

May 9, 2013

MEMORANDUM

To: Sheriffs and Superintendents
From: Kari Bullock, LIDS Analyst
RE: Basic Local Inmate Data System (LIDS) Training

The Compensation Board reserves one day each month for LIDS Training in the Richmond area. LIDS Technicians that require training should contact Kari Bullock at 804-371-4299 or kari.bullock@scb.virginia.gov, or Anne Wilmoth at 804-225-3307 or anne.wilmoth@scb.virginia.gov.

The Compensation Board's Policy & Procedure Manual states that if the individual to be appointed as a LIDS Technician has not completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment. In an attempt to help newly appointed LIDS Technicians meet their requirements, the Compensation Board will give top priority to individuals requiring mandatory training.

LIDS Training is classified into four types:
Basic Training
Reports & Inquiry
Audit Preparation

LIDS training takes place on the 3rd Thursday of each month. The following dates have been reserved for training in 2013:

Date	Class	Time
July 18	Basic Training	9:00 a.m. - 3:00 p.m.
August 15	Basic Training	9:00 a.m. - 3:00 p.m.
September 19	Basic Training	9:00 a.m. - 3:00 p.m.
October 17	Basic Training	9:00 a.m. - 3:00 p.m.

Training will be conducted at the following location:

Department of Corrections, Headquarters
6900 Atmore Dr
Richmond, VA 23225

The attached memorandum details reimbursable expenses and provides basic information needed for LIDS Technicians to attend LIDS Training. Expenses for local staff other than the LIDS Technician to attend LIDS Training are the locality's responsibility.

CC: Robyn M. de Socio, Executive Secretary
Anne Wilmoth, Chief Information Officer
Charlene M. Rollins, Customer Service Manager
Melanie Morrison, Agency Security Officer
Joan Bailey, Senior Fiscal Technician

MONTHLY LIDS TRAINING

CONTACT:

Contact Anne Wilmoth at the Compensation Board if staff members require LIDS training:

anne.wilmoth@scb.virginia.gov

804-225-3307

LOCATIONS:

The Department of Corrections - 6900 Atmore Dr Richmond VA 23225. Upon arrival at the DOC inform security officers at the front desk that you will be attending LIDS-CORIS and someone will escort you down to the training room. You will need to bring a valid drivers license or other form of picture identification with you.

LIDS USER-ID:

In order to access LIDS, please bring your **LIDS User-ID** and **password** to training. If you need a LIDS User-ID, please contact Melanie Morrison, Security Officer, (804) 225-3336 or Melanie.Morrison@scb.virginia.gov or Anne Wilmoth, Chief Information Officer, (804) 225-3307 or anne.wilmoth@scb.virginia.gov. Requests for logons should be made at least two weeks in advance.

REIMBURSEMENT:

The Compensation Board will reimburse your locality, through COIN, for the following expenses:

Mileage (only if government vehicle is not available)	\$0.246 per mile for one (1) car, per four people attending

The meeting code to be used in COIN to claim mileage is 'LIDS'.

At this time, hotel or meal expenses incurred will be the responsibility of the locality.