAX ADULT DETENTION CENTER  DATE  2/ 4/04 TIME 10:26:5
                   EXTRACT DATES: FROM 10/01/2002 TO 10/31/2002
DESCRIPTION        IN CUSTODY   RELEASED      TOTAL     TOTAL COMMITS
FEMALES                     2          0          2
MALES                      32          3         35
FEMALES - JUV               0          0          0
MALES - JUV                 0          0          0
*** TOTALS ***             34          3         37              30
WHITES                     10          0         10
BLACKS                     16          1         17
HISPANICS                   6          2          8
OTHERS                      2          0          2
*** TOTALS ***             34          3         37
FELONY                     31          1         32
MISDEMEANOR                 3          2          5
ORDANANCE                   0          0          0
*** TOTALS ***             34          3         37
   PRETRIAL COMMITMENTS
  F2     F3     F4          F6                        F10            F12
DELETE EXIT  PRINT        LAST                       NEXT          SCROLL
REPORT                    PAGE                      SCREEN         RIGHT

                    :00.2                                                  01/01
```

- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____

Forms Maintenance (Continued)

Navigational Path: Option #2, Routine Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #2, Routine Reports, then**
- **Enter Option #3, Committed During the Period Report**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-0                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                      FORMS MAINTENANCE MENU                        13.22.16
V.02252004      JAIL: 510   NAME:
                          OPTION: 2

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                  SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION
                    :00.1                                                 03/22
Connected to host 165.176.120.129                                  NUM    1:23 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-2                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99            FORMS MAINTENANCE MENU (ROUTINE REPORTS)               13.22.39
V.02252004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION: 3
                          _
1. JAIL ROSTER
2. MONTHLY JAIL SUMMARY
3. COMMITTED DURING THE PERIOD
4. RELEASED DURING THE PERIOD
5. MONTHLY ACTIVITY COMPARISON
6. INSURANCE
7. POSSIBLE ERRORS
8. SOCIAL SECURITY BOUNTY PAYMENTS
9. SSN VERIFICATION
A. DATA INTEGRITY ERRORS
B. INMATES WITH PENDING CHARGES
C. VCC CODE SEARCH
D. DAILY AVERAGE ACTIVITY

                          SELECT OPTION THEN PRESS ENTER
                               OR CLEAR KEY TO EXIT
                    :00.1                                                 05/25
Connected to host 165.176.120.129                                  NUM    1:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                          FORMS MAINTENANCE                         13.22.58
                                  JAIL # 510                            V.02252004
              REPORT/FILE: COMMITTED DURING PERIOD
PERIOD BEGIN DATE (MMDDYYYY): 02012004 PERIOD END DATE (MMDDYYYY): 02152004

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
                    :00.1                                                 05/73
Connected to host 165.176.120.129                                  NUM    1:24 PM
```

Option #2, Routine Reports – Option #3, Committed During the Period Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                                   13.45.26



                          COMMITTED DURING PERIOD
                         IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J510.COMMITPC.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                         PRESS ENTER TO CONTINUE

                    :00.2                                                 01/01
```

```
LPS2-2          JAIL 510 CONFINED 02012004 AND 02152004 CNT=     36     V.01282003
                                AS OF 03152004 134526
 NAME                        SEX RCE     SSN         COMMIT     REASON  LOCAL-ID
ARAGON-FLORES, JOSE           M   H   951003897 02092004 025400      10
BAUTISTA-GOMEZ, NERY RIGOB    M   H   951003900 02112004 223400      10
CAMPO, ABELINO                M   H   951003889 02042004 214900      10
CARRANZA, JOSE RAUL           M   H   951003785 02122004 090100      10
CHAN, LIAN THONG              M   A   951003797 02062004 160100      73
CHEN, BAO YU                  F   A   951003796 02062004 160100      73     510-0002
CIGARAN, JORGE ALBERTO        M   H   951003903 02122004 212000      10
COREA MONTALVAN, JEFFREY O    M   H   951003893 02072004 131000      10
CRUZ, FREDIS                  M   H   951003892 02082004 000600      10
CRUZ-MENA, LUIS ALONSO        M   H   951003891 02052004 012600      10
DAVIDSON, EARREN              M   B   951003901 02122004 234600      10
DELEON, MIGUEL                M   H   951003908 02152004 005600      10
ESCOBAR-BENITEZ, JUAN CARL    M   H   951003745 02062004 161500      29
ESCOBAR-BENITEZ, JUAN CARL    M   H   951003745 02132004 170000      29
ESQUIVEL-HERNANDEZ, WELMAN    M   H   951003899 02102004 160500      73
FICTORIA, CARLOS SARAVIA      M   H   951003887 02032004 160000      73
GRANADO HERNANDEZ, JOSE H     M   H   951003909 02152004 013100      10
  F2     F3     F4            F6                          F10                F12
DELETE EXIT  PRINT           LAST                        NEXT              SCROLL
REPORT                       PAGE                       SCREEN             RIGHT

                    :00.1                                                 01/01
```

Scroll right (F12)

```
LPS2-2          JAIL 510 CONFINED 02012004 AND 02152004 CNT=     36     V.01282003

    SSN          RELEASE    REASON  OFFENSE
     951003897 02092004 112700 19    TRS5709M1
     951003900                       RAP1124F4
     951003889 02042004 225000 19    ASL1315M1
     951003785 02152004 082500 35    MOB1291F5
     951003797 02092004 083000 51    FED9990F9
     951003796 02092004 083000 51    FED9990F9
     951003903 02122004 223000 19    LAR2366M1
     951003893 02092004 185000 19    ASL1315M1
     951003892 02082004 015500 19    ASL1315M1
     951003891 02062004 134500 19    NAR3043F9
     951003901                       ROB1214F9
     951003908 02152004 092000 19    OBS371204
     951003745 02082004 144400 40    DWI5410S9
     951003745 02152004 163400 40    DWI5410S9
     951003899 03052004 160100 51    FED9990F9
     951003887 02102004 162300 51    FED9990F9
     951003909 02152004 092000 19    OBS371204
  F2     F3     F4            F6                          F10      F11
DELETE EXIT  PRINT           LAST                        NEXT    SCROLL
REPORT                       PAGE                       SCREEN    LEFT
****** INVALID KEY PRESSED ******

                    :00.1                                                 01/01
```

- Fill in the blank fields to identify requested time period

Forms Maintenance (Continued)

Navigational Path: Option #2, Routine Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #2, Routine Reports, then**
- **Enter Option #4, Released During the Period**

```
LIDS - EXTRA! Personal Client
LMN5-0                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                     FORMS MAINTENANCE MENU                     13.48.03
V.02252004      JAIL: 510  NAME:
                          OPTION: 2

                          V. VIEW EXISTING REPORTS
                          1. INMATE STATUS REPORTS
                          2. ROUTINE REPORTS
                          3. FINANCIAL REPORTS
                          4. RECONCILIATION REPORTS
                          5. FEDERAL REPORTS

                          X. TO EXIT "FORMS MAINTENANCE MENU"

                          SELECT OPTION THEN PRESS ENTER
                   SELECT OPTION "X" OR USE CLEAR KEY TO EXIT MENU
ENTER A VALID JAIL NUMBER AND SELECT AN OPTION

                    :00.2                                          03/22
Connected to host 165.176.120.129                                  NUM   1:49 PM
```

```
LIDS - EXTRA! Personal Client
LMN5-2                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99            FORMS MAINTENANCE MENU (ROUTINE REPORTS)           13.48.19
V.02252004      JAIL: 510 NAME: ALEXANDRIA DETENTION CENTER
OPTION: 4

1. JAIL ROSTER
2. MONTHLY JAIL SUMMARY
3. COMMITTED DURING THE PERIOD
4. RELEASED DURING THE PERIOD
5. MONTHLY ACTIVITY COMPARISON
6. INSURANCE
7. POSSIBLE ERRORS
8. SOCIAL SECURITY BOUNTY PAYMENTS
9. SSN VERIFICATION
A. DATA INTEGRITY ERRORS
B. INMATES WITH PENDING CHARGES
C. VCC CODE SEARCH
D. DAILY AVERAGE ACTIVITY

                    SELECT OPTION THEN PRESS ENTER
                         OR CLEAR KEY TO EXIT

                    :00.1                                          04/18
Connected to host 165.176.120.129                                  NUM   1:49 PM
```

```
LIDS - EXTRA! Personal Client
LMN5-C                LOCAL INMATE DATA SYSTEM (LIDS)                2004-03-15
SCBM99                     FORMS MAINTENANCE                         13.48.44
                                JAIL # 510                           V.02252004
            REPORT/FILE: RELEASED DURING PERIOD
PERIOD BEGIN DATE (MMDDYYYY): 02012004 PERIOD END DATE (MMDDYYYY): 02152004

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

                    :00.2                                          12/44
Connected to host 165.176.120.129                                  NUM   1:50 PM
```

```
LIDS - EXTRA! Personal Client
LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.02252004
SCBM99M                                                               13.49.11

                    RELEASED DURING PERIOD
                   IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J510.RELEASPC.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.

                    PRESS ENTER TO CONTINUE

                    :01.9                                          01/01
Connected to host 165.176.120.129                                  NUM   1:50 PM
```

Option #2, Routine Reports – Option #4, Released During the Period (Continued)

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-1                LOCAL INMATE DATA SYSTEM (LIDS)                    V.01282003
DATE: 2004-03-15                REPORTS INDEX                        TIME: 13.50.35
S   DATE     TIME  USER-ID      TITLE

v 03152004 134911 SCBCBAC  JAIL 510 RELEASED  02012004 - 02152004 CNT=      45
_ 03152004 134526 SCBCBAC  JAIL 510 CONFINED 02012004 AND 02152004 CNT=     36
_ 03152004 131807 SCBCBAC  JAIL ROSTER FOR THE PERIOD
_ 03152004 131316 SCBCBAC  HISTORIC JAIL ROSTER
_ 03152004 130806 SCBCBAC  JAIL 510 CURRENT CONFINES BY NAME        CNT=    29
_ 03152004 112920 SCBCBAC  SEARCH BY LOCAL ID
_ 03152004 102545 SCBDBWR  STATE CRIMINAL ALIEN ASSISTANCE PROGRAM
_ 03152004 092932 SCBCBAC  JAIL 510 CONFINED FOR REASON (10) COUNT(    38)
_ 03122004 162131 SCBCBAC  INMATES SERVING 12 MONTHS OR LESS REPORT
_ 03122004 161244 SCBCBAC  MISDEMEANOR OFFENSE RELEASE REPORT
_ 03122004 160204 SCBCBAC  DNA REQUIRED LIST
_ 03122004 145549 SCBCBAC  FELON DAY STATE RESPONSIBLE
_ 03122004 143626 SCBCBAC  HELD BY AGREEMENT  02012004 - 02292004 CNT=       1
_ 03122004 141930 SCBCBAC  FIPS CODE 013 HOUSED IN JAIL 510  CNT=     0
_ 03122004 141600 SCBCBAC  FIPS CODE 013 HOUSED IN JAIL 510  CNT=     0
_ 03122004 135027 SCBCBAC  PRETRIAL REPORT - MONTHLY STATS
_ 03122004 112835 SCBCBAC  JAIL 510 RELEASED FOR REASON (18) COUNT(     1)
V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT
                    F3 = EXIT

                    :00.6                                              06/02
Connected to host 165.176.120.129                                  NUM  1:52 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2          JAIL 510 RELEASED  02012004 - 02152004 CNT=      45    V.01282003
                                AS OF 03152004 134911
 NAME                         SEX RCE     SSN        COMMIT     REASON  LOCAL-ID
ARAGON-FLORES, JOSE            M   H 951003897 02092004 025400      10
ARGUETA, BENIGNO               M   H 951003868 01302004 231800      73
BASURTO, JUDITH ARENAS         F   H 951003824 12222003 174500      73
CAMPO, ABELINO                 M   H 951003889 02042004 214900      10
CARRANZA, JOSE RAUL            M   H 951003785 11282003 042200      20
CARRANZA, JOSE RAUL            M   H 951003785 02122004 090100      10
CHAN, LIAN THONG               M   A 951003797 12032003 174000      73
CHAN, LIAN THONG               M   A 951003797 02062004 160100      73
CHEN, BAO YU                   F   A 951003796 12032003 171900      73
CHEN, BAO YU                   F   A 951003796 02062004 160100      73    510-0002
CIGARAN, JORGE ALBERTO         M   H 951003903 02122004 212000      10
COREA MONTALVAN, JEFFREY O     M   H 951003893 02072004 131000      10
CRUZ, FREDIS                   M   H 951003892 02082004 000600      10
CRUZ-MENA, LUIS ALONSO         M   H 951003891 02052004 012600      10
DELEON, MIGUEL                 M   H 951003908 02152004 005600      10
ESCOBAR-BENITEZ, JUAN CARL     M   H 951003745 01302004 164000      29
ESCOBAR-BENITEZ, JUAN CARL     M   H 951003745 02062004 161500      29
  F2     F3     F4              F6                          F10              F12
DELETE EXIT  PRINT             LAST                        NEXT            SCROLL
REPORT                         PAGE                       SCREEN           RIGHT

                    :00.2                                              01/01
Connected to host 165.176.120.129                                  NUM  1:56 PM
```

F12 Scroll Right Selection:

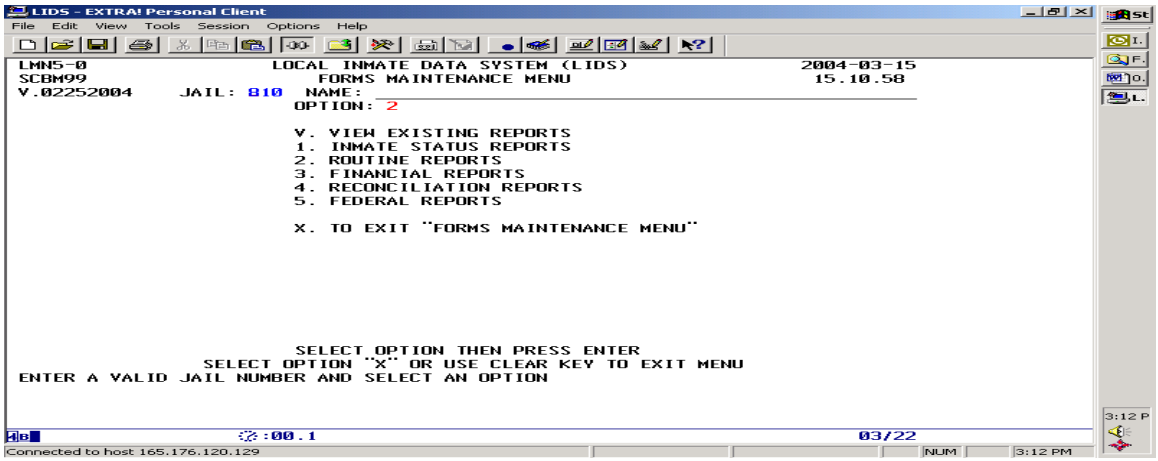
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2          JAIL 510 RELEASED  02012004 - 02152004 CNT=      45    V.01282003

    SSN         RELEASE   REASON  OFFENSE
    951003897 02092004 112700 19   TRS5709M1
    951003868 02022004 121700 51   FED9990F9
    951003824 02062004 120500 51   FED9990F9
    951003889 02042004 225000 19   ASL1315M1
    951003785 02122004 090000 39   ASL1328F3
    951003785 02152004 082500 35   ASL1334F3
    951003797 02062004 160000 51   FED9990F9
    951003797 02092004 083000 51   FED9990F9
    951003796 02062004 160000 51   FED9990F9
    951003796 02092004 083000 51   FED9990F9
    951003903 02122004 223000 19   LAR2366M1
    951003893 02092004 185000 19   ASL1315M1
    951003892 02082004 015500 19   ASL1315M1
    951003891 02062004 134500 19   NAR3043F9
    951003908 02152004 092000 19   OBS371204
    951003745 02012004 170000 40   DWI5410S9
    951003745 02082004 144400 40   DWI5410S9
  F2     F3     F4              F6                          F10      F11
DELETE EXIT  PRINT             LAST                        NEXT    SCROLL
REPORT                         PAGE                       SCREEN    LEFT

                    :00.1                                              01/01
Connected to host 165.176.120.129                                  NUM  1:56 PM
```

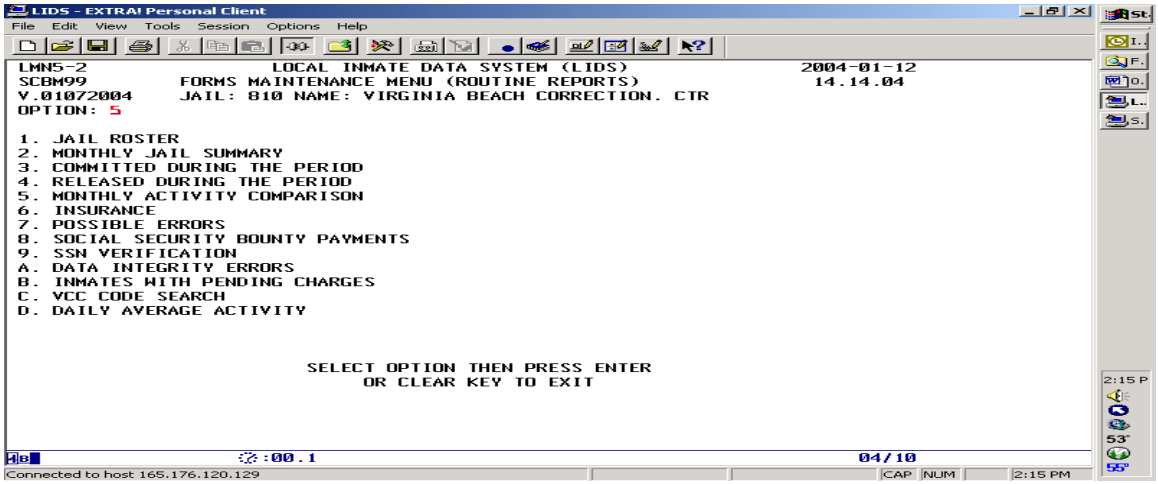
- Fill in the blank fields to identify requested time period
- Captures Sex and Race by each inmate F12 is selected to go to the screen on the right

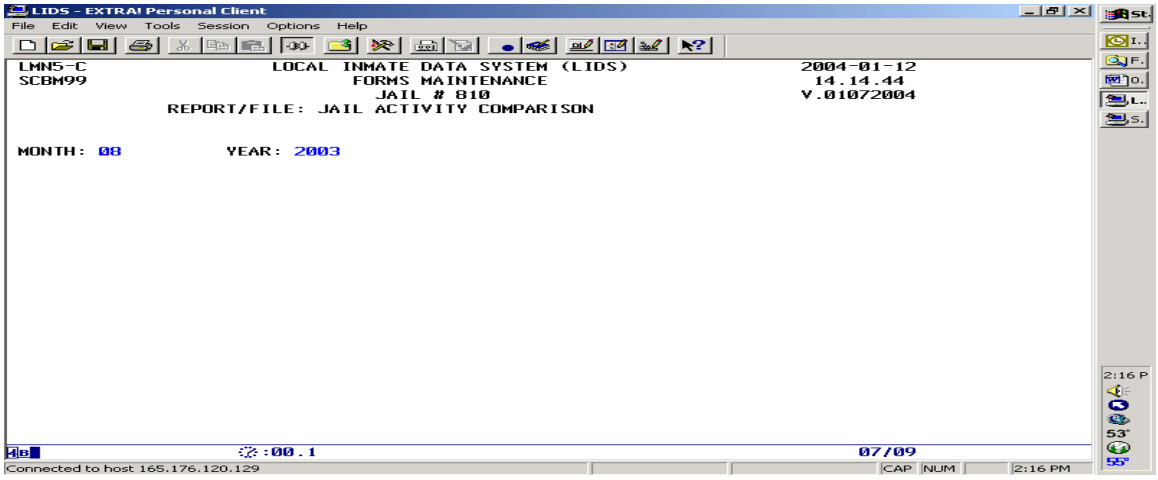
Forms Maintenance (Continued)

Navigational Path: Option #2, Routine Reports

- **LIDS Main Menu - Enter Option '4' – Forms Maintenance**
- **Enter Option #2, Routine Reports, then**
- **Enter Option #5, Monthly Activity Comparison Report**







Option #2, Routine Reports – Option #5, Monthly Activity Comparison Report (Continued)

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.01072004
SCBM99M                                                                   14.15.03



                          MONTH ACTIVITY COMPARISON
                          IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J810.ACTIVITY.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.





                          PRESS ENTER TO CONTINUE

                          :13.2                                           01/01
```

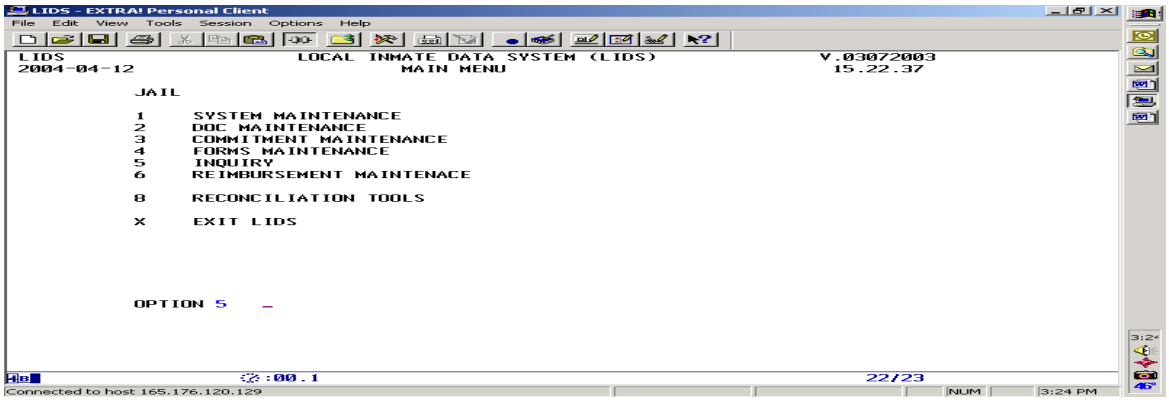
```
LPS2-2        MONTHLY JAIL ACTIVITY SUMMARY   JAIL: 810  08/2003    V.01282003
                          MONTHLY JAIL ACTIVITY SUMMARY
 JAIL NUMBER: 810            MO/YEAR                      MO/YEAR
                     ******* 07/2003  ******    ******* 08/2003  ******
                                   COUNTS                COUNTS        % CHANGE
 IN AT BEGINNING OF MONTH             838                 1,242          48.21
 COMMITS DURING MONTH                 404                 2,209         446.78
 RELEASES DURING MONTH                  0                 2,191           0.00
 IN AT END OF MONTH                 1,242                 1,260           1.45
                                 COMPARED TO PREVIOUS YEAR
                     ******* 08/2002  ******    ******* 08/2003  ******
 IN AT BEGINNING OF MONTH              23                 1,242       5,300.00
 COMMITS DURING MONTH                  15                 2,209      14,626.67
 RELEASES DURING MONTH                  2                 2,191           0.00
 IN AT END OF MONTH                    36                 1,260       3,400.00




   F2     F3     F4
 DELETE EXIT  PRINT
 REPORT

                          :00.1                                           01/01
```

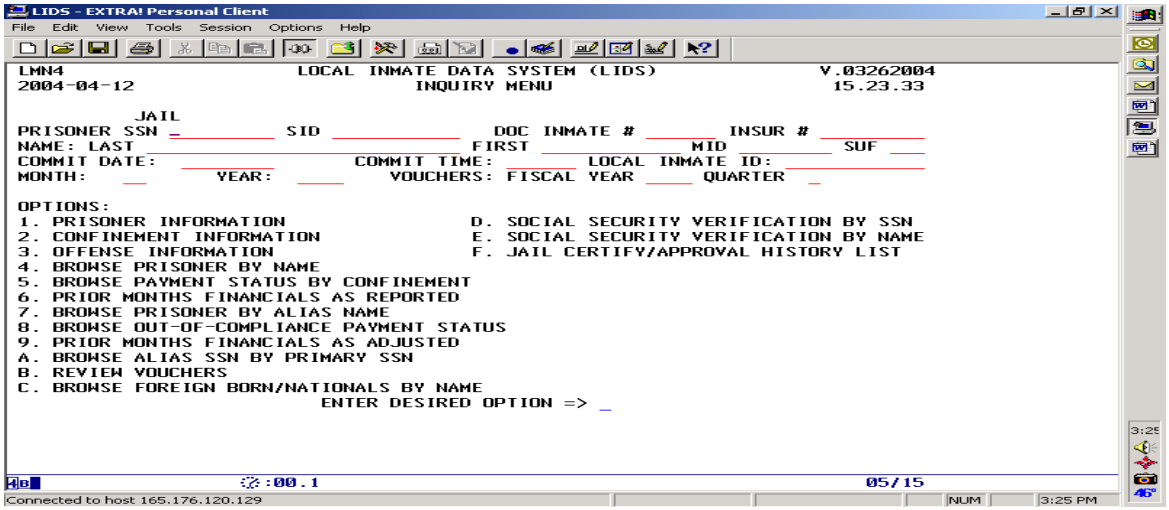
- Compares monthly commits and releases to previous month commits and releases
- Must build monthly file before selecting the report.
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Select Option #1, Create Monthly File
- Fill in the blank fields to identify requested time period, Press Enter

5. INQUIRY MENU

Navigational Path: Option '5' - Inquiry Menu

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





- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- **The Inquiry Menu** provides the navigational path for all LIDS requests for information
- Allows viewing of prisoner, confinement, offense, financial, insurance and Social Security Number (SSN) information
- LIDS archives prisoner information
- If the offender has more than one Confinement, a LIDS Picklist will be received
- Inquiry screens allow updating prisoner information -- the following must be selected:
- From the Main Menu Option #3, Commitment Maintenance and then select the proper option to update the information
- From the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information or Option #12 Delete Confinement
- You have **6 means to view/browse** prisoner information

Inquiry Menu (Continued)

Option '5' - Inquire Menu - Continued

1. Utilizing Social Security Number (SSN), **(Added 7/1/2004) SID #, DOC Inmate #, Insurance #, and Local ID #:**
   - Option #1, Prisoner Information
   - Option #2, Confinement Information
   - Option #3, Offense Information
   - Option 'D', Social Security Verification by SSN
2. Prisoner Name
   - Option # 4, Browse Prisoner by Name **and Option 'C' (Changed 7/1/2004) Browse Foreign Born/National by Name**
     - Utilized when SSN is unknown for the prisoner
     - Utilized to determine if you have a duplicate confinement
       1. Example: May find that the prisoner has been booked into LIDS with a different SSN for the same confinement date and time:
          a) First shift books the inmate in LIDS with SSN of 123456789
          b) Second shift looks to see if inmate was booked in as SSN 223456789
       2. 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, overpayment until the incorrect SSN/booking is deleted
       3. Procedure - Browse prisoner by name, Option #4
          a) Enter complete name
          b) Left of the prisoner's name, enter 1 of 4 means to browse prisoner information
             i. 'P' to browse the prisoner's detailed Prisoner Information
             ii. 'C' to browse the prisoner's confinement information
             iii. 'O' to browse the prisoner's offense information
             iv. 'A' to browse the prisoner's alias name
   - Option 'E', Social Security Verification by Name
     - All prisoners confined in LIDS that have had a Social Security Verification by Name
3. 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
     - **NOTE: When inquiring on an inmate's SSN, and you receive the message "NO INFORMATION CAN BE RETRIEVED FOR THIS INMATE", the message means that the record has been expunged.**
4. By Month and Year
   - Option #6, View Prisoner Status File for Prior Months
     - Allows inquiry of financial report months that have been approved for payment
     - Allows inquiry of monthly Average Daily Populations (ADP)
   - Option #8, Browse Out-Of-Compliance Payment Status
     - Allows viewing the funding that was disbursed for Out-Of-Compliance inmates
   - Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
     - Allows inquiry of financial report months after adjustments have been realigned
     - Allows inquiry of adjusted monthly Average Daily Populations (ADP)
5. By Alias Name
   - Option #7, Browse Prisoner by Alias Name
     - Is linked to the prisoner's primary name and SSN
6. By Alias SSN
   - Option 'A', Alias SSN by Primary SSN
     - Is linked to the prisoner's primary name and SSN

- Option 'B', Review Vouchers
  - ✓ Provides a means to view vouchers
- Option 'F', Jail Certify/Approval History List
  - ✓ Provides a means to view your Certification and Approval History

Inquiry Menu (Continued)

Navigational Path: Option '1' Prisoner Information

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquire Menu to Option '1' Prisoner Information**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-12                          MAIN MENU                         15.22.37

          JAIL

          1    SYSTEM MAINTENANCE
          2    DOC MAINTENANCE
          3    COMMITMENT MAINTENANCE
          4    FORMS MAINTENANCE
          5    INQUIRY
          6    REIMBURSEMENT MAINTENACE

          8    RECONCILIATION TOOLS

          X    EXIT LIDS

          OPTION 5   _

:00.1                                                                22/23
Connected to host 165.176.120.129                                NUM  3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03252004
2004-03-26                        INQUIRY MENU                        10.27.44

          JAIL 153
PRISONER SSN 915309246 SID _____________   DOC INMATE # ______  INSUR # ________
NAME: LAST ______________________________ FIRST ____________ MID ________ SUF ___
COMMIT DATE: ________ COMMIT TIME: ______ LOCAL INMATE ID: ____________
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                 F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                         ENTER DESIRED OPTION => 1
INVALID OPTION, TRY AGAIN

:00.1                                                                05/29
Connected to host 165.176.120.129                                NUM  10:29 AM
```

Inquiry Menu (Continued)

Option '1', Prisoner Information - Continued

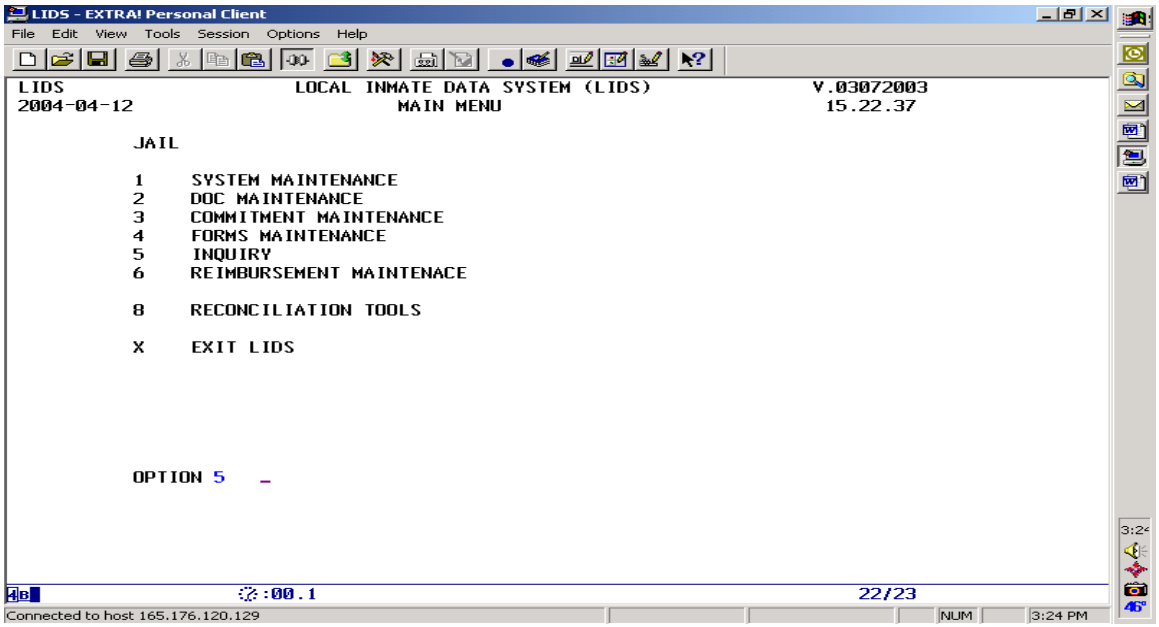
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPI1                    LOCAL INMATE DATA SYSTEM (LIDS)            V.04082002
2003-12-22              *** PRISONER INFO INQUIRY ****
JAIL 153     PRISONER ID 03-04499       SSN 915309246    SID
             LAST                      FIRST         MIDDLE    SUFFIX
NAME   DOE                            JOHN
LAST CONFINE DATE 10192003 TIME 203745   LAST RELEASE DATE _______ TIME ______
LAST REASON CONFINED 10                  LAST REASON RELEASE __
MOST RECENT PAYMENT STATUS  OR
DATE OF BIRTH 06301962  APPROX AGE     DATE APPROX AGE RECORDED
RACE H SEX M HEIGHT 05 08 HEIGHT 165 HAIR COLOR BLK EYE COLOR BRO
COUNTRY OF BIRTH MM COUNTRY OF CITIZENSHIP MM 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

PRISONER INFORMATION

4B                  :00.3                                    20/33
Connected to host 165.176.120.129                    NUM    10:12 AM
```

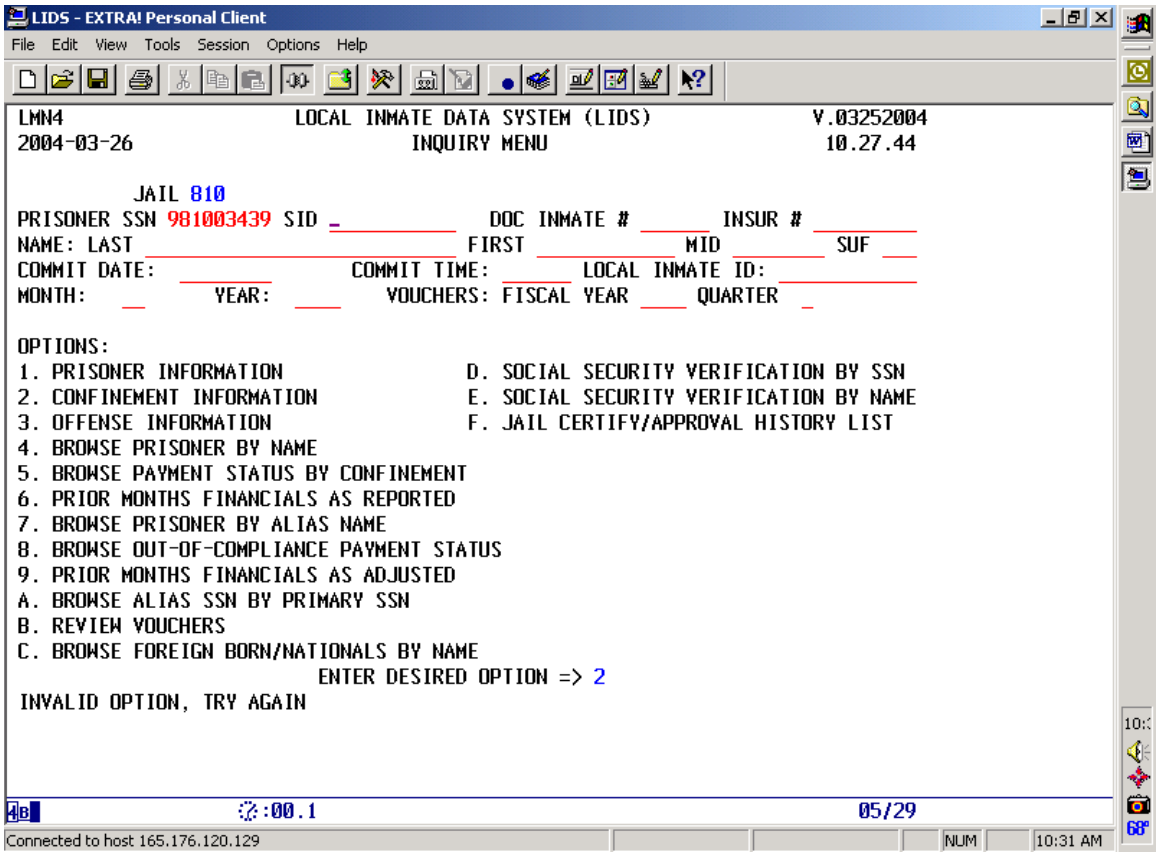
- **The Prisoner Information** screen allows viewing of prisoner demographic information
- All users, regardless of where the prisoner is confined, can access this screen
- Procedure
  - ✓ Enter in either the Social Security Number (SSN) SID #, DOC Inmate #, Insurance #, or the Local ID # for the desired prisoner information
  - ✓ Select Option #1, Prisoner Information
  - ✓ **IF** the prisoner's SSN, SID #, DOC Inmate #, Insurance #, and Local ID # is unknown, select Option #4, Browse Prisoner by Name
  - ✓ Inquiry will not allow updating of any prisoner information. Back out and select:
  - ✓ From the Main Menu Option #3, Commitment Maintenance, and then select Option needed to update the information
  - ✓ Prior month Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance, and then select Option #4, Adjust Prisoner Information or Option #12 Delete Confinement
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS User Guide
- For additional information concerning, the input of DNA data, refer to the LIDS DNA Tracking System Section within this LIDS User Guide
- Clear Screen - Returns to Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option '2' Confinement Information

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





Inquiry Menu (Continued)

Option '2' Confinement Information - Continued

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LCD1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04012002
2004-03-09              CONFINEMENT INFORMATION PICKLIST   TOTAL CONFINEMENTS:    2
SSN 981003439   DAYBOV, DMITRI B
SEL JAIL     COMMITTED          RSN          RELEASED      RLSE    NUM     PAYM
     NUM    DATE      TIME     CNF       DATE      TIME      RSN   OFFNS    STAT
 x   810 08202003 14.34.00    20     08252003 09.11.49    39        3     OR
 _   810 08062003 15.42.00    10     08112003 19.35.48    19        3     OR

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

:00.1                                                                  07/03
Connected to host 165.176.120.129                                  NUM  10:26 AM
```

OR

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LCI1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04012002
2004-03-09              **CONFINEMENT INFORMATION**                 OFFENSES:
JAIL NAME: VIRGINIA BEACH CORRECTION. CTR
JAIL 810      PRISONER ID P01-021135      SSN 981003439     SID: _____
 PRISONER NAME:     DAYBOV, DMITRI B                          PAYMENT STATUS OR
COMMITMENT DATE  08202003      TIME  143400         REASON CONFINED     20
RELEASE DATE     08252003      TIME  091149         REASON RELEASED     39
HOUSING STATUS ___ FACILITY LOCATION ___ INSURANCE NUMBER _____ GROUP ___
DETAINERS N   JAIL NUM (1-5) ___ ___ ___ ___   TRANSFERRED TO JAIL  ___
DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS ___ HOLDING FOR LOC 810
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

:00.6                                                                  22/52
Connected to host 165.176.120.129                                  NUM  10:29 AM
```

- Inquiry Confinement Information screen allows viewing a prisoner's confinement history
- All confinements recorded in LIDS can be viewed, with the most recent confinement listed first
- Procedure
- Enter in either the Social Security Number (SSN), SID #, DOC Inmate #, Insurance #, or the Local ID # of the desired prisoner information
  - ✓ Select Option #2, Confinement Information
  - ✓ **IF** the prisoner's SSN, SID #, DOC Inmate #, Insurance #, or the Local ID # is unknown, select Option #4, Browse Prisoner by Name
  - ✓ Inquiry will not allow any prisoner information to be updated
  - ✓ To update go back to the Main Menu and select either Option #3, Commitment Maintenance or if a prior month Confinement select Option #6, Reimbursement Maintenance
  - ✓ LIDS archives all prisoner confinements
  - ✓ The earliest confinement will always be shown first
    - ➢ Enter 'N' moves to the prisoner's next confinement
    - ➢ Enter 'P' moves to the prisoner's previous confinement
    - ➢ Enter 'R' Returns you to Inquiry Menu
- For additional information concerning the input of Confinement data, refer to the Commitment Maintenance, Confinement Information section of this LIDS User Guide
- Clear Screen - Returns to the Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option ‘3’ Offense Information

- **LIDS Main Menu - Enter Option ‘5’ - Inquiry Menu**
- **Option ‘5’ - Inquiry Menu to Option ‘3’ Offense Information**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-12                          MAIN MENU                           15.22.37

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS



          OPTION 5    _

                        :00.1                                            22/23
Connected to host 165.176.120.129                                   NUM   3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03252004
2004-03-26                        INQUIRY MENU                          10.27.44

          JAIL 810
PRISONER SSN 981003439 SID _____________   DOC INMATE # _______   INSUR # ________
NAME: LAST ________________________ FIRST _____________ MID _____ SUF ___
COMMIT DATE: ________ COMMIT TIME: _____ LOCAL INMATE ID: ______________
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                   F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                         ENTER DESIRED OPTION => 3
INVALID OPTION, TRY AGAIN

                        :00.1                                            05/29
Connected to host 165.176.120.129                                   NUM   10:32 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LRI2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.09042002
2003-12-22 JAIL: 153      OFFENSE INFORMATION PICKLIST     PAYMENT STATUS: LD
SSN 915309246 DOE, JOHN                                     RSN CONFINED 10
COMMIT DATE/TIME  10192003 203745   RELEASE DATE/TIME
PAYABLE LENGTH    0/  0/  0    <---(YRS/MOS/DAYS)--->   TOTAL LENGTH   0/  0/  0
SELECT   OFFENSE     SEQUENCE  TYPE OFFN.DATE  DISP CRT. DATE    SENTENCE CF CRT
 _       ORD9966S9    0001     O    10192003                                153
 x_      MUR0915F1    0002     A    08202003                                001
 _       MUR0915F1    0003     A    08202003                                001



"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

                        :00.5                                            08/04
Connected to host 165.176.120.129                                   NUM   10:42 AM
```

Inquiry Menu (Continued)

Option '3' Offense Information - Continued

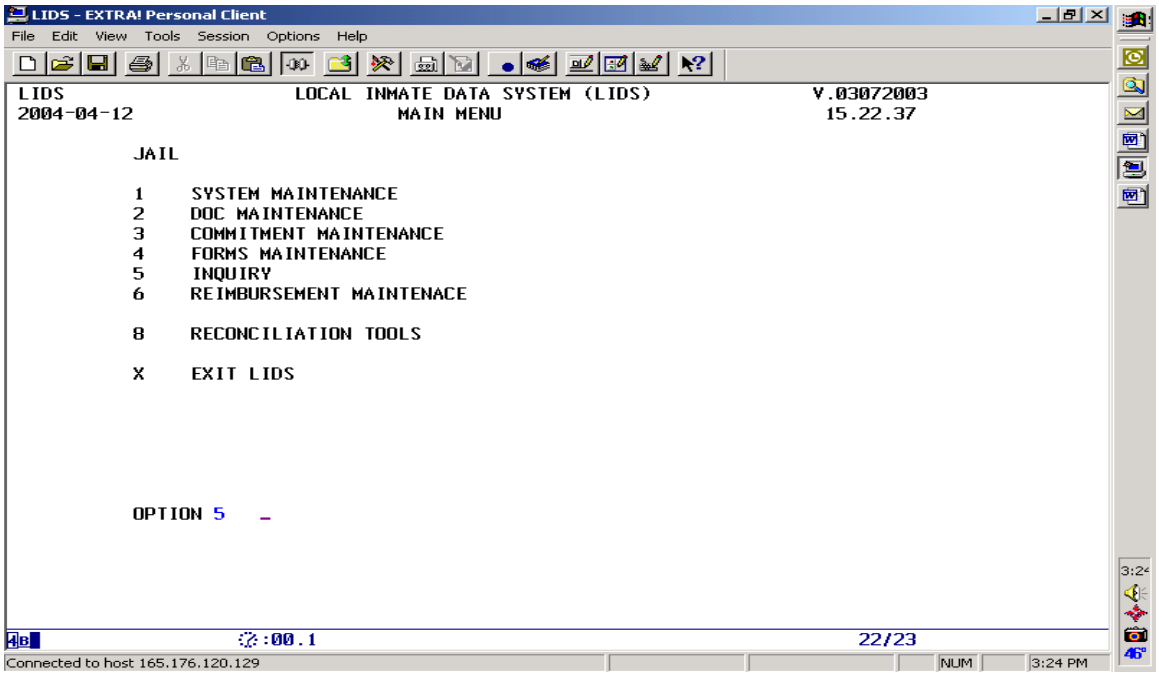
```
LOI1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12052003
2004-03-09                DISPLAY OFFENSE INFORMATION
JAIL 810     PRISONER ID P01-021135     SSN 981003439      SID _
 PRISONER NAME:    DAYBOV, DMITRI B
 COMMIT DATE/TIME:  08202003 143400    RELEASE DATE/TIME:  08252003  091149
REASON CONFINED 20       PAYMENT STATUS  OR                    REA. RELEASE 39
OFFENSE CODE ORD9961S9   OFFENSE TYPE O
OFFENSE DESCRIPTION ORDINANCE, ASSAULT VIOLATION
OFFENSE DATE 08062003    OFFENSE SEQUENCE NUMBER    1
ARREST DATE  _______    TIME ______
ARRESTING OFFICER   ____________________________
ASSISTING OFFICER   ____________________________

COURT JURISDICTION  810   COURT TYPE (JUV) _   DOCKET NUMBER GC03013011
CONVICTION DATE  08202003
SENTENCE DATE 08202003 OFFENSE AS SENTENCED ORD9961S9  SENTENCE TYPE O
SENTENCE LENGTH: YEARS 0000 MONTHS 0000 DAYS 0010 CONCURRENT SENTENCE N
OFFENSE DISPOSITION:  GU DISPOSITION DATE:  08202003

                            NEXT  R   (N/P/R)

     CLEAR KEY OR OPTION "R" TO RETURN TO  THE PREVIOUS SCREEN
"N" = NEXT OFFENSE  "P" = PREVIOUS OFFENSE  "R" =  RETURN

                    :02.2                                        20/37
```

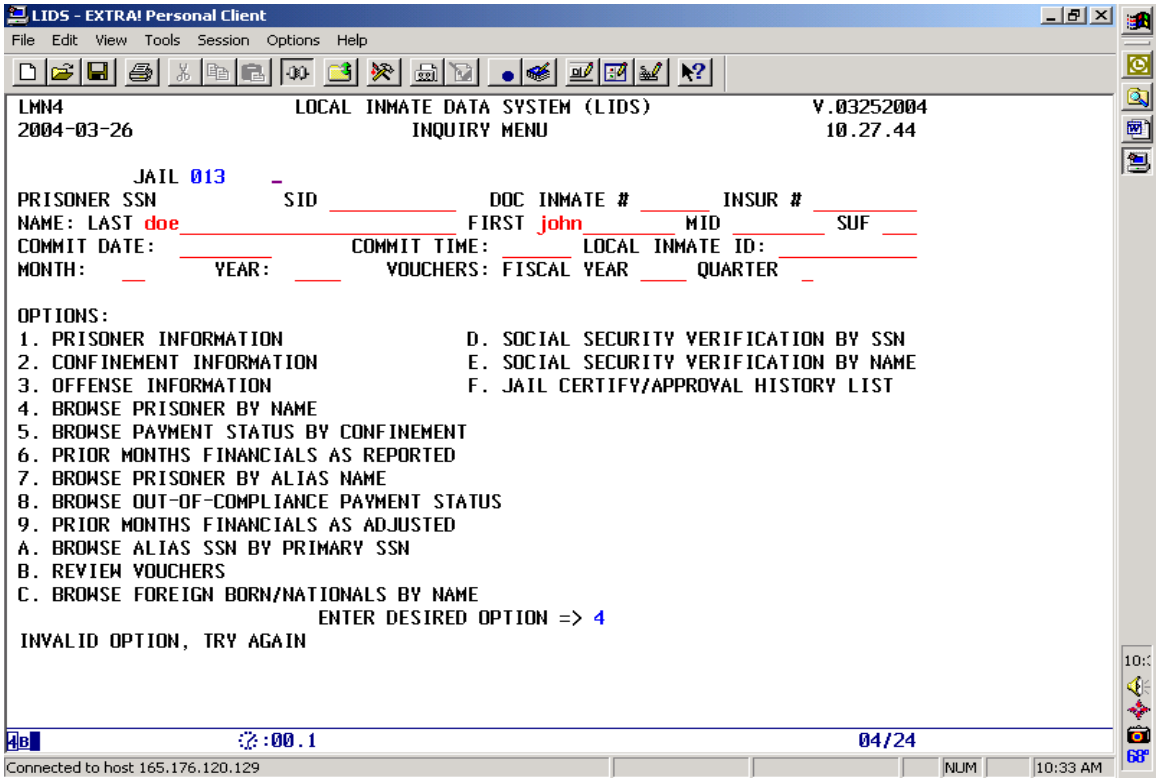
- **Offense Information Inquiry screen** allows the viewing of all offenses associated with a specific prisoner
- All offenses recorded that have not been expunged in LIDS can be viewed
- Offense information will be displayed in commitment date order with the offenses attached to the most recent confinement listed first
- Procedure
  - ✓ Enter in either the Social Security Number (SSN), SID #, DOC Inmate #, Insurance #, or the Local ID # for the desired prisoner information
  - ✓ Select Option #3, Offense Information
  - ✓ **IF** the prisoner's SSN, SID #, DOC Inmate #, Insurance #, or the Local ID # is unknown, select Option #4, Browse Prisoner by Name
  - ✓ To update go back to the Main Menu and select either Option #3, Commitment Maintenance or if a prior month Confinement select Option #6, Reimbursement Maintenance
  - ✓ Provides historical offense information as arrested and/or sentenced
  - ✓ Displayed in commitment date order with the most recent confinement listed first
  - ✓ **IF** trying to find a previous confinement to look at its offense information:
    - ➢ Enter 'N' moves to the prisoner's next confinement
    - ➢ Enter 'P' moves to the prisoner's previous confinement
    - ➢ Enter 'R' Returns to Inquiry Menu
- For additional information concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

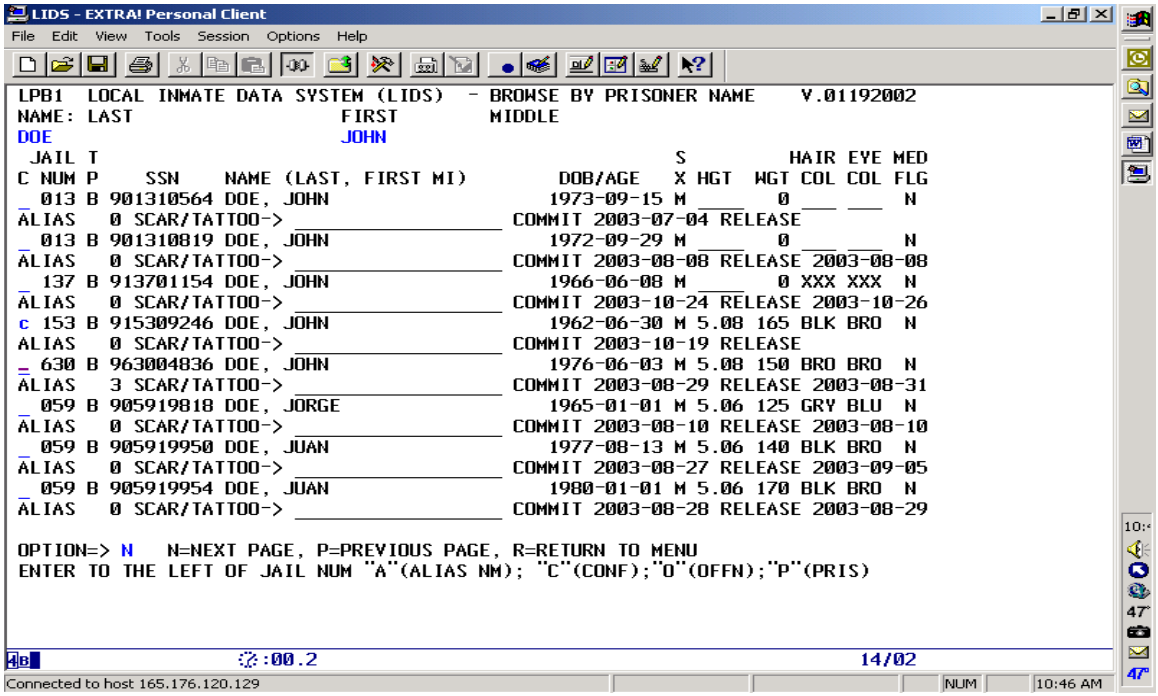
Navigational Path: Option ‘4’ Browse Prisoner by Name

- **LIDS Main Menu - Enter Option ‘5’ - Inquiry Menu**
- **Option ‘5’ - Inquiry Menu to Option ‘4’ Browse Prisoner by Name**





Option '4' Browse Prisoner by Name - Continued



