

LOCAL INMATE
DATA SYSTEM
(LIDS)

Newsletter

APRIL

2002

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Phone Number:**



(804) 786-0786

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(804) 371-0235

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<http://www.scb.state.va.us/>



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DATES TO REMEMBER

5/14/02 - LIDS SUBMISSION DUE



NEW! PASSWORD CHANGES FOR LIDS

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

-- RESERVED WORD PREFIX LIST --

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

REMINDER! LIDS ENHANCEMENT TRAINING—JUNE 2002

PLEASE BRING YOUR LIDS LOGON-ID (SCB____) & PASSWORD TO TRAINING

This year's LIDS Enhancement Training is a 3-1/2 hour program:

- Morning sessions are 8:30 am to 12 noon
- Afternoon sessions are 1:30 pm to 5:00 pm

LOCATION & DATES

HANOVER

Sheriff's Office (804) 537-6110
7522 County Complex Rd.
Hanover, Virginia

June 3 afternoon
June 4 morning or afternoon
June 5 morning or afternoon
June 6 morning

LYNCHBURG

Central Virginia Criminal Justice Academy
1200 Church St., Lynchburg City Armory
Lynchburg, Virginia

June 11 afternoon
June 12 morning or afternoon

****REGISTRATION OPENS ON OUR WEBSITE ON APRIL 15 (<http://www.scb.state.va.us/>)
& CLOSES MAY 10. ****

SPACE IS LIMITED AND WILL BE GIVEN ON A FIRST COME/FIRST SERVED BASIS

REMINDER!
HOLDING FOR LOCALITY

It has been brought to our attention that localities are incorrectly updating Holding for Jurisdiction. If the offender is not your prisoner, the record should be updated to the correct jurisdiction where prisoner is being held.

- Effective 7/1/2000, Holding Jurisdiction was added for the purpose of billing
 - * Jails needed a means to identify other jurisdictional holds
 - * **Jails - LIDS defaults Holding Jurisdiction to your Jail number.** If the offender is not your prisoner, update "Holding for LOC" to reflect the Holding Jurisdiction
 - * **Regional Jail – Must Input the Holding Jurisdiction's FIPS Code**
 - * A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance, Option M

LCA3 2000-05-23	LOCAL INMATE DATA SYSTEM (LIDS) CONFINE PRISONER **CONFINEMENT INFORMATION**	V.04062000
JAIL 001 PRISONER ID _____	SSN <u>55555555</u> CCRE _____	
PRISONER NAME: FORD	HARRISON	
COMMITMENT DATE <u>05202002</u>	TIME <u>120000</u> REASON CONFINED <u>10</u>	
RELEASE DATE _____	TIME _____ REASON RELEASED _____	TRANS JAIL _____
HOUSING STATUS _____	FACILITY LOCATION _____	INSURANCE NUMBER <u>854000461</u> GROUP <u>111</u>
DETAINERS _	JAIL NUM (1-5) _____	
DOC INMATE NUMBER _____	DOC COMPLIANCE STATUS _____	HOLDING FOR LOC 001
GOOD TIME: EXEMPLARY	YEARS <u>0</u> MONTHS <u>0</u> DAYS <u>0</u>	
STATUTORY: YEARS <u>0</u>	MONTHS <u>0</u> DAYS <u>0</u>	
JUDICIAL: YEARS <u>0</u>	MONTHS <u>0</u> DAYS <u>0</u>	
ALERT FLAG _	COMMITMENT COMMENTS	

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

ATTENTION!
NEW COMPENSATION BOARD
WEBSITE ADDRESS

Effective April 22, 2002, the Compensation Board has a new website address: <http://www.scb.state.va.us/>

Customers reaching the 'old' (<http://www.cns.state.va.us/compboard>) will receive a re-direct message to the new site. Please call Anne Wilmoth if you experience problems (804) 786-0786 Ext. 222.

REMINDER
FY03 BATCH FILE LAYOUT UPDATES
Effective July 1, 2002

- √ The July 1, 2002 [LIDS Batch Layout](#) is available on the Compensation Board's website: <http://www.scb.state.va.us/>. Select [LIDS Information](#), then select [FY03 Batch File Layout](#).
- √ Effective July 1, 2002 LIDS will require the State Identification Number (SID) for all inmates confined on felony charges - Positions 516 through 526. The first two positions of this field will be the state identification code; for example 'VA' for Virginia.
- √ **Please advise your program vendors to visit our website for the July 1 updates.**

REMINDER
NEW Reason Confined Code
Effective July 1, 2002

<u>Reason Confined Code</u>	<u>Description</u>
14	Post-trial/or convicted but not sentenced (For both Juvenile & Adults)

REMINDER
REVISED DEFINITIONS
Effective July 1, 2002

<u>Reason Confined Code</u>	<u>Description</u>
10	Pre-trial/ not serving time on other charges (For both Juvenile & Adults)
26	Work Release/ Work Release Jail Contract Bed Program

