

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

FEBRUARY

2003

**Compensation Board's
Phone Number:**



(804) 786-0786

**Compensation
Board's
Fax number:**



(804) 371-0235

**Compensation
Board's
Website address:**



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

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Board's Mailing
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User Issues

- **Alice Coe**, Customer Service, Mgr
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- **Craig Giegerich**, Systems Engineer
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Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
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- **Oliver Bradshaw**, Audit Supervisor
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- **Mark Wood**, External Auditor
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Security/Key Fob Issues

- **Anne Wilmoth** ext. 222
- **Melanie Morrison** ext. 204
- **Sue Kelly-Graham** ext. 220



****DATES TO REMEMBER****

3/09/03 - LIDS SUBMISSION DUE



**WELCOME
NEW LIDS ADVISORY
COMMITTEE MEMBER**

We would like to welcome Karen Day of the Danville City Jail to serve on the LIDS Advisory Committee. Karen has worked with the Danville City Jail since September 1997. She started in the Records office in the jail and has worked as the LIDS Technician since July 2000. Karen and her husband, Lacy, live in Callands, Virginia.



**REMINDER
PROPOSED
BUDGET LANGUAGE CHANGE**

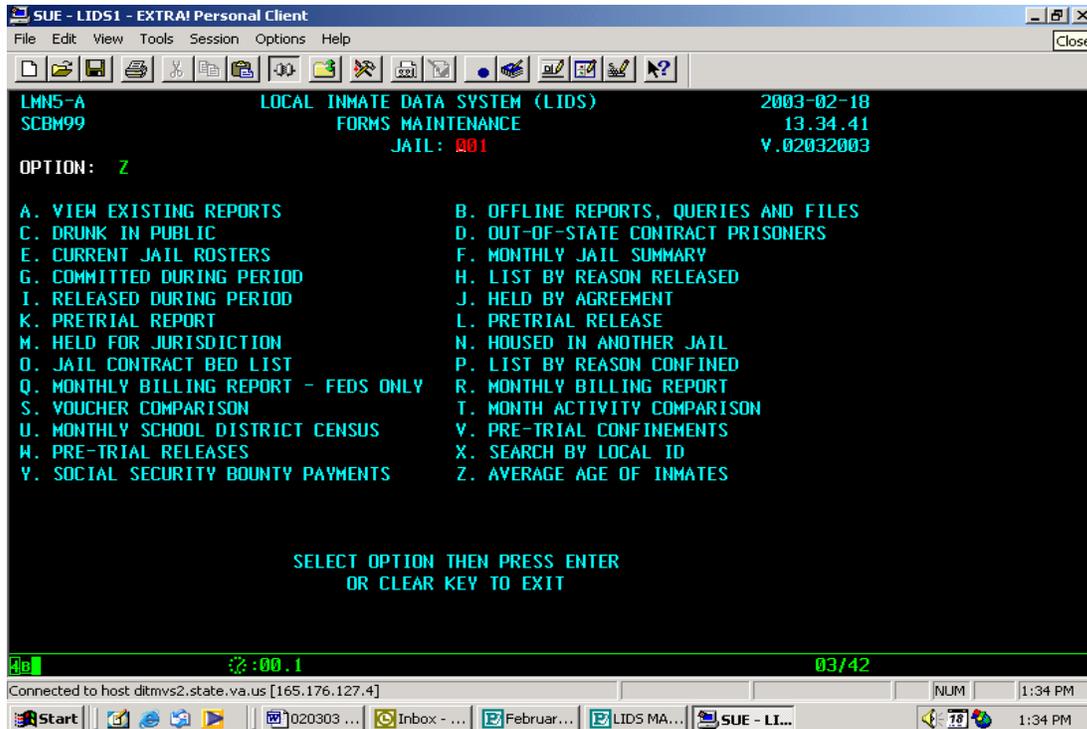
The following is a Budget Bill change (2003 Session Amendments) , submitted December 20, 2002.

ITEM 67. 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. *In the event the appropriation in this Item proves to be insufficient to fund all of its provisions, the Compensation Board shall set the following high to low priority in compensating localities for the cost of maintaining prisoners: state responsible inmates as defined in Item 67 E 2 b ii; state responsible inmates as defined in Item 67 E 2 b iii; state responsible inmates as defined in Item 67 E 2 b i, state responsible inmates as defined in Item 67 E 2 a, and then state responsible inmates as defined in Item E 2 c. If there are insufficient funds to make the payment required for a category, the remaining funding will be allocated among localities that qualify for such payment on a pro rata basis. If these priorities are fully met, then any amounts remaining in this program may be used toward any other category that is authorized reimbursement in Item 67.*

A technical amendment was submitted by the Governor which would restore the above deleted language and delete the new language.