```
LPB1  LOCAL INMATE DATA SYSTEM (LIDS)  - BROWSE BY PRISONER NAME    V.01192002
NAME: LAST                  FIRST        MIDDLE
DOE                         JOHN
 JAIL T                                                S         HAIR EYE MED
C NUM P    SSN    NAME (LAST, FIRST MI)        DOB/AGE   X HGT  WGT COL COL FLG
_ 013 B 901310564 DOE, JOHN                   1973-09-15 M ____   0 ___ ___  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-07-04 RELEASE
_ 013 B 901310819 DOE, JOHN                   1972-09-29 M ____   0 ___ ___  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-08-08 RELEASE 2003-08-08
_ 137 B 913701154 DOE, JOHN                   1966-06-08 M ____   0 XXX XXX  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-10-24 RELEASE 2003-10-26
c 153 B 915309246 DOE, JOHN                   1962-06-30 M 5.08 165 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-10-19 RELEASE
_ 630 B 963004836 DOE, JOHN                   1976-06-03 M 5.08 150 BRO BRO  N
ALIAS   3 SCAR/TATTOO-> _____________________ COMMIT 2003-08-29 RELEASE 2003-08-31
_ 059 B 905919818 DOE, JORGE                  1965-01-01 M 5.06 125 GRY BLU  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-08-10 RELEASE 2003-08-10
_ 059 B 905919950 DOE, JUAN                   1977-08-13 M 5.06 140 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-08-27 RELEASE 2003-09-05
_ 059 B 905919954 DOE, JUAN                   1980-01-01 M 5.06 170 BLK BRO  N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 2003-08-28 RELEASE 2003-08-29

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)
```

- **Browse Prisoner by Name** screen allows searching for a prisoner by name instead of by SSN, and provides the capability to view prisoner, alias, confinement and offense information
- Up to eight prisoners will be displayed on a screen
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance, Prisoner, Confinement or Offense information sections of this LIDS User Guide
- Utilized to view/search information of a prisoner the SSN is unknown, **OR**
- Utilized to search/determine if there are Duplicate Confinements
  - ✓ **Procedure** - Browse prisoner by name, Option #4
    - ➢ Enter complete name, if possible
    - ➢ At the left of the prisoner's name, enter one of the four (4) means to browse that prisoner information:
      - o 'P' to browse the prisoner's detailed Prisoner Information
      - o 'C' to browse the prisoner's confinement information
      - o 'O' to browse the prisoner's offense information
      - o 'A' to browse the prisoner's alias name
  - ✓ **Example - Duplicate Confinement:**
    - ➢ First shift books inmate in LIDS with an **incorrect SSN 123456789**
    - ➢ Second shift books inmate in LIDS using the **proper SSN 223456789** that was not booked by the 1st shift
      - o Second shift thinks they were not booked in LIDS because they did not detect the SSN
      - o Should use Option #4, Browse Prisoner by Name prior to booking the inmate in LIDS
      - o Helps identify that the inmate was booked in LIDS with an incorrect SSN
    - ➢ If not discovered, overpayment will result until the incorrect SSN/booking is deleted
      - o If detected during the report month, delete the incorrect confinement in LIDS utilizing Commitment Maintenance, Option 'G', Delete Confinement
      - o If discovered after report month, delete the confinement in LIDS using Reimbursement Maintenance, Option #12, Delete Confinement/Post Adjustment
      - o Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option ‘5’ Browse Payment Status by Confinement

- **LIDS Main Menu - Enter Option ‘5’ - Inquire Menu**
- **Option ‘5’ - Inquire Menu to Option ‘5’ Browse Payment Status by Confinement**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-12                          MAIN MENU                         15.22.37

          JAIL

          1    SYSTEM MAINTENANCE
          2    DOC MAINTENANCE
          3    COMMITMENT MAINTENANCE
          4    FORMS MAINTENANCE
          5    INQUIRY
          6    REIMBURSEMENT MAINTENACE

          8    RECONCILIATION TOOLS

          X    EXIT LIDS

          OPTION 5   _

:00.1                                                                22/23
Connected to host 165.176.120.129                                NUM   3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03252004
2004-03-26                        INQUIRY MENU                        10.27.44

          JAIL 013       _
PRISONER SSN 901310564 SID ___________   DOC INMATE # ______  INSUR # _________
NAME: LAST  ________________________ FIRST  _______ MID _______ SUF ___
COMMIT DATE:  07042003       COMMIT TIME: 192800 LOCAL INMATE ID: ____________
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                 F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                          ENTER DESIRED OPTION => 5
INVALID OPTION, TRY AGAIN

:00.1                                                                04/27
Connected to host 165.176.120.129                                NUM   10:34 AM
```

Option '5' Browse Payment Status by Confinement - Continued

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS1                 LIDS - JAIL FACILITY PAYMENT STATUS          V.01282003
JAIL 013         MONTH OF  JULY          2003
SSN 901310564 NAME DOE, JOHN                COMMIT DATE 07042003 TIME 192800
                                                          -ADJUSTMENT-
                                        *DAYS*   *DOLLARS*   *DAYS*  *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL--------->     27  $      216       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
CONTRACT (OUT OF STATE)------------->      0  $        0       0  $        0
PRIVATE TRANSPORTS ----------------->      0  $        0       0  $        0
ADJUSTMENTS POSTED THIS MONTH------>                           0  $        0
TOTAL---(INCLUDES ADJUSTMENTS)------>     27  $      216
VOUCHER NO.                            DATE

SCREEN OPTION _    (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)

:00.2                                                          23/16
Connected to host 165.176.120.129                    NUM    11:08 AM
```

- The Browse Payment Status by Confinement screen allows viewing payments by confinement, and provides the ability to view the type of payment that will be received
- Procedure:
  - ✓ Enter the prisoner's SSN to browse on the Payment Status Screen
  - ✓ Select Option '5', Browse Payment Status by Confinement
  - ✓ Press Enter
- No updates can be made to detailed prisoner information from the Inquiry Screen
- Go back to the Main Menu to update and select either Option #3, Commitment Maintenance or if a prior month Confinement, select Option #6, Reimbursement Maintenance
- Screen Options:
  - ✓ N=Next Month
  - ✓ P=Previous Month
  - ✓ R=Previous Screen
- For additional information concerning the input of Confinement data, refer to Commitment Maintenance, Confinement information section of this LIDS User Guide
- If additional information is needed concerning the input of Confinement data, refer to Commitment Maintenance, Confinement Information section of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option ‘6’ Prior Monthly Financials as Reported

- **LIDS Main Menu - Enter Option ‘5’ - Inquiry Menu**
- **Option ‘5’ - Inquiry Menu to Option ‘6’ Prior Monthly Financials as Reported**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-12                          MAIN MENU                           15.22.37

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS



          OPTION 5    _

                    :00.1                                                22/23
Connected to host 165.176.120.129                                   NUM   3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03252004
2004-03-26                          INQUIRY MENU                        10.27.44

          JAIL 153  _
PRISONER SSN            SID _____          DOC INMATE # _____   INSUR # _____
NAME: LAST              _____          FIRST _____      MID _____    SUF ___
COMMIT DATE:                     COMMIT TIME:        LOCAL INMATE ID: _____
MONTH:   07       YEAR:  2003    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                   F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                         ENTER DESIRED OPTION => 6
INVALID OPTION, TRY AGAIN

                    :00.1                                                04/22
Connected to host 165.176.120.129                                   NUM   10:35 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCI2-1                  LIDS - FINANCIAL INQUIRY SUMMARY               V.08152003
JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 07312003   DAYS 31   COUNT    659
                                          COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->    466  11,235  $    89,880.00
PAYMENTS (TOTAL DAYS) STATE----------->    165   4,970  $    39,760.00
PAYMENTS (OUT OF STATE)--------------->      5     114  $       912.00
PAYMENTS ALTERNATIVE (HEM)------------>      5     155  $     1,240.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->      0       0  $         0.00
PAYMENTS - STATE FELON DAYS----------->     91   1,987  $    11,922.00
PAYMENTS - JAIL CONTRACT BED---------->      3      93  $     1,302.00
NON-PAYMENT (FEDERAL)----------------->      4      99  $     2,548.26-
NON-PAYMENT (ORDINANCE)--------------->     11     113  $         0.00
NON-PAYMENT (MILITARY)---------------->      0       0  $         0.00
NON-PAYMENT (HEM)--------------------->      1      31  $         0.00
NON-PAYMENT (CONTRACT INMATES)-------->      0       0  $         0.00
NON-PAYMENT (PRIVATE TRANSPORTS)------>      0       0
FEDERAL PRISONER OVERHEAD RECOVERY---->                 $         0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->                 $        80.00
TOTAL--------------------------------->    751  18,797  $   142,547.74

    MONTHLY ADP:    535      DOC RATED CAPACITY:     467
STARTING COMMITMENT DATE: _________      -OR- STARTING WITH SSN:  _________
SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

                    :00.1                                                22/28
Connected to host 165.176.120.129                                   CAP NUM 11:10 AM
```

Inquiry Menu (Continued)

Option '6' Prior Monthly Financials as Reported - Continued

Option #2 – Financial Detailed Summary:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCI2-2                LOCAL INMATE DATA SYSTEM (LIDS)              V.08152003
                       FINANCIAL DETAIL SUMMARY
                  MONTH OF  JULY      2003 NUMBER OF DAYS  31
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT    659
    COMMIT   RELEASE  ADJMNT    SSN          NAME              RS RS
FLG  DATE     DATE     DOLS             (LAST FIRST MI)       CF RL
 _ 04252003 ________ 248.00  915308135 SANTOS-DIAZ, JOSE      10 __
 Y 07282003 ________  24.00  915308150 SOTELO, IVAN           10 __
 _ 02062003 ________   0.00  915308154 DEASE, DAMIEN ANGELO   73 __
 Y 05202003 ________ 248.00  915308156 LEON-DELEON, ALEX ROCA 20 __
 _ 03132003 ________ 248.00  915308273 IRAHETA, JOSE JOEL     10 __
 _ 06062003 ________ 248.00  915308310 MARROQUIN-BARRIENTOS,  10 __
 _ 03272003 ________ 248.00  915308335 HERNANDEZ, FELINCIO    10 __
 _ 03282003 ________ 248.00  915308340 PEREZ-BERNAL, DAVID    20 __
 _ 04042003 ________ 248.00  915308372 CONTRERAS-SILVERIO, LU 14 __
 _ 07152003 ________ 128.00  915308396 CONTRERAS, JAYME NOEL  10 __
 _ 05212003 ________ 248.00  915308454 HERNANDEZ, JULIO CESAR 50 __
 _ 04272003 ________ 248.00  915308460 HERNANDEZ-CRUZ, MARIO  10 __
 _ 05292003 ________ 248.00  915308613 CARRINNO-REYES, JUAN M 10 __
 _ 06042003 ________   0.00  915308640 SIMON, ANDRES ESPINOZA 20 __
 _ 06062003 ________ 248.00  915308647 WILSON, BRIAN E        10 __
 _ 06142003 ________ 248.00  915308670 ESPINOZA, DANIEL       10 __
REVIEW ALL ON PAGE  (Y/N) SCN OPTION 3 (N=NXT PGE P=PREV PGE 1=SUMM 3=REVIEW)
MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE

                    :00.7                                        04/20
Connected to host 165.176.120.129                   CAP NUM   11:27 AM
```

Option #3 – Prisoner Status Review:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCI2-3                LOCAL INMATE DATA SYSTEM (LIDS)              V.08152003
                       PRISONER STATUS REVIEW
                  MONTH OF  JULY      2003 NUMBER OF DAYS  31
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT    659
SSN: 915305202  NAME: RAMIREZ-SANCHEZ, LORENZO
COMMIT DT/TM  07172003  1631 REASON CONF: 20        COURT ORDER DATE: ________
RELEASE DT/TM ________ ____ REASON REL.: __  TR./JAIL     BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001    OFFEN TYPE:  A
MOST RECENT SENT DATE  07172003  CUM.SENT.LGTH (Y): 000 (M) 004 (D)   000
BONUS START DATE:      ________    PENDING CHARGES:       DOC COMP. ST:
TOTAL DAYS: 14  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $112           $  0                $  0      $  0        $  0

*****************************************************************************
SSN: 915305915  NAME: AVILA-VILLALTA, REYES ANT
COMMIT DT/TM  08142002  0324 REASON CONF: 20        COURT ORDER DATE: ________
RELEASE DT/TM ________ ____ REASON REL.: __  TR./JAIL     BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001   OFFEN TYPE:   A
MOST RECENT SENT DATE  05222003  CUM.SENT.LGTH (Y): 006 (M) 029 (D)   000
BONUS START DATE:      08202003    PENDING CHARGES:       DOC COMP. ST:
TOTAL DAYS: 31  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $248           $  0                $  0      $  0        $  0

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

                    :00.1                                        24/16
Connected to host 165.176.120.129                   CAP NUM   11:29 AM
```

Option '6' Prior Monthly Financials as Reported - Continued

Option #4 – Jail Adjustment Summary:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCI2-4                LIDS - JAIL ADJUSTMENT SUMMARY                V.08152003
JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 07312003   DAYS 31   COUNT    659
                                          COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->      1      10  $       80
PAYMENTS (TOTAL DAYS) STATE----------->      0       0  $        0
PAYMENTS (OUT OF STATE)--------------->      0       0  $        0
PAYMENTS ALTERNATIVE (HEM)------------>      0       0  $        0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->      0       0  $        0
PAYMENTS - STATE FELON DAYS----------->      0       0  $        0
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)----------------->      0       0  $        0
NON-PAYMENT (ORDINANCE)--------------->      0       0  $        0
NON-PAYMENT (MILITARY)---------------->      0       0  $        0
NON-PAYMENT (HEM)--------------------->      0       0  $        0
NON-PAYMENT (CONTRACT INMATES)-------->      0       0  $        0
NON-PAYMENT (PRIVATE TRANSPORTS)------>      0       0
ADJUSTMENTS WITH NO FINANCIAL IMPACT-->              0
TOTAL--------------------------------->      1      10  $       80

SCREEN OPTION 5_ (1=CERT. SUMMARY; 2=DETAIL SUM; 3=REVIEW/UPD; 5=ADJ DETAILS)

:00.1                                                          23/17
Connected to host 165.176.120.129                    CAP NUM   11:33 AM
```

Option #5 – Adjustment Detail:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCI2-5                LOCAL INMATE DATA SYSTEM (LIDS)               V.08152003
                            ADJUSTMENT DETAILS
                 MONTH OF  JULY      2003 NUMBER OF DAYS  31
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO ADJUSTMENT COUNT       1
PAY COMMIT  RELEASE   ADJMNT  SSN          NAME              SUBMISSION
STS  DATE     DATE     DOLS            (LAST FIRST MI)          DATE
 Y 05212003 10162003  80.00  915308454 HERNANDEZ, JULIO CESAR 05312003
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
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 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
 _ ________ ________ ______ _________ ____________________ ________
SCREEN OPTION   J (N=NEXT PAGE /P=PREV PAGE /1=CERT SUMMARY /J=JAIL PAY STS=Y)
NO MORE DATA...        _

:00.1                                                          24/24
Connected to host 165.176.120.129                    CAP NUM   11:34 AM
```

Option '6' Prior Monthly Financials as Reported - Continued

Option 'J' – Jail Facility Payment Status:

```
LPS1                    LIDS - JAIL FACILITY PAYMENT STATUS            V.01282003
JAIL 153          MONTH OF  MAY            2003
SSN 915308454 NAME HERNANDEZ, JULIO CESAR    COMMIT DATE 05212003 TIME 011322
                                                              -ADJUSTMENT-
                                        *DAYS*   *DOLLARS*   *DAYS*  *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL--------->      0  $        0      10  $       80
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
CONTRACT (OUT OF STATE)------------->      0  $        0       0  $        0
PRIVATE TRANSPORTS ----------------->      0  $        0       0  $        0
ADJUSTMENTS POSTED THIS MONTH------->                          10  $       80
TOTAL---(INCLUDES ADJUSTMENTS)------>     10  $       80
VOUCHER NO.                            DATE

SCREEN OPTION N_   (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)

                    :00.1                                          23/17
Connected to host 165.176.120.129                    CAP NUM    11:34 AM
```

Option #6 – Recovery Summary:

```
LCI2-6                  LIDS - RECOVERY SUMMARY                   V.08152003

JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 07312003   DAYS 31   COUNT    659

                                                  *DOLLARS*

FEDERAL PRISONER OVERHEAD RECOVERY---->          $        0.00
CONTRACT INMATE OVERHEAD RECOVERY----->          $        0.00

TOTAL--------------------------------->          $        0.00

SCREEN OPTION _   (1=CERT. SUMMARY)

                    :00.4                                          23/16
Connected to host 165.176.120.129                    CAP NUM    11:45 AM
```

Option '6' Prior Monthly Financials as Reported - Continued

- **The Browse Prisoner Status File For Prior Months** screen allows viewing of prior month payments as approved, and provides inquiry capabilities to view the detail summary screen or the review screen
- No detailed prisoner information can be updated from the Inquiry Screen
- Allows viewing of the payment status in commitment order
  - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order **OR**
- Allows viewing of the payment status on a specific prisoner by entering the SSN **OR**
- Procedures:
  - ✓ Select Option #6, Prisoner Status File
  - ✓ Select Option #2, Detailed Summary' to view the monthly summary
    - ➢ Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners to view selected inmates detailed information **OR**
    - ➢ 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 selecting 'Y' all on page to view the prisoners on that page
      - o To view prisoners, repeat the same process by selecting 'Y' all on 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 return to the summary page, select option '1' = Summary **OR**
        4. To review the detail of the prisoners that a 'Y' was placed beside or if 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 To view the next page of inmates, select 'N' = Next Page
      - o To return to the summary page, select option '1' = Summary **OR**
      - o To view the detail summary of an inmate, select '2' Detail Summary
  - ✓ Select '4', Adjustment Summary' screen supports adjustments made by the locality for the selected month
    - ➢ 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 '2' Detail Summary
      - o To review the detail of the prisoners where a 'Y' was placed beside or if 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
  - ✓ Select '5', Adjustment Detail screen supports the detailed information on each adjustment
    - ➢ Provides a list of prisoners and the adjustment dollars for the report month selected
      - o To view the next page of prisoners, select 'N' = Next Page
      - o To view the previous page of prisoners, select 'P' = Previous Page
      - o To return to the summary page, select option '1' = Summary **OR**
      - o To view the Jail Payment status, select Option 'J' = Jail Payment
  - ✓ Select '6', Recovery Screen supports prisoners 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
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates, and defined the methodology, which is utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS. It is provided to explain the dollar amount reimbursed on a quarterly basis. It screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT * STATUS	Option #6 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**

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

HELPFUL HINTS

- **Fiscal Year** = 4 charter data field
  - **2004** = July 1, 2003 – June 30, 2004
- **Quarters** — **Reimbursed**
  - ✓ 1st Quarter = March, April, May — July
  - ✓ 2nd Quarter = June, July, August — October
  - ✓ 3rd Quarter = September, October, November — January
  - ✓ 4th Quarter = December, January, February — April
- **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:**
    - Proper Committal papers
    - Arrested on a state warrant
    - Awaiting Trial/Pre Trial **OR**
    - Convicted but not sentenced/Post Trial **OR**
    - 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
      - Twelve (12) months or less **OR** Less than One (1) year, **OR**Any person convicted of one or more felony offenses and sum of consecutive effective Sentences for felonies **and** misdemeanants, committed **before** January 1, 1995 ('B' Type Felon), is Two (2) years or less **AND**Utilized Reason Confine 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)

Financial Screen Explanation - Continued

- **Payments (Total Days) State = $8 per diem OR** if the **State Responsible (SD) Inmates** inmate is housed and maintained in a jail farm not under the control of the Sheriff, the rate shall be $**22 per inmate day**
  - ✓ Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as State Responsible (**SD**) Inmates **IF:**
    - ➢ Proper Committal papers
    - ➢ Arrested on a state warrant
    - ➢ DOC inmates that remain incarcerated in a local correctional facility at the request of the locality
    - ➢ 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:
    - ➢ More than twelve (12) months **OR**
    - ➢ 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 **AND**
  - ✓ Used Reason Confine Codes:Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76, 90
    - ➢ Adult Sentenced, Has Charges Pending (50,53, 56, 59, 62, 63, ,87, 89)
    - ➢ 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
  - ✓ Fully sentenced **AND**
  - ✓ 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
  - ✓ Fully sentenced **AND**
  - ✓ 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 (FD)
  - ✓ With All Pending Charges Adjudicated
    - ➢ $8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day - on and after the 61st day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within 30 days after the order being issued, **OR**
    - ➢ $8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the 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 30 days after the order being issued. **AND**
  - ✓ Used Reason Confine Codes:Adult sentenced-no charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76,90)

Financial Screen Explanation - Continued

- **Payments – Jail Contract Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (CB) 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 **AND**
  - ✓ Adult sentenced - No charges pending (26)
- **Non-payment (Federal) = $0 per diem**: (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.
  - ✓ Offenders in this category are held for Federal Authority **OR** District of Columbia **AND**
    - ➢ Their Reason Confine Code is' 73'Held for Federal Authority/District of Columbia
- **Non-payment (Ordinance) = $0 per diem:** Offenders in this category are arrested on a local or town warrant (pink).
  - ✓ Committal and pink local warrant reflect local offender
  - ✓ 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, the locality is NOT approved to participate in an Alternative program or the court placed the offender in the 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**: (Through 6/30/2002) 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. See appropriate Appropriation Acts.

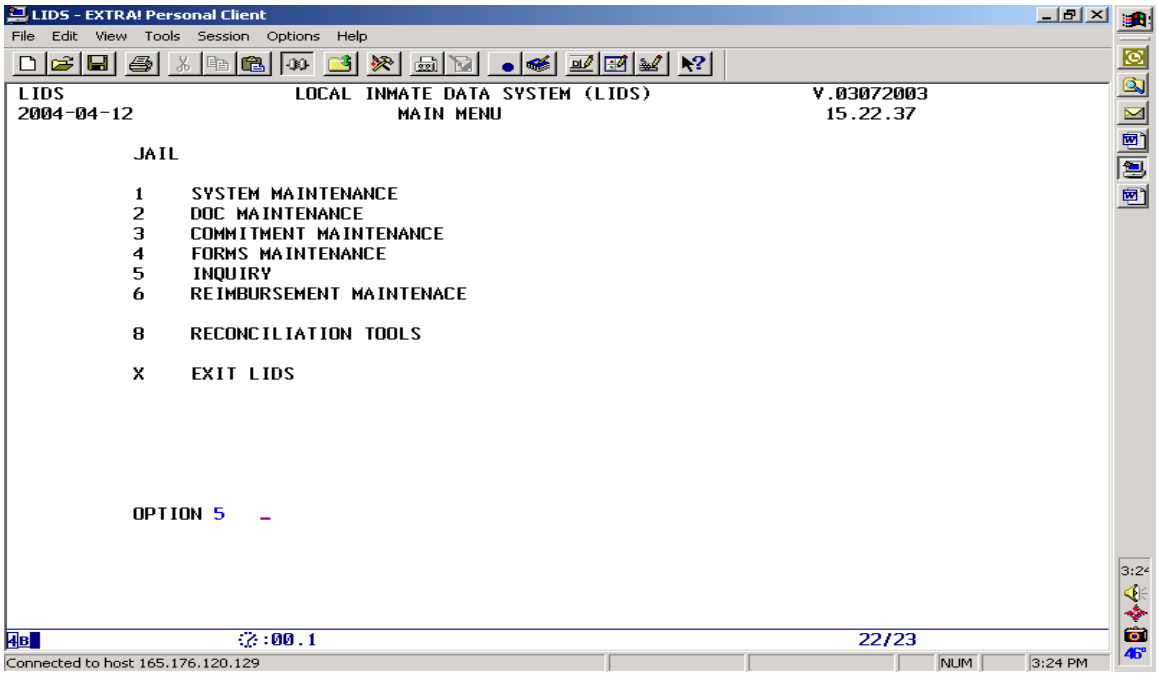
Financial Screen Explanation - Continued

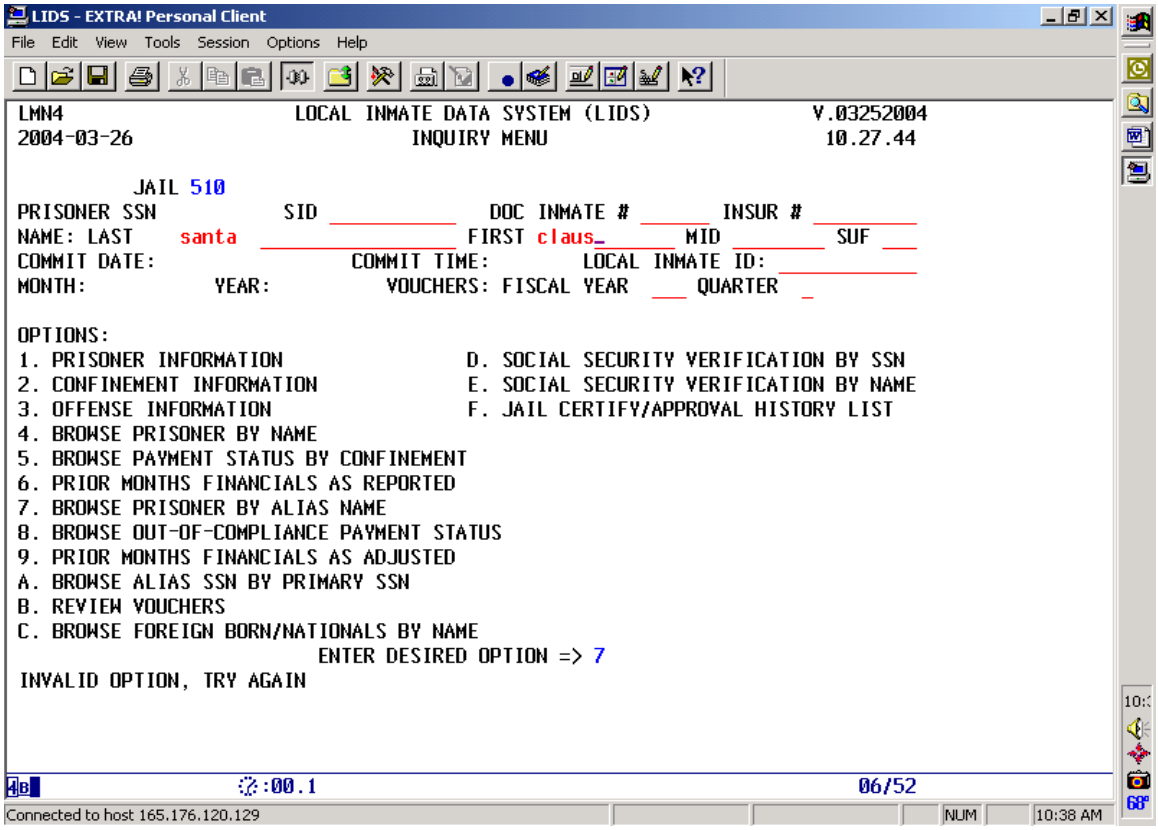
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting 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

Inquiry Menu (Continued)

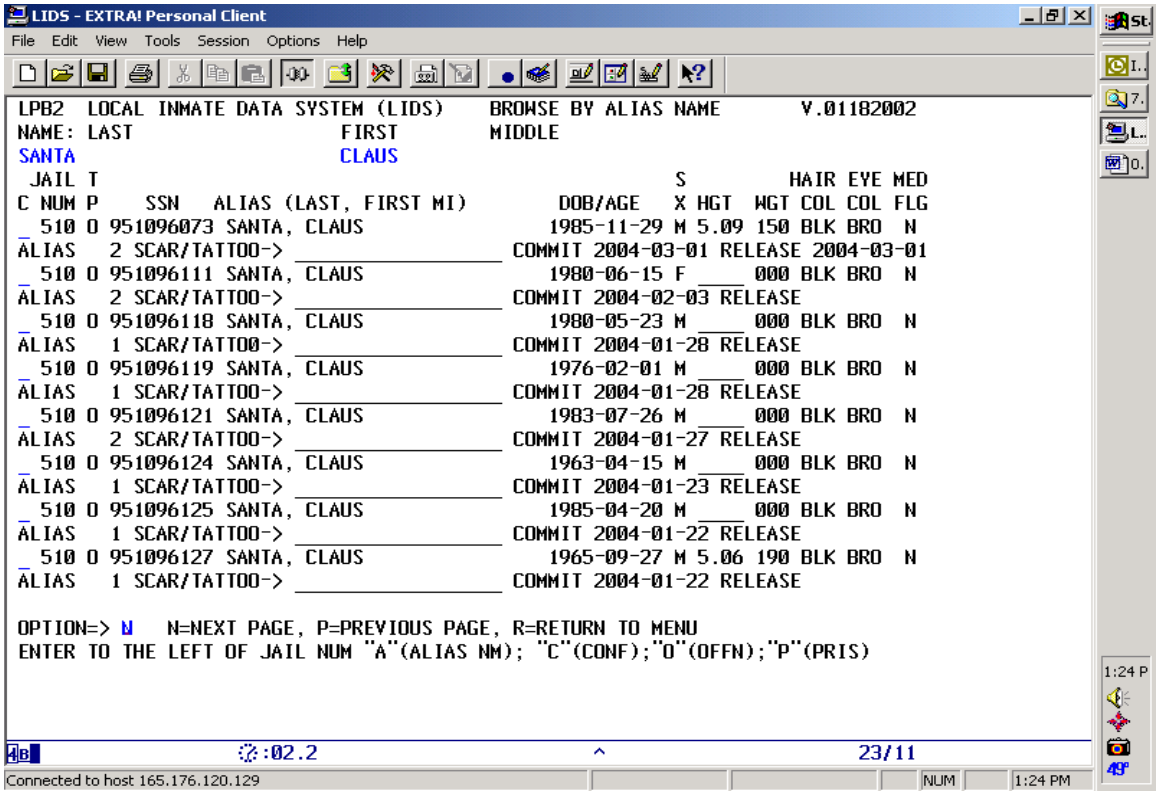
Navigational Path: Option '7', Browse Prisoner by Alias Name

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





Option '7', Browse Prisoner by Alias Name - Continued

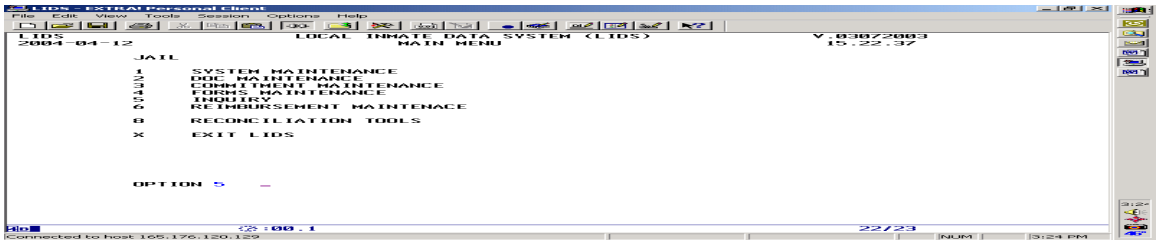


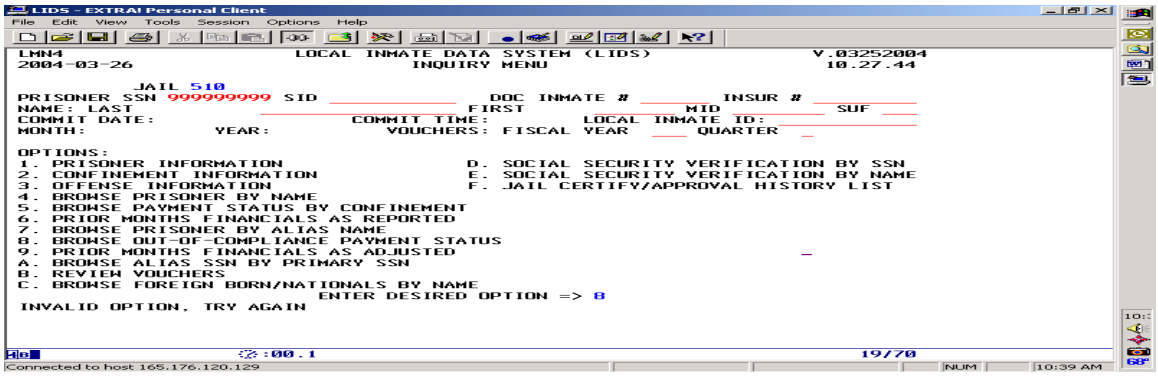
- **<u>The Browse Prisoner By Alias Name</u>** screen allows you to search for a prisoner by alias name instead of by SSN
- Up to eight prisoners will be displayed on a screen
- Prisoner Browse By Alias Name is linked to the inmate's primary SSN, Name and any Alias SSN information provided when booked in the facility
- Procedure
  - ✓ Enter the prisoner's Alias 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 'A' to browse the prisoner's Alias Name 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
    - ➢ Enter 'P' to browse the prisoner's 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
- For additional information concerning the input of Prisoner data, refer to Commitment Maintenance, Prisoner, Prisoner information sections of this <u>LIDS User Guide</u>
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option ‘8’ Browse Out of Compliance Status

- **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: 770   SSN: 22222222 COMMITMENT DATE: 01161997 TIME: 135600
  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
TOTALS: JAIL FACILITY      TOTAL DAYS:      TOTAL DOLLARS:
B. REVIEW VOUCHERS         STATE DAYS:      STATE DOLLARS:
C. INSURANCE NUMBER INQUIRY
 MORE DATA..PRESS ENTER TO REVIEW..
 ENTER DESIRED OPTION --> N "N" NEXT PAGE "P" PREVIOUS PAGE "R" PREVIOUS SCREEN
```

- **The Out of Compliance Payment Status** screen 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 viewing 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

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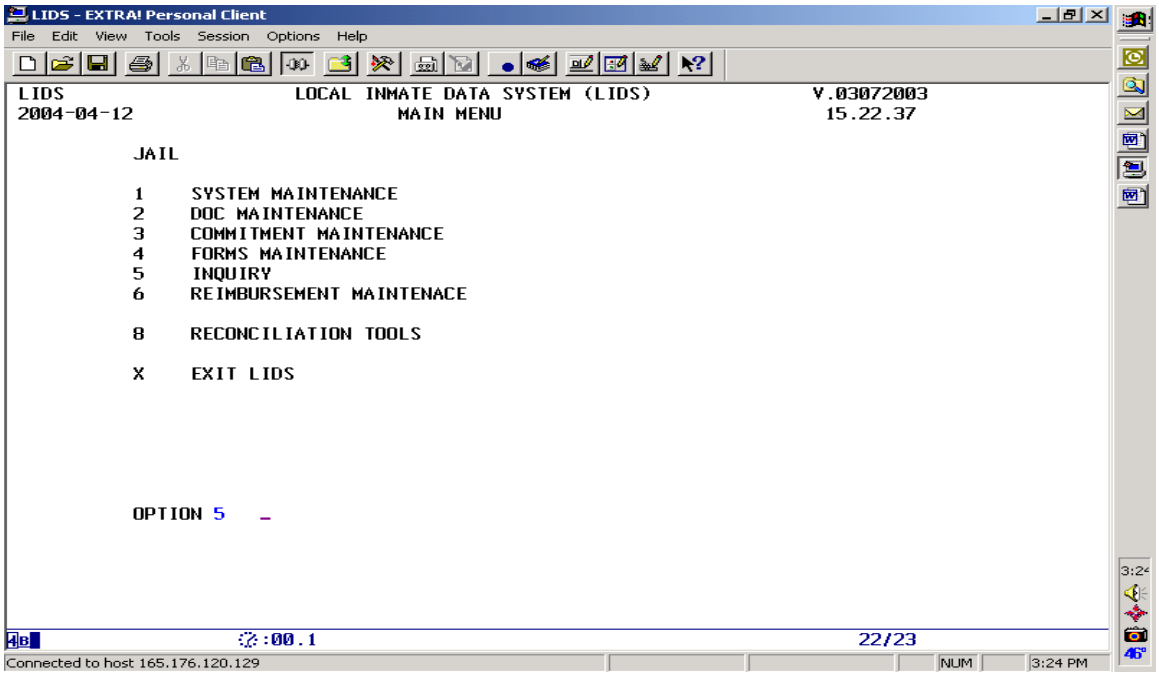
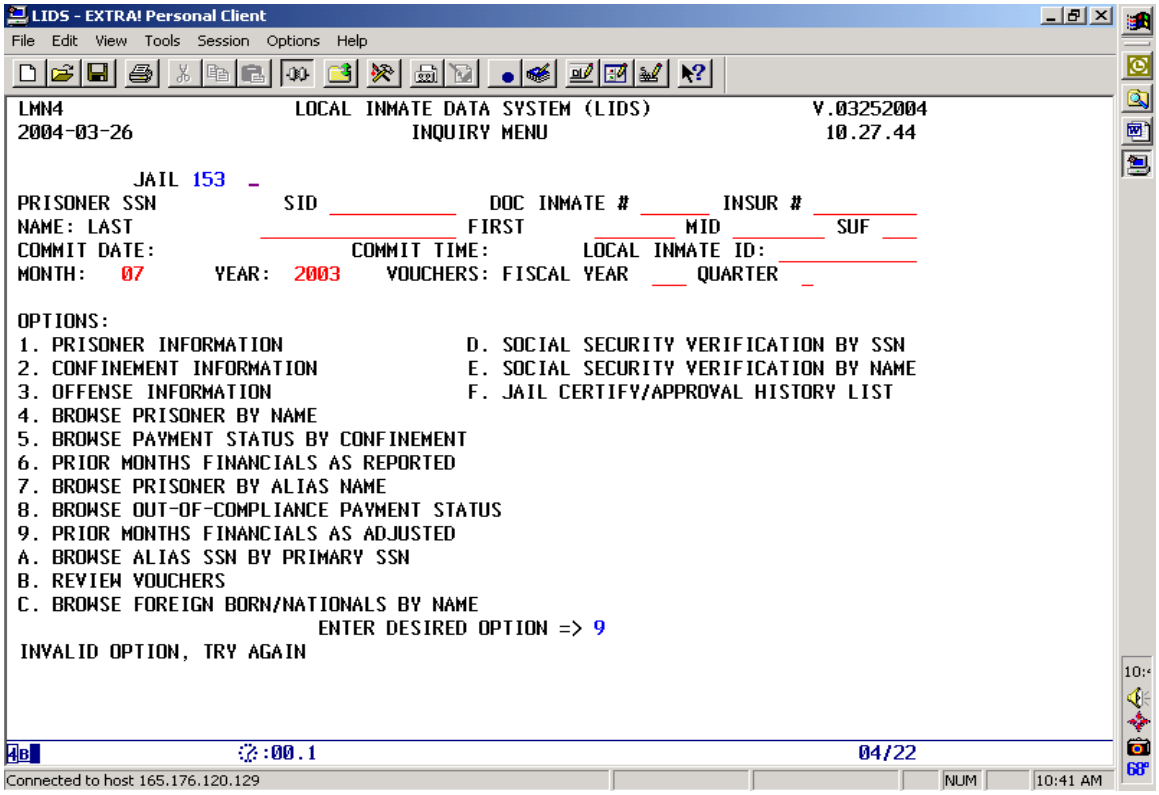
Inquiry Menu (Continued)

Navigational Path: Option ‘9’ Prior Monthly Financials as Adjusted

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





Option '9' Prior Monthly Financials as Adjusted - Continued

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LRP1-1                LIDS - FINANCIAL INQUIRY SUMMARY              V.08122003
JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 07312003   DAYS 31   COUNT    659
*** CATEGORIES INCLUDE ADJUSTMENTS ***   COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->    478  11,289  $    90,312.00
PAYMENTS (TOTAL DAYS) STATE----------->    165   4,970  $    39,760.00
PAYMENTS (OUT OF STATE)--------------->      5     114  $       912.00
PAYMENTS ALTERNATIVE (HEM)------------>      5     155  $     1,240.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->      0       0  $         0.00
PAYMENTS - STATE FELON DAYS----------->     93   2,018  $    12,108.00
PAYMENTS - JAIL CONTRACT BED---------->      3      93  $     1,302.00
NON-PAYMENT (FEDERAL)----------------->      4      99  $     2,548.26-
NON-PAYMENT (ORDINANCE)--------------->     11     113  $         0.00
NON-PAYMENT (MILITARY)---------------->      0       0  $         0.00
NON-PAYMENT (HEM)--------------------->      3       0  $         0.00
NON-PAYMENT (CONTRACT INMATES)-------->      0       0  $         0.00
NON-PAYMENT (PRIVATE TRANSPORTS)------>      0       0
FEDERAL PRISONER OVERHEAD RECOVERY---->                 $         0.00
TOTAL--------------------------------->    780  18,851  $   143,085.74

ADJ TOTAL INCLUDED IN ABOVE CATEGORIES>                 $       618.00
    MONTHLY ADP:    536      DOC RATED CAPACITY:     467
STARTING COMMITMENT DATE: _        -OR- STARTING WITH SSN:  _________
SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

4B                :02.0                                          22/28
Connected to host 165.176.120.129                    NUM  SCRL  1:06 PM
```

- **<u>The Browse Prisoner Status File For Prior Months</u>** screen allows viewing of prior month payments as adjusted.
- Detailed prisoner information cannot be updated from the Inquiry Screen
- Allows viewing the adjusted payment status in commitment order
  - ✓ Enter Starting Commitment Date **or** leave blank desire not to view commitment order **OR**
- Allows you to view the payment status on a specific prisoner by entering the SSN **OR**
- If you need a <u>navigational path through Option #9</u>, see option #6, Prior Months Financial as Reported
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance section of this <u>LIDS User Guide</u>
- Clear Screen - Returns to the Inquiry Menu

Option '9' Prior Monthly Financials as Adjusted - Continued

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which is utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS and is only provided to explain the dollar amount reimbursed on a quarterly basis. The screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	Opt #6 ADP	Opt. #9 ADJ. 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 USED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

** **CATEGORIES USED TO PULL ADJUSTED ADP TO HELP DETERMINE STAFFING NEEDS**

HELPFUL HINTS

- To obtain the definition for each reimbursement category mentioned above, see Option #'6' - Prior Monthly Financials as Reported
- The difference between Option #9, Prior Monthly Financials as Adjusted and Option #6, Prior Monthly Financials as Reported/Approved is where Option #9 reflects the monthly status after all adjustments have been completed for the requested month. Option #6 is the status as approved before spreading adjustments to prior financial months.
- Option #9, Prior Monthly Financials as Adjusted also reflect Adjusted ADP Categories
- 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)

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Inquiry Menu (Continued)

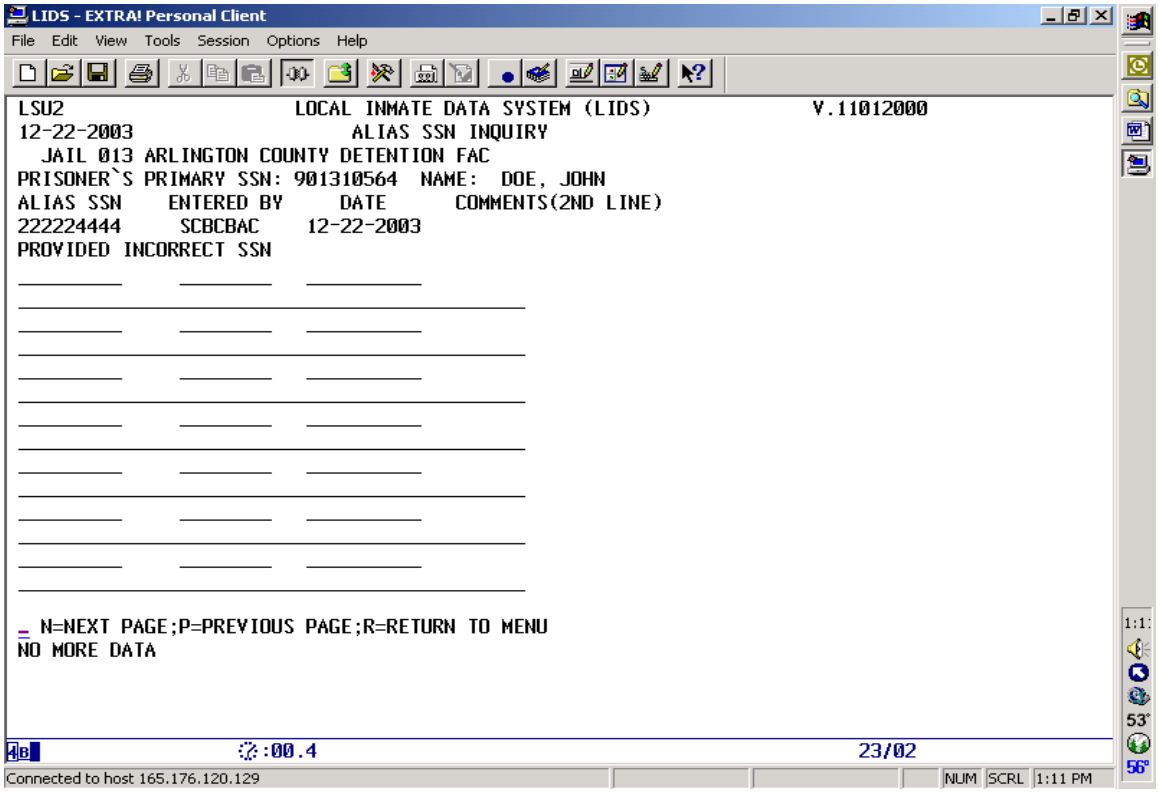
Navigational Path: Option 'A' Browse Alias SSN's by Primary SSN

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-12                          MAIN MENU                         15.22.37

          JAIL

          1    SYSTEM MAINTENANCE
          2    DOC MAINTENANCE
          3    COMMITMENT MAINTENANCE
          4    FORMS MAINTENANCE
          5    INQUIRY
          6    REIMBURSEMENT MAINTENACE

          8    RECONCILIATION TOOLS

          X    EXIT LIDS

          OPTION 5   _

                    :00.1                                              22/23
Connected to host 165.176.120.129                                NUM   3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03252004
2004-03-26                         INQUIRY MENU                       10.27.44

          JAIL 013
PRISONER SSN 901310564 SID ___________   DOC INMATE # ______  INSUR # ________
NAME: LAST          ________________ FIRST      ______ MID ________  SUF ___
COMMIT DATE:                  COMMIT TIME:        LOCAL INMATE ID: ___________
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                 F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                          ENTER DESIRED OPTION => a
INVALID OPTION, TRY AGAIN

                    :00.1                                              04/17
Connected to host 165.176.120.129                                NUM   10:42 AM
```

Option 'A' Browse Alias SSN's by Primary SSN - Continued



- **<u>The Browse Alias SSN by Primary SSN</u>** screen allows viewing all alias SSN's that have been recorded in LIDS for a specific inmate.
- In order to browse alias SSN, it is mandatory to search using the primary SSN for an inmate
- The alias SSN is linked to the prisoner's primary SSN
- Browsing by Alias SSN viewing any Alias SSN's entered for an inmate
  - ✓ If an inmate is booked with no SSN, it is required to book them in utilizing all 9's for the SSN
  - ✓ Once you establish/verify that they have a SSN, update the SSN
  - ✓ **IF** Option #3 AKA SSN is chosen when updating the generated SSN, the generated SSN becomes one of the Alias SSN's that will be found on this option
- If additional information is needed concerning the input of Prisoner data, refer to Commitment Maintenance, Prisoner Information section of this <u>LIDS User Guide</u>

Inquiry Menu (Continued)

Navigational Path: Option 'B' – Review Vouchers

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-12                          MAIN MENU                         15.22.37

          JAIL

          1    SYSTEM MAINTENANCE
          2    DOC MAINTENANCE
          3    COMMITMENT MAINTENANCE
          4    FORMS MAINTENANCE
          5    INQUIRY
          6    REIMBURSEMENT MAINTENACE

          8    RECONCILIATION TOOLS

          X    EXIT LIDS

          OPTION 5   _

                    :00.1                                              22/23
Connected to host 165.176.120.129                                NUM   3:24 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03252004
2004-03-26                        INQUIRY MENU                        10.27.44

          JAIL 001
PRISONER SSN          SID ___________   DOC INMATE # ______  INSUR # _________
NAME: LAST            _______________ FIRST          _____ MID _____ SUF ___
COMMIT DATE:                 COMMIT TIME:        LOCAL INMATE ID: ____________
MONTH:          YEAR:          VOUCHERS: FISCAL YEAR 2003 QUARTER  1

OPTIONS:
1. PRISONER INFORMATION                D. SOCIAL SECURITY VERIFICATION BY SSN
2. CONFINEMENT INFORMATION             E. SOCIAL SECURITY VERIFICATION BY NAME
3. OFFENSE INFORMATION                 F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                         ENTER DESIRED OPTION => b
INVALID OPTION, TRY AGAIN

                    :00.1                                              04/17
Connected to host 165.176.120.129                                NUM   10:43 AM
```

Option 'B' – Review Vouchers - Continued

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2                          VOUCHERS                          V.01282003
SCBOLMN4-R001-001-00005000                          LIDS VOUCHER RECAP FOR 1-20
V.02112003                                            ACCOMACK COUNTY JAIL
                            ********TOTAL******* *******03/2002******+*******04
                              DAYS       DOLLARS     DAYS      DOLLARS    DAYS
TOTAL STATE DAYS (LOCAL)     5,768     46,144.00   2,070     16,560.00   1,703
TOTAL STATE DAYS (STATE)     2,256     18,048.00   1,081      8,648.00     665
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                          922      5,532.00     587      3,522.00     193
JAIL CONTRACT BED                0          0.00       0          0.00       0
CONTRACT (OUT OF STATE)          0          0.00       0          0.00       0
FEDERAL                          0          0.00       0          0.00       0
FED OVERHEAD RECOVERY (-)        0          0.00       0          0.00       0
 TOTAL DOLLARS                          69,724.00       0     28,730.00       0
03/2002 2002-06-24-09.45.55.346622 SCB0010  ROBERT D. CROCKETT
04/2002 2002-06-24-09.45.55.346622 SCB0010  ROBERT D. CROCKETT
05/2002 2002-06-24-09.45.55.346622 SCB0010  ROBERT D. CROCKETT

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

                    :07.6                                                 01/01
Connected to host 165.176.120.129                                   NUM SCRL 1:13 PM
```

F12 Scroll Right Selection:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2                          VOUCHERS                          V.01282003
IDS VOUCHER RECAP FOR 1-2003                                       PAGE     1
   ACCOMACK COUNTY JAIL                          RUN DATE 12/22/03 TIME 13:11:52
***03/2002*****************04/2002****** *******05/2002****** ****ADJUSTMENTS*****
AYS       DOLLARS     DAYS      DOLLARS     DAYS      DOLLARS     DAYS      DOLLARS
070     16,560.00    1,703     13,624.00    1,995     15,960.00       0         0.00
081      8,648.00      665      5,320.00      510      4,080.00       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
587      3,522.00      193      1,158.00      142        852.00       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     28,730.00        0     20,102.00        0     20,892.00       0         0.00
 CROCKETT
 CROCKETT
 CROCKETT

  F2     F3     F4              F6                          F10      F11
DELETE EXIT  PRINT            LAST                         NEXT    SCROLL
REPORT                        PAGE                        SCREEN    LEFT

                    :00.1                                                 01/01
Connected to host 165.176.120.129                                   NUM SCRL 1:14 PM
```

- **<u>The Review Vouchers</u>** screen allows viewing voucher information for a specific fiscal year and quarter.
- Required Fields
  - ✓ **Fiscal Year** = 4 charter data field
    - ➢ **<u>2003</u>** = July 1, 2002 – June 30, 2003
  - ✓ **Quarter** = 1 charter data field
    - ➢ **1st** Quarter = March, April and May — Reimbursed in July
    - ➢ **2nd** Quarter = June, July and August — Reimbursed in October
    - ➢ **3rd** Quarter = September, October and November — Reimbursed in January
    - ➢ **4th** Quarter = December, January and February — Reimbursed in April
- Can be utilized to help project Per Diem needs for the upcoming budget cycle
- Scroll right (F12) to view the complete voucher screen

Navigational Path: Option 'C' – Browse Foreign Born/National by Name

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'C' – Browse Foreign Born/National by Name Inquiry (New 7/1/2004)**
- **Screen Under Construction**
- **Browse Foreign Born/National by Name (New 7/1/2004)** screen allows searching of Foreign Born offenders being held in jail by name instead of by SSN, and provides the capability to view prisoner, alias, confinement and offense information
- Up to eight prisoners will be displayed on a screen
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance, Prisoner, Confinement or Offense information sections of this LIDS User Guide
- Utilized to view/search information concerning a Foreign Born/National by Name prisoner when the SSN is unknown, **OR**
- Utilized to search/determine if there are Duplicate Confinements
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

Navigational Path: Option 'D' – Social Security Verification by SSN

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-13                          MAIN MENU                           09.22.41

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS


          OPTION 5  _

:00.1                                                                22/22
Connected to host 165.176.120.129                                    NUM    9:24 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03252004
2004-03-26                          INQUIRY MENU                        10.27.44

          JAIL 037      _
PRISONER SSN 227326602 SID _____________  DOC INMATE # _______  INSUR # _____
NAME: LAST _____________ FIRST _____ MID _____ SUF ___
COMMIT DATE:            COMMIT TIME:        LOCAL INMATE ID: _____
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                   F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                         ENTER DESIRED OPTION => d
INVALID OPTION, TRY AGAIN

:00.1                                                                04/26
Connected to host 165.176.120.129                                    NUM    10:47 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2                SSA VERIFICATION REPORT SEARCH BY SSN          V.01282003
**DATE** ***SSN*** *********LAST NAME********* ***FIRST**** *MIDDLE SEX *DOB***

05041998 227326602 BERGER                      DAVID        JEROME    M 07131968
SSN VERIFIED ON NAME, DOB, AND SEX.

