

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

**OCTOBER
2002**

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Phone Number:**



(804) 786-0786

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****DATE TO REMEMBER ****

11/09/02 - LIDS SUBMISSION DUE

**NEW
VCC CODES**



The following VCC Codes have been added at the request of the localities:

Heading: PRISONER (For Use by LIDS only)
VCC: PRI-9921-S9
Penalty: None
Statute: Section 53.1-116.3
Subhead: Improper Release (Compensation Board)
Description: Improper release of prisoner from custody

Heading: ORDINANCE (For Use by LIDS only)
VCC: ORD-9973-S9
Penalty: None
Statute: None
Subhead: Fraud
Description: Ordinance violations related to fraud

Note: The above Ordinance offense is an example of where you can use the VCC code that applies and replace the 'M' in the 8th character of the VCC code with an 'O'.

LIDS Help screens will be updated the weekend of October 19 - 20. Thank you for your patience.

**NEW
RE-COMMIT NO NEW CHARGE CODE**

Karin Youngblood of Blue Ridge Regional Jail suggested that LIDS be updated to allow a Re-Commit No Charges (Commitment Maintenance Menu, Option F) when **Release Reason 48 - To treatment facility** is used. This has been added as a release reason for recommitting an inmate to jail with no new charges. Please add Release Reason 48 to the Helpful Hints—Option 'F' - Re-Commit No New Charges list on Page 59 of the July 1, 2002 LIDS USERS GUIDE.

We appreciate any suggestions you may have in order to make LIDS more efficient.

ATTENTION!

ERROR MESSAGE:

'NO INFORMATION CAN BE RETRIEVED FOR THIS INMATE'

It has been brought to our attention that a LIDS user was attempting to inquire on an inmate's SSN in the Inquiry Menu, Option 1 and received the message "NO INFORMATION CAN BE RETRIEVED FOR THIS INMATE".

The reason they received the error message is because the record has been expunged.

REMINDER

TREATMENT PROGRAMS

If an inmate **is not awaiting release** to a Diversion Center, do **not** use confinement code '76' Diversion Center and release code '44' To Diversion Center. Use the following when applicable:

- If inmate is sentenced and awaiting release to a DAY REPORTING CENTER, use confinement code '20' Serving Sentence and release reason code '58' Day Reporting Center. With a '20' confinement code you may reflect that they were given an 'SS' suspended sentence. '20' and '58' will not be edited out as an error.
- If inmate is sentenced and awaiting release to A DIFFERENT KIND OF TREATMENT PROGRAM, use confinement code '20' Serving Sentence and release reason using one of the following release codes, when applicable:
 - '36' State Hospital (State operated hospital such as Central State Mental Hospital)
 - '42' To Comprehensive Community Corrections Act Program
 - '45' To Emergency Medical and/or Hospital (Local Hospital)
 - '48' To Treatment Facility
 - '57' To Pre-release Program
- If inmate is sentenced and awaiting release to a DIVERSION CENTER, use the confinement code '76' Diversion Center and release them using '44' To Diversion Center. 'SS' (Suspended Sentence) can be used as the disposition. '76' and '44' will not be edited out as an error.
- If inmate is sentenced and awaiting release to a DETENTION CENTER, use confinement code '48' Detention Center and release reason '43' To Detention Center. 'SS' (Suspended Sentence) can be used as the disposition. '48' and '43' will not be edited out as an error.
- If inmate is sentenced and awaiting release to a TREATMENT PROGRAM, use confinement code '20' Serving Sentence and release reason '48' To Treatment Facility. 'DT' (Deferred Treatment) can be used as the disposition. And the date will be the date that the court ordered the inmate to have treatment. '20' and '48' will not be edited out as an error.

REMINDER
**'SE' State Sentence with a 'M' Misdemeanor
and/or 'O' Ordinance charges**

It has been brought to our attention that local users are utilizing the disposition code 'SE' State Sentence with a 'M' Misdemeanor and/or 'O' Ordinance charges. This is **NOT** valid. We have updated the edit process within LIDS that will produce an error message that will say "DISPOSITION SE IS NOT VALID WITH MISDEMEANOR OR ORDINANCE CHARGES", if you entered a disposition code of 'SE' State Sentence with a offense type of 'M' Misdemeanor and/or 'O' Ordinance. If you receive the error message mentioned above, please check your sentencing and offense information for accuracy.