<u>Reason Release Code</u>	<u>Description</u>
23	Confinement change within facility/ or violated program
42	Local Community-based Probation

REMINDER
NEW PROCEDURE
Effective July 1, 2002

It was brought to our attention that you need 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 the approved Alternative program by the Sheriff). Effective July 1, 2002, if LIDS detects the following conditions, the confinement will be non-payable:

- Reason Confine Code '80', Home Electronic Monitoring **OR** '85', Supervised Work Program **AND** Disposition Code '**CR**' Court Order Release (Sentenced) **OR** '**CU**' Court Order Release (Not Sentenced) **AND** Disposition Date is provided **AND** Sentenced as a Local Responsible Inmate = **Non-Payable Alternative Confinement**

NEW
BUDGET LANGUAGE CHANGES—Effective July 1, 2002
PAYMENT CLARIFICATION

- √ **Item 67 - B.1. – Effective Sentence** - A convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.
- √ **Item 67 - B.2. Local Responsible Inmate** - 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;
 - (a) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or
 - (b) Any person convicted of a felony offense and given an effective sentence of
 - (i) twelve months or less or
 - (ii) less than one year.
- √ **Item 67 - B.3. State Responsible Inmate** - 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.
- √ **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 (HB543):
- √ **Item 67 - E.1. For Local Responsible Inmates:** \$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.
- √ **Item 67 - E.2. For State Responsible Inmates:**
 - 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.
- √ **Item 67 - F. For the payment specified in paragraph E.1. 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.
- √ **Item 67 - H.1. 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.
- √ **Item 67 - H.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 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.
- √ **Item 67 - H.3.** The provisions of this paragraph shall not apply to any local or regional jail where the cumulative federal share of capital costs exceeds the Commonwealth's cumulative capital contribution.

The sub-paragraphs H.4. - H.7. pertaining to the overhead recovery remain unchanged in the Appropriation Act.

REMINDER COMMITMENT MAINTENANCE HELPFUL HINTS

Last month we brought to your attention the fact that our Auditors came across some confusion in the field concerning Alternative Programs, Work Release, Weekenders and what some folks are calling Community Work/Weekend Program.

To further assist you during your process of booking and releasing prisoners that participate in the programs mentioned above, the following procedures are provided:

- **ALTERNATIVE PROGRAM**

- ✓ Payment for the Alternative Program is intended to be made for prisoners that would be housed in a local facility
- ✓ It is not intended for prisoners that would otherwise be sentenced to Community Service or placed on probation
- ✓ No payment shall be made unless the program has been approved by Department of Corrections (DOC) or Department of Criminal Justice Service (DCJS)
- ✓ Once the 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 local responsible
- ✓ If the Sheriff chooses to place a prisoner in an Alternative Program that is pre-trial/awaiting trial, post-trial/convicted but not sentenced or that is state responsible the prisoner will be captured as non-reimbursable

- ✓ **Procedures:**

1. Prisoner's confinement record in LIDS should be updated when they are **placed** into an approved Alternative Program by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '47' Diverted to Supervised Work Experience Program **OR**
 - '55' Diverted to Electronic Surveillance Program, **THEN**
 - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
 - '80', Home Electronic Monitor Alternative Program **OR**
 - '85' Supervised Work Alternative Program
2. Prisoner's confinement record in LIDS should be updated when they **complete** the Alternative Program by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '59', Released from Alternative Program, **OR**
3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Alternative program and they still have time to serve in jail by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '23' Confinement change within facility or violated program **THEN**
 - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason confine Code:
 - '20', Serving Sentence **OR**
 - '50', Serving Sentence, has pending charges, has pending charges
4. **New procedure effective July 1, 2002:** It was brought to our attention that you need 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 the approved Alternative program by the Sheriff). Effective July 1, 2002, if LIDS detects the following conditions, the confinement will be non-payable:
 - Reason Confine Code '80', Home Electronic Monitoring **OR** '85', Supervised Work Program **AND** Disposition Code **'CR'** Court Order Release (Sentenced) **OR** **'CU'** Court Order Release (Not Sentenced) **AND** Disposition Date is provided **AND** Sentenced as a Local Responsible Inmate = **Non-Payable Alternative Confinement**

REMINDER
COMMITMENT MAINTENANCE
HELPFUL HINTS
(continued)

• **WORK RELEASE (WR)**

- ✓ Payment for Work Release is intended to be made for prisoners that have been convicted and sentenced to confinement in jail **OR**
- ✓ Payment for Work Release is intended for prisoners that are being held in jail pending completion of a pre-sentence report, and if it appears to the court that such offender is a suitable candidate for work release, assign the offender to a work release program under the supervision of a probation officer, the office of the sheriff or the administrator of a local or regional jail or a program designated by the court
- ✓ WR Offender are released during the day to an approved Work Release employer and he/she returns to jail at night for confinement
- ✓ Sheriff must request Department of Corrections (DOC) to keep State Responsible offenders if they wish to place them in the jails Work Release program
- ✓ Reimbursement rate for Work Release prisoner's is \$8.00 per day