  F2     F3     F4
DELETE EXIT  PRINT
REPORT

:01.6                                                                01/01
Connected to host 165.176.120.129                                    NUM    1:13 PM
```

- **<u>The Social Security Verification by SSN</u>** screen allows viewing the verification status as received from the Social Security Administration
- The verification status assists with 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)

Navigational Path: Option 'E' – Social Security Verification by Name

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

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-13                          MAIN MENU                           09.22.41

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS



          OPTION 5  _

:00.1                                                                22/22
Connected to host 165.176.120.129                                    NUM    9:24 AM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03252004
2004-03-26                        INQUIRY MENU                          10.27.44

          JAIL 037  _
PRISONER SSN          SID _____________   DOC INMATE # _______   INSUR # _________
NAME: LAST berger  _____________   FIRST david  _____   MID _____   SUF ___
COMMIT DATE:          COMMIT TIME:        LOCAL INMATE ID: _____________
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                     F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                                   ENTER DESIRED OPTION => e
INVALID OPTION, TRY AGAIN

:00.1                                                                04/22
Connected to host 165.176.120.129                                    NUM    10:48 AM
```

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LPS2-2                  SSA VERIFICATION REPORT SEARCH BY NAME         V.01282003
**DATE** ***SSN*** *********LAST NAME********* ***FIRST**** *MIDDLE SEX *DOB***

05041998 227326602 BERGER                      DAVID        JEROME    M 07131968
SSN VERIFIED ON NAME, DOB, AND SEX.

  F2     F3     F4
DELETE EXIT  PRINT
REPORT

:00.3                                                                01/01
Connected to host 165.176.120.129                                    NUM    1:18 PM
```

- **<u>The Social Security Verification by Name</u>** screen allows viewing the verification status as received from the Social Security Administration if the inmate's primary name is available
- The verification status will assist 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

Inquiry Menu (Continued)

Navigational Path: Option 'F' – Jail Certify/Approval History List

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'F' – Jail Certify/Approval History List**

```
LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-13                          MAIN MENU                          09.22.41

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS



          OPTION 5  _

                        :00.1                                            22/22
```

```
LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03252004
2004-03-26                        INQUIRY MENU                         10.27.44

          JAIL 013_
PRISONER SSN              SID _____________   DOC INMATE # _______  INSUR # _____________
NAME: LAST                _____________ FIRST _____________ MID _____________ SUF ____
COMMIT DATE:                        COMMIT TIME:          LOCAL INMATE ID: _____________
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                     F. JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHS FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHS FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. BROWSE FOREIGN BORN/NATIONALS BY NAME
                                   ENTER DESIRED OPTION => f
INVALID OPTION, TRY AGAIN

                        :00.1                                            04/20
```

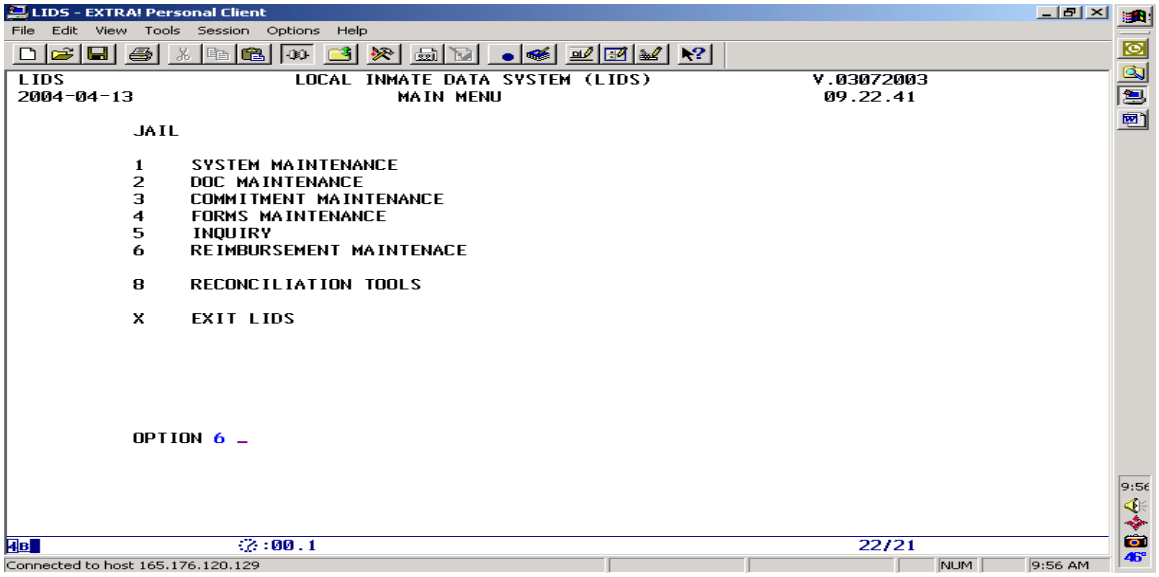
```
LAJ6                    LOCAL INMATE DATA SYSTEM (LIDS)                V.02122003
2003-12-22          JAIL CERTIFY/APPROVAL HISTORY  LIST                13.19.43

JAIL: 013   JAIL NAME: ARLINGTON COUNTY DETENTION FAC
MONTH END   CERTIFIED   CERTIFIED   APPROVAL   APPROVED   VOUCHER    VOUCHER
   DATE        DATE         BY         DATE        BY      NUMBER     DATED

 09302003    10102003    SCB0133    10102003   SCB0130   HAS NOT    BEEN     VOUCHERED
 08312003    09122003    SCB0133    09122003   SCB0130   00005419  10162003
 07312003    08112003    SCB0133    08112003   SCB0130   00005419  10162003
 06302003    07112003    SCB0133    07112003   SCB0130   00005419  10162003
 05312003    06112003    SCB0133    06112003   SCB0130   00005338  07162003
 04302003    05092003    SCB0133    05092003   SCB0130   00005338  07162003
 03312003    04142003    SCB0131    04142003   SCB0130   00005338  07162003
 02282003    03102003    SCB0133    03102003   SCB0130   00005259  04212003
 01312003    02132003    SCB0133    02132003   SCB0130   00005259  04212003
 12312002    01092003    SCB0133    01092003   SCB0130   00005259  04212003

PAGE OPTION:  N (N/P) N=NEXT PAGE P=PREVIOUS PAGE

                        :00.2                                            20/16
```

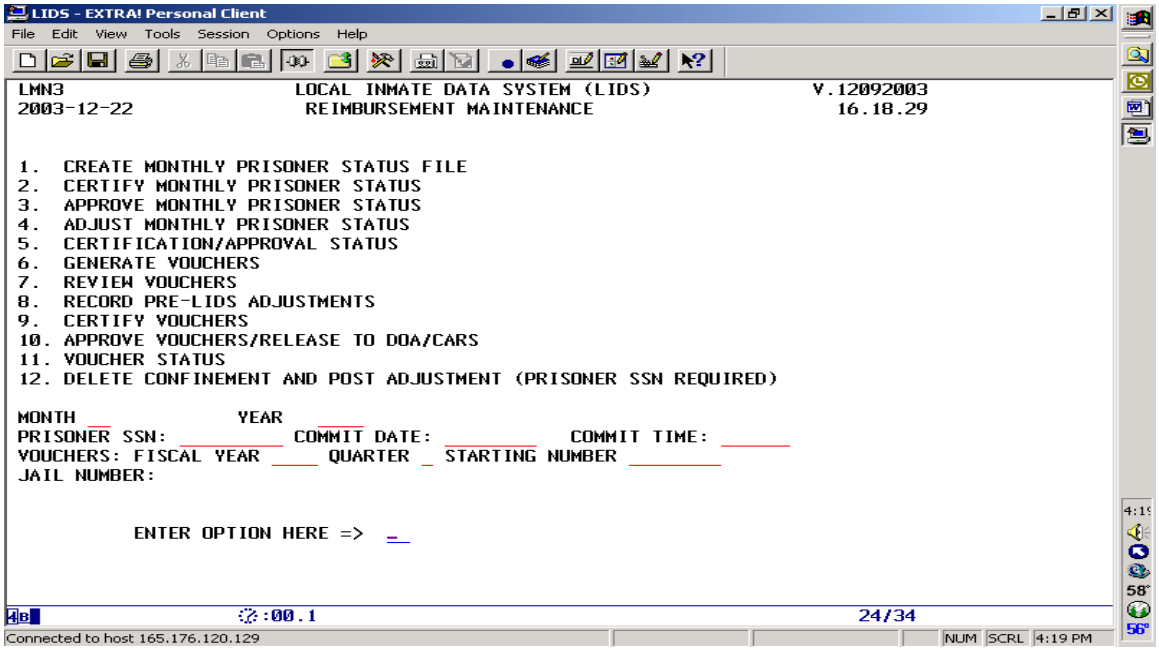
- **<u>Jail Certify/Approval History List</u>** allows viewing each report month that is certified and approved
- Provides the date that each report month was certified ***and*** approved and by whom
- Provides voucher number and date
- Procedure:
  - ✓ Select Option 'F', Jail Certify/Approval History List
    - ➢ Current report month will be listed first
    - ➢ Other report months will be listed in reverse order back to December 1996
- If additional information is needed concerning the inputting Prisoner data by report month, refer to Inquiry, Option #6, Prior months Financial as reported within this <u>LIDS User Guide</u>
- Option:
  - ✓ 'N' Next page- If wish to view additional months, if applicable
  - ✓ 'P' Previous page – If wish to view the previous page, if applicable
- Clear Screen - Returns you to the Inquiry Menu

6. Reimbursement Maintenance

Navigational Path: Option #6- Reimbursement Maintenance

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





Reimbursement Maintenance (Continued)

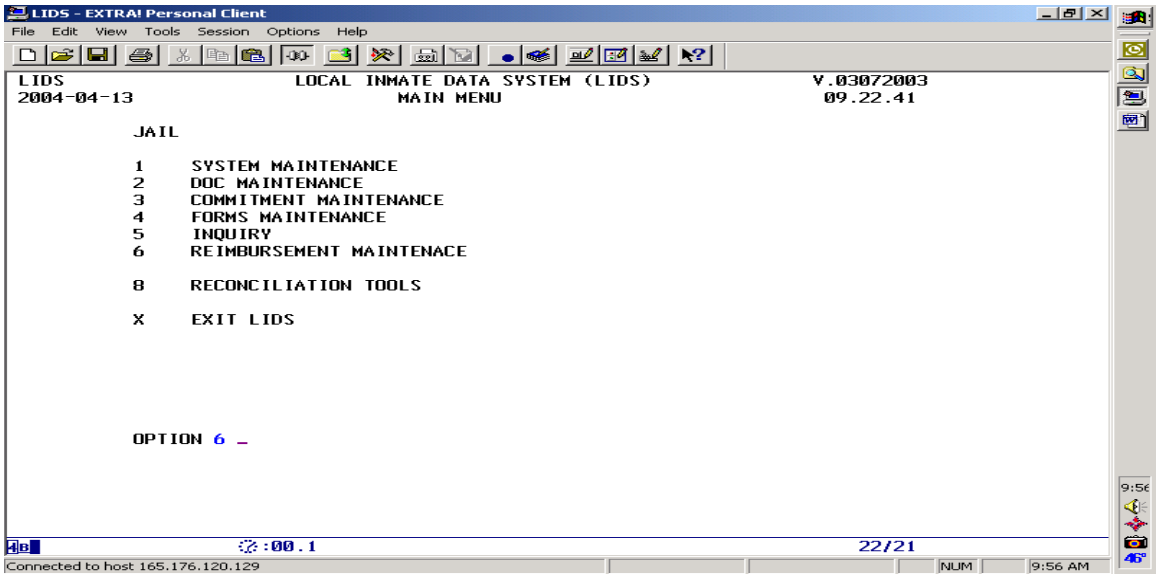
Option #6 - Reimbursement Maintenance - Continued

- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- **Option #6, Reimbursement Maintenance Menu** provides the navigational path for those processes associated with prisoner reimbursement.
- Reimbursement Maintenance is a secured environment
- Option #1, Create Monthly Prisoner File is used to create AND recreate the financial file
- Option #2, Certify Monthly Prisoner Status File
  - ✓ **Utilized to view current financial file prior to Certification**
    - ➢ Each time Option #2 is selected, Option #1first to Create or Re-create File
    - ➢ **IF** Option #1, Create Monthly Prisoner File is NOT selected prior to selecting Option #2, Certify Monthly Prisoner File, the file will not capture any updates since your last update
      - o 1st time the monthly prisoner file is created, 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 Certification log-on **IF** the financial record is viewed during the month
  - ✓ **Utilized to Certify Monthly Prisoner Status File**
    - ➢ Select Option #1, Re-create the Monthly Prisoner File/Submission
    - ➢ Secondly, select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter Month and Year
    - ➢ Chief Jailer is the Certifier and should review financial data prior to Log-on ID# Certification
- Option '3' - Sheriff/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 used by the locality to delete confinements that require financial adjustments
  - ✓ Once the systems detects a deleted confinement, it also makes the financial adjustment
- Clear Screen - Returns to the Reimbursement Maintenance Menu

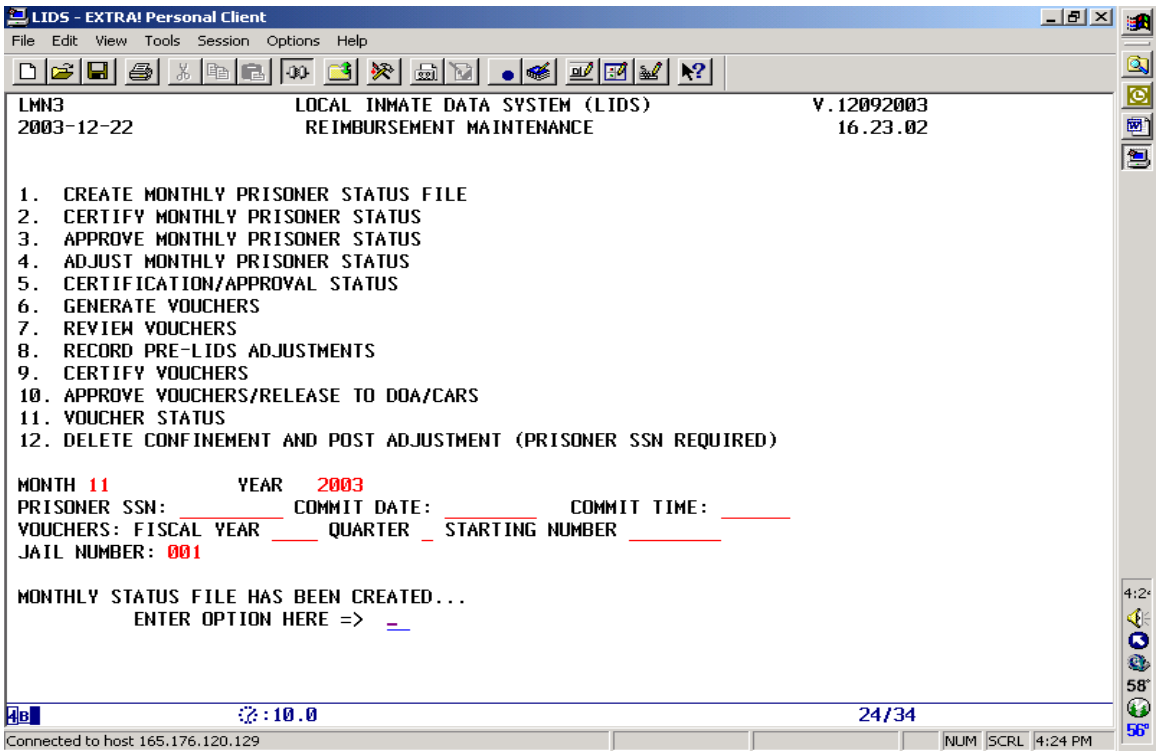
Reimbursement Maintenance (Continued)

Navigational Path: Option #1 - Create Monthly Prisoner Status

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

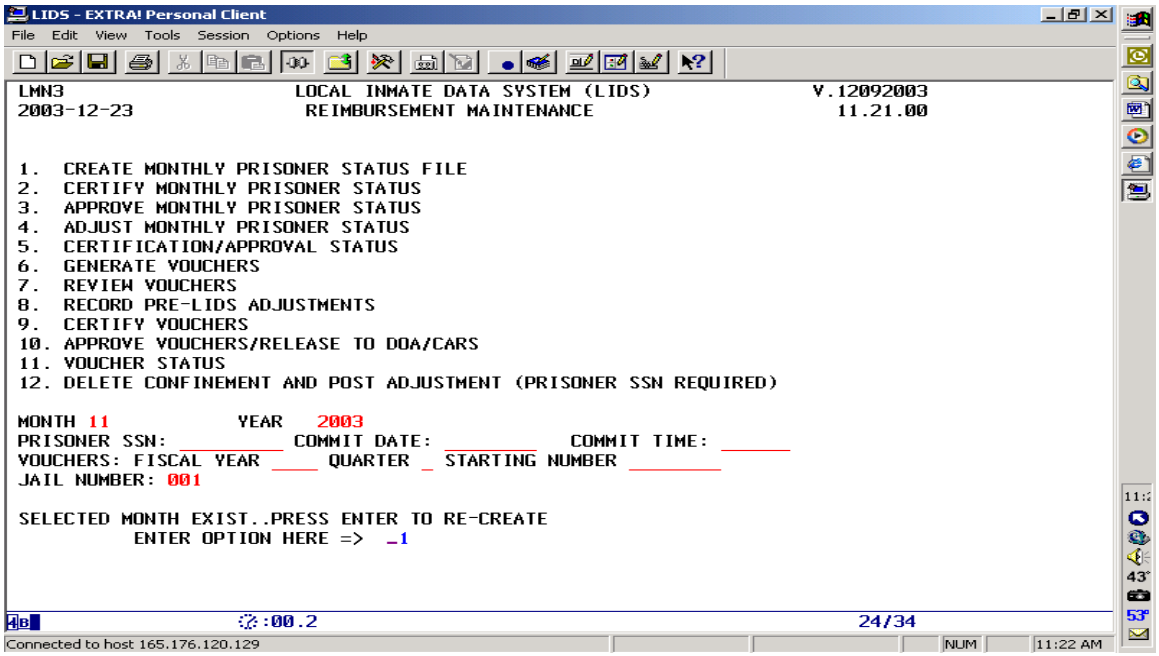


- **Screen print reflects that you created your monthly financial file for the 1st time**



Option #1 - Create Monthly Prisoner Status - Continued

- **OR**
  - ✓ **Screen print reflects that you re-create your month financial file**



- **<u>Option #1, Create Monthly Prisoner Status File</u>** provides a means to create a record for each confinement
- **<u>Create monthly prisoner status file every time the monthly submission is viewed</u>**
- When monthly financial file is created or re-created, these actions cause LIDS to pull **<u>all</u>** of the latest updates and adjustments into a current financial file for review
- **<u>Utilized to view your current financial file prior to Certification</u>**
  - ✓ Used to re-create file **<u>anytime during the month</u>** to check anticipated payment figures
    - ➢ Each time Option #2 is selected, choose Option #1 ***first*** to Create **OR** Re-create File
    - ➢ **IF** Option #1, Create Monthly Prisoner File is not selected prior to selecting Option #2, Certify Monthly Prisoner Status File, the file will not capture any data updates since the last file was created
    - ➢ **<u>Do not</u>** input Certification log-on **IF** current prisoner file is viewed during the month
- **<u>Utilized to Certify Monthly Prisoner Status File</u>**
  - ✓ This file **must** be <u>created</u> 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 to Re-create Monthly Prisoner File/Submission
    - ➢ Select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter in Month and Year
    - ➢ Chief Jailer is the Certifier and should review financial data prior to Log-on ID# Certification
- Clear Screen - Returns to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

Navigational Path: Option #2 - Certify Monthly Prisoner Status

- **LIDS Main Menu - Enter Option #6 - Reimbursement Maintenance**
- **Option #6 - Reimbursement Maintenance to Option #2 - Certify Monthly Prisoner Status**

```
LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)                V.03072003
2004-04-13                          MAIN MENU                           09.22.41

          JAIL

          1     SYSTEM MAINTENANCE
          2     DOC MAINTENANCE
          3     COMMITMENT MAINTENANCE
          4     FORMS MAINTENANCE
          5     INQUIRY
          6     REIMBURSEMENT MAINTENACE

          8     RECONCILIATION TOOLS

          X     EXIT LIDS



          OPTION 6 _

                    :00.1                                                22/21
Connected to host 165.176.120.129                                   NUM   9:56 AM
```

```
LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12092003
2003-12-23               REIMBURSEMENT MAINTENANCE                       08.51.03


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 AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH 11            YEAR   2003
PRISONER SSN: _________ COMMIT DATE: _________ COMMIT TIME: ______
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _________
JAIL NUMBER: 153

          ENTER OPTION HERE =>  2_

                    :00.1                                                24/35
Connected to host 165.176.120.129                                   NUM   9:00 AM
```

```
LCU1-7                  LIDS - JAIL CERTIFICATION SUMMARY              V.08152003

          MONTH ENDING: 11302003 NUMBER OF DAYS    30
JAIL 153 PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT:     652

THE ADP YOU HAVE ENTERED DEVIATES MORE THAN 10 PERCENT (PLUS OR MINUS)
FROM THE PREVIOUS MONTH OR THE PREVIOUS YEAR.  PLEASE VERIFY THE
INFORMATION SUBMITTED FOR THIS MONTH IS BOTH ACCURATE AND COMPLETE PRIOR
TO CERTIFYING THIS INFORMATION.


CURRENT MONTH ADP =                    649
PREVIOUS MONTH ADP =                   687 VARIANCE % =   -5.53
PRIOR YEAR ADP FOR SAME MONTH =         74 VARIANCE % =  777.02


TO CERTIFY THIS MONTH, YOU MUST ENTER "Y" IN THE FIELD BELOW.
THE ADP HAS BEEN REVIEWED AND IS BOTH ACCURATE AND COMPLETE. y (Y/N)

                    :07.4                                                19/63
Connected to host 165.176.120.129                                   NUM   9:02 AM
```

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option #1 – Jail Certification Summary:

```
LCU1-1                LIDS - JAIL CERTIFICATION SUMMARY            V.08152003
JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003   DAYS 30   COUNT    652
                                          COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->    461  13,830  $   110,640.00
PAYMENTS (TOTAL DAYS) STATE----------->    165   4,950  $    39,600.00
PAYMENTS (OUT OF STATE)--------------->      4     120  $       960.00
PAYMENTS ALTERNATIVE (HEM)------------>      0       0  $         0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->      0       0  $         0.00
PAYMENTS - STATE FELON DAYS----------->    112   2,580  $    15,480.00
PAYMENTS - JAIL CONTRACT BED---------->      1      30  $       420.00
NON-PAYMENT (FEDERAL)----------------->      3      90  $     2,207.70-
NON-PAYMENT (ORDINANCE)--------------->     16     480  $         0.00
NON-PAYMENT (MILITARY)---------------->      0       0  $         0.00
NON-PAYMENT (HEM)--------------------->      3      90  $         0.00
NON-PAYMENT (CONTRACT INMATES)-------->      0       0  $         0.00
NON-PAYMENT (PRIVATE TRANSPORTS)------>      0       0
RECOVERIES---------------------------->                 $         0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->                 $         0.00
TOTAL--------------------------------->    765  22,170  $   164,892.30

CERT. PSWD: _          MONTHLY ADP:    649    DOC RATED CAPACITY:    467
STARTING COMMITMENT DATE: _________    -OR- STARTING WITH SSN:  _________
SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)
```

- **Option #2, Certify Monthly Prisoner Status** provides a means to review, validate and certify the monthly Prisoner Status File
- Select Create/Re-create (Option #1) prior to selecting Option #2, Certify Monthly Prisoner File
- Once the chief jailer certifies the monthly Prisoner Status file, the file is 'locked' and cannot be updated directly
  - ✓ To unlock your monthly Certification you must call the Compensation Board
- Allows viewing the payment status in commitment order by entering Starting Commitment Date
- Allows viewing the payment status on a specific prisoner by entering the SSN
- Allows viewing of total days, dollar, Average Daily Population (ADP) and adjustments reported for the month
- **IF** the LIDS system detects a plus or minus of 10 percent as a variance in your monthly ADP, it will be required to verify that the data is correct as reported prior Certification
  - ✓ **If 'Y'** is entered in the field labeled 'ADP has been reviewed, and is accurate as listed', proceed to certify the file by the **tenth (10th) working day of the following month** for the previous months activity
  - ✓ **When the clear key is depressed, or 'N'** is entered in the field labeled 'ADP has been reviewed and is accurate as listed', the financial file **cannot** be certified **until** the data has been updated

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option #2 – Financial Detailed Summary:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LCU1-2                LOCAL INMATE DATA SYSTEM (LIDS)              V.08152003
                       CERTIFICATION DETAIL SUMMARY
                  MONTH OF  NOVEMBER  2003 NUMBER OF DAYS  30
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT    652
    COMMITMENT RELEASE  ADJMNT    SSN         NAME              RS RS
FLG    DATE     DATE     DOLS            (LAST FIRST MI)       CF RL
 _ 10292003 ________   240.00  915307348 MENDEZ-FERNANDEZ, JORG 10 __
 y 04232003 ________   420.00  915307488 NAVARETTE-RAMOS, JOSE  20 __
 _ 09132002 ________   240.00  915307590 ESCOBAR, ABEL ESCOBAR  20 __
 _ 10182003 ________   240.00  915307787 RAMOS, RIGOBERTO ANTON 10 __
 y 10092003 ________   240.00  915307974 LOPEZ, JOSE LUIS       10 __
 _ 04252003 ________   240.00  915308135 SANTOS-DIAZ, JOSE      10 __
 _ 02062003 ________     0.00  915308154 DEASE, DAMIEN ANGELO   73 __
 _ 05202003 ________   420.00  915308156 LEON-DELEON, ALEX ROCA 20 __
 _ 08142003 ________   240.00  915308247 LAMBERT, ANTOINE MARIO 50 __
 _ 03272003 ________   240.00  915308335 HERNANDEZ, FELINCIO    10 __
 _ 04042003 ________   240.00  915308372 CONTRERAS-SILVERIO, LU 39 __
 _ 10142003 ________   240.00  915308461 DIAZ, OLBIN            14 __
 _ 10282003 ________     0.00  915308625 MALDONADO-MORALES, LUI 10 __
 _ 06062003 ________   240.00  915308647 WILSON, BRIAN E        10 __
 _ 06232003 ________   240.00  915308717 BOCANERA, RODOLFO      10 __
 _ 10212003 ________   240.00  915308728 MARROGUIN-MERIDA, LUIS 10 __
REVIEW ALL ON PAGE __ (Y/N) SCN OPTION 3 (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD)
MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE

                    :00.5                                    07/03
Connected to host 165.176.120.129                    NUM    9:06 AM
```

- Select Option #2, Detailed Summary to view the monthly summary
  - ✓ Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners to view selected inmates detailed information, **OR**
  - ✓ 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
    - ➢ When selecting 'Y' all on page, only the inmates on that page can be viewed
    - ➢ To view other inmates, repeat the same process of selecting 'Y' all on page
      - 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 return to the summary page, select option '1' = Summary **OR**
      - o To review the prisoners detail where a 'Y' was placed or if all on one page was selected, choose option '3'

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option #3 – Prisoner Status Review:

```
LCU1-3                LOCAL INMATE DATA SYSTEM (LIDS)              V.08152003
                       PRISONER STATUS REVIEW/UPDATE
                  MONTH OF  NOVEMBER  2003 NUMBER OF DAYS  30
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT    652
SSN: 915307488  NAME: NAVARETTE-RAMOS, JOSE ALB
COMMIT DT/TM  04232003  1703 REASON CONF: 20         COURT ORDER DATE: _______
RELEASE DT/TM _______  ____ REASON REL.: __  TR./JAIL     BKLOG ST.DT _______
MOST SERIOUS OFFENSE CODE:           OFFENSE DATE: 01010001    OFFEN TYPE:  A
MOST RECENT SENT DATE  06192003  CUM.SENT.LGTH (Y): 002 (M) 000 (D)   000
BONUS START DATE:      09172003    PENDING CHARGES: F     DOC COMP. ST:
TOTAL DAYS: 30  STATE DAYS: 30  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $240           $180                 $  0      $  0        $  0
                                                                  UPD _ (Y/N)
*****************************************************************************
SSN: 915307974  NAME: LOPEZ, JOSE LUIS
COMMIT DT/TM  10092003  2020 REASON CONF: 10         COURT ORDER DATE: _______
RELEASE DT/TM _______  ____ REASON REL.: __  TR./JAIL     BKLOG ST.DT _______
MOST SERIOUS OFFENSE CODE:           OFFENSE DATE: 01010001   OFFEN TYPE:   M
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
NO MORE DATA...                                                   UPD _ (Y/N)
SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)

                    :00.3                                          24/16
```

- Select '3', Review screen for selected month
  - ✓ Summary of all offenses and provides the financial overview for selected prisoners
    - ➢ To view the next page of inmates, select 'N' = Next Page
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the detail summary of an inmate, select Option '2' Detail Summary

Option #2 - Certify Monthly Prisoner Status - Continued

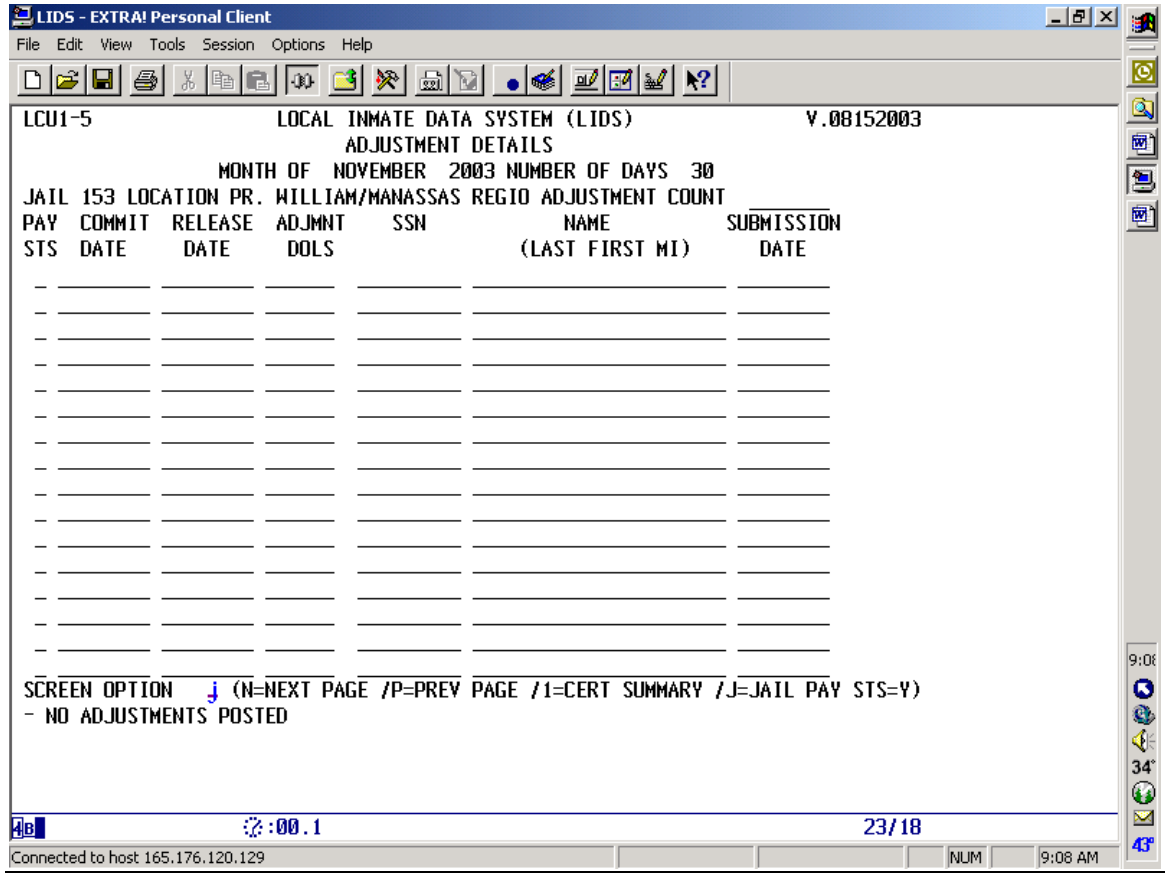
Option #4 – Jail Adjustment Summary:

```
LCU1-4                LIDS - JAIL ADJUSTMENT SUMMARY                V.08152003
JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003   DAYS 30   COUNT    652
                                          COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->     0       0  $        0
PAYMENTS (TOTAL DAYS) STATE----------->     0       0  $        0
PAYMENTS (OUT OF STATE)--------------->     0       0  $        0
PAYMENTS ALTERNATIVE (HEM)------------>     0       0  $        0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->     0       0  $        0
PAYMENTS - STATE FELON DAYS----------->     0       0  $        0
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)----------------->     0       0  $        0
NON-PAYMENT (ORDINANCE)--------------->     0       0  $        0
NON-PAYMENT (MILITARY)---------------->     0       0  $        0
NON-PAYMENT (HEM)--------------------->     0  $       $        0
NON-PAYMENT (CONTRACT INMATES)-------->     0       0  $        0
NON-PAYMENT (PRIVATE TRANSPORTS)------>     0       0
ADJUSTMENTS WITH NO FINANCIAL IMPACT-->     0
TOTAL--------------------------------->     0       0  $        0

SCREEN OPTION 5_ (1=CERT. SUMMARY; 2=DETAIL SUM; 3=REVIEW/UPD; 5=ADJ DETAILS)

                    :00.1                                        23/17
```

- Select '4', Adjustment Summary screen which supports adjustments made by the locality for the selected month
  - ✓ Reflects the financial status of an adjustment made by the locality that impacted a prior month
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the detail summary of an inmate, select Option '2' Detail Summary
    - ➢ To review the detail of the prisoners where a 'Y' was placed or if you selected to view all on page, select option '3'
    - ➢ To view the detailed financial information for the monthly adjustment summary, select Option '5' Adjustment Details

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option #5 – Adjustment Detail:



- Option '5', Adjustment Detail screen supports the detailed information on each adjustment
  - ✓ Provides a list of prisoners and the adjustment dollars for the report month selected
    - ➢ To view the next page of inmates, select Option 'N' = Next Page
    - ➢ To view the previous page of inmates, select Option 'P' = Previous Page
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the Jail Payment status select Option 'J' = Jail Payment

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option 'J' – Jail Facility Payment Status:

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS1                 LIDS - JAIL FACILITY PAYMENT STATUS            V.01282003
JAIL 153          MONTH OF  MAY            2003
SSN 915308454 NAME HERNANDEZ, JULIO CESAR    COMMIT DATE 05212003 TIME 011322
                                                              -ADJUSTMENT-
                                        *DAYS*   *DOLLARS*   *DAYS*  *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL--------->      0  $        0      10  $       80
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
CONTRACT (OUT OF STATE)------------->      0  $        0       0  $        0
PRIVATE TRANSPORTS ----------------->      0  $        0       0  $        0
ADJUSTMENTS POSTED THIS MONTH------->                          10  $       80
TOTAL---(INCLUDES ADJUSTMENTS)------>     10  $       80
VOUCHER NO.                            DATE

SCREEN OPTION N_   (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)

                    :00.1                                          23/17
Connected to host 165.176.120.129                   CAP  NUM   11:34 AM
```

- Option 'J', Jail Facility Payment Status screen supports the detailed information on each monthly adjustment
  - ✓ Provides monthly each category that was adjusted
    - ➢ To view the next page of inmates, select Option 'N' = Next Page
    - ➢ To view the previous page of inmates, select Option 'P' = Previous Page
    - ➢ To view the Jail Payment status, select Option 'J' = Jail Payment

Option #2 - Certify Monthly Prisoner Status - Continued

Screen Option #6 – Recovery Summary:

```
LCU1-6                LIDS - RECOVERY SUMMARY                    V.08152003

JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003   DAYS 30   COUNT    652

                                                   *DOLLARS*

FEDERAL PRISONER OVERHEAD RECOVERY---->                $        0.00
CONTRACT INMATE OVERHEAD RECOVERY----->                $        0.00

TOTAL--------------------------------->                $        0.00

SCREEN OPTION _  (1=CERT. SUMMARY)

                          :00.4                                23/16
```

- Option '6', Recovery Screen 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
    - ➢ To return to the summary page, select Option '1' = Summary
- Clear Screen - Returns to the Reimbursement Maintenance Menu
- Sheriff/Superintendent must then log-in, select Option '3' to Approve monthly submission

Reimbursement Maintenance (Continued)

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which is used by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS and is only provided to explain the dollar amount reimbursed on a quarterly basis. It screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	Opt #6 ADP	Opt. #9 ADJ. 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 USED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

** **CATEGORIES USED TO PULL ADP UTILIZED TO HELP DETERMINE STAFFING NEEDS**

- To obtain the definition for each reimbursement category mentioned above for Option #'6' - Prior Monthly Financials as Reported, see the Inquiry section of this LIDS User Guide
  - ✓ Option #6, Prior Monthly Financials reflects data as Reported/Approved
  - ✓ Option #6 is the status as approved before spreading adjustments to prior financial months
- To obtain the definition/difference for Option #9, Prior Monthly Financials as Adjusted, see the Inquiry Section of this LIDS User Guide
  - ✓ Option #9 reflects the monthly status after all adjustments have been completed for the requested month
- Average Daily Population (ADP) is one of the tools utilized to help determine staffing needs

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Reimbursement Maintenance (Continued)

Navigational Path: Option #3 – Approve Monthly Status File

- **LIDS Main Menu - Enter Option #6 - Reimbursement Maintenance**
- **Option #6 - Reimbursement Maintenance to Option #3 – Approve Monthly Status File**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-26                          MAIN MENU                         09.05.34

          JAIL 137  CENTRAL VIRGINIA REGIONAL JAIL


          2    DOC MAINTENANCE
          3    COMMITMENT MAINTENANCE
          4    FORMS MAINTENANCE
          5    INQUIRY
          6    REIMBURSEMENT MAINTENANCE

          8    RECONCILIATION TOOLS
          9    EXPUNGE OFFENSES
          X    EXIT LIDS
GENERAL BROADCAST MESSAGES



NO GENERAL BROADCAST MESSAGES
          OPTION 6    _

                    :00.3                                          22/24
Connected to host 165.176.120.129                                  NUM   9:08 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12302003
2004-04-26               REIMBURSEMENT MAINTENANCE                    09.15.12


1.  CREATE MONTHLY PRISONER STATUS FILE
2.  CERTIFY MONTHLY PRISONER STATUS
3.  APPROVE MONTHLY PRISONER STATUS
4.  ADJUST MONTHLY PRISONER STATUS


7.  REVIEW VOUCHERS



12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH 03            YEAR   2004
PRISONER SSN: _          COMMIT DATE:          COMMIT TIME: ____
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: 137


          ENTER OPTION HERE =>  3_

                    :00.1                                          19/16
Connected to host 165.176.120.129                                  NUM   9:16 AM
```

Option #3 – Approve Monthly Status File - Continued

Jail Approval Summary:

- **Must view adjustments, Option #4, if adjustments are shown**
- **Sheriff or Superintendent enters in logon password and**
- **Input Approval Indicator**
  - ✓ **Y, Yes**
  - ✓ **N, No**
  - ✓ **R, Rejects Approval**
- **Press enter to move to next screen**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAP1-1                  LIDS - JAIL   APPROVAL    SUMMARY              V.02022004
JAIL 137 CENTRAL VIRGINIA REGIONAL  ENDING 03312004   DAYS 31   COUNT     394
                                      COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->    130   3,919  $    31,352.00
PAYMENTS (TOTAL DAYS) STATE----------->     84   2,604  $    20,832.00
PAYMENTS (OUT OF STATE)--------------->      1      25  $       200.00
PAYMENTS ALTERNATIVE (HEM)------------>      2      62  $       496.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->      0       0  $         0.00
PAYMENTS - STATE FELON DAYS----------->     81   2,452  $    14,712.00
PAYMENTS - JAIL CONTRACT BED---------->      1      31  $       434.00
NON-PAYMENT (FEDERAL)----------------->    176   5,426  $         0.00
NON-PAYMENT (ORDINANCE)--------------->      0       0  $         0.00
NON-PAYMENT (MILITARY)---------------->      0       0  $         0.00
NON-PAYMENT (HEM)--------------------->      1      31  $         0.00
NON-PAYMENT (CONTRACT INMATES)-------->      0       0  $         0.00
NON-PAYMENT (PRIVATE TRANSPORTS)------>      0       0
RECOVERIES---------------------------->                 $         0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->                 $         0.00
TOTAL--------------------------------->    476  14,550  $    68,026.00
        *****MONTHLY ADP:     386          DOC RATED CAPACITY:      242
   APPROVAL   PASSWORD:        _        APPROVAL INDICATOR:     y  <= "Y" "N" "R
STARTING COMMITMENT DATE: _________    -OR- STARTING WITH SSN:  _________
SCREEN OPTION _ (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

                    :00.2                                          21/33
Connected to host 165.176.120.129                    NUM    9:18 AM
```

- The following screen will be displayed after the Approval password and indicator have been entered
- Press enter to complete Approval Process

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAP1-1A                 LIDS - JAIL APPROVAL SCREEN                V.02022004
                  MONTH OF  MARCH     2004 NUMBER OF DAYS  31
JAIL 137 LOCATION CENTRAL VIRGINIA REGIONAL



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 THE REGIONAL JAIL.

                                        APPROVAL INDICATOR:    Y
PRESS ENTER TO APPROVE; CLEAR SCREEN TO EXIT WITHOUT APPROVING

APPROVAL PROCESS COMPLETED - CLEAR SCREEN TO EXIT

                    :00.2                                          01/01
Connected to host 165.176.120.129                    NUM    9:19 AM
```

Option #3 – Approve Monthly Status File - Continued

- **Option #3, Approve Monthly Prisoner Status** screen validates and approves the monthly Prisoner Status File
- **Create/Recreate (Option #1) and Certify Monthly Prisoner File (Option #2) must be done prior to the Sheriff/Superintendent approving the monthly LIDS submission to the Compensation Board**
- Option #3, Approve Monthly Status File provides the Sheriff/Superintendent with an electronic method to either view, reject or approve the monthly Financial LIDS submission
  - To view the monthly LIDS Financial submission, do not provide or fill in the Approval Password
  - To reject the monthly LIDS Financial submission, select 'r' Reject and the Certification screen will be unlocked to make necessary adjustments to the monthly submission
  - If the Sheriff/Superintendent wants to approve the Monthly Financial Submission, fill in the Approval Password and approve
    - All monthly records are locked once approved
- You may go in/out of this option as long as you the Sheriff/Superintendent has not Approval
- This screen allows viewing the total days and dollars figures associated with each category
- Selecting Option #3 is the last necessary step to submit monthly financial LIDS submissions to the Compensation Board for reimbursement
  - **Procedures:**
  - ✓ Sheriff or Superintendent is responsible for the approval process
  - ✓ System forces the Sheriff/Superintendent to view adjustment, Option #4, prior to approval
  - ✓ When ready to approve, enter Approval Password (Logon-ID)
  - ✓ Place a '**Y**' in the Approval Indicator space indicating that '**YES**', monthly LIDS submission is ready to be approved
  - ✓ A message indicating that the monthly submission has been approved will be received **OR**
  - ✓ Enter "**N**" - **No** - NOT ready to approve monthly submission
    - Once the Sheriff/Superintendent views monthly submission and decides that he/she does **not** want to approve the submission, place an 'N' in the Approval Indicator space indicating that 'NO', the monthly submission is not ready to approve **OR**
  - ✓ Enter a '**R**'- **Reject** –if you detect a problem with the monthly submission and desire to un-do the certification process so that staff members make some changes/updates prior to the approval process
- Allows viewing the payment status in commitment order by entering Starting Commitment Date
- Allows viewing the payment status on a specific prisoner (Enter Starting SSN)
- Clear Screen - Returns to the Inquiry Menu
- Any changes necessary after the Sheriff approves his report will be treated as an adjustment (See Next Section - Option '4' - Adjust Monthly Prisoner Status)