REMINDER
FINANCIAL RECONCILIATION TOOLS

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.

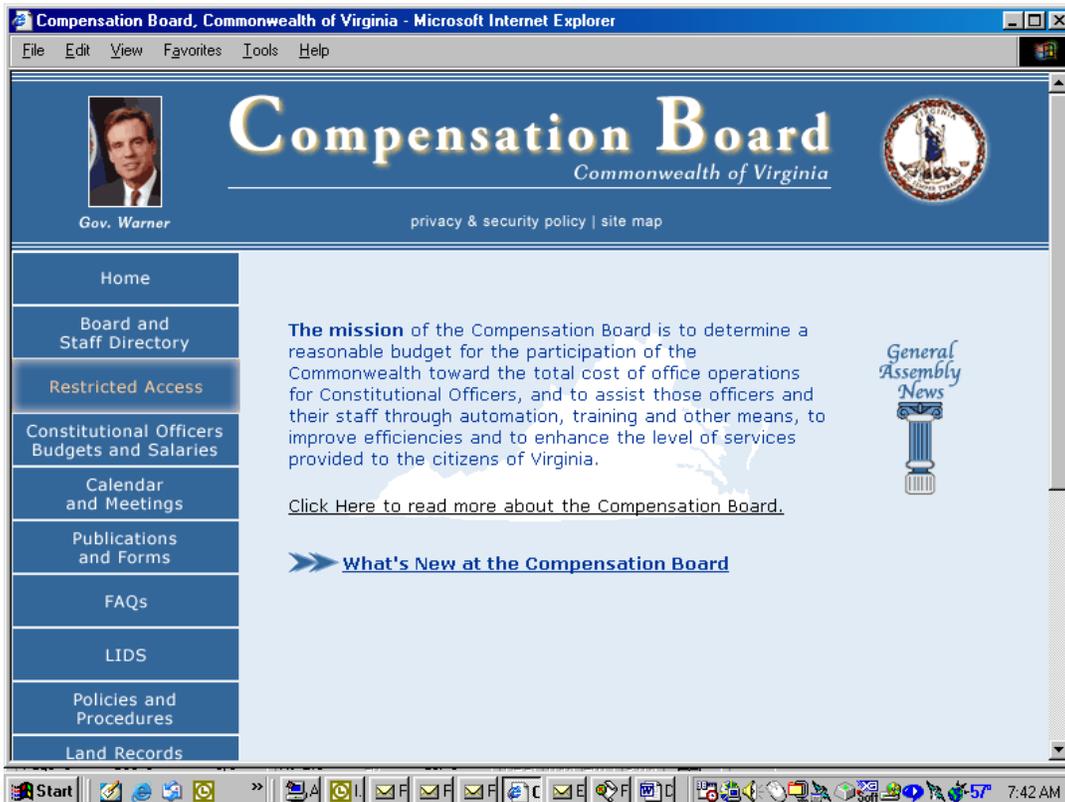
REMINDER
LIDS CERTIFICATION/APPROVAL
**** SUBMISSION DATE****

Beginning the month of September, the Compensation Board (CB) requested that all facilities' LIDS submissions be done by the 9th day of each month. The CB is required to report the status of overcrowding in jails to the Secretary of Public Safety between the 10th & 12th of each month. The CB realizes that by law you have until the 10th working day of each month to certify and approve. Hopefully, for a short time, each facility will be able to approve submission by the 9th of each month.

If you know that you will NOT be able to approve submission by the 9th, and you see that the variance is more than 10%, please notify Anne Wilmoth so that your variance will be reflected when reporting to the Secretary of Public Safety. Thank you for your cooperation.