✓ **Procedures:**

1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Work Release by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '41', Serving Sentence – Work Release
 - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
 - '26', Work Release/Work Release Jail Contract Bed Program **OR**
 - ◆ Also captured are State Responsible Inmates that have been placed in the Jail by Department Of Corrections (DOC) in a Work Release Jail Contract Bed (WRJCB) Program (*jail must have copy of signed JCB Work Release contract/agreement with DOC*)
 - ❖ DOC enters prisoners WRJCB start date in LIDS
 - ❖ LIDS will detect prisoners WRJCB start date and reason confine code '26'
 - ❖ Reimbursement for Work Release Jail Contract Bed (WRJCB) prisoners is \$28 per day
 - '56', Work Release – Has Pending Charges
2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '39', Sentence Served **OR**
3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '23' Confinement change within facility or violated program **THEN**
 - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
 - '20', Serving Sentence **OR**
 - '50', Serving Sentence, Pending charges

REMINDER
COMMITMENT MAINTENANCE
HELPFUL HINTS
(continued)

• **WEEKENDER/NON CONSECUTIVE DAYS**

- ✓ Payment for Weekender/Non-Consecutive Days is intended to be made for prisoners that have been convicted and sentenced to confinement in jail and court imposed his/her time to be served on weekends or non-consecutive days
- ✓ Prisoners are booked in LIDS for each confinement period (Weekend/Non Consecutive Days)
- ✓ If the prisoner is assigned a generated Social Security Number (SSN) in LIDS due to the fact that he does not have one then use the 1st generated SSN each time he/she is booked into jail to serve weekend/non-consecutive days
- ✓ Reimbursement Rate is \$8.00 per day

- ✓ **Procedures:**
 1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Weekender/Non-Consecutive Days by:
 - Currently confined – Release the prisoner on LIDS by utilizing Release Code:
 - '23' Confinement change within facility or violated program
 - Re-book, if currently confined, in LIDS on the same day he/she was released to be confined/placed in Weekender/Non-Consecutive Days **OR** Book the inmate in jail/LIDS if he/she reports to jail to serve time as a Weekender/Non-Consecutive Days by utilizing Reason Confine Code:
 - '29', Weekender/Non-Consecutive Days **OR**
 - '56', Weekender/Non-Consecutive Days – Has Pending Charges
 - Release the prisoner from jail/LIDS when they complete their weekender/non-consecutive days but have not completed their full sentence to be served by utilizing Release Code:
 - '40', Sentence Served – Weekends and Non-consecutive days **OR**
 2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '39', Sentence Served **OR**
 3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
 - '23' Confinement change within facility/violated program **THEN**
 - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
 - '20', Serving Sentence **OR**
 - '50', Serving Sentence, Pending charges

REMINDER
COMMITMENT MAINTENANCE
HELPFUL HINTS
(continued)

- **Jail Contract Bed Program**

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

- ✓ **Procedures:**

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

- **Judge Ordered Community Service Time**

- ✓ Offenders that are ordered by the Judge to serve community time in a community based probation program (Community Service, HEM, and/or Substance Abuse) in jurisdictions where one has been established under the Comprehensive Community Corrections Act are non-payable programs by the Compensation Board. Sentences do not involve jails unless the person is sentenced to confinement with probation to follow. Since these offenders are not sentenced to confinement in jail, they should not be recorded in LIDS. (COV 19.2-303.3; 53.1-180 - 53.1-182.1)
 - NON-Payable Category

REMINDER

FUTURE LIDS ENHANCEMENTS



Estimated Completion Date

- July 2002 DNA Medical Alert Flag on 1st screen switch with Prisoner Report listing only the verified bad SSN's
- July 2002 Add Duplication Query Report to Forms Maintenance menu
- July 2002 Update Transfer Status Screen to reflect DOC Intake/Out of Compliance
- July 2002 Capability to view all reports in Forms Maintenance, Option A (View Existing Reports) that can be downloaded from Option B (Offline Reports, Queries & Files)
- July 2002 Help button for years sentenced (special years, i.e. life, death)
- July 2002 New DNA table to allow entry separately using SID, OTN or the Document Control Number for Juveniles
- July 2002 Report by Age Report, Forms Maintenance
- July 2002 Interface with Virginia State Police to report correctional status changes and to verify State ID numbers

REMINDER!
2ND ANNUAL LIDS CONFERENCE - MAY 2 & 3, 2002

**The Compensation Board looks forward to seeing you at the
LIDS Conference May 2 & 3.**

REMINDER

**REMEMBER TO SIGN UP FOR
LIDS ENHANCEMENT TRAINING**

(See Page 1 of this Newsletter for details)