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Reimbursement Maintenance (Continued)

Navigational Path: Option #4 - Adjust Monthly Prisoner Status

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12092003
2003-12-23               REIMBURSEMENT MAINTENANCE                     11.04.26


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 AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH 11            YEAR   2003
PRISONER SSN: _________ COMMIT DATE: ________   COMMIT TIME: ______
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: 153

          ENTER OPTION HERE =>  3_

                    :00.1                                        24/34
Connected to host 165.176.120.129                                NUM   11:06 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12092003
2003-12-23               REIMBURSEMENT MAINTENANCE                     10.01.34


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 AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH __            YEAR   ____
PRISONER SSN: 901310819 COMMIT DATE: 08082003   COMMIT TIME: 032000
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: 013

          ENTER OPTION HERE =>  4_

                    :00.1                                        24/34
Connected to host 165.176.120.129                                NUM   10:08 AM
```

Option #4 - Adjust Monthly Prisoner Status - Continued

Screen #1, Adjustment Summary – Financial screen BEFORE adjustment

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAJ1-A                    LOCAL INMATE DATA SYSTEM (LIDS)                V.00072003
2003-12-23                JAIL FACILITY ADJUSTMENT POSTING
JAIL NUMBER: 013     ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
SSN: 901310819       NAME: DOE, JOHN
COMMITMENT DATE: 08082003 TIME: 032000     UPDATE PRISONER DEMOGRAPHICS?: N
   RELEASE DATE: ________ TIME: ______  RELEASE REASON: __ TRANS TO JAIL: ___
-----------------------------------------------------------------------------
A  REPORT  ADJUSTED REA O  SENTENCE    TOTAL    TOTAL        PAYMENT
J   DATE     DATE    CON C   LENGTH     DAYS   DOLLARS       STATUS
                             YR /MO /DA
a 08312003 12232003 10  M 000/000/000    23    184.00         LD
_ 09302003 12232003 10  M 000/000/000    30    240.00         LD

COMMENTS (REQUIRED): update offense from misd. to ord._____________________
OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
 ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT

                    :00.1                                          21/56
Connected to host 165.176.120.129                    NUM    10:24 AM
```

- **Adjustment Screen #2, Offense Pick List**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAJ1-B                    LOCAL INMATE DATA SYSTEM (LIDS)                V.00072003
2003-12-23                         OFFENSE PICK LIST
SSN 901310819  DOE, JOHN                                  LOCAL ID
COMMIT DATE: 08082003   TIME: 032000   REASON CONFINED: 10
-------------------------- SUBMISSION MONTH 08/2003 --------------------------
  "X" PLACED NEXT TO OFFENSE WILL SELECT OFFENSE
SELECT  OFFENSE     SEQ TYPE MS OFFN-DATE  SENT-DATE SENTENCE-LTH  COURT DISP
   x    ALC4177M1     1  M       08082003  ________  ___________   013   BO
   _     ADD NEW      2  _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __
   _    _________ ____ _    _  ________  ________  ___________   ___   __

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

                    :00.1                                          09/05
Connected to host 165.176.120.129                    NUM    10:25 AM
```

Option '4' - Adjust Monthly Prisoner Status - Continued

- **Adjustment Screen #3, Offense Information Screen**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAJ1-C                    LOCAL INMATE DATA SYSTEM (LIDS)              V.00072003
2003-12-23                  OFFENSE INFORMATION SCREEN

JAIL NUMBER: 013 SSN: 901310819 COMMITMENT DATE: 08082003    TIME: 032000
RELEASE DATE:          TIME:        RELEASE REASON:    TRANS TO JAIL:
NAME: DOE, JOHN                    REASON CONFINED: 10
------------------------- SUBMISSION MONTH 08/2003 -------------------------

SEQUENCE:    1    OFFENSE CODE: ALC4177o1  OFFENSE TYPE: o MOST SERIOUS: _
ADVERTISE ALCOHOLIC BEVERAGES NOT LEGALLY MANUFACTURED/SOLD

OFFENSE DATE: 08082003    COURT JURISDICTION 013    COURT TYPE (JUV) _
CONVICTION DATE: ________
SENTENCE DATE: ________     OFFENSE AS SENTENCED  _________    TYPE: _


SENTENCE LENGTH:  YEARS: ___0  MONTHS: ___0  DAYS: ___0   CONCURRENT  _

OFFENSE DISPOSITION: BO   DISPOSITION DATE: 08082003

DOCKET: ____________
HOUSING STATUS ___ FACILITY LOCATION ___ CURRENT LOCATION ____________________

                    :00.1                                          09/75
Connected to host 165.176.120.129                                  NUM   10:27 AM
```

- **Adjustment Screen #4, Adjustment Posting screen AFTER the adjustment is completed**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LAJ1-A                    LOCAL INMATE DATA SYSTEM (LIDS)              V.00072003
2003-12-23                JAIL FACILITY ADJUSTMENT POSTING
JAIL NUMBER: 013     ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
SSN: 901310819       NAME: DOE, JOHN
COMMITMENT DATE: 08082003 TIME: 032000     UPDATE PRISONER DEMOGRAPHICS?: N
   RELEASE DATE: ________ TIME: ______  RELEASE REASON: __ TRANS TO JAIL: ___
-----------------------------------------------------------------------------
A  REPORT  ADJUSTED REA O  SENTENCE    TOTAL    TOTAL        PAYMENT
J   DATE     DATE    CON C   LENGTH     DAYS  DOLLARS        STATUS
                             YR /MO /DA
_ 08312003 12232003 10  O 000/000/000    23      0.00          OR
_ 09302003 12232003 10  O 000/000/000    30      0.00          OR




COMMENTS (REQUIRED): UPDATE OFFENSE FROM MISD. TO ORD.
OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
 ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT
ADJUSTMENTS COMPLETED

                    :00.2                                          22/13
Connected to host 165.176.120.129                                  NUM   10:27 AM
```

Option '4' - Adjust Monthly Prisoner Status - Continued

- **Option '4', Adjust Monthly Prisoner Status** makes adjustments to prior report months
- Provides a means to make Adjustments that may or may not have a Financial Impact
- Top portion of the screen provides a means to update confinement information
  - ✓ Example: Prisoner was released on 6/24/2001
  - ✓ Enter Release date
  - ✓ Enter Release time
  - ✓ Enter Release reason
  - ✓ Enter 'A' at the far left to Post an Adjustment
  - ✓ Tab to comments and enter the reason the adjustment is being made
  - ✓ Press Enter and the system will display a posted date that reflects when the adjustment was posted
- Bottom Portion of the screen provides a means to update offense information
  - ✓ Example: Missed updating sentencing information
  - ✓ Enter 'A' at the far left of the month the adjustment is to be posted
  - ✓ Tab to comments and enter the reason the adjustment is being made
  - ✓ Press Enter and the Offense screen or the Offense Pick List will appear
- Screen options
  - ✓ 'N' moves to the next page
  - ✓ 'O' moves to the Offense Update Screen
  - ✓ 'J' moves to the Jail Payment Status for the adjustment
  - ✓ Clear Screen - Returns to the Reimbursement Maintenance Menu
- **Example on previous pages -** Updated Type of Offense from 'M', Misdemeanor to 'O' Ordinance
- 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.
- Utilized to update Offense Information for those inmates confined in prior months
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to update/satisfy multiple offenses with a disposition code and disposition date, when needed
- Utilized if a new offense needs to be added
- Use this option if a message was received from LIDS indicating that a Financial Adjustment needs to be made, please contact your financial adjuster.
  - ✓ You will receive this type of message if information was updated *after* your approval
  - ✓ If NOT adjusted, the quarterly reimbursement will be either understated or overstated
  - ✓ It would also result in an Audit finding once audited if an adjustment is NOT made. Suggestion:
    - ➢ Make a copy of the screen that indicates that a financial adjustment needs to be made 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 the adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
    - ➢ **IF** deleting an offense, a message will appear asking if you want to delete this offense, press Enter again
      - o A message will be received that the Offense has been updated or added or deleted
    - ➢ Back out to see the update on the Offense Pick List
    - ➢ If additional offenses need to be updated, repeat the same process above
- Once updated, enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- A message will appear that the update is completed
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS User Guide

Compensation Board Options

- **Option #5 and Option #6 are Compensation Board Options within LIDS**

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Reimbursement Maintenance (Continued)

Navigational Path: Option #7. - Review Vouchers

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

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12092003
2003-12-23               REIMBURSEMENT MAINTENANCE                       10.31.47


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 AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH __            YEAR ____
PRISONER SSN: _________ COMMIT DATE: ________   COMMIT TIME: ______
VOUCHERS: FISCAL YEAR 2003 QUARTER 1 STARTING NUMBER
JAIL NUMBER: 059

SPECIFY EITHER QUARTER/FISCAL YEAR OR VOUCHER NUMBER
          ENTER OPTION HERE =>  _7

                    :00.1                                          24/34
Connected to host 165.176.120.129                                  NUM   10:33 AM
```

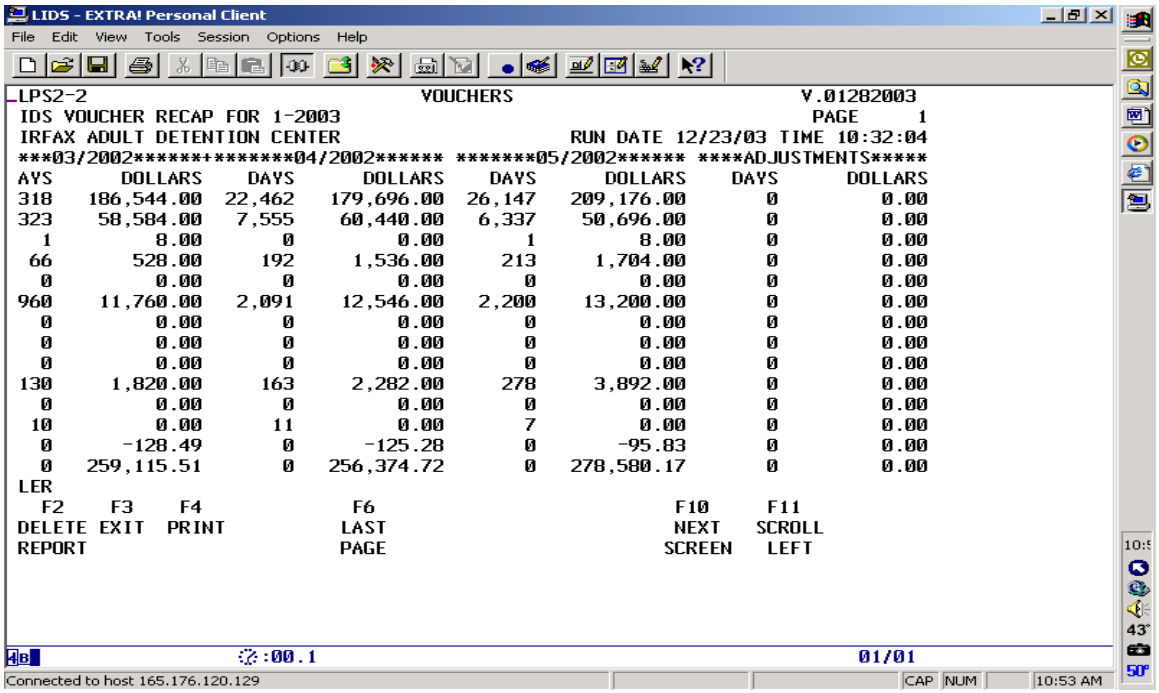
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LPS2-2                          VOUCHERS                        V.01282003
SCBOLMN3-R001-059-00005017                        LIDS VOUCHER RECAP FOR 1-20
V.12092003(7)                                    FAIRFAX ADULT DETENTION CENT
                            ********TOTAL******* *******03/2002******+*******04
                              DAYS       DOLLARS    DAYS      DOLLARS    DAYS
TOTAL STATE DAYS (LOCAL)     71,927   575,416.00  23,318   186,544.00  22,462
TOTAL STATE DAYS (STATE)     21,215   169,720.00   7,323    58,584.00   7,555
TOTAL STATE DAYS (O. STATE)       2        16.00       1         8.00       0
TOTAL ALTERNATIVE (HEM)         471     3,768.00      66       528.00     192
TOTAL ALTERNATIVE (SWE)           0         0.00       0         0.00       0
FELON                         6,251    37,506.00   1,960    11,760.00   2,091
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               571     7,994.00     130     1,820.00     163
CONTRACT DAYS RECOVERY            0         0.00       0         0.00       0
FEDERAL DAYS RECOVERY            28         0.00      10         0.00      11
FED OVERHEAD RECOVERY             0      -349.60       0      -128.49       0
 TOTAL DOLLARS                          794,070.40       0   259,115.51       0
03/2002 2002-04-11-09.10.07.988115 SCB0591  CHIEF JAILER
  F2     F3     F4              F6                        F10              F12
DELETE EXIT  PRINT            LAST                       NEXT            SCROLL
REPORT                        PAGE                      SCREEN           RIGHT

                    :00.4                                          01/01
Connected to host 165.176.120.129                                  NUM   10:33 AM
```

Option #7, Review Vouchers - Continued

ENTER F12 to scroll to the left of the screen



```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
LPS2-2                              VOUCHERS                                V.01282003
IDS VOUCHER RECAP FOR 1-2003                                                 PAGE     1
IRFAX ADULT DETENTION CENTER                          RUN DATE 12/23/03 TIME 10:32:04
***03/2002**************04/2002****** *******05/2002****** ****ADJUSTMENTS*****
AYS      DOLLARS    DAYS      DOLLARS    DAYS      DOLLARS    DAYS      DOLLARS
318    186,544.00  22,462   179,696.00  26,147   209,176.00      0         0.00
323     58,584.00   7,555    60,440.00   6,337    50,696.00      0         0.00
  1         8.00       0        0.00       1         8.00      0         0.00
 66       528.00     192     1,536.00     213     1,704.00      0         0.00
  0         0.00       0        0.00       0         0.00      0         0.00
960    11,760.00   2,091    12,546.00   2,200    13,200.00      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
130     1,820.00     163     2,282.00     278     3,892.00      0         0.00
  0         0.00       0        0.00       0         0.00      0         0.00
 10         0.00      11        0.00       7         0.00      0         0.00
  0      -128.49       0     -125.28       0       -95.83      0         0.00
  0   259,115.51       0   256,374.72       0   278,580.17      0         0.00
LER
  F2     F3     F4          F6                        F10     F11
DELETE EXIT  PRINT        LAST                       NEXT   SCROLL
REPORT                    PAGE                      SCREEN   LEFT
:00.1                                                          01/01
Connected to host 165.176.120.129                   CAP NUM    10:53 AM
```

- **Option #7, Review Vouchers** allows local jail facilities to view the voucher created for **quarterly** per diem payments.
- Vouchers can be viewed back to the 3rd quarter of FY1997.
  - ✓ The first month jail facilities submitted Inmate Data to LIDS was report month - December 1996
  - ✓ The first quarter jail facilities may review vouchers in LIDS is for the 3rd quarter in FY1997
- **Procedures:**
  - ✓ Select Option #7, Review Vouchers
  - ✓ Tab and input:
    - ➢ Vouchers Fiscal Year
      - o 2003 (Example: July 2002 through July 2003 = FY2003)
    - ➢ 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
    - ➢ The Voucher number will be assigned by CB so leave blank
    - ➢ Press Enter to view the requested quarterly voucher screens
- Used to track and project yearly revenue based on quarterly per diem payments
  - ✓ 1st Quarter Payment processed by CB around July 15th
  - ✓ 2nd Quarter Payment processed by CB around October 15th
  - ✓ 3rd Quarter Payment processed by CB around January 15th
  - ✓ 4th Quarter Payment processed by CB around April 15th

Compensation Board Options

- **Option #8 – Option #11 are Compensation Board Options within LIDS**

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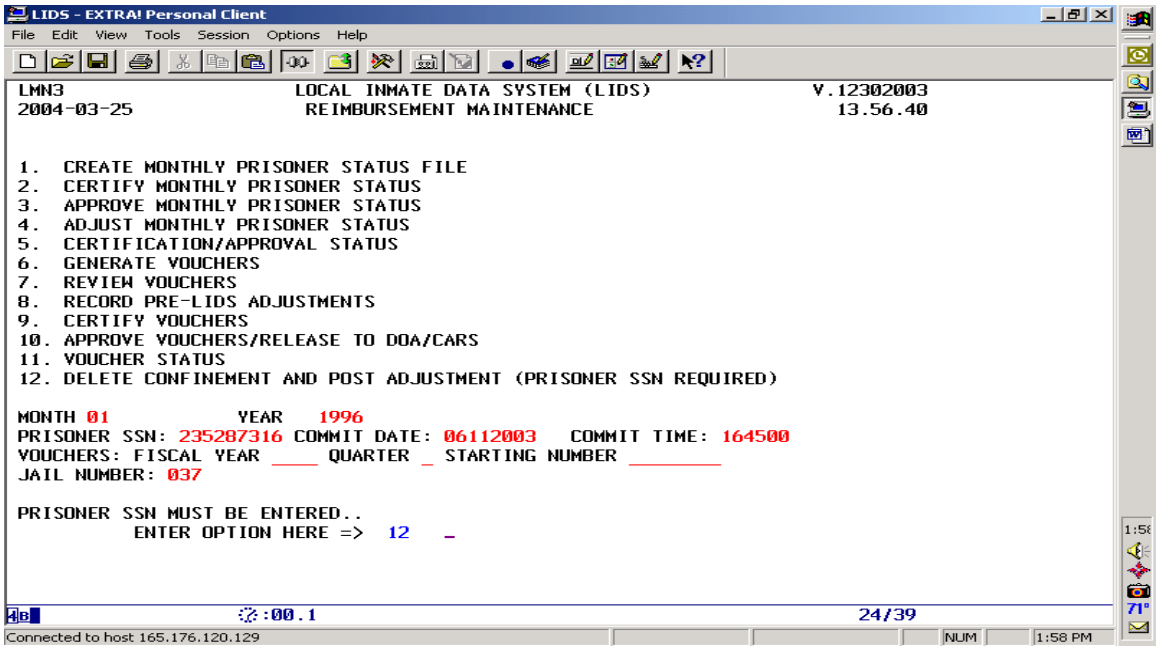
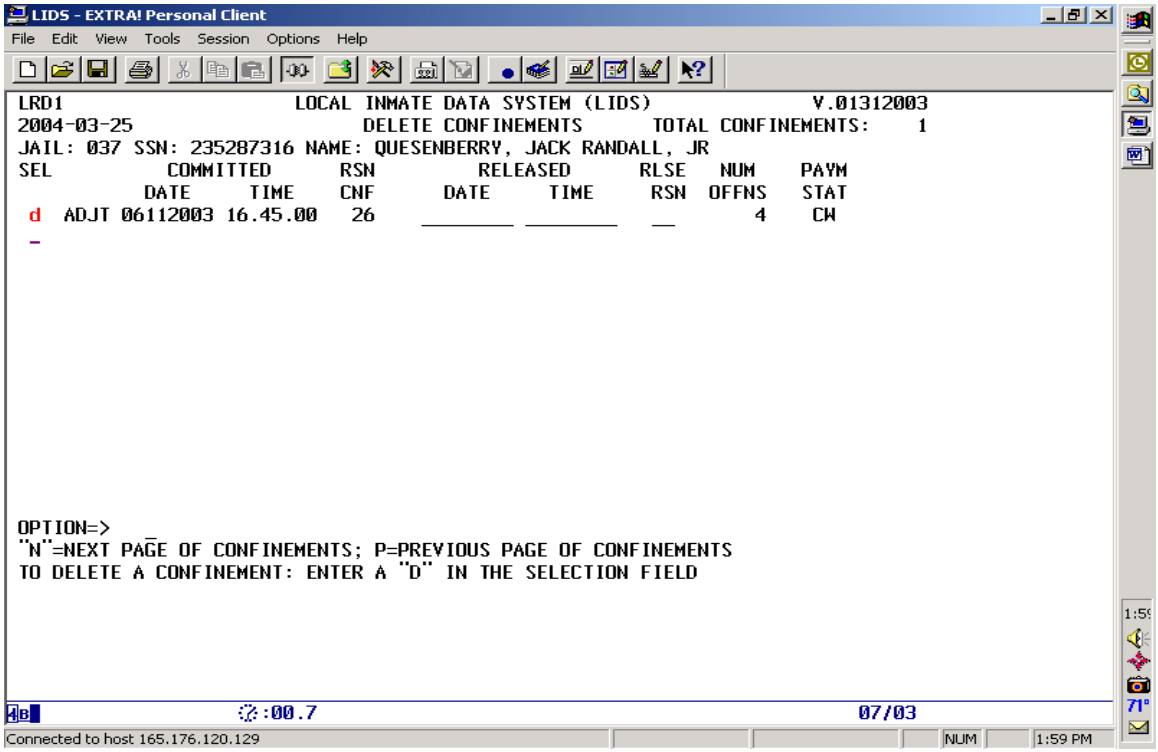
Reimbursement Maintenance (Continued)

Navigational Path: Option '12' - Delete Confinement/Post Adjustment

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





Option #12 - Delete Confinement/Post Adjustment

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12302003
2004-03-25               REIMBURSEMENT MAINTENANCE                     13.57.56


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 AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH __              YEAR ____
PRISONER SSN: _________ COMMIT DATE: _________   COMMIT TIME: ______
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: 037

FROM LRD1 - CONFINEMENT DELETE(S) COMPLETED AND ADJUSTMENTS POSTED AS NEEDED
          ENTER OPTION HERE =>  _

                    :01.1                                          24/34
Connected to host 165.176.120.129                                  NUM   2:03 PM
```

- **<u>Option #12, Delete Confinement/Post Adjustment</u>** allows a confinement entered in error for a **<u>prior month</u>** to be deleted where per diem payments have been made.
- Used to Delete a Confinement **<u>after</u>** the report month has been approved
- LIDS automatically post an adjustment if the prisoner's confinement is deleted 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
- **<u>Procedures:</u>**
  - ✓ Select Option #12
  - ✓ Enter Current SSN
  - ✓ Press Enter
  - ✓ Select Option 'I' (Inquire) to ensure the proper prisoner, SSN, Commit date and time
  - ✓ The delete screen will 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
  - ✓ A message 'Do you want to delete this confinement?' will appear, and gives one more chance to check to make sure the confinement should be deleted
  - ✓ **IF** confinement should be deleted, press Enter again and a message that the confinement has been deleted will appear
    - ➢ LIDS is programmed to post the adjustment once the confinement is deleted
    - ➢ It is not necessary to post an adjustment - Option #4, Adjust Monthly Prisoner Status
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

7. Division of Forensic Science Main Menu

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

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8. Reconciliation Tools

Navigational Path:

- **LIDS Main Menu - enter Option #8 - Reconciliation Tools**

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2004-04-13                          MAIN MENU                         10.56.54

            JAIL

            1     SYSTEM MAINTENANCE
            2     DOC MAINTENANCE
            3     COMMITMENT MAINTENANCE
            4     FORMS MAINTENANCE
            5     INQUIRY
            6     REIMBURSEMENT MAINTENACE

            8     RECONCILIATION TOOLS

            X     EXIT LIDS
GENERAL BROADCAST MESSAGES


NO GENERAL BROADCAST MESSAGES
            OPTION 8     _

                          :00.3                                        22/24
Connected to host 165.176.120.129                                NUM   11:24 AM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)              V.03072003
2003-12-23                          MAIN MENU                         13.10.13

            JAIL

            1     SYSTEM MAINTENANCE
            2     DOC MAINTENANCE
            3     COMMITMENT MAINTENANCE
            4     FORMS MAINTENANCE
            5     INQUIRY
            6     REIMBURSEMENT MAINTENACE

            8     RECONCILIATION TOOLS

            X     EXIT LIDS
GENERAL BROADCAST MESSAGES


NO GENERAL BROADCAST MESSAGES
            OPTION 8

                          :00.1                                        22/19
Connected to host 165.176.120.129                                NUM   1:11 PM
```

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LBI1                    LOCAL INMATE DATA SYSTEM (LIDS)              V.12031999
                         RECONCILIATION TOOLS MENU

            JAIL

     1.  OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
     2.  FINANCIAL COUNT BY PAYMENT CATEGORY
     3.  REPORT OF OUT-OF-STATE CONTRACT PRISONERS



     JAIL NUMBER    ___
     STARTING COMMIT DATE   _________     AND TIME   ______
     ENDING COMMIT DATE     _________     AND TIME   ______
     MONTH   __                           AND YEAR   ____

     VIEWING SEQUENCE: A    A=COMMITMENT DATE AND TIME
                            B=NAME(LAST, FIRST, MIDDLE)

            OPTION _

                          :00.6                                        22/19
Connected to host 165.176.120.129                                NUM   1:10 PM
```

Reconciliation Tools (Continued)

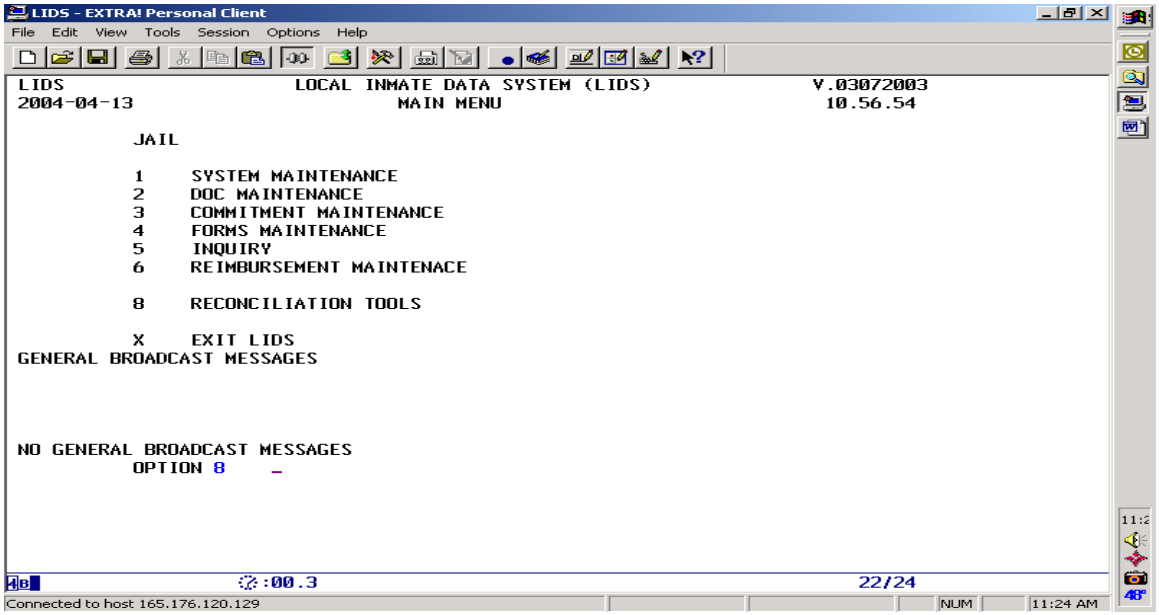
Option #8 - Reconciliation Tools - Continued

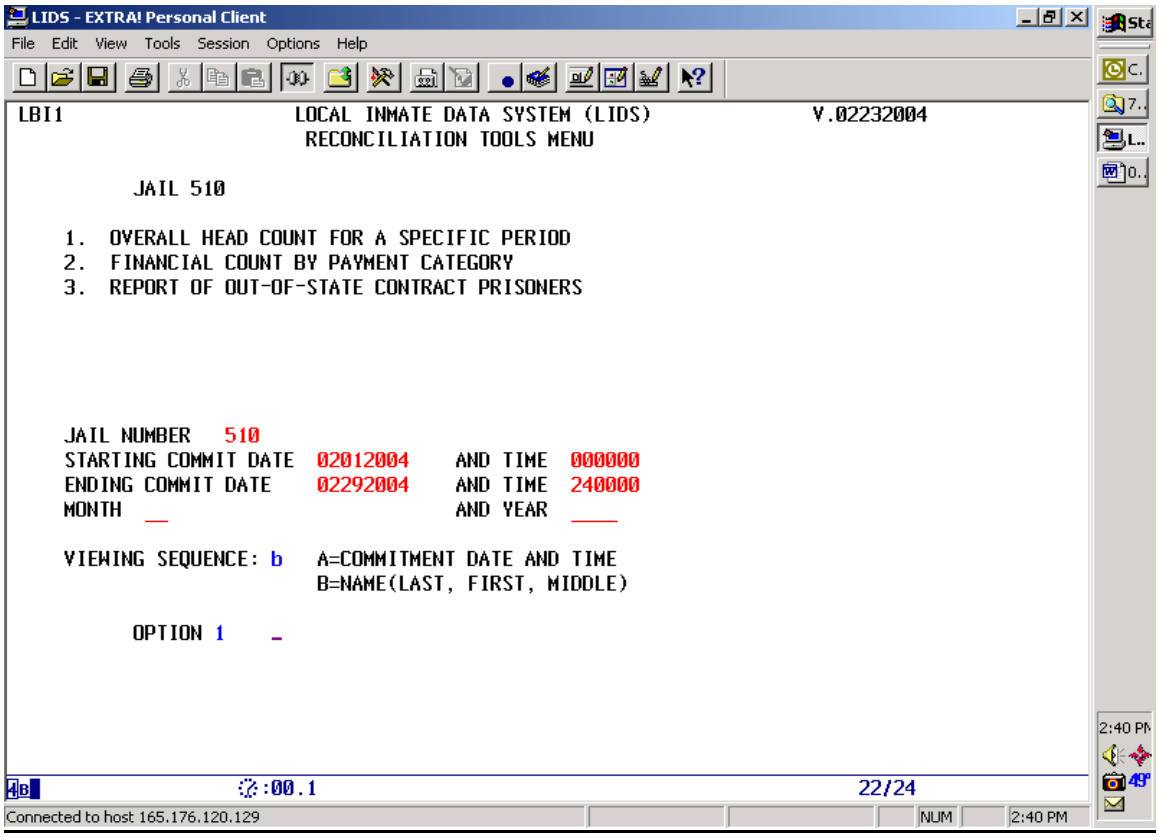
- **Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoners identification**
- **Option '8', Reconciliation Tools** provides users with the tools needed to balance inmate activity, financial count by payment for a specified period, and balance Out of State Contract Inmate Report.
- **Before viewing inmate data for a specific time period, the 'Create' your monthly file** must be created under the Reimbursement Maintenance option by selecting Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files and repeat each time you reconcile
- The Reconciliation Tool section of the LIDS User Guide was implemented on July 1, 1999
  - ✓ Option #1 - Should be utilized to balance the overall Inmate Head Count to the manual report and/or Jail Management System (JMS) headcount report
  - ✓ Option #2 - Should be utilized to balance the monthly financial count by payment category
  - ✓ Option #3 - Used to balance Out of State Contract Inmate
- Recommend that a Headcount reconciliation be the first step in reconciling inmate data
  - ✓ Helps verify that prisoner information in LIDS is correct
  - ✓ Helps ensure that the Tuesday Report inmate information is reported correctly twice a month
  - ✓ Help prevent possible Audit Findings
  - ✓ Recommend that reconciliation be done *at least* twice a month
    - ➢ Set up internal procedures
- Jail Number
  - ✓ Defaults to jail number
- Starting Commit Date/Time
  - ✓ Information will be pulled from the date entered through the ending date and time enter-ed
  - ✓ Date must be entered for Option #1 in MMDDYYYY format
  - ✓ Time must be entered for Option #1 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
- Year
  - ✓ This is the Year
  - ✓ Must be entered for Option #2

Reconciliation Tools (Continued)

Navigational Path: Option #1 - Overall Head Count For A Specific Period

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





Reconciliation Tools (Continued)

Option #1 - Overall Head Count For A Specific Period - Continued

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

```
LJI1-A                    LOCAL INMATE DATA SYSTEM (LIDS)              2004-03-23
V.10112000                  RECONCILIATION - HEADCOUNT                 14.39.15
JAIL  510             ALEXANDRIA DETENTION CENTER
STARTING DATE/TIME  02012004   000000   ENDING DATE/TIME   02292004    240000

_   BEGINNING HEADCOUNT (JAIL)                                47
    BEGINNING HEADCOUNT (ALTERNATIVE PROGRAMS)                 0
_       TOTAL BEGINNING HEADCOUNT                             47

_   NEW COMMITMENTS (JAIL)                                    64
    NEW COMMITMENTS (ALTERNATIVE PROGRAMS)                     0
_        TOTAL NEW COMMITMENTS                                64

_   NEW RELEASES (JAIL)                                       73
    NEW RELEASES (ALTERNATIVE PROGRAMS)                        0
_        TOTAL NEW RELEASES                                   73

_   ENDING HEADCOUNT (JAIL)                                   38
    ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)                    0
y        TOTAL ENDING HEADCOUNT                               38

OPTION 1  _   1 = SCREEN VIEW;
  (FOR OPTION "1", ALSO ENTER "Y" TO THE  LEFT OF THE CATEGORY FOR VIEWING)
```

:00.1 22/12

Connected to host 165.176.120.129 NUM 2:41 PM

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

```
LPS2-2              ENDING COUNT (ALL) =                 38          V.01282003
RECONCILIATION - HEADCOUNT FOR 02012004-000000 THRU 02292004-240000
          JAIL 510 ALEXANDRIA DETENTION CENTER
   SSN    LAST / FIRST NAME   COMMIT DT/TM    RELEASE DT/TM  PS RC   LOCAL ID
951096194 ADE         SHAKU  12092003 020000 03032004 073000 FE/73
951096073 ADEALA      ADEDEJ 02292004 021900 03012004 124400 FE/73
951096204 ALEMU       KINDU  12032003 193200                 FE/73
951096227 ARAUJO-SERV OSCAR  11212003 170000                 FE/73
951096082 ARRIETA HER BERNAR 02202004 181800                 FE/73
951096099 BAUTISTA-GO NERY   02112004 223400                 LD/10
951096167 BROWN       PAUL   12272003 234000                 FE/73
951096179 CANIAS-CAST JUAN   12232003 092100                 LD/10
951096229 CASTRO-NAVA CARLOS 11192003 211400                 FE/73
951096083 CIPRIANO    VENCES 02192004 235600                 FE/73
951096098 DAVIDSON    EARREN 02122004 234600                 LD/10
951096100 ESQUIVEL-HE WELMAN 02102004 160500 03052004 160100 FE/73
951096124 GHALE       DIL    01232004 212500                 FE/73
951096223 GONGORA     EDDY   11262003 180000                 FE/73
951096119 GONZALEZ    CARLOS 01282004 200000                 FE/73
951096111 GUITERREZ   ANA    02032004 175500                 FE/73
  F2    F3    F4                                     F10
DELETE EXIT  PRINT                                   NEXT
REPORT                                              SCREEN
```

:00.7 01/01

Connected to host 165.176.120.129 NUM 2:41 PM

Reconciliation Tools (Continued)

Option #1 - Overall Head Count For A Specific Period - Continued

- **Option '1', Overall Head Count** for a Specific Period provides a screen to break down inmate flow for reconciling a specific period
- Before viewing inmate data for a specific time period, **'Create' your monthly file** ***must*** be done under the Reimbursement Maintenance option selecting Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files
  - ✓ Repeat each time reconciliation is done
- Recommend Headcount reconciliation be completed before a Financial reconciliation is performed
- Recommend that the monthly reconciliation be documented and maintained until audited by the CB
- Recommend that a Headcount reconciliation be completed at least twice a month
- Recommend that procedures be set up
- Headcount reconciliation helps:
  - ✓ Verify that prisoner information in LIDS is correct
  - ✓ Ensure that the Tuesday Report is reported correctly twice a month
  - ✓ 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
- 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)
- When your Jail **Headcount is different from LIDS**, we **recommend the following:**
  - ✓ Compare Jail Management Reports (JMS) and/or Manual Headcount Report for the inmate activity time period being reconciled to LIDS
  - ✓ Verify starting Inmate Headcount against LIDS for activity time period being reconciled to LIDS
  - ✓ Compare utilizing the LIDS, Forms Maintenance Option 'A', Current Jail Roster File Report or Option 'H', Historic Jail Roster, which ever applies for the time period you are reconciling
  - ✓ **Compare** the LIDS **New Commitment File Reports** within Option #4, Forms Maintenance
    - ➢ Viewable Report = Option 'G', Committed during Period File
    - ➢ Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File**Compare** utilizing the **LIDS New Release File Reports** within Option #4, Forms Maintenance
    - ➢ Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File
  - ✓ **Other LIDS Forms Management Tools** that can be used to balance your Headcount activity:
    - ➢ Viewable Reports:
      - o 'D' Out-of-State Contract Prisoners
      - o 'J' Held by Agreement
      - o 'O' Jail Contract Bed List
      - o 'Q' Monthly Billing Report – Fed OnlyOffline Reports, Queries and Files
      - o 'H' Historic Jail Roster'S' DOC Inmate Pre-Release Program•After related inmate activity has been adjusted in either the Jail Management System (JMS) or LIDS, the adjusted totals should be used to determine if the calculated head counts match•When the Headcount is balanced, move on to reconciling the Financial picture for the same time period by selecting Option #2 - "Financial Count by Payment Category."

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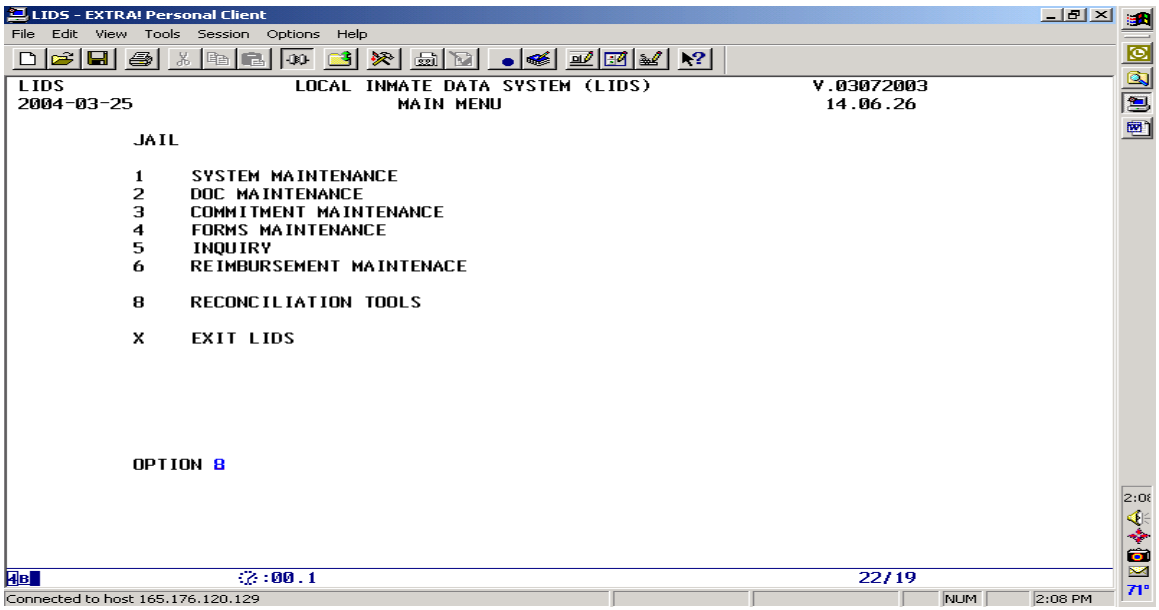
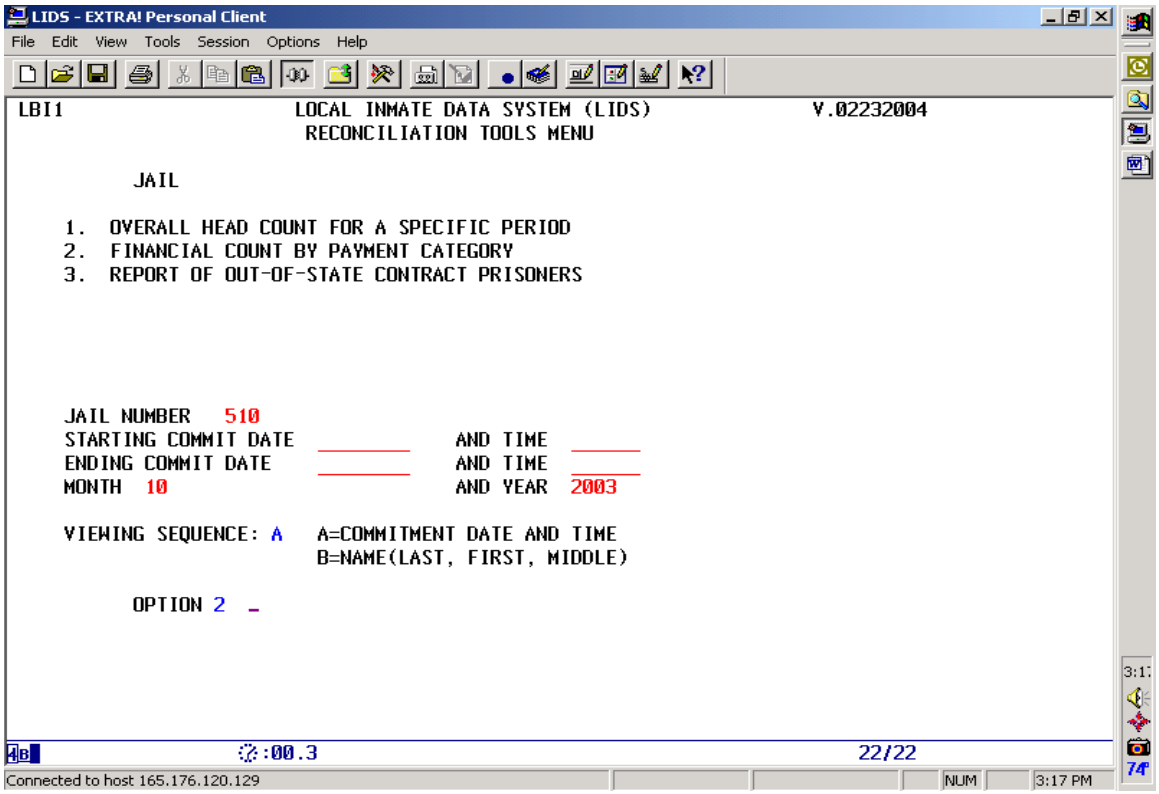
Reconciliation Tools (Continued)

Navigational Path: Option #2 - Financial Count By Payment Category

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





Reconciliation Tools (Continued)

Option #2 - Financial Count By Payment Category - Continued

```
LNI1-1                LIDS - RECONCILIATION TOOLS                    V.08272003
JAIL 510 ALEXANDRIA DETENTION CENTE ENDING 10312003   DAYS 31   COUNT     51
                                        COUNT  *DAYS*   *DOLLARS*    *SELECT*
PAYMENTS (TOTAL DAYS) LOCAL----------->    14      47  $      376.00      _
PAYMENTS (TOTAL DAYS) STATE----------->     1      31  $      248.00      _
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----------->     1      31  $      186.00      _
PAYMENTS - JAIL CONTRACT BED---------->     0       0  $        0.00      _
NON-PAYMENT (FEDERAL)----------------->    14     104  $        0.00      _
NON-PAYMENT (ORDINANCE)--------------->    22      21  $        0.00      y
NON-PAYMENT (MILITARY)---------------->     0       0  $        0.00      _
NON-PAYMENT (HEM)--------------------->     0       0  $        0.00      _
CONTRACT (OUT OF STATE)--------------->     0       0  $        0.00      _
PRIVATE TRANSPORTS-------------------->     0       0                     _
FEDERAL PRISONER OVERHEAD RECOVERY---->                 $        0.00      _
ADJUSTMENTS POSTED DURING THIS PERIOD->                 $        8.00      _
TOTAL--------------------------------->    52     234  $      818.00

    MONTHLY ADP:      6      DOC RATED CAPACITY:     340

SCREEN OPTION 1 1 = REVIEW DETAILS (ENTER "Y" TO THE RIGHT OF DESIRED CATEGORY)

                    :00.1                                          13/77
```

NOTE: If you see that your ADP (Average Daily Population) is '6' as reflected above compared to an DOC Rated Capacity of '248', then you have a problem that needs immediate attention before approving your monthly submission. May be that data did not upload into LIDS Corrections.

<u>BOTTOM LINE</u> - KEEP AN EYE ON YOUR MONTHLY ADP.

```
LPS2-2            510 FINANCIAL CNT 10/2003 CNT       DAY          V.01282003
          RECONCILIATION - FINANCIAL LIST (NON-PAYMENT ORDINANCE)
         M/E  10312003  JAIL 510 ALEXANDRIA DETENTION CENTER
   SSN     LAST / FIRST NAME   COMMIT DT/TM    RELEASE DT/TM  RC RR PS   DAYS
951096314 SANCHEZ      JOSE   10062003 210000 10072003 092000 10 19 OR      1
951096309 BARRIOS      JUAN   10092003 183500 10102003 194000 10 19 OR      1
951096307 DIAZ-BARRER  SANDRA 10122003 235500 10132003 054500 10 19 OR      1
951096301 PEREZ        JOSE   10132003 005000 10132003 104700 10 19 OR      1
951096294 LOPEZ        JAIME  10182003 014500 10182003 083000 10 19 OR      1
951096289 ANDRADES     JAVIER 10182003 183700 10192003 102000 10 19 OR      1
951096293 FLORES-GRAM  MARCO  10182003 222600 10192003 091500 10 19 OR      1
951096288 SANCHES      JORGE  10192003 000010 10192003 101000 10 19 OR      1
951096291 PAZ CALIX    ALEX   10192003 020800 10192003 102000 10 19 OR      1
951096292 VELASQUEZ-T  LORENZ 10192003 031200 10192003 091500 10 19 OR      1
951096287 ORTEGA       ANTONI 10192003 172700 10202003 053000 10 19 OR      1
951096285 NIJERA-LOPE  VILFID 10202003 101300 10212003 063000 20 39 OR      1
951096284 DIAZ GOMEZ   LUIS   10202003 185500 10212003 042100 10 19 OR      1
951096279 LOPEZ        JERALD 10212003 203200 10222003 124700 10 19 OR      1
951096279 LOPEZ        JERALD 10242003 011500 10242003 091600 10 19 OR      1
951096276 GOMEZ        MARVIN 10252003 025000 10252003 103000 10 19 OR      1
  F2     F3     F4                                        F10
DELETE EXIT  PRINT                                       NEXT
REPORT                                                  SCREEN

                    :00.1                                          01/01
```

Reconciliation Tools (Continued)

Option #2 - Financial Count By Payment Category - Continued

- **Option #2, Financial Count by Payment Category** provides a means to reconcile LIDS days by category in the same manner used to reconcile headcount
- Before viewing inmate data in LIDS for a specific time period, the **'Create' your monthly file** ***must*** be done under the Reimbursement Maintenance option, select Option #1 - Create Monthly File
- How to Review the detail of each financial category:
  - ✓ 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
    - ➢ If you view and try to reconcile ***during the month***, the financial reconciliation tool is a ***projected picture***
  - ✓ If nothing changes within LIDS, it looks at what the picture will look like by the end of the month
  - ✓ If you reconcile after the end of the month and compare the monthly payment status in the financial reconciliation tool to the offense screen in Inquiry, they will read the same
  - ✓ The system is then looking at the month end status, and the two screens will reflect the same payment status
- **Balancing your headcount does not mean that the financial records in LIDS are correct: Example:**
  - ✓ Offender's prisoner information was reported in LIDS from 7/1/2002 to when they were released on 3/15/2003 as '50' Sentenced with pending charges
  - ✓ If they had performed the Financial Audit the facility would have found that they were sentenced on the last pending charge on 8/3/2002
  - ✓ Since they did not detect the error the facility lost $906 dollars.