LIDS DNA Tracking

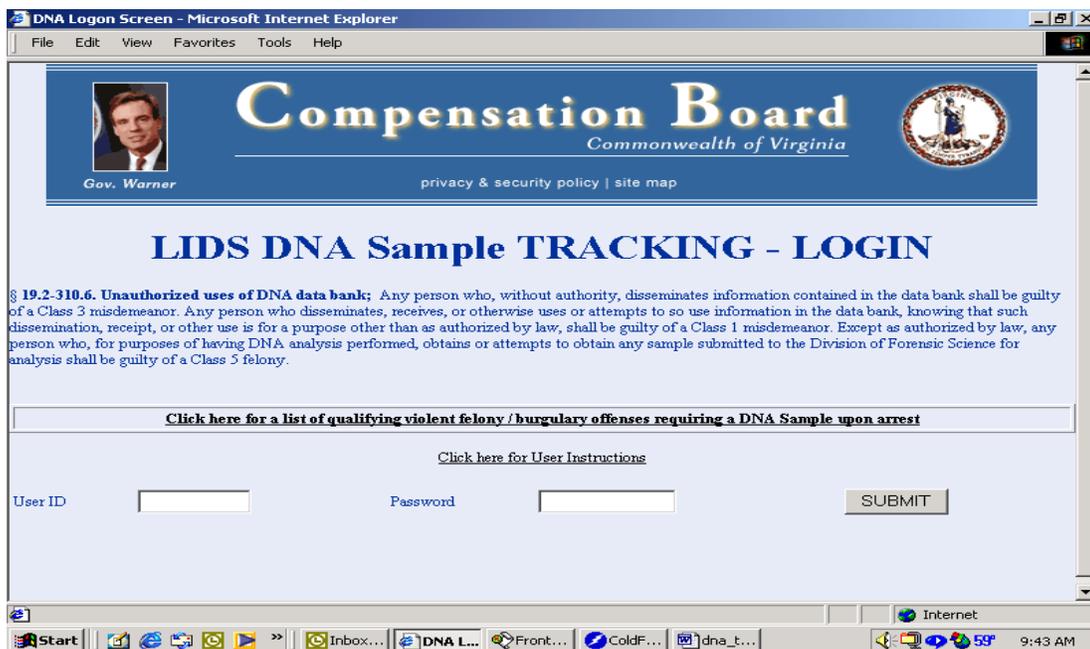
The LIDS DNA Tracking system documentation package has been mailed to Sheriffs and Superintendents. The LIDS Tracking system is up and running and can be found on the [Compensation Board's website](#), under the [Restricted Access](#) button.



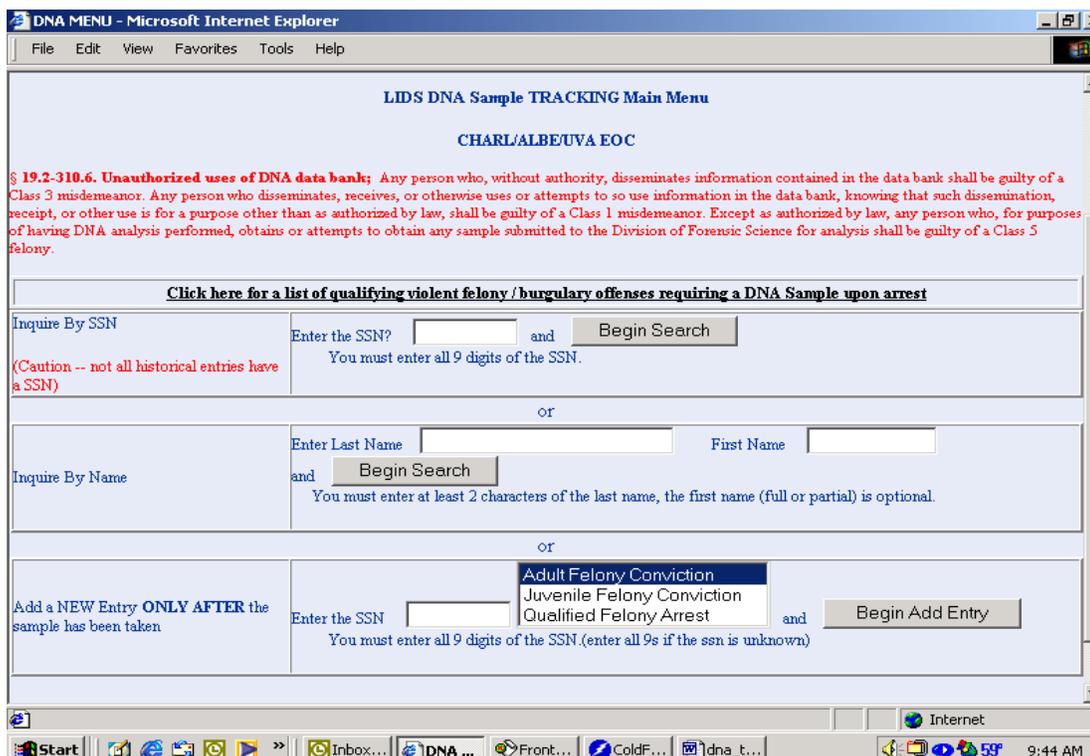
Please read and comply with the general security statement and then click on [LIDS DNA Sample Tracking](#).