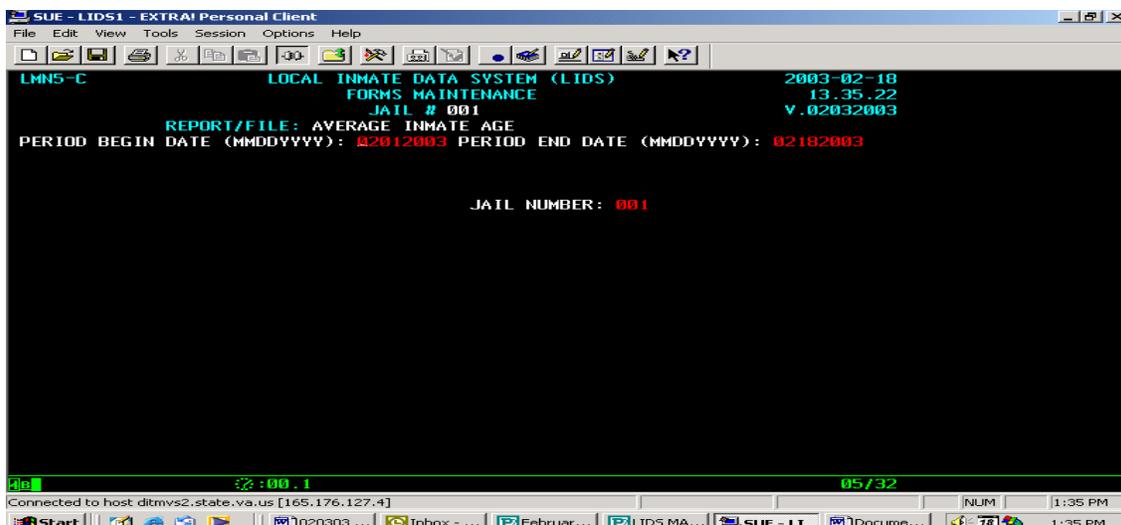
NEW
FORMS MAINTENANCE REPORT

The Average Age of Inmates report can either be viewed on-line or downloaded, and can be found in LIDS under Forms Maintenance, Option Z:



SCREEN #1

- Request the Period Begin and End Date
- Press Enter



SCREEN #2

```
LMNS-M SCBM99M LOCAL INMATE DATA SYSTEM (LIDS) V.02032003

AVERAGE INMATES AGE
IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD..J001.AVERAGE1.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.

PRESS ENTER TO CONTINUE
```

SCREEN #3

```
_LPS2-2 AVG AGE 001 DATE 02012003 - 02182003 CNT= 154 V.06212001
AS OF 02182003 133623

JAIL NAME SEX NUM AGE SEX TOT AVG TOT AVG
001 ACCOMACK COUNTY JAIL M 132 32 F 22 32 154 32

F2 DELETE F3 EXIT F4 PRINT
REPORT
```

REMINDER
SPECIAL SENTENCE CODES

The following Special Sentence Code questions have recently arisen and were brought to our attention regarding :

An inmate is committed on his 18th birthday, but he was sentenced in the Juvenile court system to Dept. 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 the sentence be entered into LIDS?"
- **Answer:** Commit using a Reason Confine 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 Years

Special Sentence Codes

0600 Years	One Life Sentence
0700 Years	Indeterminate—Youthful Offender
0800 Years	Two or More Life Sentences
0900 Years	Death Sentence

REMINDER
2003 BASIC LIDS TRAINING

The Compensation Board offers Basic LIDS training from 8:30 a.m.- 5:00 p.m. To register for LIDS training, please contact Sue Kelly-Graham: skelly-graham@scb.state.va.us or (804) 786-0786 Ext. 220 or Alice Coe: acoe@scb.state.va.us or (804) 786-0786 Ext. 207. Monthly registration deadline is 5 working days prior to training date.

Training Dates

- **March 20**
- **April 16**
- **May 22**
- **June 19**



LOCATION:

Department of General Services - 805 E. Broad Street, Richmond, VA

The computer lab is in the basement of the 8th Street office building.