Received $8 per day because of Pending Charges			**$6 Revenue Shortfall – Did not update Sentencing information in LIDS**	
July 2002	$ 240		July 2002	$ 240
August 2002	$ 248		August 2002	$ 248 (Sentenced 8/3/2002)
September 2002	$ 240		September 2002	$ 240
October 2002	$ 248		October 2002	$ 248
November 2002	$ 240		November 2002	$ 240 (11/1/2002 = 91st day)
$180 December 2002	$ 248		December 2002	$ 248
$186 January 2003	$ 248		January 2003	$ 248
$186 February 2003	$ 224		February 2003	$ 224
$168 March 2003	$ 120	(Through 3/15)	March 2003	$ 120
$186 TOTAL	$2,056		Total Paid	$2,056 **Total**

Shortfall $906 Why:

- ➢ **LIDS detected that he had a pending Misdemeanor charge** making him LR **AND**
  - ○ **LIDS did not reflect that Smith was sentenced on his last charge on 8/3/2002** to 6 months making him State Responsible (SR) **BECAUSE:**
- ➢ **Jail staff forgot to update LIDS** reflecting that he was sentenced on his last outstanding pending charge on 8/3/2002
- ➢ **Revenue Shortfall since November 1, 2002 = $6 per diem in the amount of $906**
- ✓ **Needed Actions**
- ➢ Post adjustment utilizing Option #6, Reimbursement Maintenance – Option #4, Adjust Monthly Prisoner Status to recover the revenue that was lost because of a clerical error where LIDS was not update when all charges were adjudicated
- ➢ Setup Procedures that staff must follow when Reconciling monthly financial records

- Recommend each monthly Financial Reconciliation be documented and retained until audited

Reconciliation Tools (Continued)

Option #2 - Financial Count By Payment Category - Continued

- The following options within Forms Maintenance, Option #4 is available for use to assist in reconciling the monthly Financial records in LIDS:
  - ✓ Viewable Report that should help identify if the offender is in a correct payable category/status
    - ➢ Option 'D', Out-Of-State Contract Prisoners
    - ➢ Option 'J', Held by Agreement
    - ➢ Option 'O', Jail Contract Bed List
    - ➢ Option 'P', List By Reason Confined
    - ➢ Option 'Q', Monthly Billing Report – Feds Only
    - ➢ Option 'V', Pre-Trial Confinements
  - ✓ Option 'B' Offline Reports, Queries and Files should help identify if the offender is in a correct payable category/status
    - ➢ Option 'D', Monthly Financial Detail File
    - ➢ Option 'F', Possible Errors Report
    - ➢ Option 'G', Out Of Compliance File
    - ➢ Option 'O'. Data Integrity Error Report
    - ➢ Option 'Q', Legislative Changes/Pending Charges
    - ➢ Option 'R', Legislative Changes/SR Inmates
    - ➢ Option 'S', DOC Inmate Pre-Release Program
- Analyze your inmate data:
  - ✓ Perform weekly desk audits by selecting a number of files and checking those files to ensure that the data contained in the hard file agrees with both your Jail Management System (JMS) and LIDS
- Analyze inmate data to ensure that the **Payment Status** is reported correctly in LIDS
  - ✓ **'LD',** Awaiting Trial/Pretrial Inmates = $8 Per Diem with proper committal papers
  - ✓ **'LD',** Post-Trial/Convicted Inmates = $8 Per Diem with proper committal papers
  - ✓ Sentenced Inmates with proper committal papers
    - ➢ **'LD'**, Local Responsible, = $8 Per Diem
    - ➢ **'SD',** State Responsible, = $8 Per Diem
    - ➢ **'FD',** Felon Days/Bonus Start date Passed, = Additional $6 Per Diem
  - ✓ **'FO',** Held for Other State – State Warrant, = $8 Per Diem
  - ✓ **'HA',** Jail Cadre – By Agreement or Request, = $8 Per Diem
  - ✓ **'CB'**, Jail Contract Bed Inmates, = Additional $14 Per Diem, IF they qualify
  - ✓ **'NH',** Electronic Monitoring/Supervised Work Release Inmates, = $8 Per Diem, IF they qualify
  - ✓ **'CW'**, Jail Contract Work Release Inmates, = $8 Per Diem, IF they qualify
  - ✓ **'CI'**, Contract Inmates – Out of State Inmates, = $0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
  - ✓ **'FE'**, Held for Federal, = $0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
  - ✓ **'MI'**, Held for Military, = $0 Per Diem
  - ✓ **'OT'**, Ordinance Violation Only, = $0 Per Diem
- **Highly recommend** that if a Jail Management System (JMS) is used to submit prisoner records to LIDS on a monthly basis, the private vendor should be required to provide a means to capture the same reports in the JMS that LIDS provides
  - ✓ This will provide an important tool needed to compare financial reports between the JMS and LIDS
- Utilized to balance the financial records prior to submitting the 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'

Reconciliation Tools (Continued)

Option #2 - Financial Count By Payment Category - Continued

The Compensation Board developed two forms that may be used 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 are located in the LIDS Forms section of this 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 used 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:**
    - ✓ **Convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.**
      - Felon sentenced to 10 years, 8 years suspended = 2 yrs. Sentence
      - 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. Sentence
      - Ordinance violator sentenced to 30 days, 20 days suspended = 10 days Sentence **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;
   - Offender awaiting trial on misdemeanor charges = LR/ YES Payable
   - Ordinance violator = LR /NOT Payable
   - 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
   - '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

   - **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/LR. Prisoner 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

Option #2 - Financial Count By Payment Category - Continued

- ✓ **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
            - (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants , committed before January 1, 1995 '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 ('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

Option #2 - Financial Count By Payment Category - Continued

- ✓ **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 Reimbursement Committed 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:

a) 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

Option #2 - Financial Count By Payment Category - Continued

✓ **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

ii. $14 per inmate day—on and after the 61st day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within 30 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

Option #2 - Financial Count By Payment Category - Continued

✓ **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 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 30 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

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 0 Felon Days = $ 0 = $ 248

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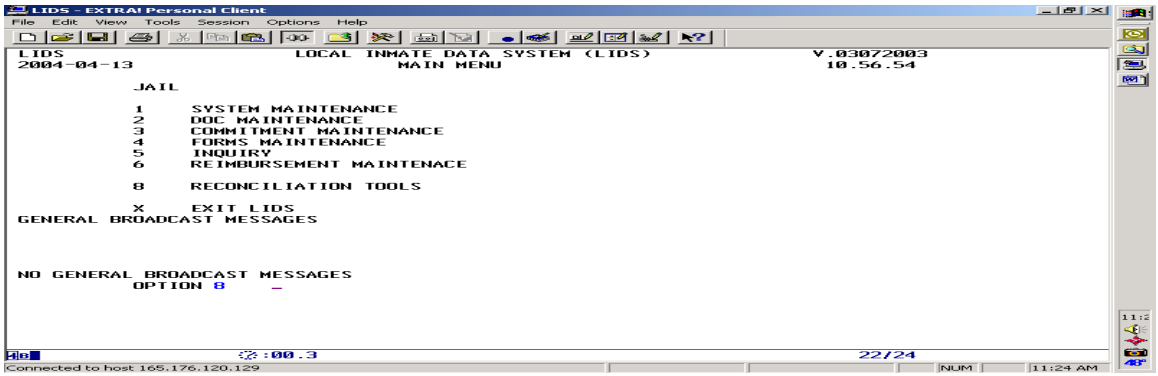
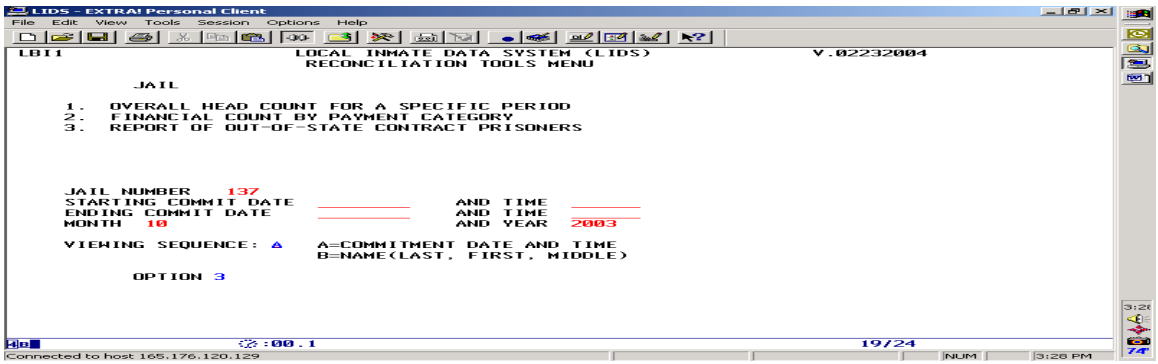
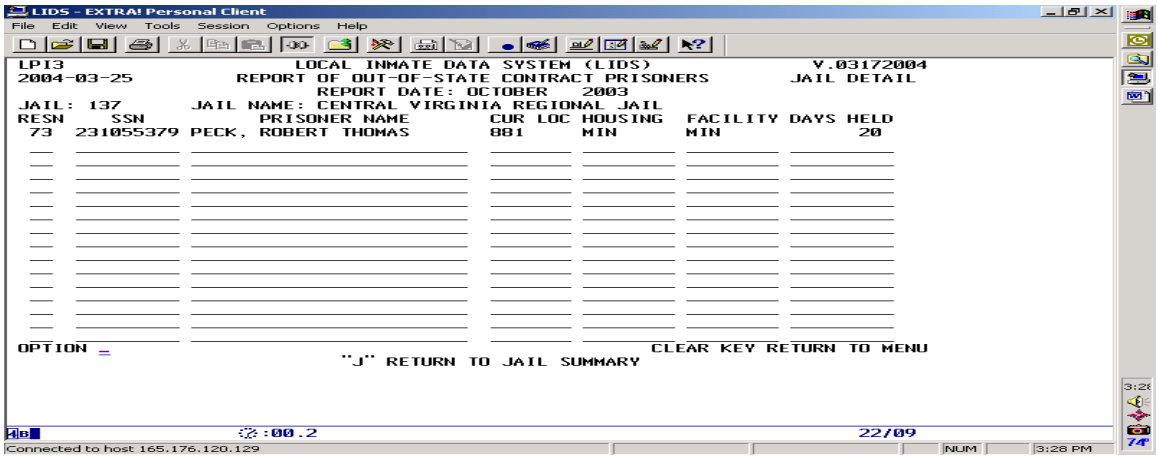
Reconciliation Tools (Continued)

Navigational Path:

- **LIDS Main Menu - enter Option #8 - Reconciliation Tools**
- **From Option #8 - Reconciliation Tools, Select Option #3 – Report of Out Of State Contract Prisoners**







- Before viewing inmate data for a specific time period, 'Create' your monthly file must be done under the Reimbursement Maintenance option, select Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files
  - ✓ Repeat each time reconciliation is performed
- Option #3, Report of Out of State Contract Prisoners provides a screen to reconcile prisoner information for a specific period.

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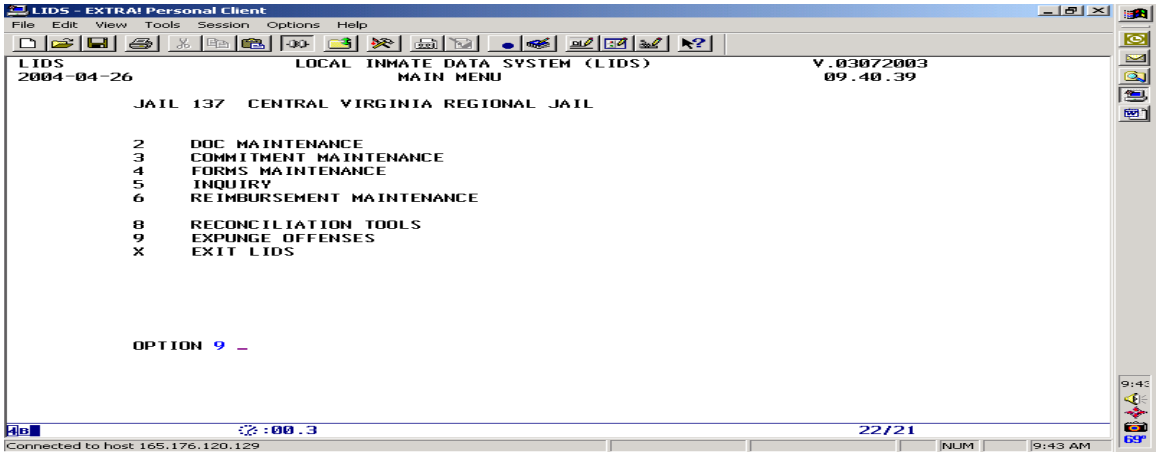
9. Expungement Tools

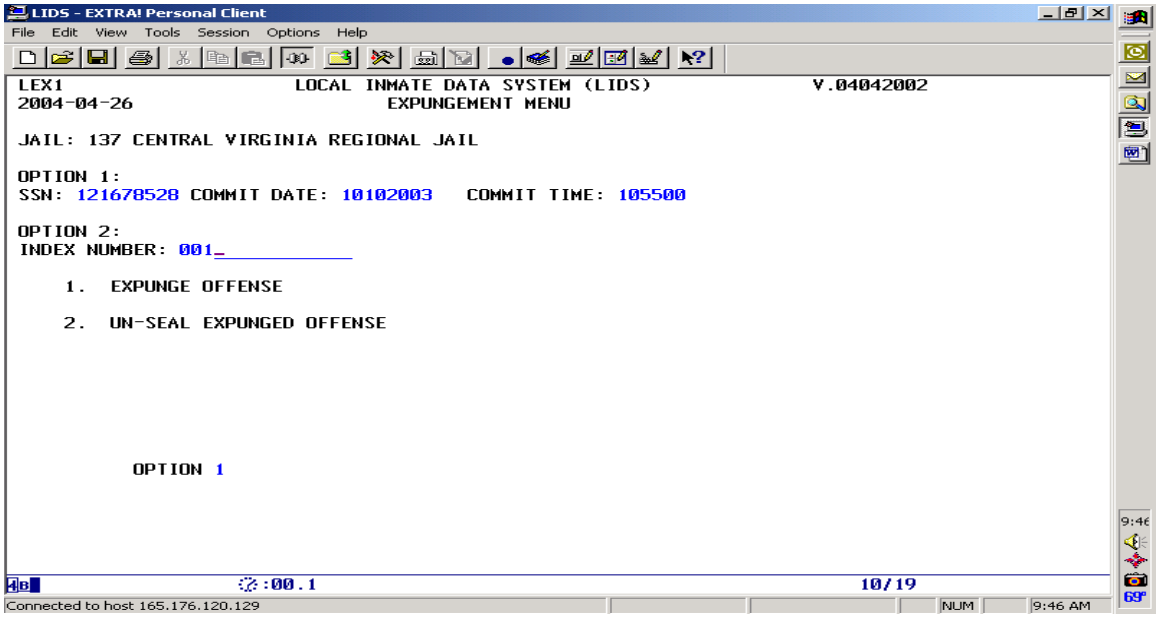
Navigational Path:

- **LIDS Main Menu - Enter Option #9, Expunge Offense**

Social Security Numbers and names found in the screen prints within this LIDS User Guide have been dummied up to protect prisoner identification



- Select Option #1. Expunge Offense
- Enter SSN, Commit Date and Commit Time
- Enter Index Number



Expungement Tools MENU (Continued)

Option '1', Expunge Offense - Continued

- Place 'X' in the blank field to the left of the offense that was Court Ordered to be expunged

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LEX2                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04042002
2004-04-26                      OFFENSE INFORMATION
SSN 121678528  CUEVAS, JOEL MICHAEL                        REASON CONFINED 20
COMMIT DATE/TIME  10102003   10:55:00  RELEASE DATE/TIME  ________  ________
SELECT   OFFENSE    SEQUENCE TYPE OFFN.DATE DISP DSP DATE  SENTENCE    COURT
 _       FRD2743F9    0001    A    02012003  __   12182003  002/000/000   065
 _       PRB4850F9    0002    A    12022002  SS   12182003  000/000/000   065
 _       FTA5020M1    0003    M    12022002  CD   12182003  ___________   065
 _       PRB4850F9    0004    A    12022002  SS   12182003  000/000/000   065
 _       FTA5020M1    0005    M    12022002  __   12182003  000/006/000   065
 _       JUS4857S9    0006    M    04142003  __   06122003  000/012/000   003
 _       FRD2521F5    0007    A    04102003  __   06122003  000/000/005   003
 _       FRD2520F5    0008    A    04032003  __   10082003  001/006/000   540
 _       NAR3071M9    0009    M    11092001  FI   05092003  000/000/000   540
 _       FTA5020M1    0010    M    06282002  FI   05092003  000/000/000   540
 X       FRD2741M1    0011    M    02012003  NP   09252003  ___________   065
 _       NAR3043F9    0012    A    03072003  NP   09252003  ___________   065
 _       NEW          0013    _    ________  __   ________  ___________   ___

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

                    :08.3                                          17/03
Connected to host 165.176.120.129                                  NUM   9:47 AM
```

- Enter in the Court Ordered Date for Expungement
- Enter in the Index Number
- Select Option and press enter
  - ✓ N, Next Page
  - ✓ P, Previous Page
  - ✓ E, Expunge
- Message appears saying 'Are you sure you want to expunge this Offense? If Yes, Press enter to continue'
- Press enter if you want to Expunge the offense selected

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LEX3                    LOCAL INMATE DATA SYSTEM (LIDS)                V.04042002
2004-04-26                 EXPUNGE OFFENSE INFORMATION
JAIL 137     PRISONER ID ____________     SSN 121678528     SID:  VA1112302K
PRISONER NAME:   CUEVAS, JOEL MICHAEL
COMMIT DATE/TIME: 10102003  105500     RELEASE DATE/TIME:  ________  ______
REASON CONFINED 20            PAYMENT STATUS  FD
OFFENSE CODE      FRD2741M1   OFFENSE TYPE  M
FALSE PRETENSES, OBTAINING MONEY BY, <$200
OFFENSE DATE 02012003         OFFENSE SEQUENCE NUMBER   11
ARREST DATE  10102003   TIME 105500
ARRESTING OFFICER   ____________________________
ASSISTING OFFICER   ____________________________
COURT JURISDICTION  065   COURT TYPE (JUV) _   DOCKET NUMBER 8
CONVICTION DATE ________
COURT ORDER DATE FOR EXPUNGEMENT: 04202004 INDEX NUMBER: 001

SENTENCE DATE ________  OFFENSE AS SENTENCED      _________ OFFENSE TYPE _

SENTENCE LENGTH: YEARS ____  MONTHS ____  DAYS ____  CONCURRENT SENTENCE  _
OFFENSE DISPOSITION    NP    DISPOSITION DATE  09252003
                                          NEXT  E _ (N/P/E)
     CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
ARE YOU SURE YOU WANT TO EXPUNGE THIS OFFENSE? IF YES, PRESS ENTER TO CONTINUE

                    :00.2                                          21/54
Connected to host 165.176.120.129                                  NUM   9:48 AM
```

Expungement Tools MENU (Continued)

Option '1', Expunge Offense - Continued

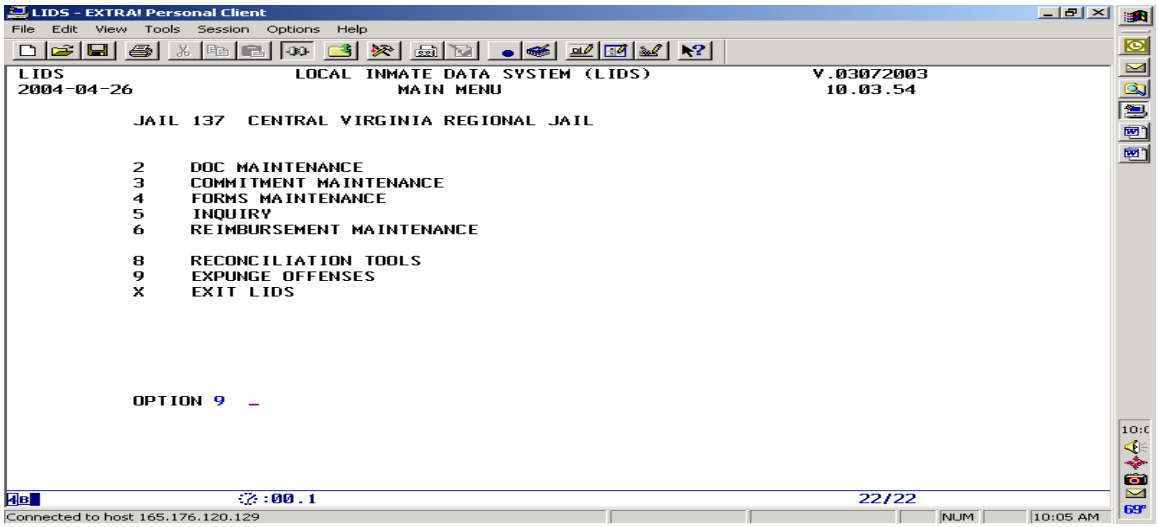
```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

LEX2                    LOCAL INMATE DATA SYSTEM (LIDS)              V.04042002
2004-04-26                       OFFENSE INFORMATION
SSN 121678528  CUEVAS, JOEL MICHAEL                      REASON CONFINED 20
COMMIT DATE/TIME  10102003   10:55:00  RELEASE DATE/TIME  ________  ________
SELECT   OFFENSE    SEQUENCE TYPE OFFN.DATE DISP DSP DATE  SENTENCE     COURT
 _       FRD2743F9   0001    A    02012003  __   12182003  002/000/000   065
 _       PRB4850F9   0002    A    12022002  SS   12182003  000/000/000   065
 _       FTA5020M1   0003    M    12022002  CD   12182003  __________    065
 _       PRB4850F9   0004    A    12022002  SS   12182003  000/000/000   065
 _       FTA5020M1   0005    M    12022002  __   12182003  000/006/000   065
 _       JUS4857S9   0006    M    04142003  __   06122003  000/012/000   003
 _       FRD2521F5   0007    A    04102003  __   06122003  000/000/005   003
 _       FRD2520F5   0008    A    04032003  __   10082003  001/006/000   540
 _       NAR3071M9   0009    M    11092001  FI   05092003  000/000/000   540
 _       FTA5020M1   0010    M    06282002  FI   05092003  000/000/000   540
 _       NAR3043F9   0012    A    03072003  NP   09252003  __________    065
 _       NEW         0013    _    ________  __   ________  __________    ___
 _       ________    ____    _    ________  __   ________  __________    ___

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


COMPLETED EXPUNGEMENT FOR INDEX NUMBER: 001

                    :00.6                                          20/13
Connected to host 165.176.120.129                          NUM    9:49 AM
```

- You then receive the screen above that indicates that the Expungement has been completed for Index number selected
- **<u>Option #9, Expungement Tools</u>** provides a means to remove offense record from the Local Inmate Data System (LIDS).
- 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 another court order is necessary
- 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.

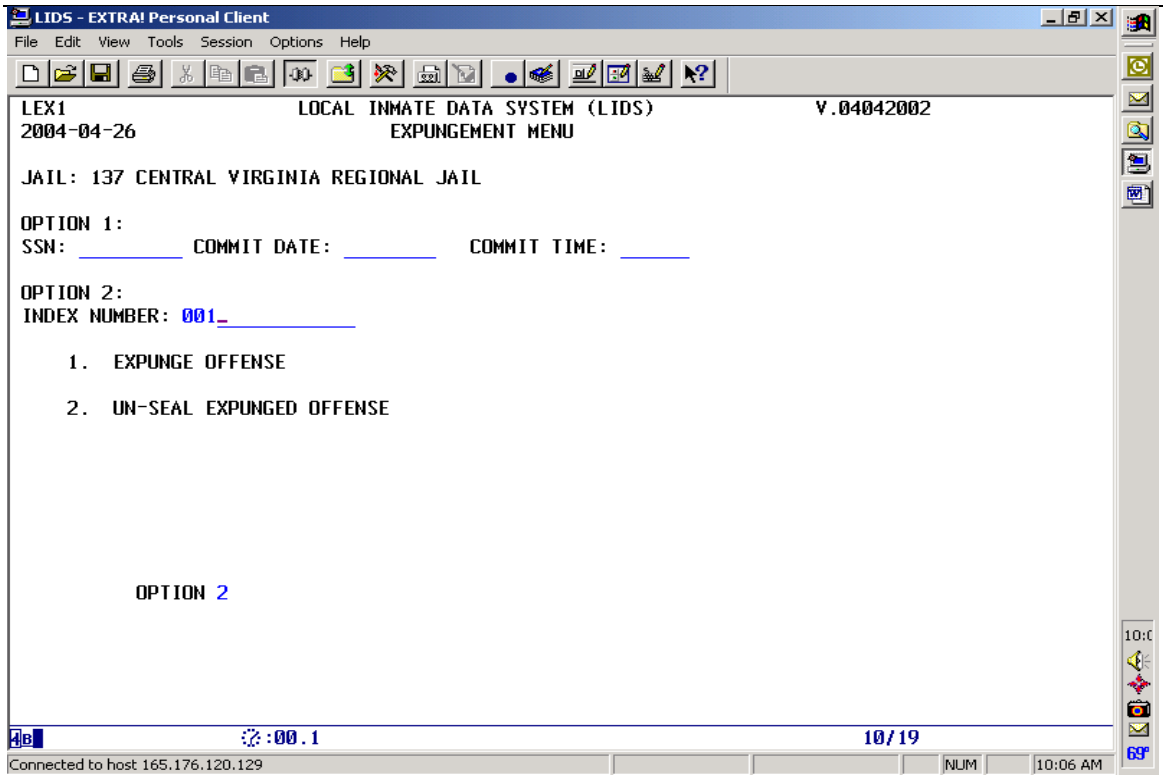
Expungement Tools (Continued)

Navigational Path:

- **LIDS Main Menu – Enter Option #9, Expunge Offense**
- **Option #2, Un-Seal Expunged Offense**



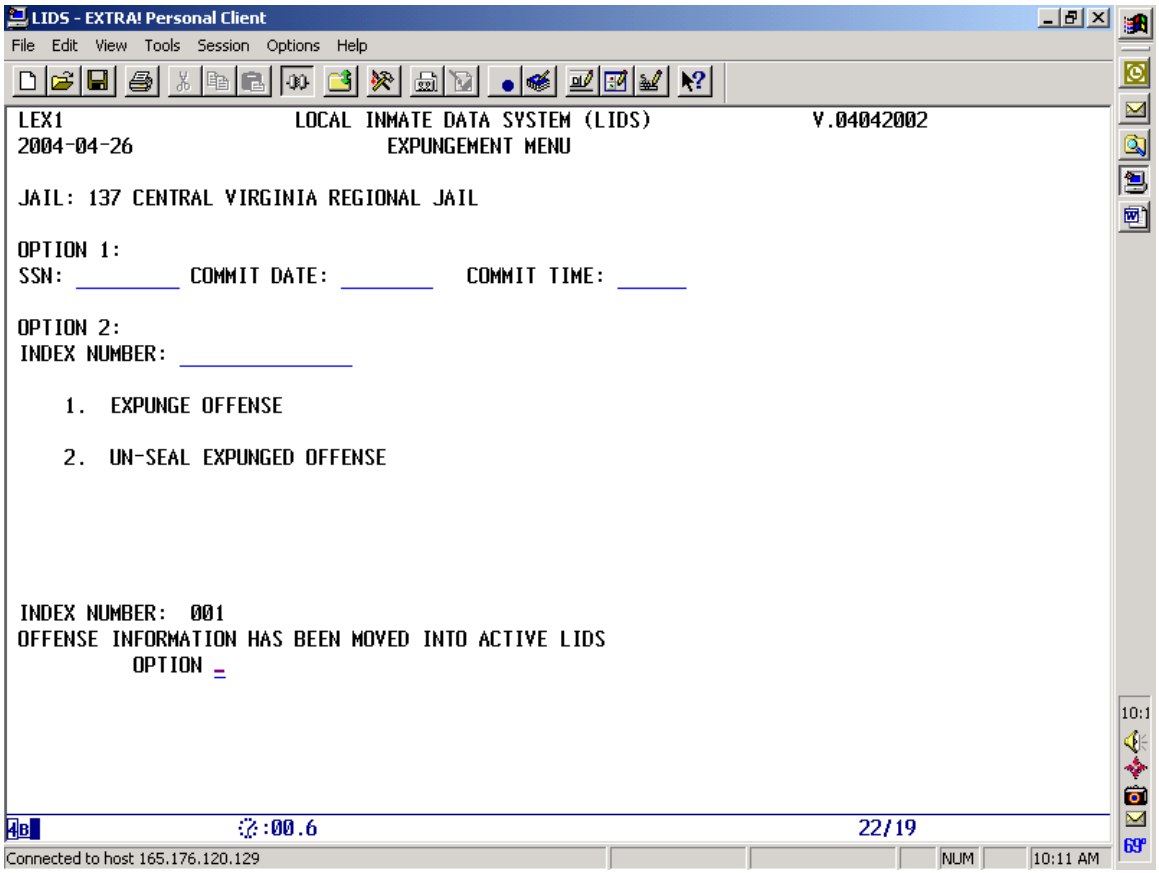
- Select Option #2, Un-Seal Expunged Offense
  - ✓ From your Internal Control Log, inter in the Index Number that was expunged that now needs to Un-Sealed because of a Court Order that requires the offense to be Un-Expunged



Expungement Tools MENU (Continued)

Option '2', Un-Seal Expunge Offense - Continued

- Press Enter
- You then receive a message " Index Number 001, Offense Information has been moved into Active LIDS"



- **<u>Option #2, Un-Seal Expunged Offense</u>** provides a means to un-seal and expunged offense
- To re-open or remove an expungement order, the certifier will enter Option '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.

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10. LIDS Reference Codes

- **The Code of Virginia § 53.1-116 and the Appropriation Act., requires you to maintain a record of incarceration in LIDS 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" gives Sheriff 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) gives Sheriff authority 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
  - ✓ Contempt of Court Order and Certificate of Conviction (Code of Virginia, § 18.2-456, §18.2-458, and §19.2-267)
- **The Committal Order and the Warrant should agree**
  - ✓ If they disagree, contact the magistrate's office to resolve the issue
  - ✓ Follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
  - ✓ Audit staff verify the data found in LIDS to the commitment order when conducting on-site audits
  - ✓ The warrant and commitment order should agree
  - ✓ If not, contact your magistrate's office to resolve the issue

History:

- **July 1, 2004**
  - ✓ No Language changes
- **July 1, 2003**
  - ✓ No Language changes
- **July 1, 2002**
  - ✓ The 2002 General Assembly session defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates
  - ✓ The 2002 General Assembly also defined the reimbursement for prisoners confined in jail or in an approved alternative program
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence or more
- **July 1, 2001**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365 day sentence
- **July 1, 2000**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365-day sentence

Reference Codes (Continued)

History - Continued

- **July 1, 1999**
  - ✓ The need to capture all offenses committed by an offender necessitated the restructuring of Reason Confine Codes
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to more than 2 years
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to 1 year or more
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365-day sentence
- **July 1, 1998**
  - ✓ Updates to allow Electronic Court Order Submission
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than <u>2 years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **<u>1 year or more</u>**
    - ➢ Compensation Board and Department of Corrections agreed that Intake and the $6 Reimbursement for SR Felons would be based on
      - o $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365-day sentence
- **July 1, 1997**
  - ✓ Department of Corrections (DOC) receipt of Final Court order
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than <u>6 mos.</u>**
- **December 1, 1996 (LIDS)**
  - ✓ The Compensation Board developed and implemented the statewide Local Inmate Data System (LIDS) effective December 1, 1996
  - ✓ LIDS is a database that houses and archives local prisoner information relating to the confinement and release of prisoners at the offense level
- **July 1, 1996 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ Manual process – Local facilities reported prisoner confinements in jail on manual reports (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)
  - ✓ July 1, 1996 reporting was transferred from Department of Corrections to the Compensation Board (CB)
    - ➢ Compensation Board was given additional funding to develop and implement an automated statewide inmate reporting system (LIDS).
  - ✓ Based on Date of Sentencing
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than <u>2 years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than <u>6 mos.</u>**
- **July 1, 1995 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ CB received additional funding for one year to help local jails that are housing Out of Compliance DOC Inmates
    - ➢ $1 = more than 90 days
    - ➢ $3 = 91 days to 120 days
    - ➢ $6 = More than 120 days
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ The **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than three years</u>,** AND
    - ➢ The **61st day** after the sentencing order for felons sentenced for a **total of more than <u>three years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ The **date of sentencing** for felons sentenced for a **total of more than 6 mos. but less than one year**
    - ➢ The **61st day after the date of sentencing** order for felons sentenced for a **total of one year or more**

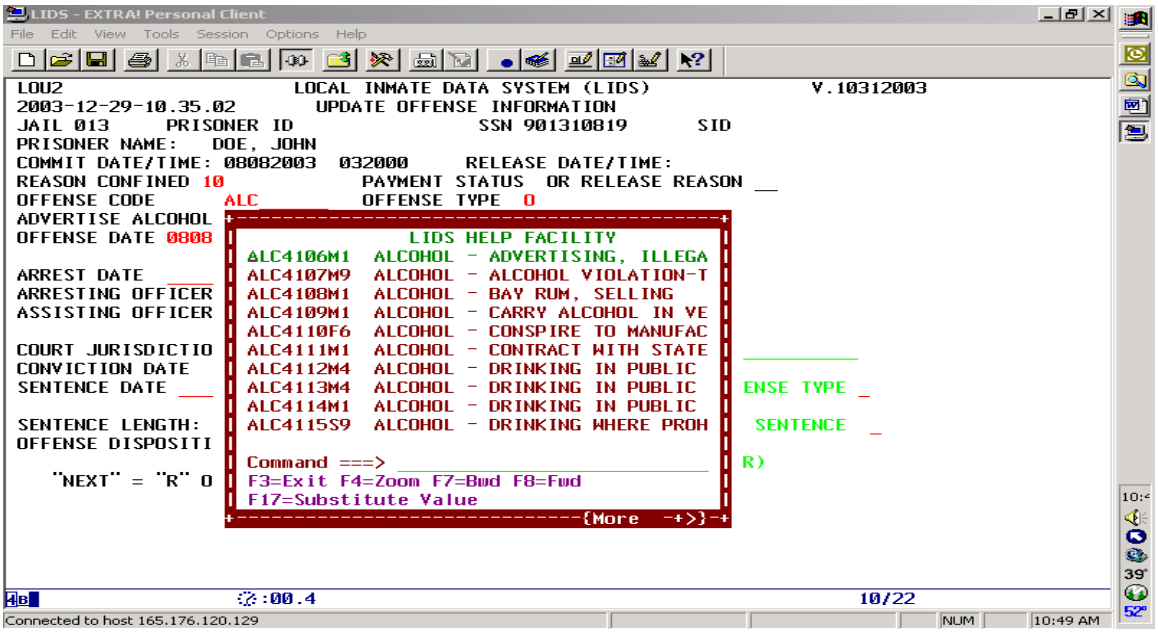
History - Continued

- **July 1, 1994 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ The **date of sentencing for felons sentenced** for a **total of more than <u>2 years but no more than 4 years,</u>** AND
    - ➢ The **61st day** after the sentencing order for felons sentenced for a **total of more than <u>four years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ The **date of sentencing** for felons sentenced for a **total of more than 6 mos. but less than one year**
    - ➢ The **61st day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1993 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ The **date of sentencing for felons sentenced** for a **total of more than <u>2 years but no more than 5 years,</u>** AND
    - ➢ The **61st day** after the sentencing order for felons sentenced for a **total of more than <u>five years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ The **date of sentencing** for felons sentenced for a **total of more than 6 mos. but less than one year**
    - ➢ The **61st day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1992 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ The **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than 6 years,</u>** AND
    - ➢ The **61st day** after the sentencing order for felons sentenced for a **total of more than <u>6</u> <u>years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ The **date of sentencing** for felons sentenced for a **total of more than 6 mos. but less than one year**
    - ➢ The **61st day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1988 – July 1, 1991 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ Funding = **$8.00** per day for Local Responsible (LR) inmates
  - ✓ Funding = **$6.00** per day for State Responsible (SR) inmates
  - ✓ SR Inmates = With more than 6 mos. remaining on sentence
- **July 1, 1987 (DCJ7 & DCJ8 Forms)**
  - ✓ LR Funding = **$7.50** per day for Local Responsible (LR) inmates
  - ✓ SR Funding = **$5.50** per day for State Responsible (SR) inmates
  - ✓ SR Inmates = With more than 6 mos. remaining on sentence

Reference Codes (Continued)

- **THREE (3) AREAS CAN BE UTILIZED TO FIND LIDS REFERENCE CODES:**
  1. **LIDS Help Facility**
  2. **Compensation Board Website - http://www.scb.virginia.gov**
  3. **7/1/2004 LIDS User Guide**

1st METHOD - LIDS HELP FACILITY:



✓ This example explains how to use the 'LIDS Help Facility' available within LIDS screens

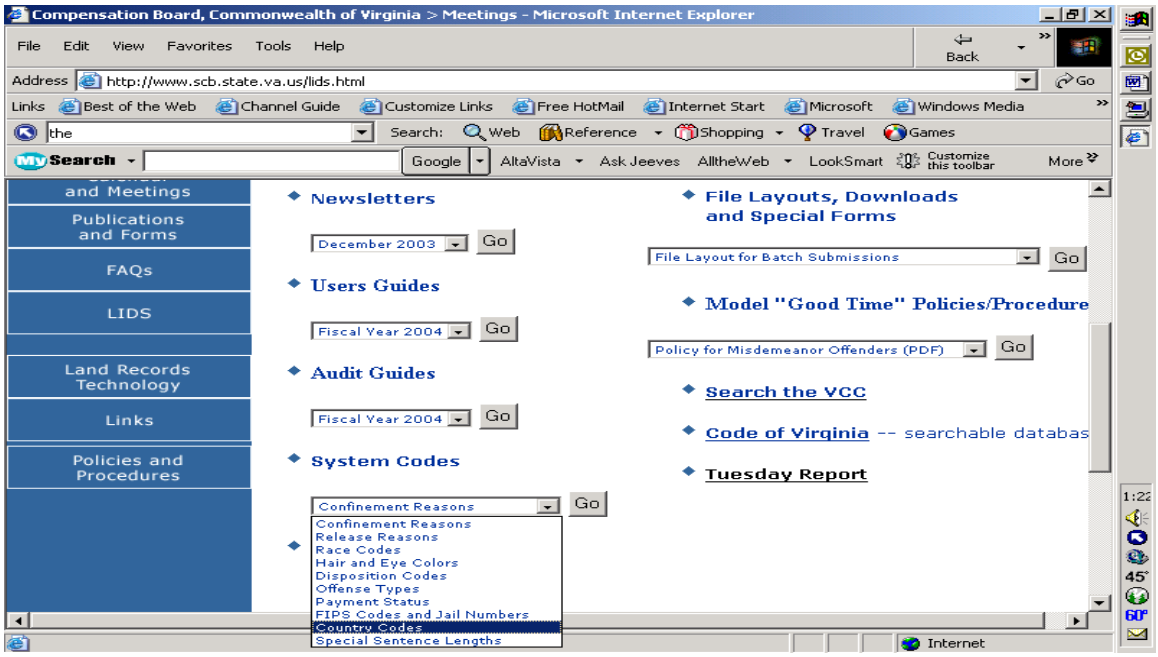
- ➢ Place the cursor on the data field within LIDS (i.e., Reason Confined, Offense Code, Offense Type) that requires help using the 'LIDS Help Facility'. In the screen print example above, assistance is required to identify a VCC Code
- ➢ Select the 'F1' button at the top of your key pad to start at the beginning of the help select, **OR**
- ➢ Key at least three (3) alphabetical charters in the Offense Code data field and select 'F1' on the key pad
  - o This places you at the beginning of the offense selection that was keyed in the Offense Code data field instead of utilizing 'F1' mentioned above which starts at the very beginning of the VCC Offense table
  - o Once the LIDS Help Facility pops up, use the arrow keys to place the cursor on the first letter of the offense that describes the offense that inmate is being held on and utilize the following PDF functions:
    - ♦ 'F3', Exits the 'LIDS Help Facility'. Write down the VCC code and key the offense code in the Offense Code data field within LIDS
    - ♦ 'F4', Zooms in the 'LIDS Help Facility' and to undo the zoon select 'F4' again
    - ♦ 'F7', Moves backwards within the 'LIDS Help Facility'
    - ♦ 'F8', Moves forward within the 'LIDS Help Facility'
    - ♦ F17, Press the 'Shift' and 'F5' keys simultaneously to move value to the offense data field

Reference Codes (Continued)

2ND METHOD - COMPENSATION BOARD WEBSITE

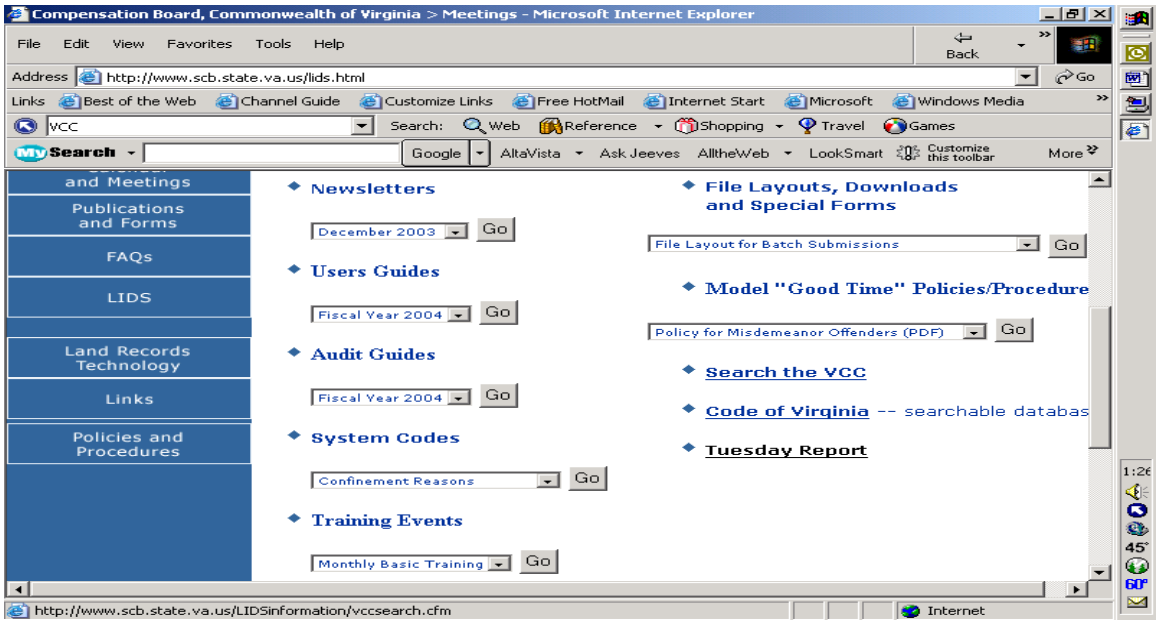
- ✓ Enter http://www.scb.virginia.gov in the Internet connection 'Address' field
- ✓ Select 'LIDS' on the left side of the CB Website and press enter

- ✓ For assistance with Reference Codes, go to 'System Codes'
  - ➢ Click on the dropdown arrow and select the desired reference code grouping

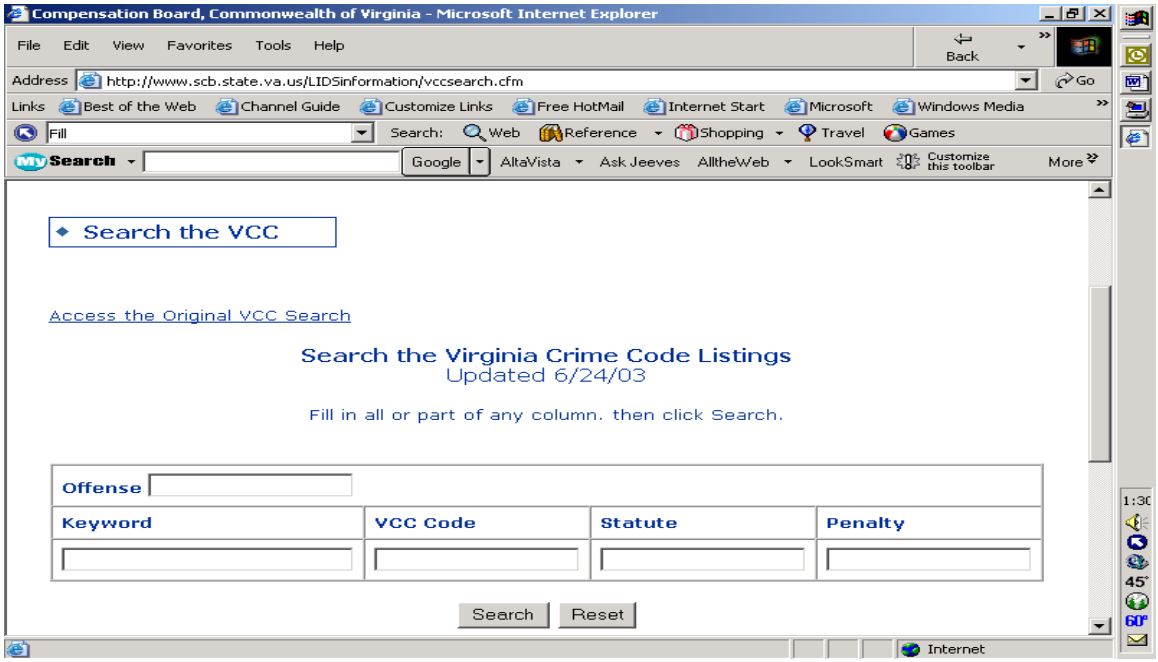


2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

- ✓ VCC Codes can be found by selecting 'Search the VCC', then press Enter



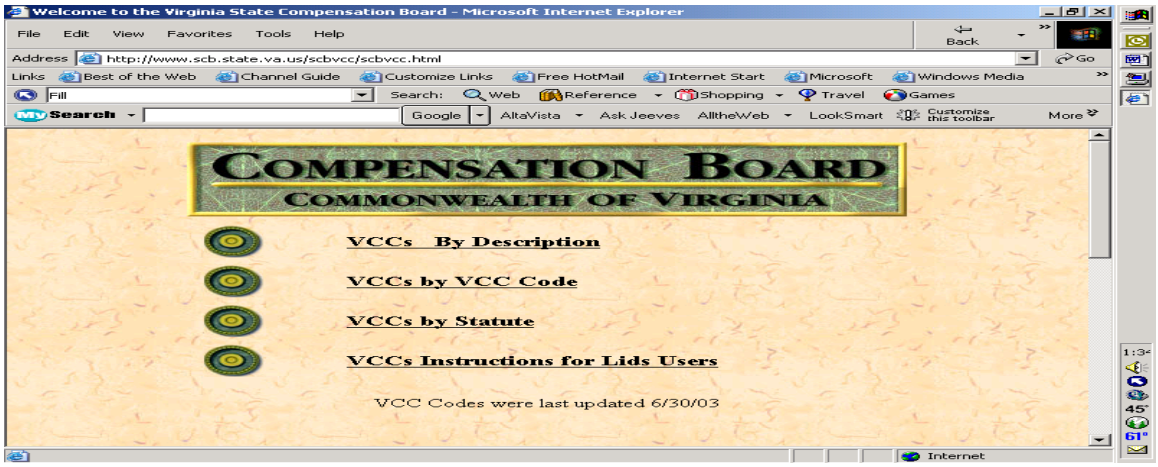
- ✓ To find a VCC Code, enter the information in the Offense, Keyword, VCC Code, Statute, or Penalty box to search on the screen and press enter to perform the new method to search VCC codes, **OR**
- ✓ To find a VCC Code utilizing the original VCC search path, place the cursor on '<u>Access the Original VCC Search</u>' and press Enter



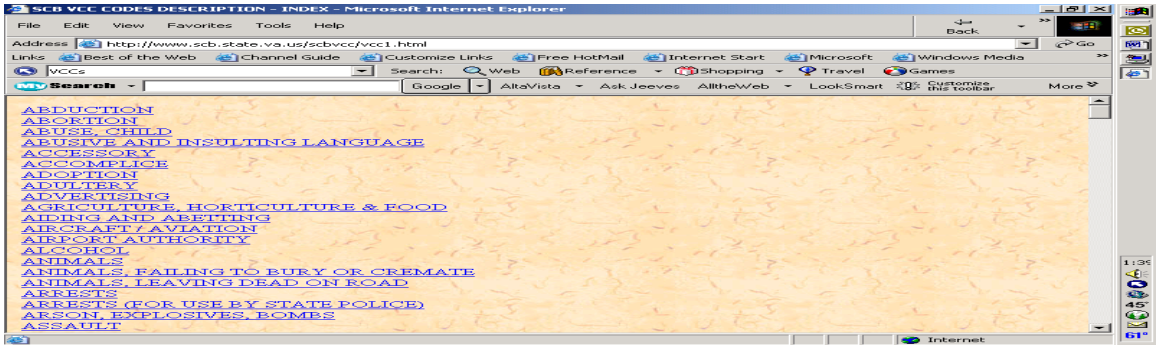
Reference Codes (Continued)

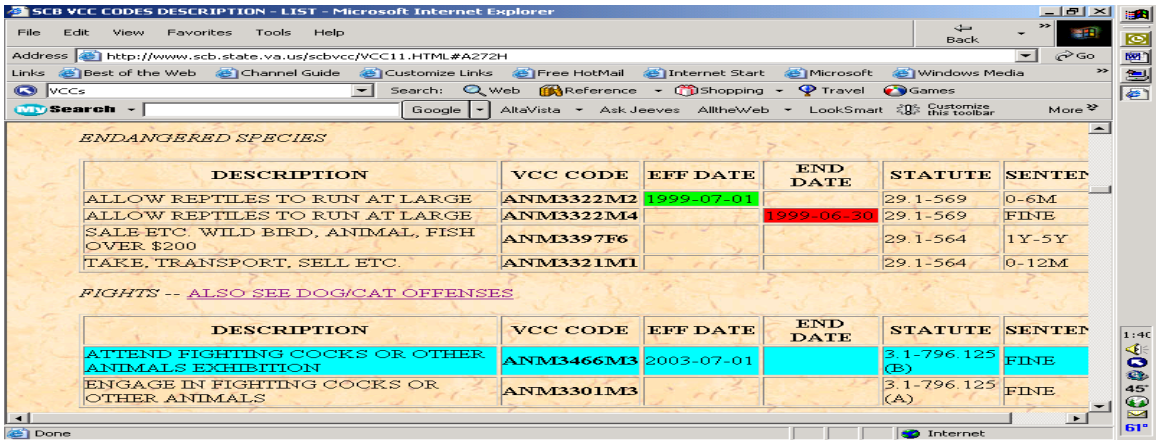
2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