In order to log into the LIDS DNA Tracking system, it will be 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 you check this list prior to taking a DNA sample. Updates to this list will be denoted with a revision date to the right of the title.



When you have successfully logged into the system, you will be taken to the LIDS DNA Sample Tracking Main Menu. This page will allow you to inquire on DNA samples previously taken as well as add a new DNA entry.



Prior to taking a DNA sample, you are required to check to see if a DNA sample has been previously taken. There are several ways to search for DNA sampling information. You can search 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.

DNA MENU - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING Main Menu

CHARL/ALBE/UYA EOC

§ 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 here for a list of qualifying violent felony / burglary offenses requiring a DNA Sample upon arrest](#)

Inquire By SSN

Enter the SSN? and

(Caution -- not all historical entries have a SSN)

You must enter all 9 digits of the SSN.

or

Inquire By Name

Enter Last Name First Name

and

You must enter at least 2 characters of the last name, the first name (full or partial) is optional.

or

Add a NEW Entry ONLY AFTER the sample has been taken

Enter the SSN

Adult Felony Conviction
Juvenile Felony Conviction
Qualified Felony Arrest

You must enter all 9 digits of the SSN. (enter all 9s if the ssn is unknown)

Internet

Start | Inchox... | DNA... | Front... | ColdF... | dna_t... | 9:45 AM

If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, you should not take another DNA sample, unless the Division of Forensic Science has specifically requested the sample. If it is not necessary to take a DNA Sample you can either click on the 'Return to the Main DNA Menu' or close the Browser.

DNA Detail Display - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Dell Home

Address Go

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 (ORD):

Reason: Adult Felony Conviction

Done

Internet

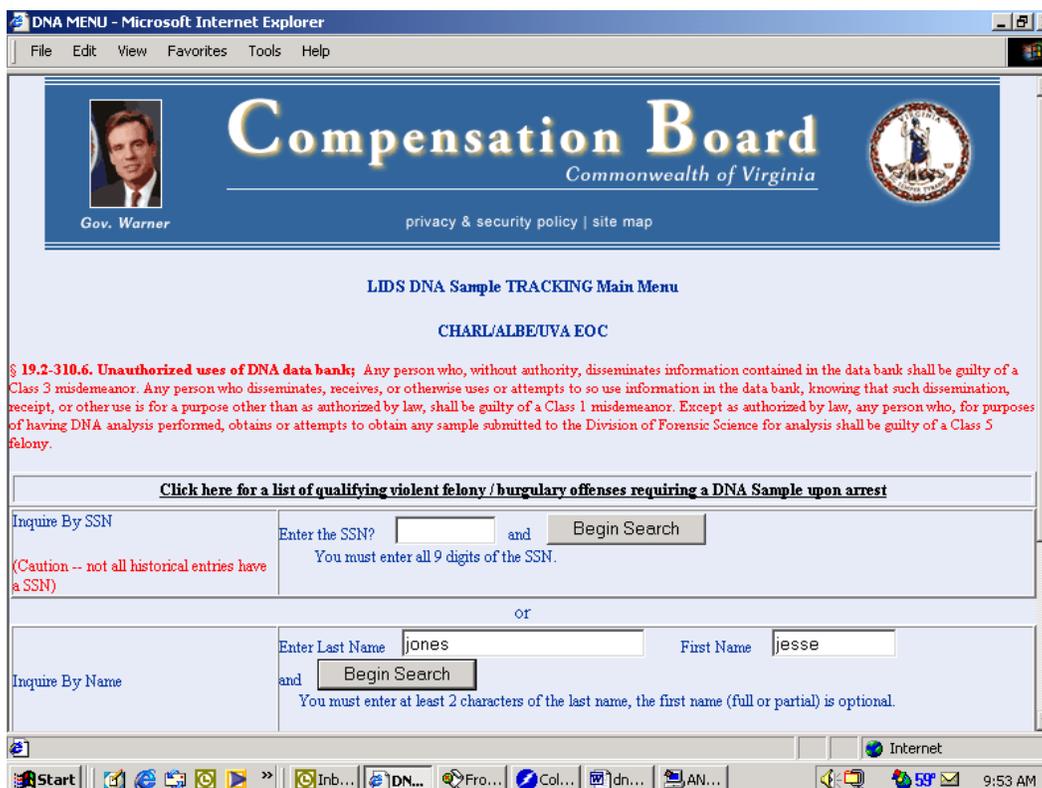
Start | Inchox... | Front... | DNA... | dna_t... | Upgra... | here... | 3:21 PM