NEW BUILDING ACCESS PROCEDURE: Enter the Ninth Street Office Building, 202 N. 9th Street, located at the corner of 9th & Grace Streets. Enter the building on the 9th street side. You will be asked to provide a picture ID and sign in as a visitor. Take the elevators to the 2nd floor, Turn left off of the elevator and follow the passageway to the 8th Street Office Building. At the end of the passageway, turn right and take the elevator to the basement. To your right will be glass doors. Go through the glass door that says Department of General Services.

In order to access LIDS, please bring your LIDS User-ID and password to training. If you need a LIDS User-ID, please contact Anne Wilmoth, IT Manager, (804) 786-0786 Ext. 222 or awilmoth@scb.state.va.us

For further information about monthly Basic LIDS training, please access our website: www.scb.state.va.us.
Click on LIDS, then click on LIDS Monthly Training Information.



REMINDER
JAIL CONTRACT BED PROGRAM (JCB)
DEPARTMENT OF CORRECTIONS (DOC)
OFFENDER RE-ENTRY PROGRAM (OREP)

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 the prison and return to the local jail in their community 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 will be released from the local jail after having served their sentence and will begin their transition back into the community. Offenders will be provided support and assistance during this phase, and will be required to participate in twice weekly programming.

DOC is piloting the transition re-entry program at the Southside Regional Jail. Currently, when these inmates are returned from DOC to the jail, the jail enters the inmate as a reason confine code 70 - Held by Agreement at request of local authority (SR Inmate, Jail Cadre) inmate and is paid the \$8 local per diem. In order to make this program more attractive to the jails, DOC would like the inmates to be just state responsible inmates when returned to the jail instead of cadre inmates. This would allow the jail to be paid the additional \$6 state responsible bonus payment in addition to the \$8 per diem.

In order to accommodate this request, **a new reason confine code 90 (DOC Transition Re-Entry Program) has been created.** When an inmate returns to the jail from DOC, the jail should confine inmate using reason confine '90' (DOC Transition Re-Entry Program.) Once the inmate has completed Phase I 45 days on the program, the jail should release the prisoner using release reason '23' (Confinement change within facility OR Violated program.) Then immediately, for Phase II, recommit inmate as a reason confine '26' (Work Release Jail Contract Bed Inmates.) The jail will then be paid the 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 Moxley, DOC Transition Program Manager - MotleyCB@vadoc.state.va.us or
 (804) 674-3131 ext. 1505**

PROCEDURE

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



REMINDER **DNA** **QUESTIONS & ANSWERS**



The following questions have arisen concerning DNA:

- Question:** 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?
- Answer:** 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 here — 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.
- Question:** 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?
- Answer:** 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.
- Question:** Are we going to be paid to take the DNA Samples by the Division of Forensic Science the first the new year?
- Answer:** 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.
- Question:** If we have 'blood draws' requested by court order do we enter the DNA draw in the LIDS web page?
- Answer:** 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.
- Question:** Do I need to swab each inmate listed on the LIDS DNA report, 'Inmates that require a DNA sample'?
- Answer:** 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.
- Question:** Do I take a sample for a juvenile with a qualified felony?
- Answer:** No, juvenile samples should NOT be taken for a qualified felony, as juveniles are not typically arrested.
- Question:** What should I do if I don't have a SID number for a convicted felon?
- Answer:** Record the sample without the SID number.
- Question:** Can I mail these samples?
- Answer:** Yes, buccal swab samples can be mailed, but please do not remove the submission form. Blood samples CANNOT be mailed.
- Question:** Who should I contact if I have a question regarding DNA sampling information?
- Answer:** Who should I contact if I need to **modify** a DNA sample already taken?
- Answer:** Linda Johnston, Division of Forensic Science - (804) 786-9823.

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.

Please remember to include a copy of at least one of the warrants for a qualified felony arrest. If an original warrant is not available, a copy can be sent with the kit.

UPDATED Reason Confined/Release Reason

The following is an updated spreadsheet provided to give you a crosswalk from Reason Confine Codes to usable Reason Release Codes within LIDS. The updated Reason Confined & Release Reasons are highlighted in **RED**. Please print the spreadsheet below and replace the spreadsheet on Pages 29 and 193 of the July 1, 2002 LIDS USERS GUIDE.

		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	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70							
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					
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			
		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			
		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		
		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			
11	A		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	
		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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	Y	Y	Y	Y	
71	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
72	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
73	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
74	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
75	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
78	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
79	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
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	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
90	X								Y	Y		Y																																			