- ✓ Path to utilize ''Access the Original VCC Search" mentioned on the previous screen:



- ✓ **VCCs BY DESCRIPTION:**



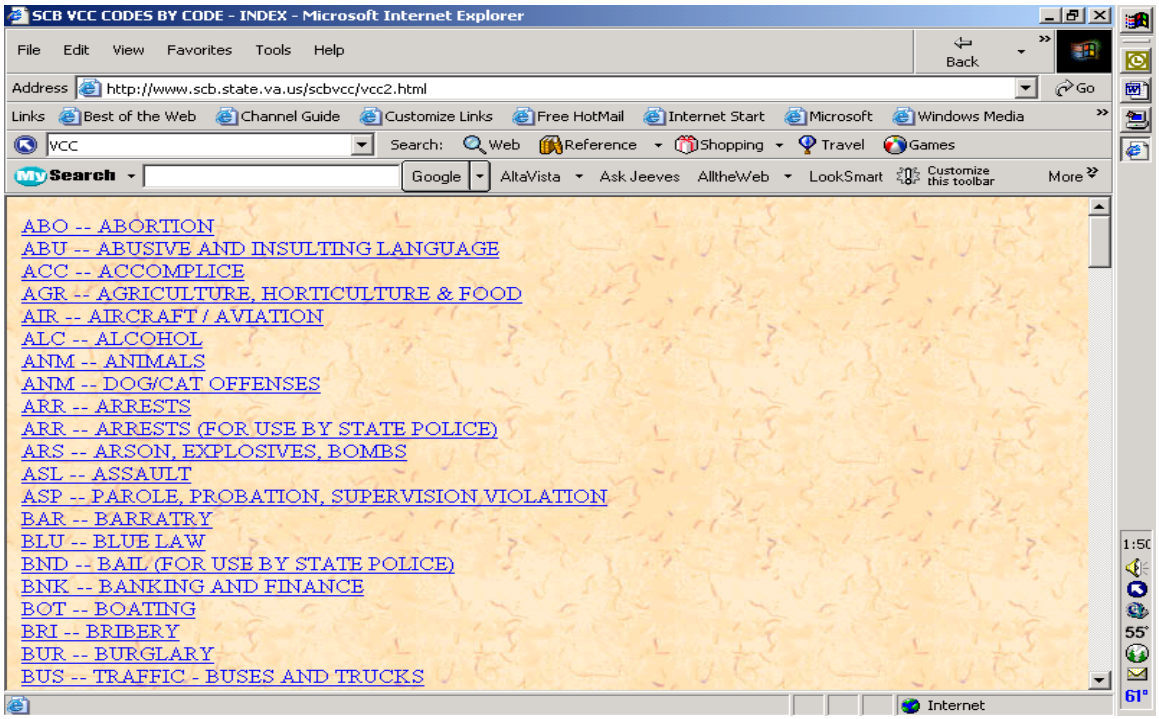


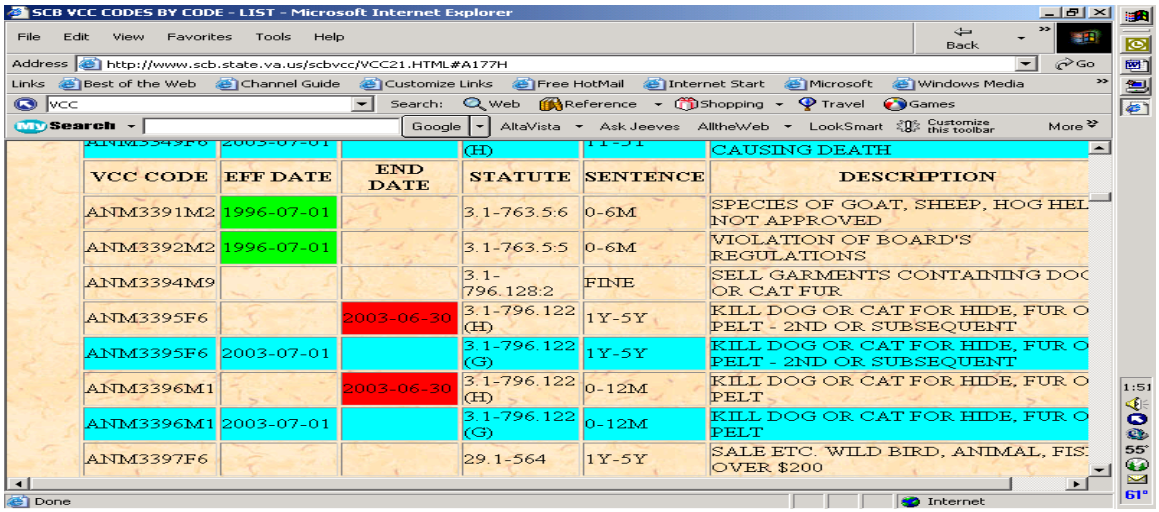
- ✓ If an 'Effective Date' and/or 'End Date' is provided on the screen, the inmate's offense date the crime was committed must be within the dates shown to be a **valid** VCC in LIDS
- ➢ Green highlighted = Effective date when the Offense became available by statute
- ➢ Red Highlight = Effective date when Offense ended and was no longer available by statute
- ➢ Blue Highlight = New VCC Codes request by Local Users

2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

✓ **VCC's BY VCC CODE:**

➢ Scroll to the desired offense category and press Enter



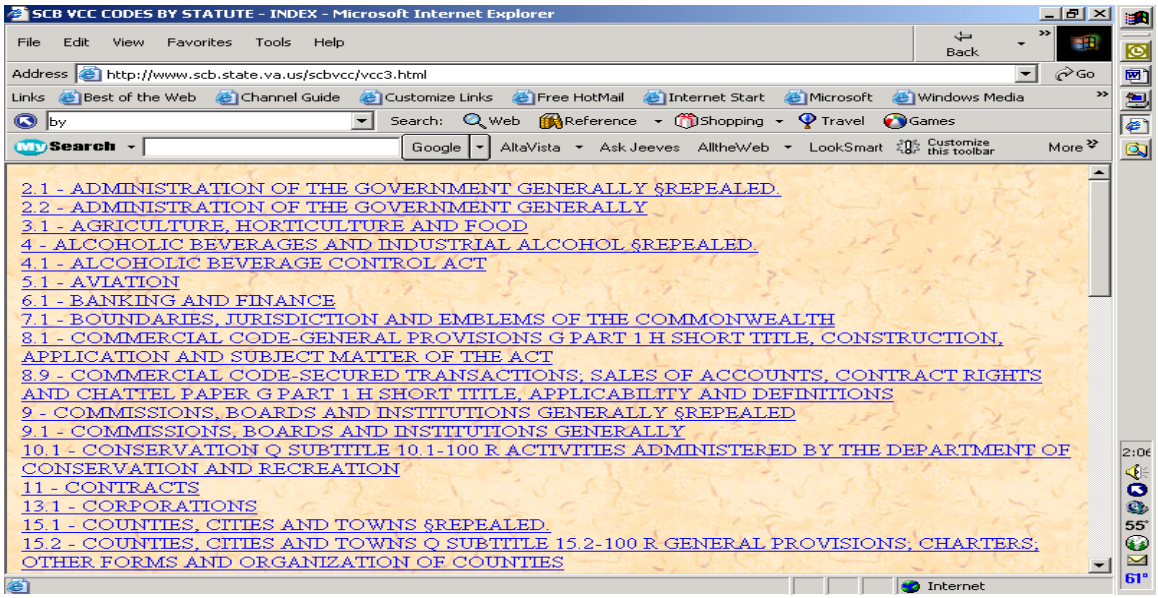


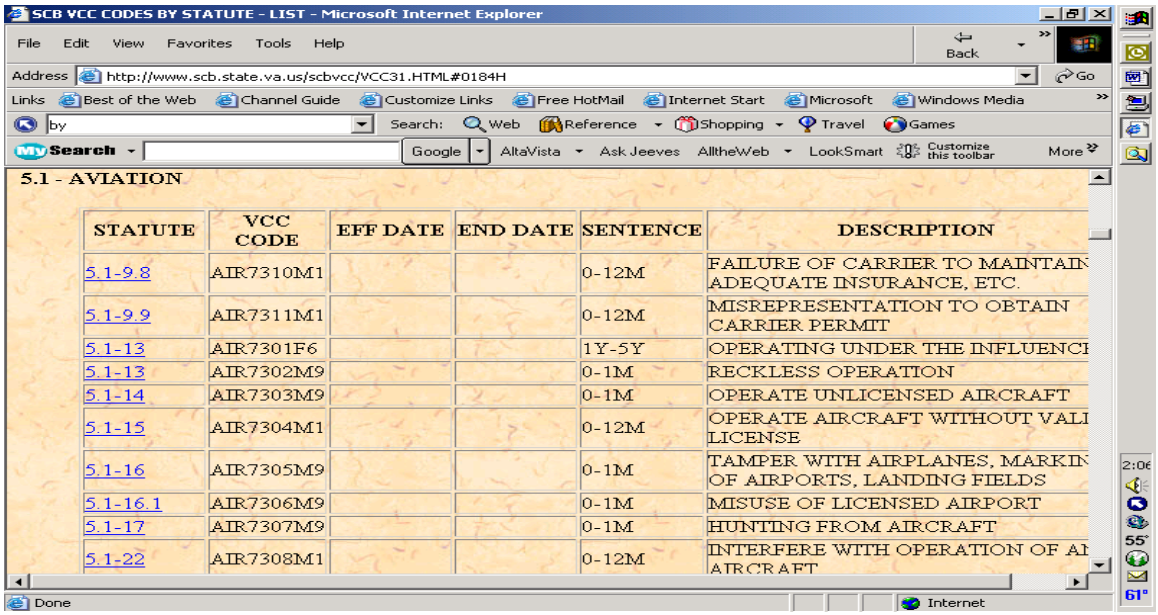
✓ Instead of writing down the VCC Code and keying it in LIDS, perform a copy and paste function into LIDS
- ➢ Copy VCC Code from CB Website
- ➢ Paste VCC Code in the Offense code data field within LIDS

2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

✓ **VCC's BY STATUTE**

➢ Scroll to the desired Statute and press Enter



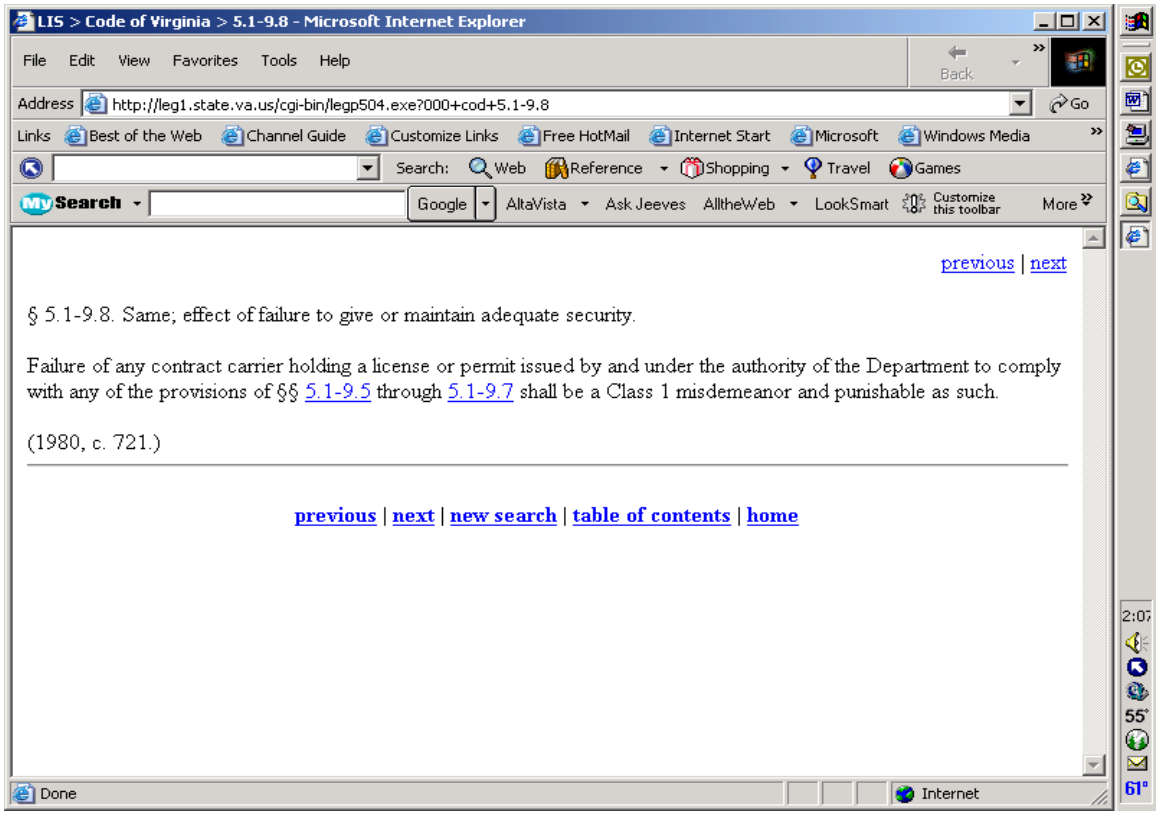


✓ To find a statute on this page, use the 'Edit' function on the toolbar at the top of the screen
- ➢ Click on the 'Edit' function and select 'Find (on This Page)'
- ➢ Key the full desired statute number (5.1-9.8) in the 'Find what' box

2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

✓ **VCC's BY STATUTE**

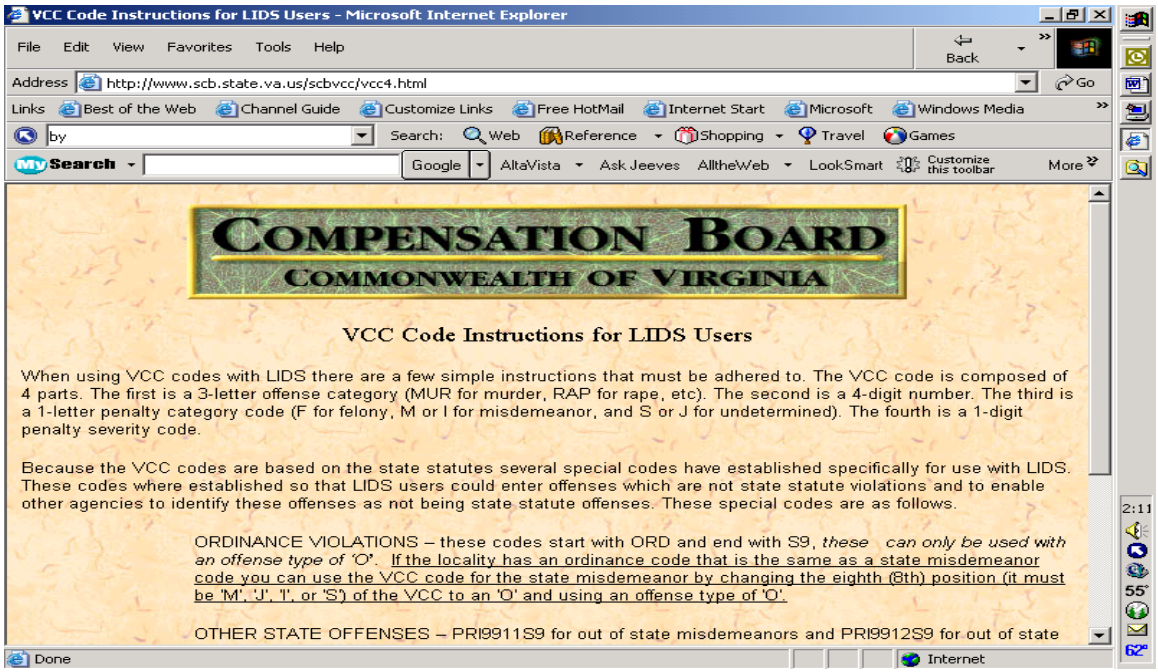
- Once the statute that relates to the offense that commits the offender to jail is located, it might be necessary to view the statute to ensure the accuracy of the charge to be recorded in LIDS. If this is the case, utilize the following procedures:
  - From the previously viewed CB website screen on the previous page, the statutes are underlined
  - Click on the desired statute
  - If the statute that was viewed (example below) is correct, close the screen, copy and paste the VCC code in LIDS
  - If the statute that was viewed is incorrect, go through the proper channels to bring the inaccuracy to someone's attention so that it can be corrected



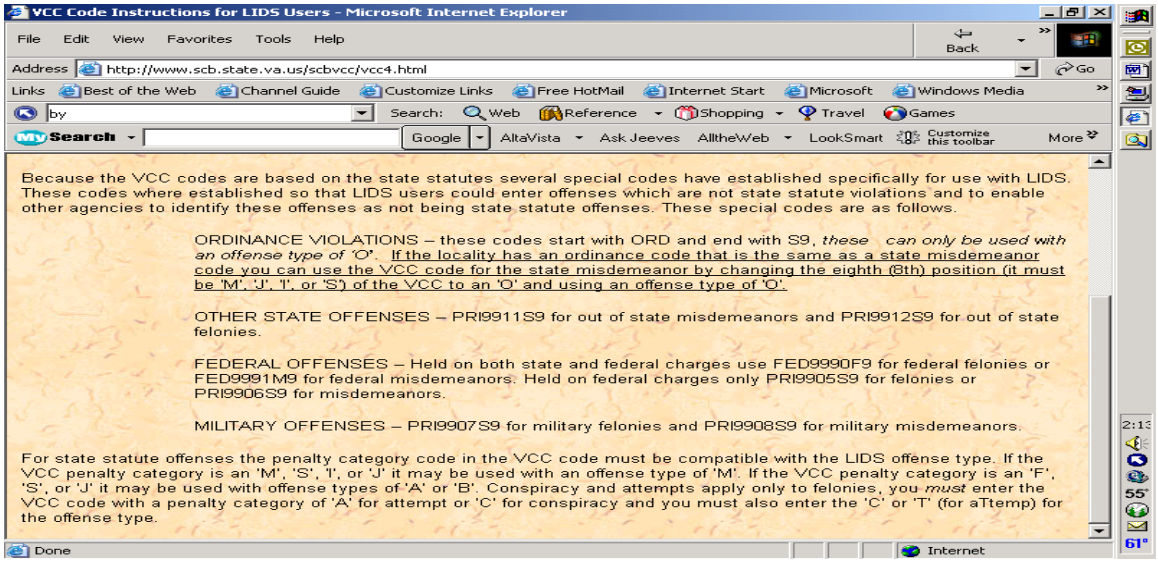
2ND METHOD - COMPENSATION BOARD WEBSITE - CONTINUED

✓ **VCC CODE INSTRUCTIONS FOR LIDS USERS**

- Scroll to 'VCC Code Instructions for LIDS Users and press Enter
- Additional VCC Code instructions are also located in this LIDS Users Guide under the Reference Codes section



✓ Bottom half of Screen



OR

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Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE

REASON CONFINED CODES are utilized to indicate the status of an inmate confined while incarcerated in jail or in an Alternative to Incarceration Program, as follows:

Reason Confine Codes: 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

Reason Confine Codes: 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.

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Reason Confine Codes: Adult Sentenced - NO Charges Pending

Code	Translation
20	Serving Sentence
23	Appealing Sentence
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)
37	Held in a Local Emergency Medical and/or Hospital
39	Juvenile Sentenced as an Adult
42	Awaiting Transfer to Boot Camp
48	Detention Center Incarceration Program
76	Diversion Center Incarceration Program
90	DOC Transition Re-entry Program

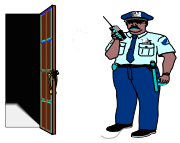
Reason Confine Codes: Adult Sentenced - HAS Charges Pending

Code	Translation
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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Reason Confine Codes: Adult - Miscellaneous Confinement Codes

Code	Translation
70	DOC Held by Agreement Inmates – At the request of local authority, (SR Inmate)
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
81	Addictions Correction Treatment (ACT) **(New Effective 3/2004)** ✓ Inmate is sentenced to a State Responsible sentence length, however, the Court Order specifically forbids transport to DOC and inmate will remain in the local facility to complete treatment program, inmate is treated as a Local Responsible Inmate.
82	SR Inmate Court Ordered to Jail **(New Effective 4/2004)** ✓ Inmate is ordered to serve all or a portion of State Responsible (SR) sentence in local or regional jail. Inmate is treated as Local Responsible Inmate during the Court Ordered to Jail portion of his SR sentence is being served.



Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Reasons Released Codes:

REASON RELEASED CODES are utilized in LIDS to identify the reason an inmate was released from incarceration. The following definitions are provided as a guide to help identify the proper Reason Release Code:

Code	Translation
10 To Probation -	Used when inmate is released on Probation/Released by Probation Officer
16 Time Served –	Used when court/judge orders that inmate has served enough time to satisfy sentence prior to sentencing and ordered released as Time Served
18 Court Order –	Used when a court order orders the inmate released e.g. Support Arrearage, Sentenced/Un-Sentenced
19 To Bond –	Used when inmate is Bonded by the Magistrate, Secured Bond, and PR Bond
20 Not Guilty/Innocent –	Used when inmate is found Not Guilty/Innocent and released from Custody
21 Charges Dismissed –	Used when the Charge is dismissed by the Court and released from Custody
22 Under Advisement –	Used when inmate is not sentenced but is released by the court with the understanding that the charge can be bought back to court if more evidence is found
23 Confinement change within facility OR Violated program –	Used when the inmate's confinement status needs to be updated OR when the inmate violated his confinement program
25 To Furlough –	Used at the time the inmate is released by the Judge/court for one or two days due to death in family with instructions to return
30 To Serve Sentence Dept. of Juvenile Justice –	Used when inmate is released to Juvenile Justice Services
32 To Parole –	Used when inmate is released to Parole-DOC parole officer
33 To Serve Sentence Department of Corrections –	Used when inmate is sentenced on all charges and is State Responsible and sent to DOC to serve sentence

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Reasons Released Codes - Continued

Code	Translation
34 Sentence - Remainder Suspended –	Used when the remainder of sentence was suspended
35 To other jail –	Used when an inmate is transferred to another jail, overnight or permanently
36 To state hospital –	Used when inmate is released to a State/Mental Hospital
37 To local juvenile facility –	Used when released to a local juvenile facility
38 Fine and cost paid –	Used when no sentence is imposed, however, Court cost and fines are imposed
39 Sentence Served –	Used when the imposed sentence has physically been served
40 Serving Sentence - Weekends and Non-consecutive days -	Used when inmate is serving weekends, non-Consecutive days
41 Serving Sentence - Work Release -	Used when inmate has served sentence on a Work Release
42 To Comprehensive Community Corrections Act Program –	Used when inmate is released to a Comprehensive Community Corrections Act Program
43 To Detention Center Incarceration program –	Used when inmate is released to Detention Center
44 To Diversion Center Incarceration Program -	Used when inmate is released to Diversion Center
45 To Emergency Medical Hospital/Local Medical Center -	Used when inmate is released from jail overnight, but is still in the custody of the jail while committed to an emergency medical hospital/local medical hospital
46 DCJS Jail Diversion Pilot Program-	Used when inmate is released/diverted to the nonviolent DCJS Alternative Program
47 Diverted to Supervised Work Experience Program -	Used when inmate is released/diverted to serve sentence in an approved alternative to incarceration program/Supervised Work Experience Program

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Reasons Released Codes - Continued

Code	Translation	
48	**To treatment facility -**	Used when inmate is released to a Treatment facility that is not specified within these release codes
49	**To Pre-Trial Services Program –**	Used when inmate is released to a pre-trial service program
50	**Escaped -**	Used when inmate has escaped from facility and/or custody
51	**To federal authority**	Used when inmate is released/turned over to Feds.
52	**To out of state authority**	Used when inmate is released/turned over to Out of State Authority
53	**To military authority**	Used when inmate is military and is released/turned over to Military Authority
55	**Diverted to Electronic Surveillance Program**	Used when inmate is released to serve sentence in an approved alternative to incarceration program/Home Electronic Surveillance Program
56	**To Boot Camp**	Used when inmate is sentenced and released to Boot Camp
57	**To Pre-Release program**	Used when inmate is released to a Pre-Release Program
58	**To Day Reporting Program**	Used when inmate is released to a Day Reporting Program
59	**Released from Alternative Program**	Used when inmate is released/complete sentence will in an approved Alternative Program
60	**Died of natural causes**	Used when inmate dies of natural causes while in custody
62	**Died of unnatural causes**	Used when inmate dies of unnatural causes, e.g. suicide, murdered
70	**Released - Above reasons not applicable**	Used when none of the LIDS Reason Release codes apply

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

The spreadsheet on the next page was developed to bill data integrity within LIDS, which **crosswalks usable Reason Confine Codes to Release Codes**. An error message will be received if a combination is used that is not listed below. If it is necessary to utilize a different combination, contact the Compensation Board.

Release Reason																																											
RC	A/J	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
Juvenile Awaiting Trial																																											
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Juvenile - Tried - Unsentenced																																											
14	J		Y	Y	Y				Y	Y	Y				Y	Y	Y					Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Juvenile Sentenced as an Adult - no pending charges																																											
39	J	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y			Y	Y	Y
Juvenile Sentenced as an Adult - with pending charges																																											
63	J		Y	Y	Y				Y	Y	Y				Y	Y	Y	Y	Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult Awaiting Trial																																											
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	A		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y									Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Adult - Tried - Unsentenced																																											
14	A		Y	Y	Y			Y	Y	Y	Y	Y			Y	Y						Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Adult - no pending charges																																											
20	X	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y		Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y		Y	Y	Y	Y	Y		Y			Y	Y	Y
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Pending Charges																																											
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y	Y		Y	Y					Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
53	X		Y	Y	Y				Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
56	X		Y	Y	Y				Y	Y					Y	Y			Y		Y				Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
59	X		Y	Y	Y				Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
62	X		Y	Y	Y				Y	Y			Y		Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
87	X		Y	Y	Y				Y	Y					Y	Y			Y				Y		Y					Y	Y	Y	Y	Y					Y	Y	Y
89	X		Y	Y	Y				Y	Y					Y	Y			Y					Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Miscellaneous																																											
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
71	X		Y	Y					Y	Y			Y		Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
72	X		Y	Y					Y	Y					Y	Y		Y							Y					Y	Y	Y	Y	Y					Y	Y	Y
73	X		Y	Y			Y		Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
74	X		Y	Y	Y		Y		Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
75	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
78	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
79	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
80	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
81	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	
82	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
85	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
90	X								Y	Y			Y						Y																						

Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Type of Offense:

Type of Offense is a data field within LIDS that identifies the offense type committed by the inmate.

Enter one of the following codes:

A - Felony offense committed on or after 01/01/95 (Green State Warrant)
B - Felony offense committed before 01/01/95 (Green State Warrant)
M - Misdemeanor offenses (Gold State Warrant)
O - Local Ordinance Violation (Pink Local Warrant)

Use the following Offense Type when:

A 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 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 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 An offender is arrested on a Local Warrant (Pink Warrant) and or City/County Ordinance. Reimbursement for total days is $0

Reference Codes (Continued)

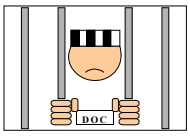
3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Sentenced Codes:

Sentenced Codes are utilized within LIDS to capture special sentencing orders.

- ✓ **Sentenced codes are recorded in the YEARS SENTENCED data field**
- ✓ **Utilize the following Sentenced Codes, when applicable:**

Code	Translation
0500	Adult - Indeterminate Sentence
0600	One Life Sentence
0700	Youthful Offender – Indeterminate Sentence
0800	Two Or More Life Sentence
0900	Death Sentence



Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

DOC Compliance Status Codes :

DOC Compliance Status Codes may be utilized within LIDS to capture the code status that DOC has placed upon a state responsible inmate prior to intake into DOC

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)

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Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Disposition Codes :

Disposition Codes may be utilized in LIDS to capture court ordered dispositions for offenders that have multiple offenses:

Code	Sentenced	Description	
AM	**Yes**	**Amended**:	To Change or modify/amend charge/sentence
AP	**Yes**	**Appealed**:	To restore to a superior court to review the decision of an inferior court
AR	**Yes**	**Awaiting Parole Revocation**:	To annul, make void, cancel, rescind the parole status of individual, pending a hearing by the Parole Board as to validity of charge (S) of violation of parole conditions
AS	**Yes**	**Awaiting Probation / Show cause Revocation**:	To annul, make void, cancel, rescind the probation status of individual, pending a hearing by the court of jurisdiction as to the validity of charge (s) of violation of conditions of probation
BC	**Yes**	**Boot Camp:**	Youthful Offender is court ordered to participate in and complete a Boot Camp Program
BO	**No**	**Bond**:	To have individual post a bond on charge; not to be held on charge
BS	**Yes**	**Balance Suspended:**	Having been found guilty with a sentence imposed, upon reconsideration of said sentence, the balance (unserved portion) of the sentence is postponed/suspended
CC	**Yes**	**Community Corrections:**	To be court ordered to participate in and complete a Community Corrections Program
CD	**No (Disregard Charge as of Disposition Date)**	**Charges Dismissed:**	To discharge, to discontinue action or suit
CE	**No**	**Certified:**	To refer a case to a grand jury to determine whether or not evidence exists to support an felony indictment
CO	**No**	**Continued Gen.:**	To adjourn or postpone a session, hearing, trail, or other proceeding to a subsequent day or time, higher court
CR	**Yes**	**Court Order Release:**	To be found guilty, with no sentence of jail time imposed, court ordered to an alternative to incarceration program, case continued
CS	**Yes**	**Child Support**	Arrested and sentenced for not paying child support

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Disposition Codes - Continued

Code	Sentenced	Description
CU	**No**	**Court Order Release:** To have charge not revoked; or to have individual recognized or bonded on charge, court ordered to an alternative to incarceration program, release
DN	**Yes**	**Detention Center:** To be court ordered to participate in and complete a Detention Center Program
DT	**Yes**	**Deferred Treatment:** To be found guilty, with sentence postponed pending individual participation in and completing a court ordered Treatment Program
DV	**Yes**	**Diversion Center:** Court ordered to participate in and complete Diversion Ctr. Program
FI	**Yes (4/1/2004, Disregard Charge as of Disposition Date)**	**Fined:** To be found guilty, with a sentence of a fine imposed
GU	**Yes**	**Guilty:** To be found guilty with no sentence imposed
IS	**Yes**	**Imposition Sentence:** To be found guilty, with the imposed sentence suspended for a specified period of time
NC	**No (Disregard Charge as of Disposition Date)**	**Null Code:** To have no action taken; disregard charge
NG	**No (Disregard Charge as of Disposition Date)**	**Not Guilty:** To declare that the case will not be further prosecuted, found not guilty by the court
NP	**No (Disregard Charge as of Disposition Date)**	**Nolle Prosequi:** To be acquitted of charge by commonwealth can be brought back at a later time
PA	**Yes**	**Paroled:** To be released on charge under conditions of parole
PB	**Yes (Disregard Charge as of Disposition Date**	**Plea Bargain:** Plea bargaining
PD	**No**	**Parole Dismissed:** To have capias for Parole Violation on PB-14 for parole violation dismissed or not revoked
PR	**No**	**Probation Dismissed:** To have capias for Probation Violation on PB-15 for probation violation dismissed or not revoked, lifted by Parole Board
PS	**No**	**Pre-Sentenced:** Found guilty, sentencing portion of hearing continued to another time and date
RE	**No**	**Recognized:** To be released from incarceration on a charge under one's personal recognizance by court or magistrate (with promise to appear in court on a certain date and time)

Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Disposition Codes - Continued

Code	Sentenced	Description
SC	**Yes (Disregard Charge as of Disposition Date)**	**Sentence Completed:** To prevent the rebooking of inmates when they have outstanding offenses and payment statuses change (payable to non-payable or vice versa). Disposition should be used ONLY to show that a charge is satisfied when payment statuses change from payable to non-payable and vice versa to ensure proper payment. If you choose NOT to use the 'SC' disposition code, you MUST rebook the inmate dropping the satisfied charge.
SE	**Yes**	**State Sentence:** To be held on a PB-14 (white Board Warrant); PB-15 (Green Board Warrant) for a Parole violation; or as a Department of Corrections Inmate (returned to the locality as a material witness with no new charges, held locally as a Jail Contract Bed inmate)
SS	**Yes (Disregard Charge as of Disposition Date)**	**Suspended Sentence:** To be found guilty, with the execution of the entire sentence postponed /suspended
TH	**No**	**Temporary Hold Only:** Utilized if a person has to go out to the hospital without a sentence, temporary hold for another, state, or federal inmate being held as a temporary hold only
TS	**Yes (Disregard Charge as of Disposition Date)**	**Time Served:** To be found guilty, with sentenced imposed, and it has been determined by the court that the time portion of the sentence has already been satisfied (while awaiting trial in jail), the individual is not to be held on the charge
UA	**No**	**Under Advisement:** To have court take on action and disregard charge while it takes the case under advisement, individual is not to be held on charge
WA	**No**	**Waived Extradition:** Signed waiver to be extradited to another state

Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Payment Status Codes:

Payment Status Codes are utilized by LIDS to identify an inmate's financial payment status

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

Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Race Codes :

Race Codes are utilized within LIDS to physically describe an inmate.

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

Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Sex Codes :

Sex Codes are utilized within LIDS to physically describe an inmate.

Code	Translation
F	Female
M	Male

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

Hair Color Codes:

Hair Color Codes are utilized within LIDS to physically describe an inmate.

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

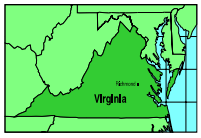
Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FBI Eye Color Codes:

FBI Eye Color Codes are utilized within LIDS to physically describe an inmate.

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



Reference Codes (Continued)

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FIPS Codes:

FIPS Codes are utilized within LIDS (FIPS - Federal Information Processing Standards)

Code	Translation:	Code	Translation:
COUNTY CODES		**COUNTY CODES**	
001	Accomack	085	Hanover
003	Albemarle	087	Henrico
005	Alleghany	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	125	Nelson
041	Chesterfield	127	New Kent
043	Clarke	131	Northampton
045	Craig	133	Northumberland
047	Culpeper	135	Nottoway
049	Cumberland	137	Orange
051	Dickenson	139	Page
053	Dinwiddie	141	Patrick
057	Essex	143	Pittsylvania
059	Fairfax	145	Powhatan
061	Fauquier	147	Prince Edward
063	Floyd	149	Prince George
065	Fluvanna	153	Prince William
067	Franklin	155	Pulaski
069	Frederick	157	Rappahannock
071	Giles	159	Richmond
073	Gloucester	161	Roanoke
075	Goochland	163	Rockbridge
077	Grayson	165	Rockingham
079	Greene	167	Russell
081	Greensville	169	Scott
083	Halifax	171	Shenandoah

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FIPS Codes: (Continued)

Code	Translation:
COUNTY CODES	
173	Smyth
175	Southampton
177	Spotsylvania
179	Stafford
181	Surry
183	Sussex
185	Tazewell
187	Warren
191	Washington
193	Westmoreland
195	Wise
197	Wythe
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	Hopewell
678	Lexington
680	Lynchburg
683	Manassas
685	Manassas Park
690	Martinsville

Code	Translation:
CITY CODES	
700	Newport News
710	Norfolk
720	Norton
730	Petersburg
735	Poquoson
740	Portsmouth
750	Radford
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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FIPS Codes: (Continued)

Code	Translation:	JURISDICTIONS SERVED
JAIL FARM CODES		
220	Danville City Jail Farm	
250	Newport News City Jail Farm	
REGIONAL CODES		
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
492	Southwest Regional (scheduled to open fall/2004)	Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Washington, Wise
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 Marshals	*885	ATF
*882	Federal Bureau of Prisons (detention)	*886	FBI
*883	Federal Bureau of Prisons (work release)	*887	DEA
*884	ICE Immigration & Customs Enforcement (INS)	*888	Unspecified
		999	Military

U.S. Census Bureau

Federal Information Processing Standards (FIPS) Codes

Federal information processing standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related location entities (such as, places and county subdivisions), and American Indian and Alaska Native areas.

Go to: http://www.census.gov/geo/www/fips/fips.html for additional information concerning FIPS codes

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FBI Country Codes:

FBI 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	Antigua/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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

FBI Country Codes: (Continued)

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
CC	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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

VCC Offense Codes Continued

HISTORY

§ 19.2-390.01. (Effective October 1, 2004) Use of Virginia crime code references required.

If any criminal warrant, indictment, information, presentment, petition, summons, charging document issued by a magistrate, or dispositional document from a criminal trial, involves a jailable offense, it shall include the Virginia crime code references for the particular offense or offenses covered. When Virginia crime codes are provided on charging and dispositional documents, the Virginia crime codes shall be recorded and stored for adult offenders in: criminal history computer systems maintained by the State Police; court case management computer systems maintained by the Supreme Court of Virginia; probation and parole case management computer systems maintained by the Department of Corrections and the Virginia Parole Board; pretrial and community corrections case management computer systems maintained by the Department of Criminal Justice Services; and jail management computer systems maintained by the State Compensation Board. The Department of Juvenile Justice shall record and store Virginia crime codes for particular offenses related to juveniles in case management computer systems.

Virginia crime codes shall only be used to facilitate administration and research, and shall not have any legal standing as they relate to a particular offense or offenses.

(2003, c. 148.)

The Virginia Crime Codes (VCC) is located on the Compensation Board's website at www.scb@virginia.gov, under the button labeled 'LIDS Information'. To help with your search three (3) options were developed. You may wish to select a VCC by Descriptions, VCCs By VCC Code or by Statute. If detected that a VCC has not been developed, submit a request to the Compensation Board (CB) to have a VCC established. A Virginia Crime Code (VCC) Request Form was developed for your use and is located at the end of this section or in the LIDS Forms Section of this Users 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 has been established. The monthly LIDS Newsletter is located under the 'LIDS Information' button on the CB website sited above.

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 list those inmates that do not have a VCC offense code.

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

VCC Offense Codes Continued

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.

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - CONTINUED

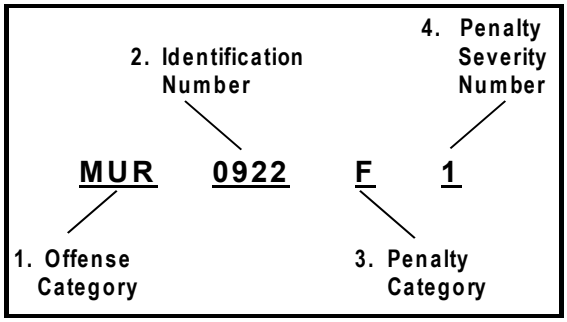
VCC Offense Codes Continued

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

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - 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 mos.
2 =	Two	20 years to life	up to 6 mos.
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.

3RD METHOD - 7/1/2004 LIDS USERS GUIDE - 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 email sue.kelly-graham@scb.virginia.gov or telephone (804-786-0786 ext. 220).

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11. Manual LIDS Forms

'LIDS Forms' provides 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
- ✓ SID # Overlap Form

LIDS OVERLAP FORM

EMAIL 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:

VIRGINIA CRIME CODE (VCC)
LIDS 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.virginia.gov or fax: (804) 371-0235:

Virginia Code Section (§):

VCC:

Penalty:

Header:

Sub Heading:

Description:

LIDS ADJUSTMENT LOG WORKSHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

Adjustment	**Date**	**By**

Supervisor's Review Completed By: _____**Date:** _____

LIDS HEADCOUNT RECONCILIATION WORKSHEET

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_____

LIDS DAYS/FINANCIAL BY PAYMENT CATEGORY RECONCILIATION WORKSHEET

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 _____

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: _____

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: _____

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 Months Ending Count: _____ <(From Booking LOG)

B. Last Months 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 Months Ending Count _____

G. Total Received Count: _____

H. Add F + G For Total Count: _____ <|

I. LIDS Certification Count: _____ < | **(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!

REPORTS NEEDED:

B _____
'c _____ _____ **Current Jail Alpha Roster**
tot _____ _____ **LIDS Alpha Roster**
-d _____ _____ **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**_____

LIDS SID# Overlap Form

EMAIL TRANSMISSION

Please review your LIDS entries and inmate files to determine action needed to resolve the SID # which overlaps within LIDS. It is imperative that action be taken as soon as possible to resolve these SID overlaps to allow us to approve our monthly submission. Please enter the following information and return this via e-mail or fax:

Date: _____

TO Locality:
_____

FIPS Code: _____
Phone #: _____
E-mail address: _____

TO Locality:
_____

FIPS Code: _____
Phone #: _____
E-mail address: _____

(EXAMPLE) XAMPLE) EXAMPLE)

SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME
231999999	VA123456789	Joseph A. Doe	08012002	091500	08152002	123500

COMMENTS: The SSN shown above has been verified with a SID#, as assigned. Please check your inmate and/or SSN that overlaps with the SID# mentioned above.

Fill in the following information:

SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME

COMMENTS:
_____
_____
_____

Fill in the following information:

SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME

COMMENTS:
_____
_____

12. 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 VITA 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 222222222 19960930 092828 01   ANTHONY         E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 222434343 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 234546171 19960930 092828 01   HARRISO         E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 217432201 19960930 092828 01  JR.              E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 238276437 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 205708889 19960930 092828 01  O'NEAL           E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 226777519 19960930 092828 01  N.               E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 226898852 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 225222222 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 217987754 19960930 092828 01  JR.              E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 239898989 19960930 092828 01  JR.              E3028 NAME SUFFIX HAS BEEN ALTERED
```

Report Image - Edit Error Report - SCB.PROD.J*XXX*.BEVITAR01

SCB.PROD.JXXX.BEDITAR01 = batch edit error report

```
1SCBBEVITA-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
      025555555 1996-06-18 18:21:41    51                                 GRADY, JAMES
GARTH
 >>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
      023434343 1996-09-11 05:01:05    52                                 BLAIR, LEONARD
 >>>>> E1049 REASON CONFINED (52) REQUIRES SENTENCE LENGTH > 6 MONTHS
      055555555 1996-09-10 15:09:50    10       35   1996-09-11 16:08:00  MCGUIRE, JAMES
FOREST
 >>>>> E1010 TRANSFER TO JAIL (   ) IS INVALID
      044444444 1996-09-06 19:25:18    20       39   1996-09-11 05:52:00  COVINGTON,
SAMUEL EARL
 >>>>> E1043 REASON CONFINED (20) NOT VALID FOR SENTENCED FELONS
      023232323 1996-08-09 11:14:55    10                                 WILKINS, ANTHONY
FIZGERAL
 >>>>> E1056 REASON CONFINED MUST BE 12 FOR UNSENTENCED PROBATION VIOLATION
      075605104 1996-06-07 15:42:37    51                                 HINES, YHINE
KAREEM
 >>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
      093580242 1996-09-03 18:56:49    10       35   1996-09-19 15:16:00  RIVERA, RAYMOND
NMI
 >>>>> E1010 TRANSFER TO JAIL (   ) IS INVALID
      095785301 1996-09-16 21:39:33    10       19                        TAYLOR, GREGORY
BOBBY
 >>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
      099489343 1996-08-27 16:23:15    50                                 JOHNSON, RICKEY
ANTHONY
 >>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
      110568916 1996-09-25 17:54:44    10       35   1996-09-26 17:34:55  RODRIGUEZ,
HECTOR JULIO
```

Report Image - Accepted Report - SCB.PROD.J*XXX*.BEVITAR02

SCB.PROD.JXXX.BEDITAR02 = batch edit confinements processed report

```
1SCBBEVITA-R002-087                    LIDS BATCH CONFINEMENTS
PAGE     1
                                 JUVENILE JAIL FACILITY JAIL        RUN DATE 10/16/96 TIME
11:31:11

0          *****COMMITMENT****  REASON   OFFENSE RELEASE ******RELEASE******
    SSN       DATE      TIME   CONFINED   CODE   REASON     DATE      TIME    NAME

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

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.BEDITAR03 =
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 VITA 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)

VIRGINIA INFORMTION TECHNOLOGY AGENCY
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 VITA system broadcast messages that are currently in the system
- broadcast system messages report the times when VITA/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

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.
Unused	Positions 30 through 38.
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.

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.

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.

Prisoner Record Format:

Information Contained In the Record (continued):

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.

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.

UNUSED Positions 508 through 515. ~~Required if **DNA Sample Taken** is 'Y'. Zero fill if not used.~~

State Identification Number (SID) Positions 516 through 526. This field is required if the inmate has been arrested on a felony. The SID number is supplied by the Virginia State Police when the inmate is fingerprinted. The first two positions of this field will be the state identification code; for example, 'VA' for Virginia.

Unused Positions 527 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.

Prisoner Record Format:

Information Contained In the Record (continued):

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; 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.

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.

UNUSED Position 762 through 762. ~~This denotes whether a DNA sample was taken. This field is required if prisoner convicted of a felony offense. Valid values are 'Y' denoting a DNA sample has been taken or 'N' (or space) which denote a DNA sample has not been taken. ***NOTE: Effective 01/01/03 DNA samples will be required for any inmate arrested on a felony offense~~.

Approximate Age Recorded Date Positions 763 through 770. Use with Approximate Age (positions 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.

Prisoner Record Format:

Information Contained In the Record (continued):

Offense Type Position 793. This is the type of offense. 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 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. This is the locality for which you are holding an inmate. This is a required field and must be a valid FIPS. If the inmate is being held for federal or out of state authorities you should use 801-888. Refer to the list of valid Federal/Out of state codes at the end of this document.

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.

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.

~~**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.~~
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.

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 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.
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. 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

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.

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.

~~**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.~~

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

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

FBI CODES FOR HAIR COLOR

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

DOC COMPLIANCE STATUS CODES

ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Classified Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant
CPM	Check Prior to Move
AWR	Approved by DOC for Work Release (WR)

Batch File Layout (continued)

Prisoner Record Format:

VIRGINIA RACE CODES

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

DISPOSITION VALUES

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

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13. Reimbursement Rate Codes

Budget Language

ATTENTION:

THE 2004 VIRGINIA ACTS OF ASSEMBLY HAS NOT BEEN PUBLISHED AS OF MAY 1, 2004. CB WILL UPDATE THIS SECTION ONCE IT HAS BEEN SIGNED.

2003 Virginia Acts of Assembly
Chapter 1042
Item 67, Financial Assistance for Confinement in Local Facilities

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, 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.

Budget Language - Appropriations Act

G.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.

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 *amounts* 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.

L. ***The Compensation Board is authorized to transfer to the Department of Criminal Justice Services an amount not to exceed $1,500,000 from this Item for reimbursement to localities for inmates who participate in the Community Corrections Pilot Program established pursuant to Item 432 c 4 of this act. Localities shall be reimbur4sed at a rate of $4 per inmate day. If information concerning all inmates participating I this program shall be maintained in the Local Inmate Data System for the duration of their participation in the program.***

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.)

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.)

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.)

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 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 may be assigned by the sheriff to a work release program under the supervision of the sheriff or the administrator of a local or regional jail. The sheriff 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 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. The administrator of a regional jail and the Director may also enter into such agreements where such agreements are approved in advance by a majority of the sheriffs on the regional jail board. 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.

Code of Virginia

§ 53.1-131: Continued

Any offender assigned to such a program by the court or sheriff 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, is 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 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.

"Sheriff" means the sheriff of the jurisdiction where the person charged with the criminal offense was convicted and sentenced, provided that the sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release programs under this section.

"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; 2002, c. 800.)

Code of Virginia

§ 53.1-131.1. (Effective July 1, 2003) 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. Whenever the costs provided for in §§ 17.1-275.1, 17.1-275.2, 17.1-275.7, or § 17.1-275.8 or subsections B or C of § 16.1-69.48:1 are assessed, a portion of those costs, as specified in those sections, shall be remitted to the treasurer of the appropriate county or city as a share of the sentencing/supervision fee for purposes of defraying the costs of such weekend or nonconsecutive incarceration. The assessment provided for herein shall be in addition to any other fees prescribed by law. 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; 2002, cc. 805, 831.)

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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 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.

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 to a home/electronic incarceration program under the supervision 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 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, is 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 non-criminal 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.

I. For the purposes of this section, "sheriff" means the sheriff of the jurisdiction where the person charged with the criminal offense was convicted and sentenced, provided that the sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs pursuant to this section. (1989, c. 476; 1990, c. 209; 1991, cc. 278, 428; 1992, c. 604; 1994, cc. 612, 659, 688, 720, 841, 945; 2000, c. 423; 2002, c. 800.)

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.)

§ 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.)

§ 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.)

§ 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)

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**
    - ➢ **more than twelve (12) months OR**
    - ➢ **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)

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.**
- **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.

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **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

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14. Locality Contact List

2004 Locality Contact List - Subject to change

***LIDS Technicians are in RED**

001 Accomack County Jail Robert D. Crockett, Sheriff Email: acsd2330@intercom.net	P. O. Box 149 Accomac Virginia 23307 **Karen Barrett**: acsd2330@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/Charlottesville Regional Jail Cornelia Johnson, Interim Superintendent Email: Johnsonc@charlottesville.org	160 Peregory Lane Charlottesville Virginia 22902 **JURISDICTIONS INCLUDE: ALBEMARLE, CHARLOTTESVILLE & NELSON** **Amy Gray**: Hageea@acrj.org Lt. Jeanette Rush: rushje@acrj.org	434-977-6983 Fax # 434-972-4065 Jail Fax # 434-977-5312 434-977-6981 ext. 262 434-977-6981 ext. 225
005 Alleghany County Regional Jail W. DALE MUTERSPAUGH., SHERIFF Email: dmuterspaugh@ntelos.net	268 West Main Street Covington Virginia 24426 **JURISDICTIONS INCLUDE: BATH & CLIFTON FORGE** **Erica 'Jill' Peters**: ejpetersacso@ntelos.net Maj. K. O. Nicely: konicelyacso@ntelos.net Sgt. Todd Tyler	540-965-1770 FAX # 540-965-4915 Jail Fax # 540-965-1794 540-965-1770 540-965-1776 540-965-1776
009 Amherst County Jail L. J. Ayers III, Sheriff Email: ljayers@uscyber.net	Main Address: P. O. Box 531 Amherst Virginia 24521-0531 JAIL ADDRESS: P. O. BOX 531 Amherst Virginia 24521-0531 **Belinda Gaines**: bgaines@uscyber.net Lt. Loretta Wright: bgaines@uscyber.net	434-946-9300 Fax # 434-946-9378 434-946-9379 434-946-9379
011 Appomattox County Jail O. WILSON STAPLES, SHERIFF Email: owstaplesacso@starband.net	P. O. Box 366 Appomattox Virginia 24522-0366 **oger Baldwin** Fred Godsey: FLGodseyACSO@starband.net 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 Sgt. Tom Eldridge Phil Chan Lt. Bruce Black: bblack@co.arlington.va.us	703-228-4460 Fax # 703-228-4463 Jail Fax # 703-228-7259 703-228-7480 703-228-4486 703-228-7063 703-228-7260
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 Leslie Koogler: lkoogler@co.augusta.va.us Rick Whitmore: rwhitmore@co.augusta.va.us Cpt. John Craig: jcraig@co.augusta.va.us	540-245-5333 Fax # 540-245-5330 Jail Fax # 540-245-5345 540-245-5176 540-245-5176 540-245-5176 540-245-5338

Locality Contact List (Continued)

2004 Locality Contact List - Subject to change

***LIDS Technicians are in Red**

019 B.R.R.J.-Bedford Co. Adult Detention Ctr. Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1000 Broad Street Bedford Virginia 24523 Vida Parker: Vparker@brrja.state.va.us Debbie Hamlet: dhamlet@brrja.state.va.us	434-847-3100 Fax # 540-587-9283 540-587-9282 Ext. 3 434-847-1300 Ext. 141
023 Botetourt County Jail R. N. Sprinkle, Sheriff Email: rsprinkle@co.botetourt.va.us	P. O. Box 18 Fincastle Virginia 24090 **Lt. Mark Neese (no Email)** Sgt. Dennis Harris	540-473-8230 Fax # 540-473-2263 Jail Fax # 540-473-8253 540-473-8204 540-473-8204
B.R.R.J.-Moneta Adult Detention Center Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	BRRJA-Moneta ADC 1484 Radford Church Road Moneta Virginia 24121 Violet Pryor: Vpryor@brrja.state.va.us Debbie Hamlet: dhamlet@brrja.state.va.us	540-297-7648 Fax # 540-297-3606 540-297-7648 Ext. 3 434-847-1300 Ext. 141
025 Brunswick County Jail James R. Woodley, Sheriff Email: elizbcsd@meckcom.net	P. O. Box 705 Lawrenceville Virginia 23868 **William 'Brent' Wright:** bcsdjail@meckcom.net Chief Kevin Wesson: Chief70@meckcom.net	434-848-3133 Fax # 434-848-6083 434-848-6002 434-848-6043
027 Buchanan County Jail C. Ray Foster, Sheriff Email: sheriffray@bcso.buchanancounty.org	P. O. Box 970, Walnut Street Grundy Virginia 24614-0970 **Darla Bostic:** darla@bcso.buchanancounty.org	276-935-2313 Fax # 276-935-2777 Jail Fax # 276-935-2481 276-935-2313 ext. 236
031 B.R.R.J.-Campbell Co. Adult Detention Ctr. Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	BRRJA-CADC P. O. Box 770 Rustburg Virginia 24588 Jail Address: 90 Courthouse Lane Rustburg, VA 24588 Stacy Tucker: Stucker@brrja.state.va.us Debbie Hamlet: dhamlet@brrja.state.va.us	434-332-9583 Fax # 434-332-2710 Jail Fax # 434-332-2710 434-332-9652 4340847-1300 Ext. 141
037 Charlotte County Jail Thomas D. Jones, Sheriff Email: dwlacks@cchsheriff.com	222 Law Lane Charlotte C H Virginia 23923 **Jane Eagle:** jeagle@cchsheriff.com	434-542-5141 Fax # 434-542-5100 434-542-5132
041 Chesterfield County Jail Clarence G. Williams, Jr, Sheriff Email: Williamsc@chesterfield.gov	Main Address: P. O. Box 758 Chesterfield Virginia 23832 Jail Address: P. O. Box 758 Chesterfield Virginia 23832 **Julia Wallenberg:** wallenbergj@chesterfield.gov Lt. Barry Arnold: arnoldb@chesterfield.gov Anthony Hinchey: hincheya@chesterfield.gov	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:** jaillieutenant@culpepercounty.gov Lt. Mary P. Dwyer: jaillieutenant@culpepercounty.gov	540-727-3400 Fax: 540-727-3466 Jail Fax # 540-727-3465 540-727-3434 ext. 308 540-727-3434 ext. 308

Locality Contact List (Continued)

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***LIDS Technicians are in Red**

051 Dickenson County Jail BOBBY G. HAMMONS, SHERIFF Email: bobby.hammons@sheriff.dc911.org	P. O. Box 339 Clintwood Virginia 24228-0339 **Marilyn Counts**: marilyn.counts@sheriff.dc911.org JESSICA ADKINS: MARILYN.COUNTS@SHERIFF.DC911.ORG	276-926-1600 Fax # 276-926-1606 276-926-1603 Ext. 12 276-926-1605 Ext. 16
053 Dinwiddie County Jail SAMUEL H. SHANDS, SHERIFF Email: dcsoadmin@erols.com	P. O. Box 120 Dinwiddie Virginia 23841-0120 **Sgt. W. Larry Maitland**: dcsoadmin@erols.com Shirley D. Roberts S. A. McLeod	804-469-4550 Fax # 804-469-4854 JAIL FAX # 804-469-4555 804-469-4550
059 Fairfax County Jail STAN G. BARRY, SHERIFF Email: sbarry@co.fairfax.va.us	Main Address: 4110 Chain Bridge Road Fairfax Virginia 22030 Jail Address: Inmate Records 10520 Judicial Drive Fairfax Virginia 22030-5115 **Deanna Bray**: Deanna.Bray@fairfaxcounty.gov Gwendolyn Jackson: Gwen.Jackson@fairfaxcounty.gov	703-246-3260 Fax # 703-359-4192 Jail Fax # 703-273-2464 703-246-4420 703-246-4422
061 Fauquier County Jail Charlie Ray Fox, Jr., Sheriff Email: Sheriff@fauquiercounty.gov	Main Address: 78 W. Lee Street Suite 200 Warrenton Virginia 20186 Jail Address: 50 Lee Street Warrenton Virginia 20186 **Lt. Micah Meadows**: micah.meadows@fauquiercounty.gov Mark Lavoie: mark.lavoie@fauquiercounty.gov	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, Suite 101 Rocky Mount Virginia 24151 **Richard Hudson**: BJDeere610@aol.com Lt. Vicky Meadors: vmeadors@franklincountyva.org Kevin Hicks: tuffdptyno33@aol.com	540-483-3000 FAX # 540-483-7757 Jail Fax # 540-483-1851 540-483-3020 540-483-3022 540-483-3020
069 Clarke/Fauquier/ Frederick/Winchester Regional Jail Frederick D. Hildebrand, Superintendent Email: fhildebr@co.frederick.va.us	141 Fort Collier Road Winchester Virginia 22603 **JURISDICTIONS INCLUDE: CLARKE, FAUQUIER, FREDERICK & WINCHESTER** **Tabitha Taylor**: ttaylor@co.frederick.va.us Jeanne Fahnestock: jfahnes@co.frederick.va.us	540-665-6374 Fax # 540-665-5691 540-665-6379 540-665-6379
073 Gloucester County Jail ROBIN STANAWAY, SHERIFF Email: sheriff@gloucesterva.info	7502 Justice Drive P. O. Box 597 Gloucester Virginia 23061 **Bobbie Elswick**: belswick@gloucesterva.info Tracy Proctor: tproctor@gloucesterva.info	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 Lunnie Wilkerson: lwilkerson@brrja.state.va.us Debbie Hamlet: dhamlet@brrja.state.va.us	434-847-3100 Jail Fax # 434-476-5505 434-476-5502 Ext. 4 434-847-1300 Ext. 141

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***LIDS Technicians are in bold**

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 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 804-501-5154 804-501-5982
089 Henry County Jail H. F. CASSELL, SHERIFF Email: hfcassell@hotmail.com	3250 Kings Mountain Road Martinsville Virginia 24112 **Mark Winn**: mwinn19@yahoo.com Sonya Thomas: sthomashcso@yahoo.com	276-656-4203 Jail Fax # 276-638-2124 276-656-4287 276-656-4286
103 Lancaster County Jail RONALD D. CROCKETT, SHERIFF Email: crockett@lancastersheriff.net	8293 Mary Ball Road Lancaster Virginia 22503 **Vivian Abbott**: crockett@lancastersheriff.net W. E. Elswick: crockett@lancastersheriff.net S. A. Harcum: crockett@lancastersheriff.net	804-462-7153 Fax # 804-462-7046 804-462-5111 804-462-5111 804-462-5111
105 Lee County Jail GARY B. PARSONS, SHERIFF Email: gpsheriff@va-village.com	P. O. Box 177 Jonesville Virginia 24263 **Jackie Hounshell:** gpsheriff@va-village.com George Hembree KAREN VAUGHAN	276-346-1131 Fax # 276-346-2149 276-346-7709 276-346-7709 276-346-7753
107 Loudoun County Jail STEPHEN O. SIMPSON, SHERIFF Email: ssimpso1@loudoun.gov	Main Address: P. O. Box 340 Leesburg Virginia 20178 Jail Address: P. O. Box 340, 2 N. Church St. Leesburg Virginia 20178 **Lana Oatman**: Loatman@loudoun.gov Chris Geraghty: cgeraght@loudoun.gov	703-777-0407 Fax # 703-771-5744 Jail Fax # 703-777-0498 703-737-8847 703-777-0620
117 Mecklenburg County Jail DANNY R. FOX, SHERIFF Email: dfox@mcsova.us	P. O. Box 390, County Courthouse 251 Monroe St. Boydton Virginia 23917 **Pamela Chavis**: lidslady@msn.com Lt. Roosevelt Terry	434-738-6171 Fax# 434-738-6449 Jail Fax # 434-738-6583 434-738-6171 ext. 4322 434-738-6171 ext. 4430
119 Middle Peninsula Regional Jail DAVID L. HARMON, SUPERINTENDENT Email: midpen2@oasisline.com	P. O. Box 403 Saluda Virginia 23149 **JURISDICTIONS INCLUDE: ESSEX, KING WILLIAM, KING & QUEEN, MATHEWS & MIDDLESEX** **Lt. Mary Hodges**: midpen2@oasisonline.com Sgt. Denise Funk: midpen2@oasisonline.com Cindy Bauer : midpen2@oasisonline.com	804-758-2338 Fax # 804-758-4295 Jail Fax # 804-758-8099 804-758-2338 ext. 242 804-758-2338 ext. 243 804-758-2338 ext. 241

Locality Contact List (Continued)

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***LIDS Technicians are in Red**

121 Montgomery County Jail J. T. WHITT, SHERIFF Email: Jtwhitt@cablenet-va.com	16 S. Franklin Street Christiansburg Virginia 24073 **Cynthia Angle**: cwangle@cablenet-va.com	540-382-6905 Fax # 540-381-6869 Jail Fax # 540-382-6942 540-382-6904
131 Northampton County Jail JOHN P. ROBBINS, JR., SHERIFF Email: jprsheriff@intercom.net	P. O. Box 68, 16396 Courthouse Rd. Eastville Virginia 23347 **Trudy Hickman:** thickman@ncso.esva.net Lt. Francis Williams: fwilliams@ncso.esva.net	757-678-0495 Fax # 757-678-0494 Jail Fax # 757-678-0491 757-678-0489 757-678-0489
135 Piedmont Regional Jail LEWIS W. BARLOW, SUPERINTENDENT Email: Wyatt@Moonstar.com	P. O. Drawer 388 Farmville Virginia 23901 JURISDICTIONS INCLUDE: AMELIA, BUCKINGHAM, CUMBERLAND, LUNENBURG, NOTTOWAY & PRINCE EDWARD **Melody Fishburne:** Wyatt@Moonstar.com Major Harry Wyatt: Wyatt@Moonstar.com Courtney Tharpe Rhonda Jenkins	434-392-1601 Fax # 434-392-1764 434-392-1601 ext. 230 434-392-1601 ext. 238 434-392-1601 ext. 224 434-392-1601
137 Central VA Regional Jail F. GLENN AYLOR, SUPERINTENDENT Email: faylor@cvrj.org	P. O. Box 1257, 13021 James Madison Highway Orange Virginia 22960-1257 **JURISDICTIONS INCLUDE: FLUVANNA, GREENE, LOUISA, MADISON & ORANGE** **Carol Perkins**: records@cvrj.org Angela Hawkins: records@cvrj.org Charlene Davis: records@cvrj.org Stephanie Kinstler: records@cvrj.org	540-672-3222 Ext. 14 Fax # 540-672-9278 540-672-3222 ext. 19 540-672-3222 ext. 18 540-672-3222 ext. 27 540-672-3222 ext. 18
139 Page County Jail DANIEL W. PRESGRAVES, SHERIFF Email: pcsosheriff@earthlink.net	108 South Court Street Luray Virginia 22835 **Jeanne Frink**: pcsosheriff@earthlink.net	540-743-6571 Fax # 540-743-1252 540-743-1162
141 Patrick County Jail DAVID E. HUBBARD, SHERIFF Email: hubbardpcso@kimbanet.com	P. O. Box 128, 103 W. Blue Ridge St. Stuart Virginia 24171 **Betty Martin**: bmartinpcso@kimbanet.com Susan Lancaster: susanlpcso@kimbanet.com	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 "Jenny" Newman:** jnewman@pittgov.org Vicky Yarbrough: vyarbrough@pittgov.org Marilyn Coleman: mcoleman@pittgov.org	434-432-7800 Fax # 434-432-7823 Jail Fax # 434-432-7897 434-432-7836 434-432-7830 434-432-7926

Locality Contact List (Continued)

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***LIDS Technicians are in Red**

153 Prince William/Manassas Regional Jail CHARLES LAND, ACTING SUPERINTENDENT Email: Cland@pwcgov.org	9320 Lee Avenue Manassas Virginia 20110 **JURISDICTIONS INCLUDE: PRINCE WILLIAM, MANASSAS & MANASSAS PARK** **Denise Oliff**: doliff@pwcgov.org Carol Moye: cmoye@pwcgov.org Dennis Webb: dwebb@pwcgov.org	703-792-6417 Fax # 703-792-7576 703-792-6359 703-792-6450 703-792-7666
157 Rappahannock County Jail LARRY C. SHERERTZ, SHERIFF Email: rcsheriff@earthlink.net	Main Address: P. O. Box 487 Washington Virginia 22747 Jail Address: P. O. Box 156 Washington Virginia 22747 **John P. Arena**: rcdeputy@summit.net	540-675-5300 Fax # 540-675-5301 540-675-5300
161 Roanoke County Jail GERALD S. HOLT, SHERIFF Email: gholt@roanokecounty.gov	401 East Main Street Salem Virginia 24153 **Laura West**: lwest@roanokecounty.gov Julieann Robertson: jrobertson@roanokecounty.gov Jane Etter: jetter@roanokecounty.gov Michael Winston: mwinston@roanokegcounty.gov	540-387-6139 Fax # 540-387-6203 Jail Fax # 540-3878-6084 540-387-6069 540-387-6205 540-387-6305 540-387-6346
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 Johnston: 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: dfarley@rockinghamcountyva.gov	25 South Liberty Street Harrisonburg Virginia 22801 R. Bruce Folks: bfolks@rockinghamcountyva.gov **Lois Whetzel:** lwhetzel@rockinghamcountyva.gov	540-564-3800 Fax # 540-564-3865 Jail Fax # 540-574-5006 540-564-3850 540-564-3850
167 Russell County Jail STEVEN L. DYE, SHERIFF Email: rcso@cablenet-va.com	P. O. Box 338 Lebanon Virginia 24266 **Wanda Phillips**: ltphillips20@hotmail.com	276-889-8033 Fax # 276-889-8203 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

Locality Contact List (Continued)

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***LIDS Technicians are in bold**

171 Shenandoah County Jail TIMOTHY C. CARTER, SHERIFF Email: sheriff@co.shenandoah.va.us	109 West Court Street Woodstock Virginia 22664 **Barbara Stickley**: scjail@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@smythcounty.org	Main Address: 1111 West Court Street Marion Virginia 24354 **Kim Vanhoy**: kvanhoy@smythcounty.org Sgt. Vickie Atwell: vlatwell@smythcounty.org	276-782-4056 Fax # 276-782-4058 276-782-4057 Ext. 661 276-782-4057 Ext. 661
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 Lt. 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
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 434-246-5511 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 Jail Fax # 276-988-1166 276-988-5966 Ext. 144 276-988-1160
187 Warren County Jail Daniel T. McEathron, Sheriff Email: wcsoadmin@lynxconnect.com	Main Address: 23 E. Jackson Street Front Royal Virgtinia 22630 Jail Address: 8 East Jackson Street FRONT ROYAL VIRGINIA 22630 **Leslie Williams:** wcsoadmin@lynxconnect.com Sgt. Steve Barr: Stevebarr47@hotmail.com	540-635-3100 Fax # 540-622-2463 540-622-2206 540-622-2206
191 Washington County Jail FRED P. NEWMAN, SHERIFF Email: fnewman@washco.org	216 Park Street, P. O. Box 787 Abingdon Virginia 24210 1) **Anne Stophel**: astophel@washso.org 2) Stephanie Rowe: srowe@washso.org 3) Sandra Booher (no email) 4) Brad Davis: bdavis@washso.org	276-676-6252 Fax # 276-676-6248 276-676-6020 276-676-6015 276-676-6252 276-676-6032
193 Northern Neck Regional Jail JEFFERY W. FRAZIER, SUPERINTENDENT Email: jeffnn@crosslink.net	P. O. Box 1090, 3908 Richmond Road Warsaw Virginia 22572 **JURISDICTIONS INCLUDE: WESTMORELAND, RICHMOND, WARSAW TOWN & NORTHUMBERLAND** **Marge Hackman**: nnrjmarg@sylvaninfo.net Karen Hinson	804-333-6000 Fax # 804-333-6029 804-333-6419 Ext. 6024 804-333-6419 Ext. 6016
195 Wise County Jail RONNIE D. OAKES, SHERIFF Email: sheriff@wiseso.net	P. O. Box 916 Wise Virginia 24293 **Sgt. Robert Sturgill**: rsturgill@wiseso.net Capt. Connie Austin: caustin@wiseco.net	276-328-3566 Fax # 276-328-5547 276-328-3756 Ext. 225 276-328-3756 Ext. 226

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***LIDS Technicians are in Red**

220 Danville City Jail Farm Frank E. Mardavich, Director Email: mardafe@ci.danville.va.us	1000 South Boston Road Danville Virginia 24540 Chanikqua Breedlove: wilsocl@ci.danville.va.us	434-799-5233 Fax # 434-799-5219 434-799-5233
250 Newport News City Jail Farm JOHN W. ROBERTS, DIRECTOR Email: jroberts@NNGOV.com	P. O. Box 2297, 100 City Farm Road Newport News Virginia 23609 Debra Wilson: Dwilson@NNGOV.com	757-369-8909 Fax # 757-369-8908 757-369-8902
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 & TOWN OF ASHLAND** **Kimberly Hopkins:** kdhopkins@co.hanover.va.us Sgt. Michael Berumez: Meberumez@co.hanover.va.us	804-537-6400 Fax # 804-537-6413 804-537-6400 ext. 3080 804-537-6400 ext. 3060
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	804-524-6600 Fax # 804-524-6643 Jail Fax # 804-524-6659 804-524-2666 804-524-6600 ext. 6631
470 Virginia Peninsula Regional Jail JOHN R. KUPLINSKI, SUPERINTENDENT Email: johnrk@hroads.net	9320 Merrimac Trail Williamsburg Virginia 23185 **JURISDICTIONS INCLUDE: JAMES CITY, YORK, WILLIAMSBURG & POQUOSON** **Letitia Watkins:** lwatkins@hroads.net Angelanette Holley: irecords@hroads.net Bonnie Rice Kermit Rice Joanne Jean-Williams	757-820-3901 Fax # 757-887-1849 Jail Fax # 757-877-5833 757-820-3917 757-820-3908 757-820-3918 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**: Knoxr@visi.net Carolyn Poe	757-488-7500 Fax # 757-488-9469 757-488-7500 ext. 745 757-488-7500 ext. 744
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** **Lori Mabry:** lmabry@nrvrj.org LEANNA BILLOS: LBILLOS@NRVRJ.ORG	540-643-2001 Fax # 540-643-2010 Jail Fax # 540-643-2008 540-643-2000 ext. 2254 540-643-2000 ext. 2207

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2004 Locality Contact List - Subject to change

***LIDS Technicians are in Red**

485 Blue Ridge Regional Jail CHRIS WEBB, SUPERINTENDENT Email: cwebb@brrja.state.va.us	BRRJA – Lynchburg Adult Detention Center 510 Ninth Street Lynchburg Virginia 24504 **JURISDICTIONS INCLUDE: BEDFORD, CAMPBELL, HALIFAX & LYNCHBURG** **Debbie Hamlet**: Dhamlet@brrja.state.va.us Karin Youngblood: kyoungblood@brrja.state.va.us Rhonda Barabach: rbarabach@brrja.state.va.us	434-847-1300 Jail Fax # 434-847-1411 434-847-1300 Ext 141 434-847-1300 EXT 110 434-847-1300 Ext. 111
490 Peumansend Creek Regional Jail Col. Sandra Thacker, Superintendent Email: thacker@pcrj.org	P. O. Box 1460 Bowling Green Virginia 22427 **JURISDICTIONS INCLUDE: ALEXANDRIA, RICHMOND, ARLINGTON, CAROLINE, LOUDOUN & PRINCE WILLIAM** **Tracy Wright**: whitmore@pcrj.org Kim Whitmore: whitmore@pcrj.org Bill Ayres: AyresB@pcrj.local	804-633-0043 Fax # 804-633-3170 804-633-0043 ext. 109 804-633-0043 ext. 136 804-633-0043 ext. 118
491 Southside Regional Jail Lance Forsythe, Superintendent Email: srjadmin@meckcom.net.	244 Uriah Branch Way Emporia Virginia 23847 **JURISDICTIONS INCLUDE: GREENSVILLE & EMPORIA** **Lt. J. Mike Strickland**: srjadmin@meckcom.net Maj. David Allen Mark Peebles	434-634-0670 Fax # 434-634-3730 434-634-0765 434-634-0851 434-634-0765
510 Alexandria City Jail JAMES H. DUNNING, SHERIFF Email: james.dunning@ci.alexandria.va.us	2004 Mill Road Alexandria Virginia 22314 **Brenda Gray:** brenda.gray@ci.alexandria.va.us Rosa Ammons: rosa.ammons@ci.alexandria.va.us Ron Wise: rony.wise@ci.alexandria.va.us	703-838-4114 Fax # 703-838-6307 Jail Fax # 703-838-4036 703-838-4029 Ext. 7007 703-838-4210 703-838-4440
520 Bristol City Jail JOHN WEISENBURGER, SHERIFF Email: capnjack6@hotmail.com	417 Cumberland Street Bristol Virginia 24201 **Leigh Anne Malinay**: vacamel@charter.net Sherri Houser Tim Sturgill: bvso@3wave.com	276-645-7430 FAX # 276-645-7428 276-645-7435 276-645-7439 276-645-7446
550 Chesapeake City Jail JOHN R. NEWHART, SHERIFF Email: vmathias@mail.city.chesapeake.va.us	P. O. Box 15125, 400 Albemarle Drive Chesapeake Virginia 23328 **Sgt. Katrenia 'Trina' Washington:** twashington@sheriff.city.chesapeake.va.us Kathy Hudson: JailRec@sheriff.city.chesapeake.va.us Adrienne Thompson: JailRec@sheriff.city.chesapeake.va.us Capt. W. C. Bennett: cbennett@sheriff.city.chesapeake.va.us Donita Brown: Jailrec@sheriff.city.chesapeake.va.us	757-382-6159 Fax # 757-382-8392 Jail Fax # 757-382-8525 757-382-2899 757-382-2872 757-382-2816 757-382-2884 757-382-2871
590 Danville City Jail JAMES E. DOOLEY, SHERIFF Email: jdooley@ci.danville.va.us	P. O. Box 3405 Danville Virginia 24543 **Karen Day**: kday@ci.danville.va.us Capt. Steve Salmon: salmosa@ci.danville.va.us	434-799-5135 Jail Fax # 434-797-8872 434-799-5130 434-799-5130

Locality Contact List (Continued)

2004 Locality Contact List - Subject to change

***LIDS Technicians are in Red**

620 Western Tidewater Regional Jail JEFFERY L. NEWTON, SUPERINTENDENT Email: newtonj@wtrj.org	2402 Godwin Blvd. Suffolk Virginia 23434 **JURISDICTIONS INCLUDE: ISLE OFWIGHT, FRANKLIN CITY & SUFFOLK** **Stevie Ezzell:** ezzells@wtrj.org Lt. Jane Beamon: beamonj@wtrj.org Capt. Larry Remington: remingtonl@wtrj.org Col. Ron Matthews: matthewsr@wtrj.org	757-539-3119 Fax # 757-934-0594 757-539-2196 757-539-2196 757-539-4490 757-539-3119
630 Rappahannock Regional Jail Sheriff Paul Higgs, Interim Superintendent (5/1/04) Email: phiggs@rrj.state.va.us	P. O. Box 3300 Stafford Virginia 22554 **JURISDICTIONS INCLUDE: FREDERICKSBURG, KING GEORGE, SPOTSYLVANIA & STAFFORD** **Diane Wilson**: diwilson@rrj.state.va.us Lt. Patty Leonard: pleonard@rrj.state.va.us	540-288-5204 Fax # 540-288-0819 Jail Fax # 540-288-5292 540-288-5263 540-288-5281
650 Hampton City Jail BILLY JOE ROBERTS, SHERIFF Email: broberts@hampton.gov	135 High Court Lane Hampton Virginia 23661 **Blondell Khan:** mwebb@hampton.gov Cpl. William Taylor LT. JOHN EATON LT. BELINDA WELLS-MAJOR Karen Bowden	757-727-6201 Fax # 757-727-6410 Jail Fax # 757-926-2537 757-727-6396 757-726-6961 757-726-6961 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**: dhamlet@brrja.state.va.us Karin Youngblood: krucker@brrja.state.va.us Rhonda Barabach: rbarabach@brrja.state.va.us	434-847-1301 Fax # 434-847-1411 Jail Fax # 434-847-5134 434-847-1300 ext. 141 434-847-1300 EXT. 110 434-847-1300 ext. 111
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 Tonija Hairston Laura Hopkins: lhopkins@ci.martinsville.va.us	276-403-5151 Fax # 276-403-5286 Jail Fax # 276-403-5345 276-403-5267 276-403-5267 276-403-5267 276-403-5289
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: kbeachu@city.norfolk.va.us	P. O. Box 2811, 811 East City Hall Avenue Norfolk Virginia 23510 **Cpt. Mary Payton:** mary.payton@norfolk.gov Jane Garrett	757-664-4951 Jail Fax # 757-664-4703 757-664-4116 757-664-4115
730 Petersburg City Jail GEORGE M. EPPS, SHERIFF Email: chartpetg@earthlink.net	P. O. Box 2209, 40 Henry Street Petersburg Virginia 23803 **Tina James-Carrier**: tcarrier@earthlink.net	804-733-2369 Fax # 804-733-2406 Jail Fax # 804-861-4440 804-733-2377 ext. 4130

Locality Contact List (Continued)

2004 Locality Contact List - Subject to change

***LIDS Technicians are in Red**

740 Portsmouth **City Jail** GARY W. WATERS, SHERIFF Email: pmso@cox.net	701 Crawford Street Portsmouth Virginia 23704 **Anna Earnhardt**: annae@portsmouthva.gov Capt. Yolanda S. Natividad: yolandan@portsmouthva.gov Capt. Guy Lecompte: Lecompte@portsmouthva.gov Joe Delbridge: delbridgej@portsmouthva.gov	757-393-5461 Fax # 757-393-5295 Jail Fax # 757-393-5181 757-391-3214 757-391-3200 757-391-3172 757-391-3175
760 Richmond **City Jail** MICHELLE B. MITCHELL, SHERIFF Email: MitcheMB@ci.richmond.va.us	1701 Fairfield Way Richmond Virginia 23223 **Sgt. Reginald Tinsley**: TinsleyR@ci.richmond.va.us Ben Murray: MurrayBT@ci.richmond.va.us Lt. Sandra Middleton: MiddleSG@ci.richmond.va.us	804-646-0930 Fax # 804-646-0950 Jail Fax # 804-646-8330 804-646-0170 804-646-0949 804-646-0968
770 Roanoke **City Jail** GEORGE M. MCMILLAN, SHERIFF Email: Sheriff@roanokegov.com	P. O. Box 494 Roanoke Virginia 24003 **Peggy Gebauer:** peggy_gebauer@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 # 540-853-5353 Jail Fax # 540-853-6440 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 III:** cgray@vbgov.com Cpt. Steven Wilke: swilke@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 757-427-8538 757-427-4920 757-427-8363 757-427-8828

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15. LIDS Advisory Committee Members

The LIDS Advisory Committee first met November of 1999. The LIDS users listed below were selected from each region of the state to meet once a quarter to discuss any LIDS enhancements, modifications and or new development issues brought forth by local users. If you have any questions or concerns that you would like discussed at future committee meetings, contact the individual(s) representing your region, or contact a member of the Compensation Board staff.

Quarterly Committee Meeting Schedule:

1st Quarter: May **2nd Quarter: August** **3rd Quarter: November** **4th Quarter: February**

Central Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
485	**Blue Ridge Regional Jail (Lynchburg) – Debbie Hamlet** Phone # 434-847-3100 Ext 141 Email: dhamlet@brrja.state.va.us Fax # 434- 847-1411 Address: 510 9th Street Lynchburg, Virginia 24504	**760**	**Online**
630	**Rappahannock Regional Jail - Patty Leonard** Phone # 540-288-5281 Email: pleonard@rrj.state.va.us Fax # 540-288-5292 Address: P. O. Box 3300 Stafford, Virginia 22554	**592**	**Batch**
730	**Petersburg City Jail – Tina James-Carrier** Phone # 804-733-2377 Ext 4130 Email: tcarrier@earthlink.net Fax # 804-861-4440 Address: P. O. Box 2209 Petersburg, Virginia 23803	**195**	**Online**
760	**Richmond City Jail - Reginald Tinsley** Phone # 804-646-0170 Email: TinsleyR@ci.richmond.va.us Fax # 804-646-0173 Address: 1701 Fairfield Way, Richmond, Virginia 23223	**882**	**Batch**

Eastern Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
740	**Portsmouth City Jail – Anna Earnhardt** Phone # 757-391-3176 Email: annae@portsmouthva.gov Fax # 757-393-5181 Address: 701 Crawford St. Portsmouth, Virginia 23704	**288**	**Online**
620	**Western Tidewater Regional Jail - Jane Beamon** Phone # 757-539-2196 Email: beamonj@wtrj.org Fax # 757-539-6409 Address: 2402 Godwin Blvd. Suffolk, Virginia 23434	**52**	**Batch**
810	**Virginia Beach City Jail – Charlie Gray** Phone # 757-427-8538 Email: cgray@vbgov.com Fax # 757-427-6034 Address: 2501 James Madison Blvd. VA Beach, VA 23456	**590**	**Batch**

LIDS ADVISORY COMMITTEE MEMBERS (Continued)

Northern Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
153	**Prince William/Manassas Regional Jail - Carol Moye** Phone # 703-792-6450 Email: cmoye@pwcgov.org Fax # 703-792-7576 Address: 9320 Lee Ave. Manassas, Virginia 20110	**467**	**Batch**
165	**Rockingham County Jail – R. Bruce Folks** Phone # 540-564-3850 Email: bfolks@rockinghamcountyva.gov Fax # 540-574-5006 Address: 25 South Liberty St., Harrisonburg, Va 22801	**208**	**Online**
510	**Alexandria City Jail – Ron Wise** Phone # 703-838-4440 Email: rony.wise@ci.alexandria.va.us Fax # 703-838-4036 Address: 2004 Mill Road, Alexandria VA 22314	**340**	**Online**

Western Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
590	**Danville City Jail – Karen Day** Phone # 434-799-5130 Email: kday@ci.danville.va.us Fax # 434-797-8872 Address: P. O. Box 3405 Danville, Virginia 24543	**213**	**Batch**
770	**Roanoke City Jail - Peggy Gebauer** Phone # 540-853-2722 Email: Peggy_Gebauer@ci.roanoke.va.us Fax # 540-853-6440 Address: P. O. Box 494 Roanoke, Virginia 24003	**409**	**Batch**

Other Agencies:

Department of Corrections – Felicia Berger
Phone # 804-674-3563 Ext. 1584 Email: bergerFM@vadoc.state.va.us
Fax # 804-674-3589 Address: P.O. Box 26963 Richmond, VA 23261-6963

Virginia Criminal Sentencing Commission - Dr. James Creech
Phone # 804-225-4566 Email: jcreech@vcsc.state.va.us
Fax # 804-786-3934 Address: 100 N. 9th Street Richmond, VA 23219

Compensation Board:

Phone # 804-786-0786 Fax # 804-371-0235
Alice Coe (ext. 207) alice.coe@scb.virginia.gov
Anne Wilmoth (ext. 222) anne.Wilmoth@scb.virginia.gov
Oliver Bradshaw (ext. 203) Oliver.bradshaw@scb.virginia.gov
Sue Kelly-Graham (ext. 220) sue.kelly-graham@scb.virginia.gov

LIDS ADVISORY COMMITTEE MEMBERS (Continued)

LIDS WEB PAGE

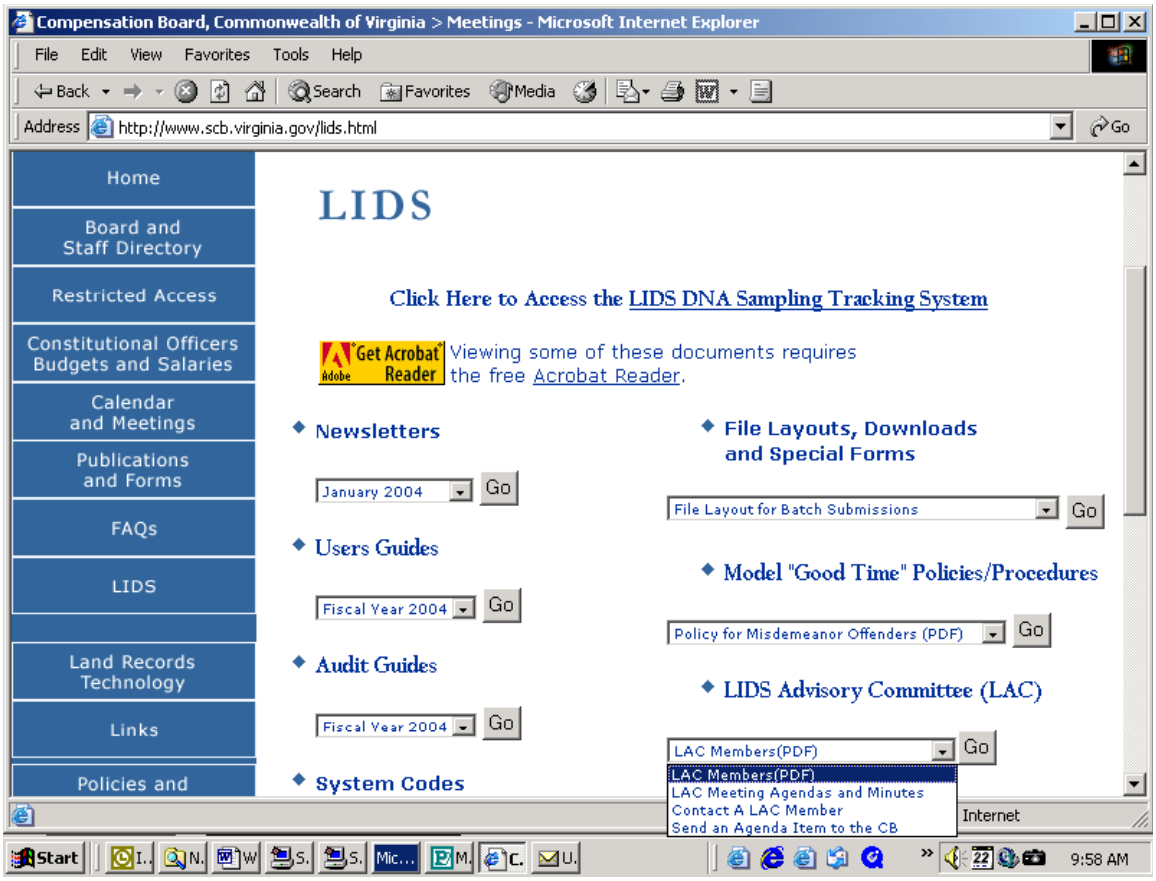
For your convenience, LIDS Advisory Committee (LAC) information has been added to the Compensation Board (CB) Website. Go to http://www.scb.virginia.gov click on the LIDS button, and click the dropdown arrow to access the following information:

1. **LAC Members** - LIDS Advisory Committee members - listed by region, member name, locality name, FIPS code, address, phone number, e-mail address, fax number, DOC Capacity and if they are a Batch or Online jail.

2. **LAC Meeting Agendas and Minutes** - Agendas and Minutes can be viewed by clicking on the desired option and date. Note: The meeting minutes are posted ***after*** approval of LAC members at the next LAC meeting (i.e., February 12, 2004 Minutes will be posted after the May 2004 LAC meeting).

3. **Contact a LAC Member** - LAC members can be contacted by e-mail. This feature lists members by region, facility name, and e-mail address. Click on the e-mail address of desired member to contact members via e-mail.

4. **Send an Agenda Item to the CB** - Select this feature and click on GO and a new message will automatically open and is addressed to Compensation Board LAC members Sue Kelly-Graham or Alice Coe.



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16. 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.virginia.gov

User Issues -	Title	Extension	Email Address
Alice Coe	Customer Service Manager	Ext. 207	alice.coe@scb.virginia.gov
Sue Kelly-Graham	Sr. Fiscal Technician	Ext. 220	sue.kelly-graham@scb.virginia.gov

Program Issues -	Title	Extension	Email Address
Anne Wilmoth	Information Technology Manager	Ext. 222	anne.wilmoth@scb.virginia.gov
Craig Giegerich	Systems Engineer	Ext. 216	craig.giegerich@scb.virginia.gov
Melanie Morrison	Systems Engineer	Ext. 204	melanie.morrison@scb.virginia.gov
Kathryn Monday	Systems Engineer	Ext. 205	kathryn.monday@scb.virginia.gov

Policy Issues -	Title	Extension	Email Address
Richard Lampman	Policy & Planning Manager	Ext. 215	richard.lampman@scb.virginia.gov

Audit Issues -	Title	Extension	Email Address
Oliver Bradshaw	Audit Supervisor	Ext. 203	oliver.bradshaw@scb.virginia.gov
Mark Wood	External Auditor	Ext. 228	mark.wood@scb.virginia.gov

Security Issues -	Title	Extension	Email Address
Melanie Morrison	Systems Engineer	Ext. 204	melanie.morrison@scb.virginia.gov
Anne Wilmoth	Information Technology Manager	Ext. 222	anne.wilmoth@scb.virginia.gov
Sue Kelly-Graham	Sr. Fiscal Technician	Ext. 220	sue.kelly-graham@scb.virginia.gov

LIDS & SNIP SECURITY CONTACTS

In addition to calling LIDS & SNIP Technicians to reset SCB user-ids, the personnel listed below may also be contacted to reset your SCB user-id:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Ext 218 - Diana Haver (7:30-3)	Ext 218 - Diana Haver (7:30-2)	Ext 218 - Diana Haver (7:30-3)	
Ext 222 - Anne Wilmoth (8-4:45)	Ext 222 - Anne Wilmoth (8-4:45)	Ext 222 -Anne Wilmoth (8-4:45)	Ext 222 - Anne Wilmoth (8-4:45)	Ext 222 - Anne Wilmoth (8-4:45)
Ext 201 or main line – Cindy Waddell (8:15 - 5)	Ext 201 or main line – Cindy Waddell (8:15 - 5)	Ext 201 or main line – Cindy Waddell (8:15 - 5)	Ext 201 or main line – Cindy Waddell (8:15 - 5)	Ext 201 or main line- Cindy Waddell (8:15 - 5)
Ext 205 - Kathryn Monday (9-5:45)	Ext 205 - Kathryn Monday (9-5:45)	Ext 205 - Kathryn Monday (9-5:45)	Ext 205 - Kathryn Monday (9-5:45)	Ext 205 - Kathryn Monday (9-5:45)
	Ext 204 - Melanie Morrison (9:30-3)	Ext 204 - Melanie Morrison (9:30-3)	Ext 204 - Melanie Morrison (9:30-3)	Ext 204 - Melanie Morrison (9:30-3)
On-site coverage 8-5:45	On-site coverage 7:30-5:45	On-site coverage 7:30-5:45	On-site coverage 7:30-5:45	On-site coverage 8-5:45
	SATURDAY		SUNDAY	
	Anne 804.256.7589		Anne 804.256.7589	
	Melanie 804.659.2481		Melanie 804.659.2481	

17. LIDS Audit Guide

SEE
LIDS AUDIT GUIDE
PUBLISHED May 1, 2004

ON

COMPENSATION BOARD WEBSITE
http://www.scb@virginia.gov/

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18. 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@virginia.gov**
  - ✓ Select the icon title '**LIDS'**
  - ✓ Select the icon title '**Tuesday Report'**
  - ✓ Select the ' **Select a Report Date**'
    - ➢ Click on the arrow and select the desired Tuesday Report Date
      - ✓ Click '**Search**'
      - ✓ Screen # 1, '**Tuesday Report Statewide Summary**
    - ➢ 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 LIDS

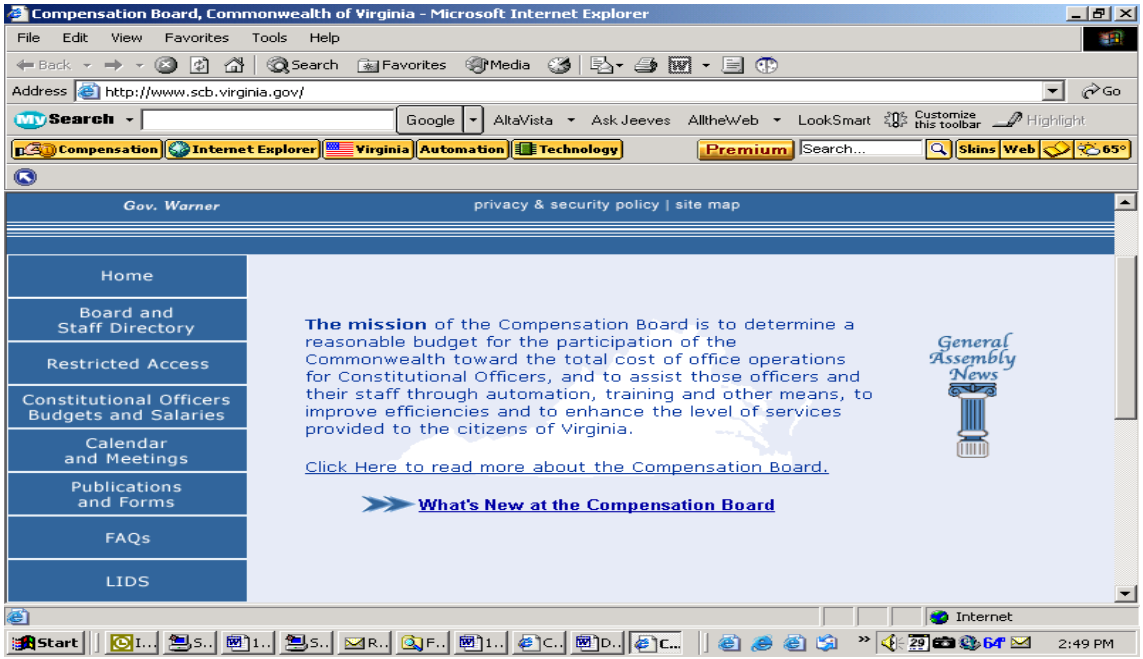
- The following Compensation Board Website screens are provided to help you navigate through the data provided for the Tuesday Report

Tuesday Report (Continued)

Compensation Board Website – Home Page

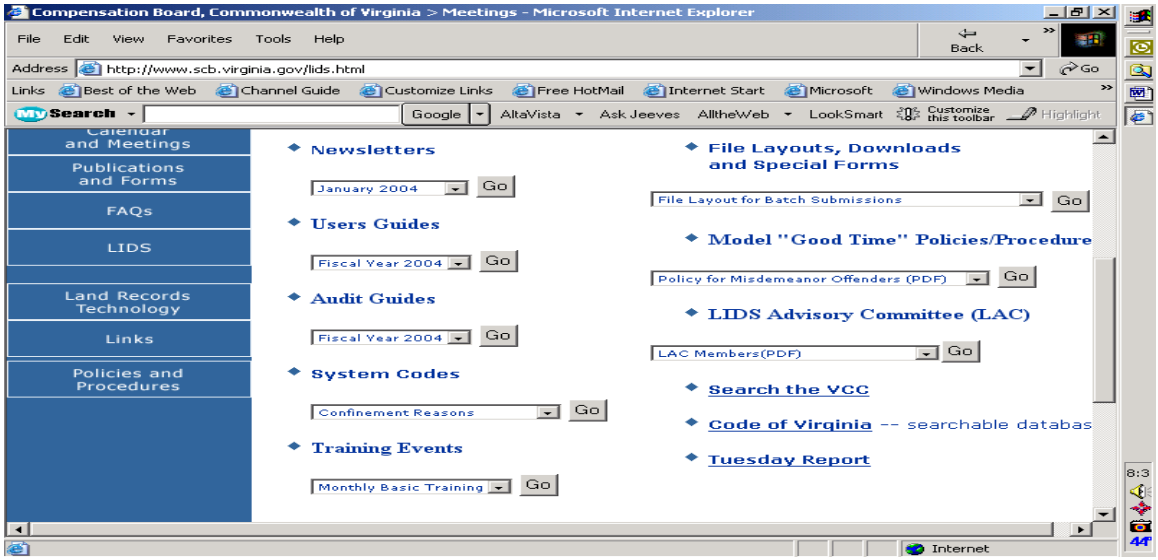
✓ The Compensation Board's website address is www.scb@virginia.gov

✓ Click on the **LIDS** button on the left side of the screen



Compensation Board Website – LIDS Web Page

✓ Click on the **Tuesday Report** button



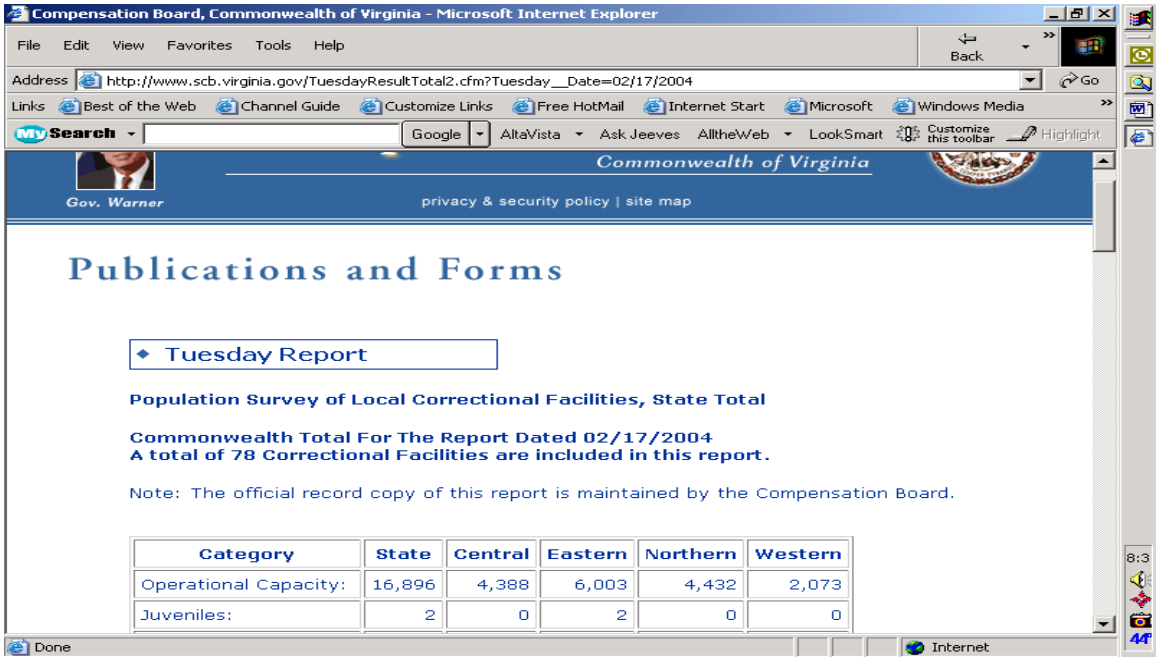
Tuesday Report (Continued)

Tuesday Report Screen - State Total

✓ The Tuesday Report (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

✓ This is the Statewide totals for the time period you selected



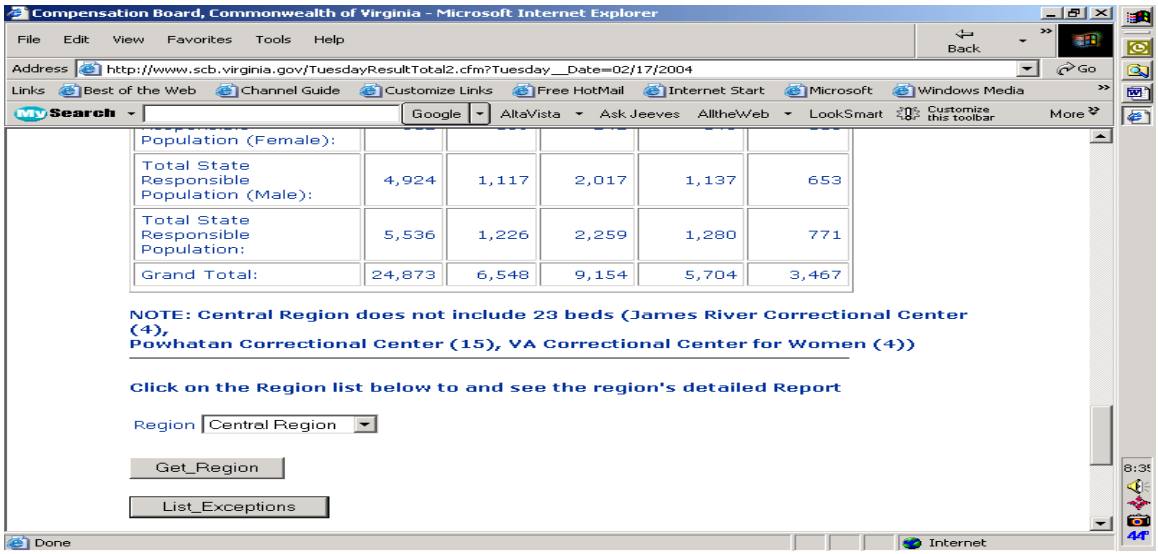
Category	State	Central	Eastern	Northern	Western
Operational Capacity:	16,896	4,388	6,003	4,432	2,073
Juveniles:	2	0	2	0	0

Tuesday Report (Continued)

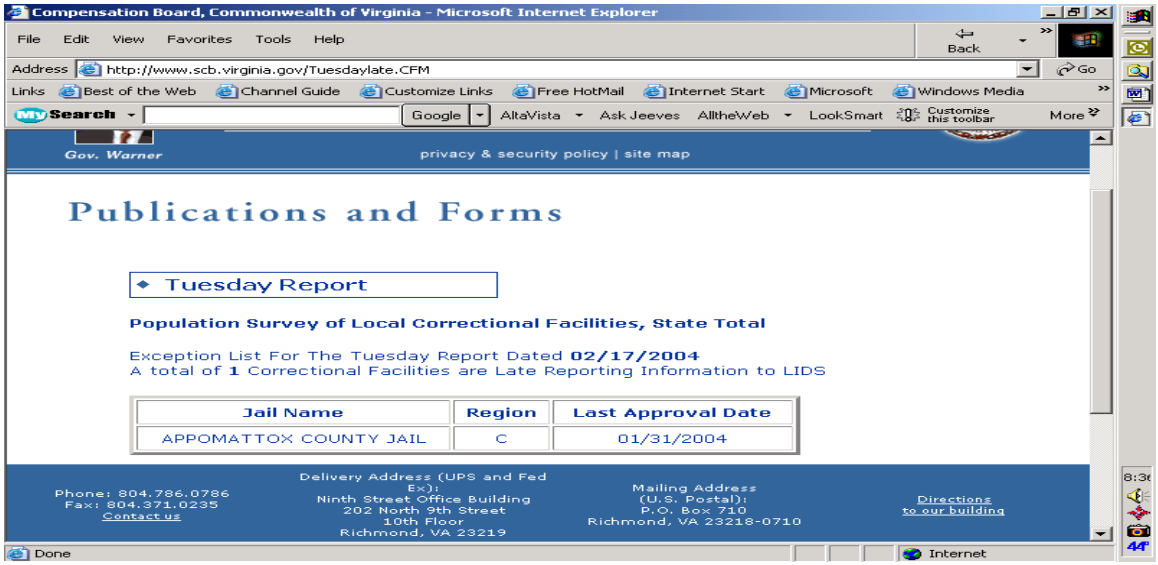
Tuesday Report Screen - State Total - Continued

- ✓ At the bottom of the statewide Tuesday Report summary for the time period that you selected 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'



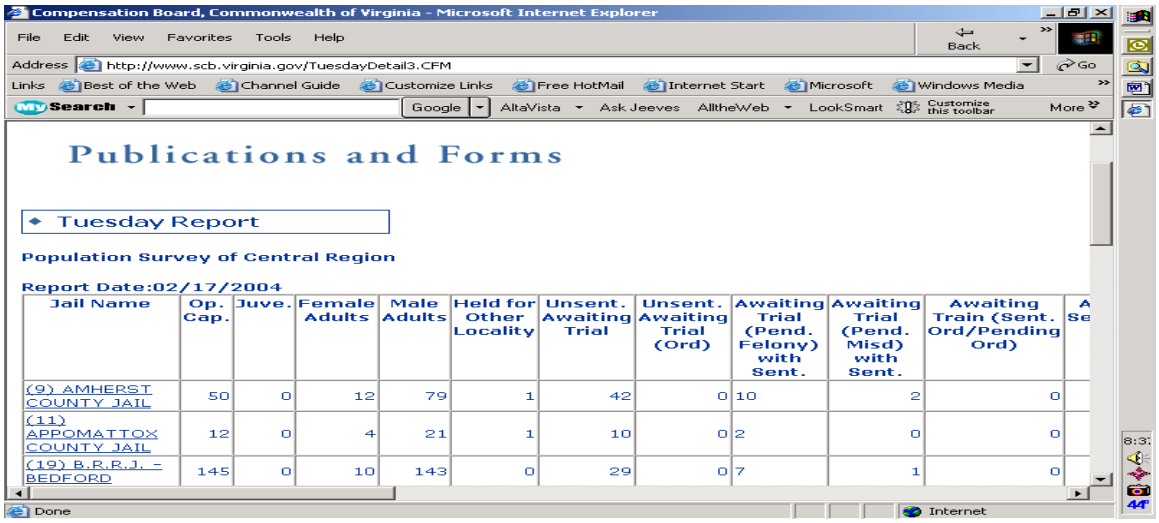
- ✓ The **'List Exceptions'**, screen provides Tuesday Report viewers needed information concerning who's Tuesday Report is not up to date due to late reporting of their monthly LIDS submissions



Tuesday Report (Continued)

Tuesday Report Screen - Region Total

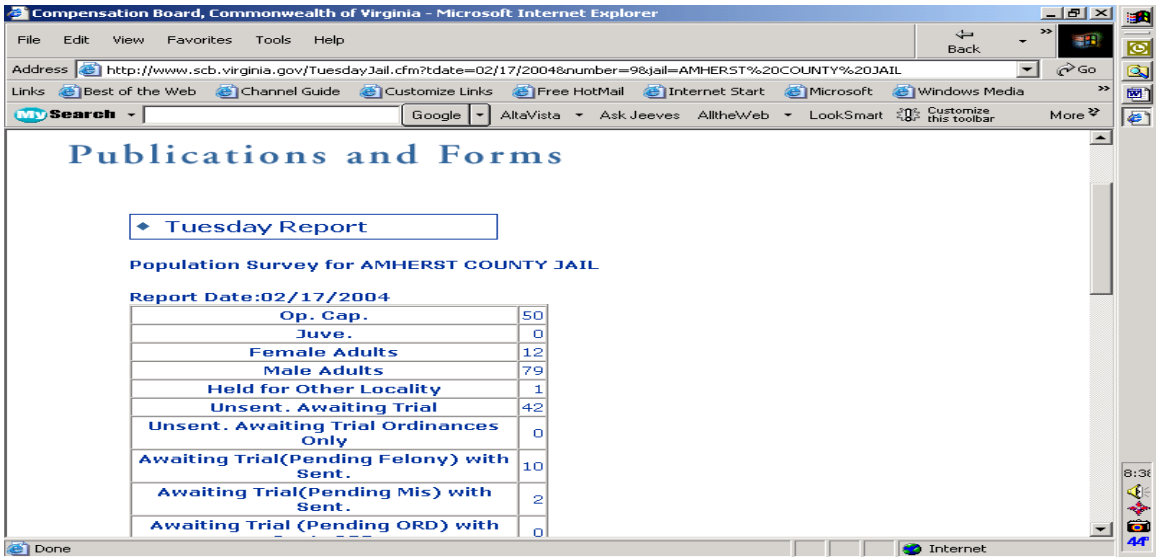
- ✓ The Tuesday Report for the Region you selected reflects the population data pulled from LIDS for the report period and region selected
  - ➢ Each jail is listed separately reflecting LIDS population for each category
  - ➢ **To view your facilities Tuesday Report Data <u>click on the title that identifies your facility</u>**
  - ➢ To select another jail, click on the 'Back' button



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)	A Se
(9) AMHERST COUNTY JAIL	50	0	12	79	1	42	0	10	2	0	
(11) APPOMATTOX COUNTY JAIL	12	0	4	21	1	10	0	2	0	0	
(19) B.R.R.J. - BEDFORD	145	0	10	143	0	29	0	7	1	0	

Tuesday Report Screen – Facility/Jail

- ✓ The Tuesday Report for the Jail you selected
  - ➢ 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



Op. Cap.	50
Juve.	0
Female Adults	12
Male Adults	79
Held for Other Locality	1
Unsent. Awaiting Trial	42
Unsent. Awaiting Trial Ordinances Only	0
Awaiting Trial(Pending Felony) with Sent.	10
Awaiting Trial(Pending Mis) with Sent.	2
Awaiting Trial (Pending ORD) with	0

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19. DNA Tracking System

EFFECTIVE JANUARY 1, 2003 THE COMPENSATION BOARD SUSPENDED LIDS USERS FROM RECORDING DNA SAMPLES IN LIDS. INSTEAD, LIDS USERS ARE REQUIRED TO RECORD DNA INFORMATION IN THE COMPENSATION BOARD'S DNA WEB-BASED TRACKING SYSTEM.

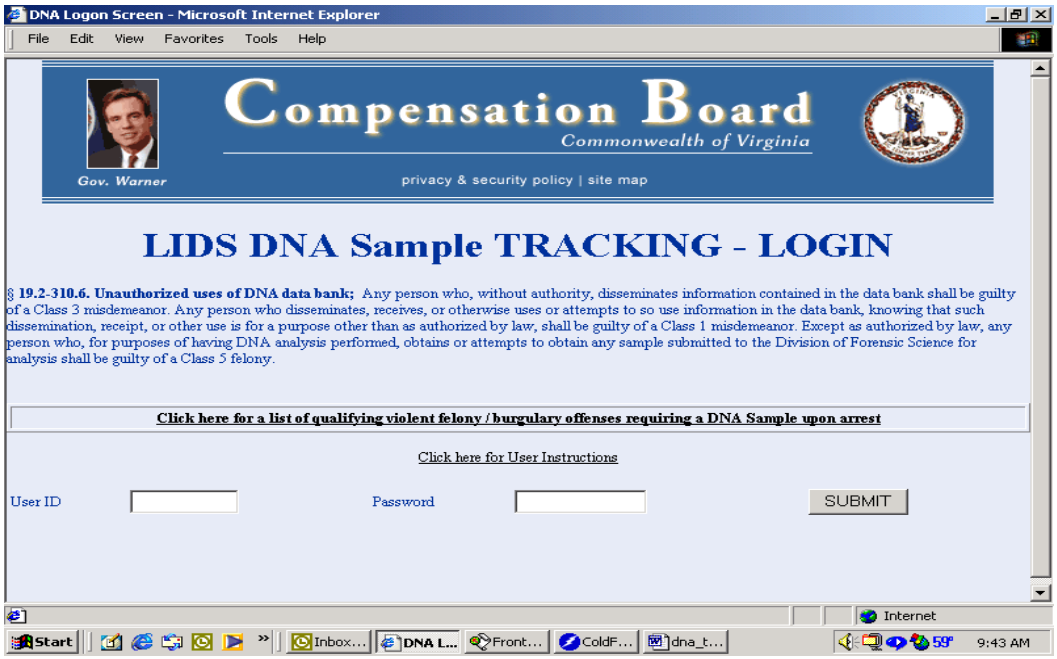
DNA SAMPLING INFORMATION THAT LOCAL USERS RECORD IN THE DNA TRACKING SYSTEM IS UPLOADED TO LIDS EVERY TUESDAY.

The **LIDS DNA Tracking system** was deployed October 2002 and is located on the Compensation Board's website, **www.scb@virginia.gov** under the Restricted Access button.

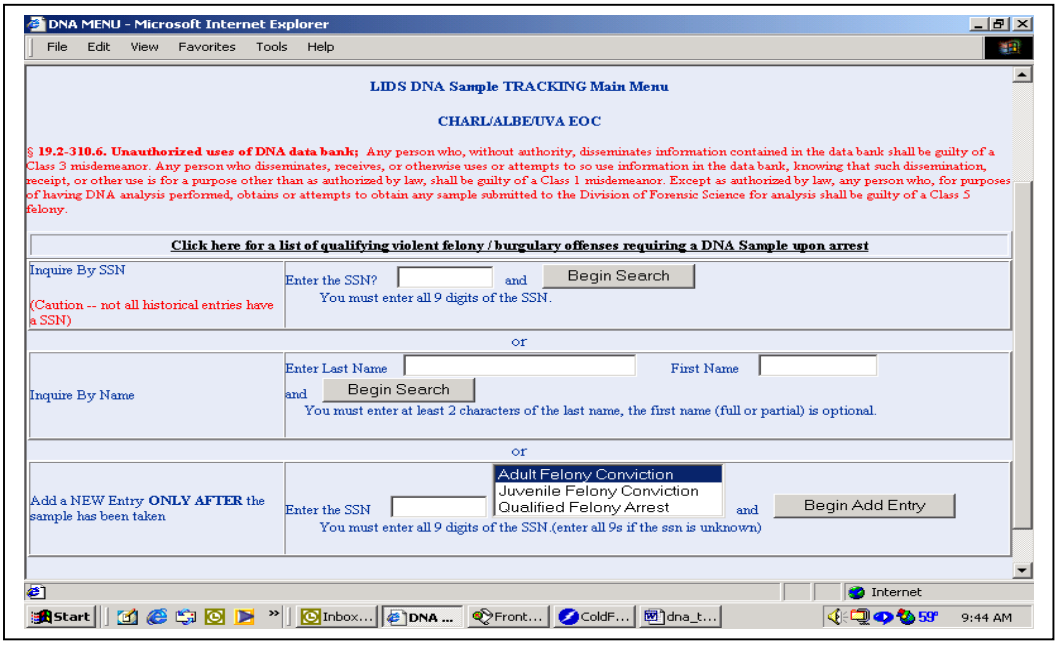
Please read and comply with the general security statement and then click on LIDS DNA Sample Tracking.

DNA Tracking System - Continued

In order to log into the LIDS DNA Tracking system, it is necessary to enter the VCIN user-name (this is your agency's ORI, as assigned by the Virginia State Police) as the 'User ID' and the ORI mnemonic password as the 'Password'. You can retrieve the "list of qualifying offenses for DNA at arrest" without logging into the system. We recommend that this list be checked prior to taking a DNA sample. Updates to this list will be denoted with a revision date to the right of the title.



When successfully logged into the system, you will be taken to the LIDS DNA Sample Tracking Main Menu. This page allows you to inquire on DNA samples previously taken as well as add a new DNA entry.

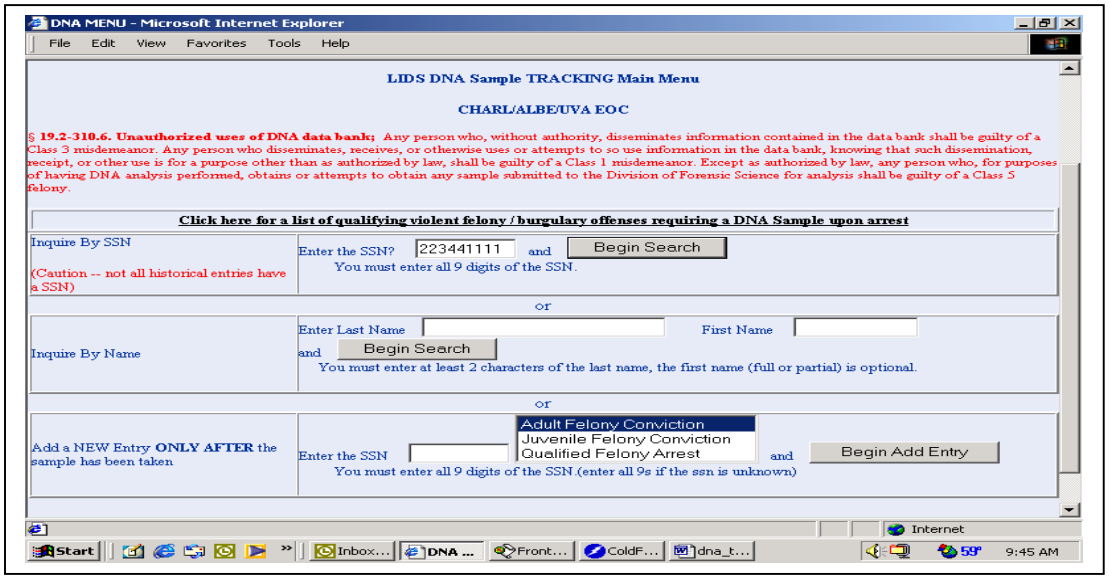


LIDS DNA Tracking System – Continued

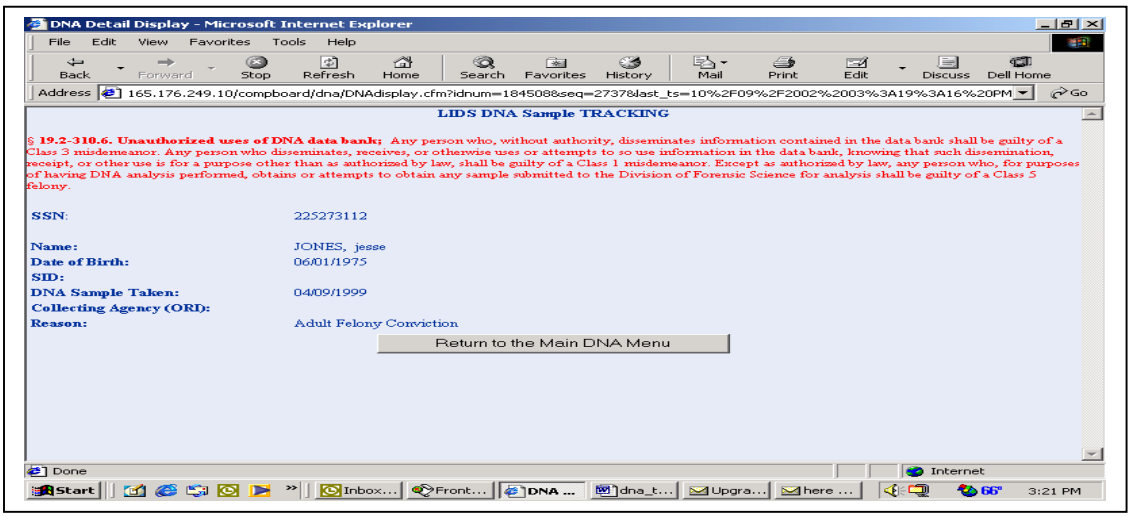
Prior to taking a DNA sample, it is required to check to see if a DNA sample has been previously taken. DNA sampling information can be searched by Social Security Number (SSN) or by Name.

Searching by Social Security Number (SSN)

In order to search by SSN it will be necessary to enter all nine digits of the SSN and click on the begin search button.

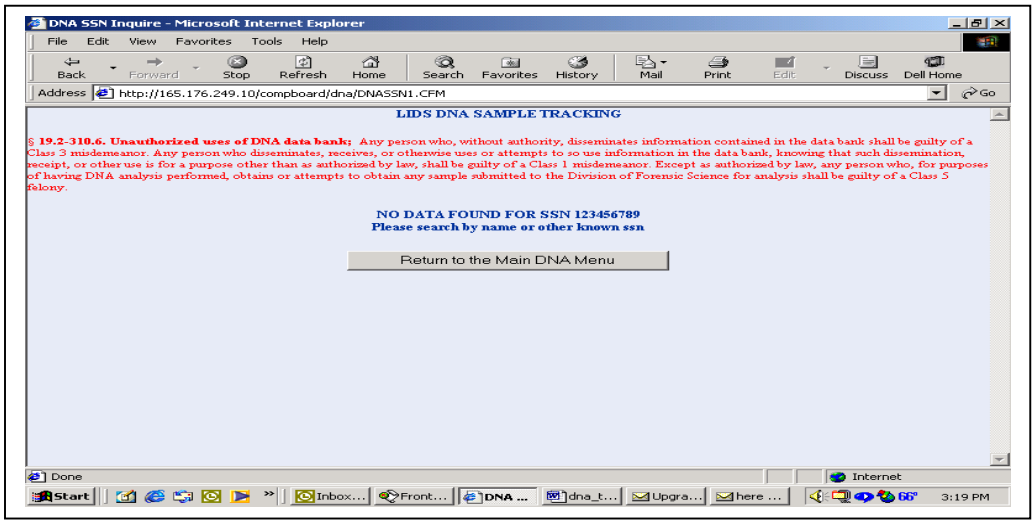


If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, another DNA sample should be taken, unless the Division of Forensic Science has specifically requested the sample. If it is not necessary to take a DNA Sample, either click on the 'Return to the Main DNA Menu' or close the Browser.



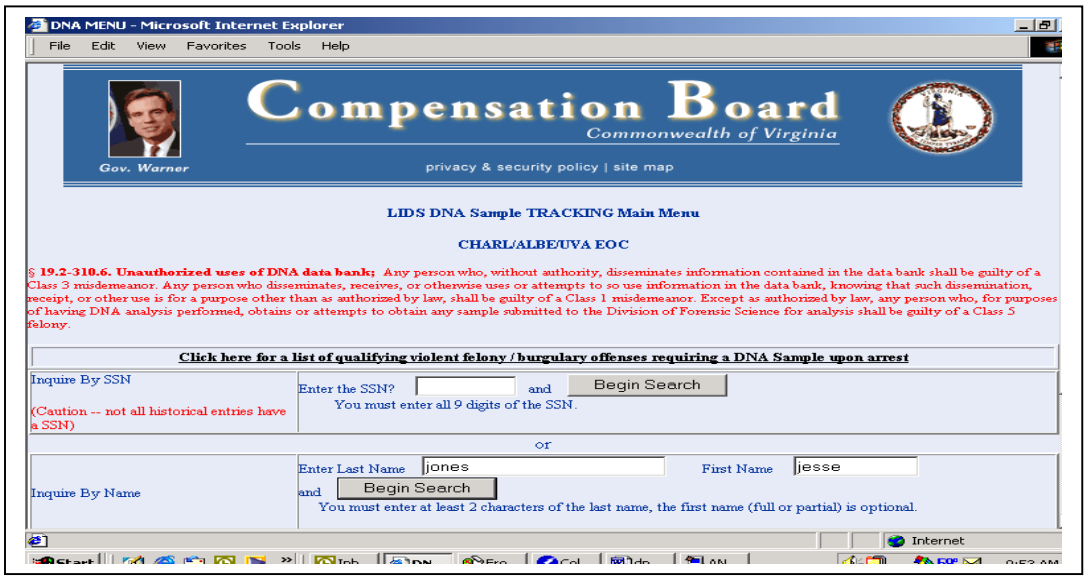
LIDS DNA Tracking System - Continued

If no information exists, an error page like the one listed below will be returned. If no information exists, another a DNA sample is required to be taken and recorded in the LIDS DNA Tracking system prior to releasing the offender from custody. As offenders often have multiple identities, it is recommended to search on all known Social Security Numbers and names prior to taking a DNA sample.



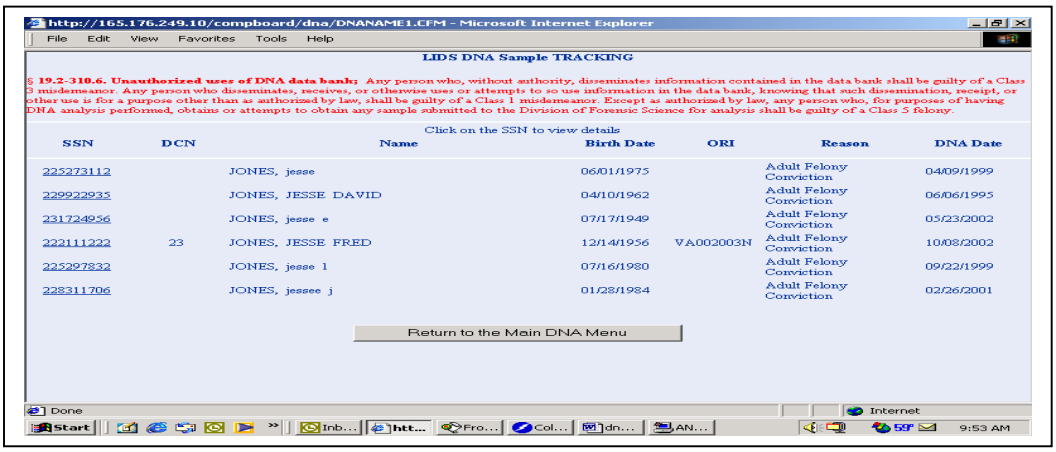
Searching by Name

If unable to obtain the offender's SSN, it will be necessary to search by name in order to see if a DNA sample has been previously taken. Although the only requirement is to enter the first two characters of the last name, entering the complete last and first names are highly recommended. Enter the offender's name and click on the 'Begin Search' button.



LIDS DNA Tracking System - Continued

A page like the one listed below will be displayed if information exists on the name that was entered. This page lists all the samples matching, or partially matching, the name entered. To view a specific entry, click on the SSN.



http://165.176.249.10/compboard/dna/DNANAME1.CFM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING

§ **19.2-310.6. Unauthorized uses of DNA data bank;** Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

Click on the SSN to view details

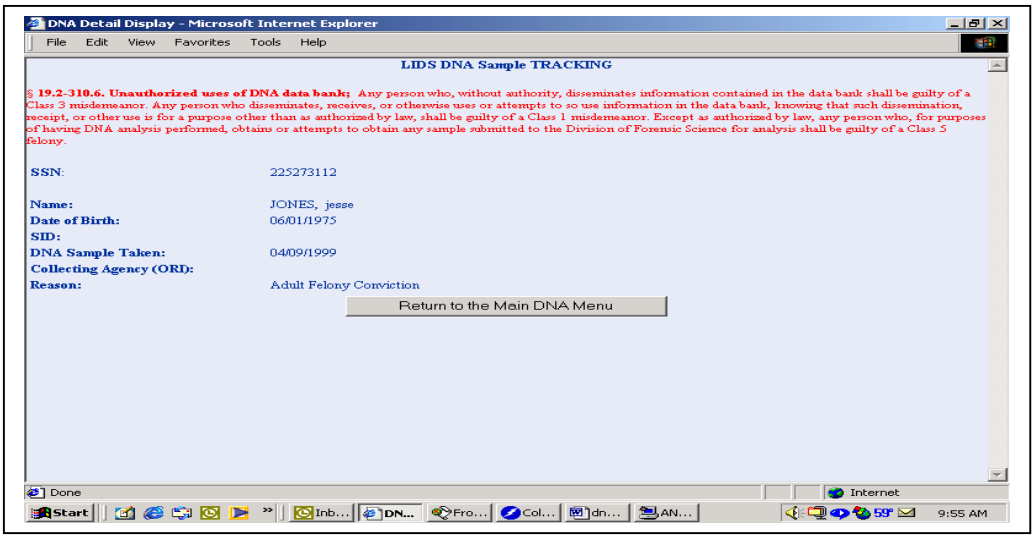
SSN	DCN	Name	Birth Date	ORI	Reason	DNA Date
225273112		JONES, jesse	06/01/1975		Adult Felony Conviction	04/09/1999
229922935		JONES, JESSE DAVID	04/10/1962		Adult Felony Conviction	06/06/1995
231724956		JONES, jesse e	07/17/1949		Adult Felony Conviction	05/23/2002
222111222	23	JONES, JESSE FRED	12/14/1956	VA002003N	Adult Felony Conviction	10/08/2002
225297832		JONES, jesse l	07/16/1980		Adult Felony Conviction	09/22/1999
228311706		JONES, jessee j	01/28/1984		Adult Felony Conviction	02/26/2001

Return to the Main DNA Menu

Done Internet

Start Inb... htt... Fro... Col... dn... AN... 9:53 AM

To view more specific details, click on the SSN.



DNA Detail Display - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING

§ **19.2-310.6. Unauthorized uses of DNA data bank;** Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

SSN:	225273112
Name:	JONES, jesse
Date of Birth:	06/01/1975
SID:	
DNA Sample Taken:	04/09/1999
Collecting Agency (ORI):	
Reason:	Adult Felony Conviction

Return to the Main DNA Menu

Done Internet

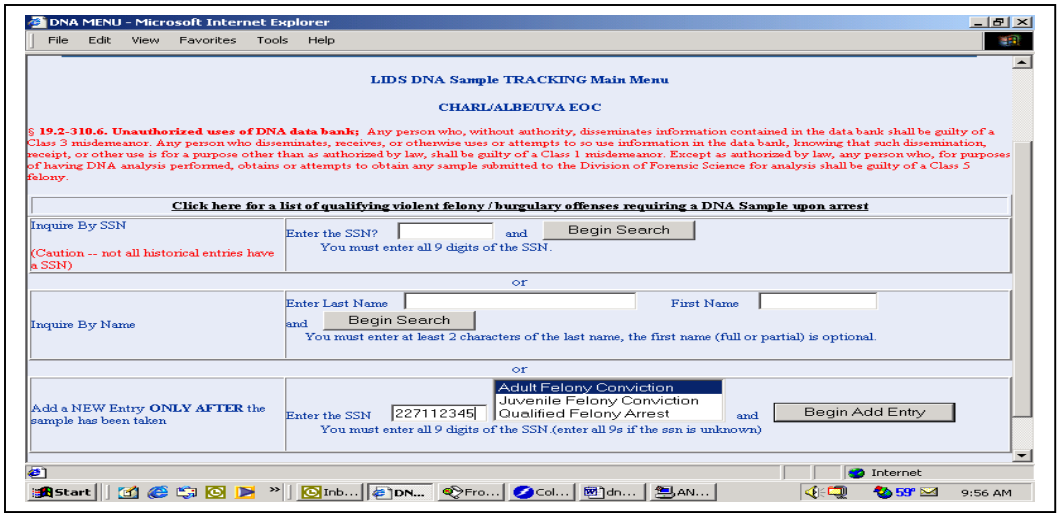
Start Inb... DN... Fro... Col... dn... AN... 9:55 AM

If DNA sampling information exists, it is not necessary to take another DNA sample. If however, no information exists, another DNA sample will have to be taken prior to releasing the offender from custody. As offenders often have multiple identities, it is recommended to search on all known Social Security Numbers and names prior to taking a DNA sample.

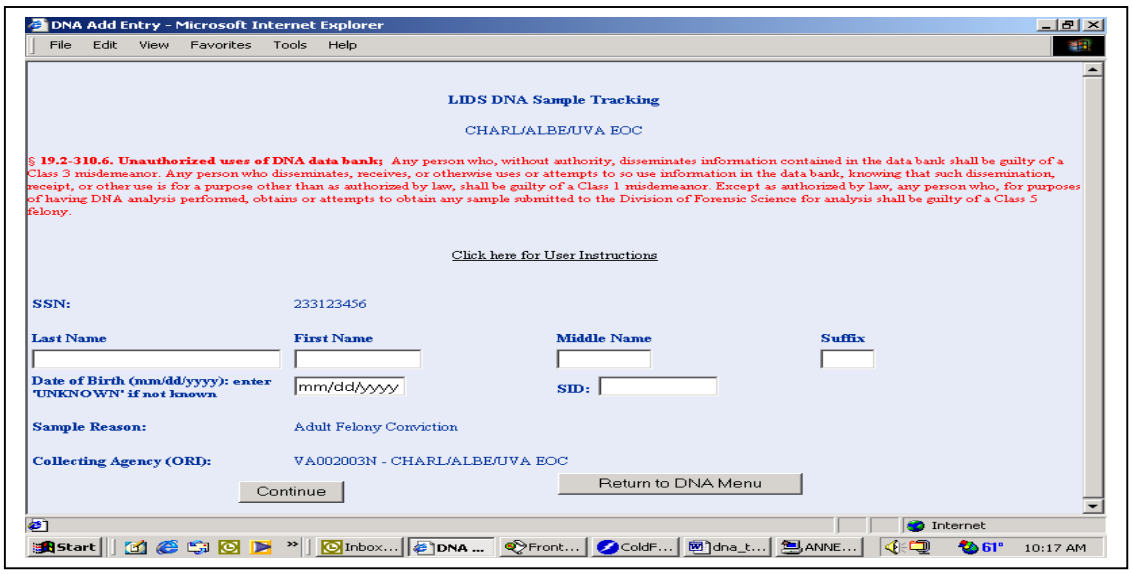
LIDS DNA Tracking System – Continued

Recording an Entry

To record an entry in the LIDS DNA Tracking system, enter the SSN in the 'Add a New Entry' section of the menu, click on the reason the sample is being taken, and then click the 'Begin Add Entry' button. If the SSN is not known, enter all nines (999999999) as the SSN.

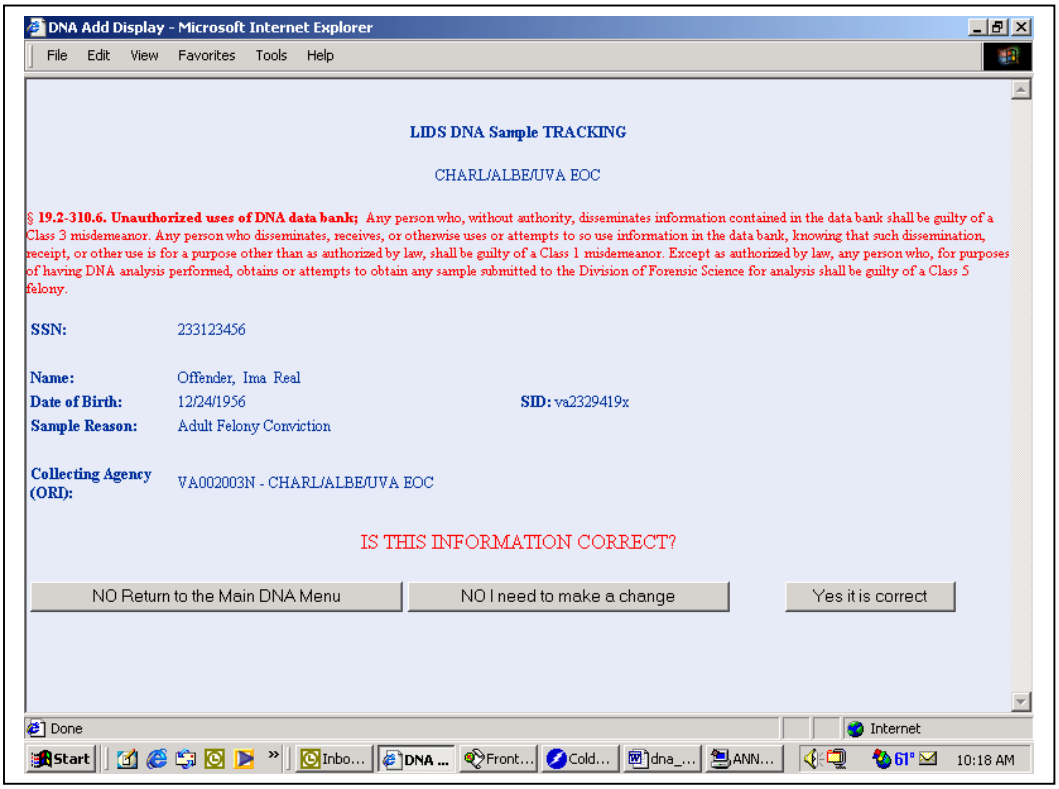


Enter the Offender's Name (Last and First name are required) and Date of Birth, if known. If the birth date is not known, enter 'unknown'. If the DNA sample is the result of a qualifying arrest, the Document Control Number (DCN) must be entered. If the DNA sample is the result of a felony conviction, the State Identification Number (SID) must be entered. Click on the 'Continue' button to verify and record the entry. Click on the 'Return to DNA Menu' button if you do not want to continue.



LIDS DNA Tracking System - Continued

Clicking on the 'Continue' button will present a confirmation page where the offender's information should be reviewed. Click 'No Return to the Main DNA Menu' to exit the entry process, and the entry will not be added. Click 'No, I need to make a change' button to change the information you have entered. Click 'Yes it is Correct' button to add the entry to the DNA Tracking database. Click on the appropriate button after reviewing the offender's information.



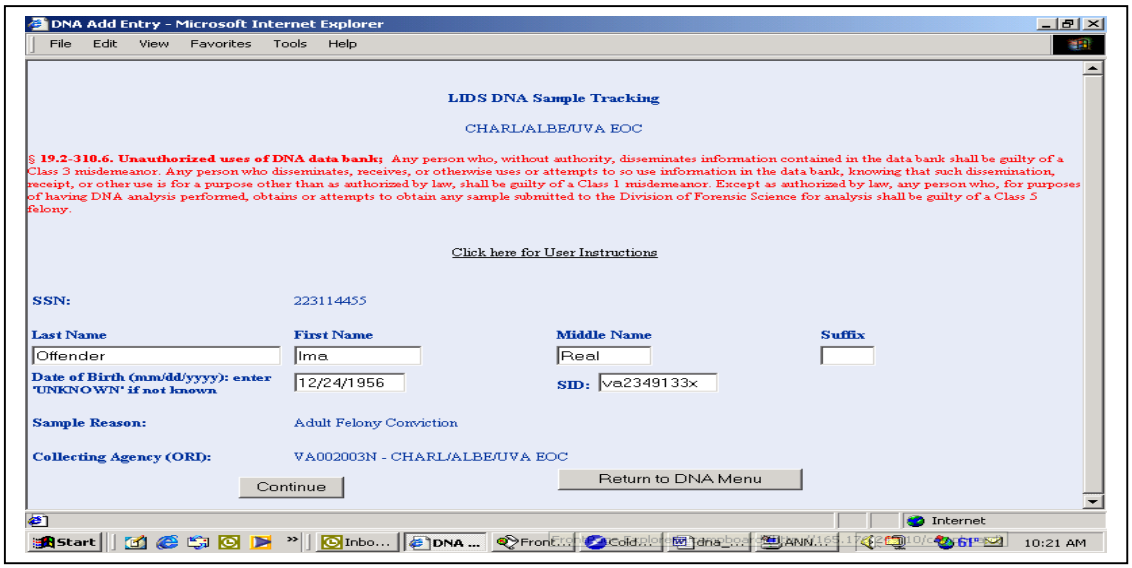
LIDS DNA Tracking System - Continued

Successful Entry Confirmation

If the 'Yes it is Correct' button was selected, the offender's information that was entered will be added to the DNA Tracking database and a confirmation page will be received. Either click on the 'Return to Main DNA menu' button to return to the DNA Tracking Menu, or close the browser directly.

Correcting An Entry

Clicking on the 'No I Need to Make a Change' button will return to the entry screen. Tab to the incorrect field and overwrite the information contained in the field. Click on the 'Continue' button when all corrections have been made.



LIDS DNA Tracking System – Continued

Helpful Hints – DNA Tracking System

- **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 provides a means to produce a Form Maintenance report on all violent felonies requiring DNA samples
  - ✓ 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
  - ✓ If the charge is dismissed or the person is acquitted at trial, the DNA sample must be destroyed by the Division of Forensic Science
  - ✓ Expunging DNA samples will be the Division of Forensic Science's responsibility
  - ✓ LIDS users have the authority not to take another DNA sample if a sample has been recorded on LIDS
  - ✓ 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
  - ✓ The bill further provides for civil immunity for the sample taker unless he is negligent

Other Important Information:

- ✓ Please remember to re-cap the Buccal swab after taking the sample.
- ✓ Failure to do so could result in sample contamination and, therefore, unusable.
- ✓ Also Please to include a copy of at least one of the warrants for qualified felony arrest.
- ✓ If an original warrant is not available, a copy can be sent with the kit.

The following pages provide you with answer and questions concern DNA

Q: When did the DNA drawn date data field show up on LIDS?
A: July 1, 2001, DNA drawn date data fields became a required fields if the offender was convicted on a Felony Charge

Q: Do I need to draw DNA on Probation and Parole Violators?
A: 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 DNA Sampling Tracking System for future confinements.

Q: Do I take a sample for a juvenile with a qualified felony?
A: No, juvenile samples should NOT be taken for a qualified felony, as juveniles are not typically arrested.

Q: If DNA has been drawn, does the inmate have a State Identification Number (SID)?
A: Yes, but this may not hold true for juveniles

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Does the chain of custody need to be maintained regarding DNA?
A: Chain of custody must be maintained regarding the DNA through the cycle to Division of Forensic Sciences (Change of Custody Form)

Q: Should I set up procedures to record DNA Samplings?
A: Yes, this will ensure that the facility meets DNA requirements

Q: 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?
A: 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.

Q: What do I do if I have a Court Order to Draw DNA and LIDS reflects that the inmate has already had DNA Drawn?
A: LIDS users have the authority not to take another DNA sample IF a sample has been recorded on LIDS. We suggest that you might want to print the DNA screen that reflects the date that the DNA was drawn according to LIDS to support the Court Order

Q: What do I do if the Inmate refuses to have DNA Drawn?
A: Go back to Circuit Court for Guidance

Q: What do I do if I have a Court Order to draw DNA and the offender is going to Department of Corrections (DOC)?
A: You are not required to draw DNA on offenders that are being released to DOC (Release Code 33 – To Serve Sentence Department of Corrections (DOC)

Q: 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?
A: LIDS users have the authority not to take another DNA sample if a sample has been recorded on LIDS. However if you see that DNA has not been drawn comply with the court order and Telephone, E-Mail or FAX the DNA drawn date information to the holding jail so that they can record the needed DNA information in the LIDS DNA Sampling Tracking System.

Q: Do I update the Reason Confine Code if the offender was originally confined as '10' Awaiting trial/not sentenced on multiple charges and during his confinement they were convicted on a felony charge?
A: Yes, Update the felony offense '10' Awaiting trial/not sentenced on multiple charges to Reason Confine Code '14' Convicted but not sentenced and post the Conviction Date and the DNA Drawn Date in the LIDS DNA Sampling Tracking System.

Q: Do DNA samples need to be kept in a secure please prior to mailing?
A: Until they are mailed, DNA samples need to be kept in a secure place.

Q: Are there any storage requirements for the Buccal swabs?
A: No, they can be stored at room temperature. Just return to us within 15 days of obtaining the sample. Until they are mailed, they need to be kept in a secure place.

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Will they be mailed?
A: You can return them by mailing or delivering the samples to the Division of Forensic Science lab located in Richmond. The lab will provide a mailing sticker that can be put on a larger envelope, not the Buccal swab kit, and sent to them through the mail. They ask that you come to the lab to pick up more kits as needed.

Q: Is all corresponding paper work included in the kit?
A: Yes, the submission form will be attached to each kit. Now you can submit 11 samples on one of our submission forms, but with the new kits the submission form will be attached. Instructions will be provided with each kit, too.

Q: What is the size of the kit for storage purposes?
A: The kits will come in a 9" x 12" envelope; the kits inside the envelope will be 6" x 9". I think that there will be 50 kits per box.

Q: If an inmate was arrested January 6, 2003, but the offense date was December 26, 2002, does the offense date matter or just the arrest date?

A: If the individual was arrested on or after 1/1/03 for a qualified felony offense, a DNA sample should be taken if no prior sample exists. The date on which the crime was committed has no bearing. It is the **arrest date** that matters. If the warrant was issued PRIOR to 1/1/03, it will not have the 'qualifying felony arrest' language on the warrant, and it will be necessary to check the website to see if the offense is a qualified felony offense requiring a DNA sample to be taken.

Q: The DNA for inmates confined under specific felony charges is in addition to the current requirement of DNA on all new law felons upon release from confinement. I'm trying to merge the two programs. DNA swabs are better than drawing blood all around, but I'm pretty sure I can't discontinue anything I'm currently doing. Is there any chance that anyone has written policy or procedures yet that I could get a copy of?

A: Buccal swabs can be used to take DNA for both felony convictions and qualified felony arrests. What we understand from Forensics is that the Code is not clear on this, but will be amended this year. The Compensation Board does not have written DNA policies. Please contact Linda Johnston at the DNA Data Bank, Division of Forensics Science at (804) 786-9823 to obtain additional information.

Q: Are we going to be paid to take the DNA Samples by the Division of Forensic Science?
A: Currently, you are not paid for taking an arrestee's DNA. However, the Clerk of the Circuit Court assesses a $25 fee for a convicted felon; one half of this fee is returned to the Commonwealth's general fund, the other half is returned to the locality's general fund.

Q: If we have 'blood draws' requested by court order do we enter the DNA draw in the LIDS web page?
A: Court ordered DNA for reasons other than felony conviction or qualified felony arrest should not be entered into the website. Forensic Science would prefer we get this data from them during the weekly update process.

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Do I need to swab each inmate listed on the LIDS DNA report, 'Inmates that require a DNA sample'?
A: The list generated from LIDS contains the felony convictions, and, yes, they should have saliva swab samples taken. However, prior to taking the sample, the LIDS DNA Sampling website should be checked to ensure no sample exists for this inmate.

Q: What should I do if I don't have a SID number for a convicted felon?
A: Record the sample without the SID number.

Q: Can I mail these samples?
A: Yes, Buccal swab samples can be mailed, but please do not remove the submission form. Blood samples CANNOT be mailed. Forensic Lab provides mailing sticker that can be placed on a larger envelope, not the DNA Buccal swab kit, and send to them through the mail. The only paperwork that should be included with the kit is the submission form.

Q: How do I obtain additional Buccal Swab Kits?
A: They ask that you come to the lab to pick up more kits as needed.

Q: Whom should I contact if I have a question regarding DNA sampling information? Who should I contact if I need to **modify** a DNA sample already taken?
A: Linda Johnston, Division of Forensic Science - (804) 786-9823.

- **Code of Virginia**

§ 19.2-310.2. (Effective until January 1, 2003) Blood, saliva or tissue sample required for DNA analysis upon conviction of a felony; fee.

Every person convicted of a felony on or after July 1, 1990, and every person convicted of a felony offense under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 who was incarcerated on July 1, 1989, shall have a sample of his blood, saliva or tissue taken for DNA (deoxyribonucleic acid) analysis to determine identification characteristics specific to the person. A fee of twenty-five dollars shall be charged for the withdrawal of this sample. The fee shall be taxed as part of the costs of the criminal case resulting in the felony conviction and one-half of the fee shall be paid into the general fund of the locality where the sample was taken and one-half of the fee shall be paid into the general fund of the state treasury. The assessment provided for herein shall be in addition to any other fees prescribed by law. The analysis shall be performed by the Division of Forensic Science, Department of Criminal Justice Services. The identification characteristics of the profile resulting from the DNA analysis shall be stored and maintained by the Division in a DNA data bank and shall be made available only as provided in § 19.2-310.5.

After July 1, 1990, the blood, saliva or tissue sample shall be taken prior to release from custody.

Notwithstanding the provisions of § 53.1-159, any person convicted of a felony who is in custody after July 1, 1990, shall provide a blood, saliva or tissue sample prior to his release. Every person so convicted after July 1, 1990, who is not sentenced to a term of confinement shall provide a blood, saliva or tissue sample as a condition of such sentence.

(1990, c. 669; 1993, c. 33; 1996, cc. 154, 952; 1998, c. 280; 2002, c. 54.)

LIDS DNA Tracking System – Continued

DNA Analysis – Code of Virginia - Continued

§ 19.2-310.2. (Effective January 1, 2003) Blood, saliva or tissue sample required for DNA analysis upon conviction of a felony; fee.

Every person convicted of a felony on or after July 1, 1990, and every person convicted of a felony offense under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 who was incarcerated on July 1, 1989, shall have a sample of his blood, saliva or tissue taken for DNA (deoxyribonucleic acid) analysis to determine identification characteristics specific to the person. If a sample has been previously taken from the person as indicated by the Local Inmate Data System (LIDS), no additional sample shall be taken. A fee of twenty-five dollars shall be charged for the withdrawal of this sample. The fee shall be taxed as part of the costs of the criminal case resulting in the felony conviction and one-half of the fee shall be paid into the general fund of the locality where the sample was taken and one-half of the fee shall be paid into the general fund of the state treasury. The assessment provided for herein shall be in addition to any other fees prescribed by law. The analysis shall be performed by the Division of Forensic Science, Department of Criminal Justice Services or other entity designated by the Division. The identification characteristics of the profile resulting from the DNA analysis shall be stored and maintained by the Division in a DNA data bank and shall be made available only as provided in § 19.2-310.5.

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(1990, c. 669; 1993, c. 33; 1996, cc. 154, 952; 1998, c. 280; 2002, cc. 54, 753, 773.)

Helpful Hints – DNA Tracking System

Correcting an Entry after it has been recorded

The Virginia State Police verifies arrest and conviction information and routine file clean up to remove erroneous and invalid entries will be performed. Arrest information will be removed if the arrest does not result in a felony conviction, or if there are no additional qualifying arrests pending.

Who to Contact if I have a problem recording an Entry?

Please contact the Compensation Board.

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us
Alice Coe	(804) 786-0786 x207	acoe@scb.state.va.us
Sue Kelly-Graham	(804) 786-0786 x220	skelly-graham@scb.state.va.us

Who to Contact if I have a question regarding DNA Sampling information?

Please contact Linda Johnston, DNA Data Bank, Division of Forensic Science
Telephone - (804) 786-9823
Fax – (804) 786-9985

Who to Contact if I have questions about my logon and password?

Please contact the Compensation Board:

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us