If no information exists, an error page like the one listed below will be returned. If no information exists you are required to take a DNA sample and record it in the LIDS DNA Tracking system prior to releasing the offender from custody. As offenders often have multiple identities is it recommended to search on all known social security numbers and names prior to taking a DNA sample.

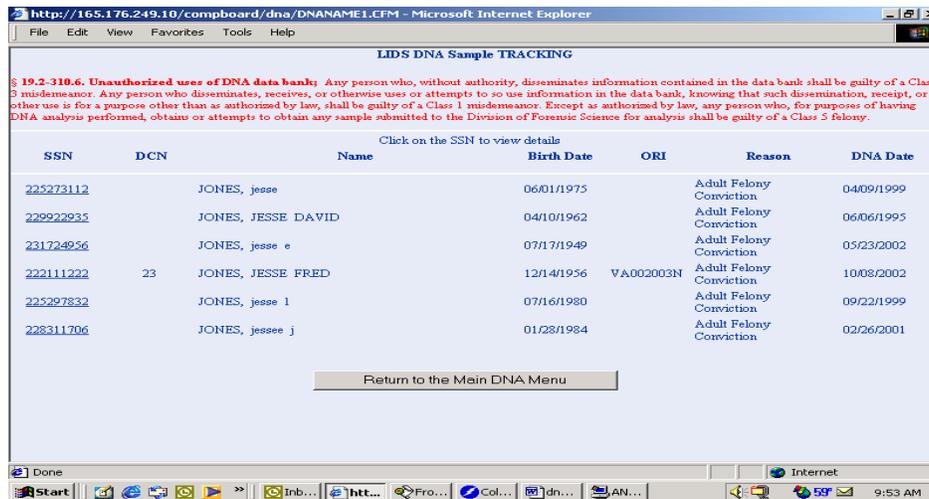


Searching by Name

If you are unable to obtain the offender's SSN, you will need to search by name in order to see if a DNA sample has been taken previously. Although you are only required to enter the first two characters of the last name, entering the complete last and first names are highly recommended. Enter the offenders name and click on the 'Begin Search' button.



If information exists on the name you have entered, a page like the one listed below will be displayed. This page lists all the samples matching, or partially matching, the name entered. To view a specific entry, click on the SSN.



To view more specific details, click on the SSN.



If DNA sampling information exists, you do not need to take another DNA sample. If however, no information exists you will need to take a DNA sample 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.

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 you are taking the sample and then click the 'Begin Add Entry' button. If the SSN is not known, enter all nines (999999999) as the SSN.

LIDS DNA Sample TRACKING Main Menu
CHARL/ALBE/UVA EOC

§ 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 here for a list of qualifying violent felony / burglary offenses requiring a DNA Sample upon arrest](#)

Inquire By SSN
Enter the SSN? and
You must enter all 9 digits of the SSN.

or

Inquire By Name
Enter Last Name First Name
and
You must enter at least 2 characters of the last name, the first name (full or partial) is optional.

or

Add a NEW Entry ONLY AFTER the sample has been taken
Enter the SSN
You must enter all 9 digits of the SSN (enter all 9s if the ssn is unknown)

Adult Felony Conviction
Juvenile Felony Conviction
Qualified Felony Arrest

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 Sample Tracking
CHARL/ALBE/UVA EOC

§ 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 here for User Instructions](#)

SSN: 233123456

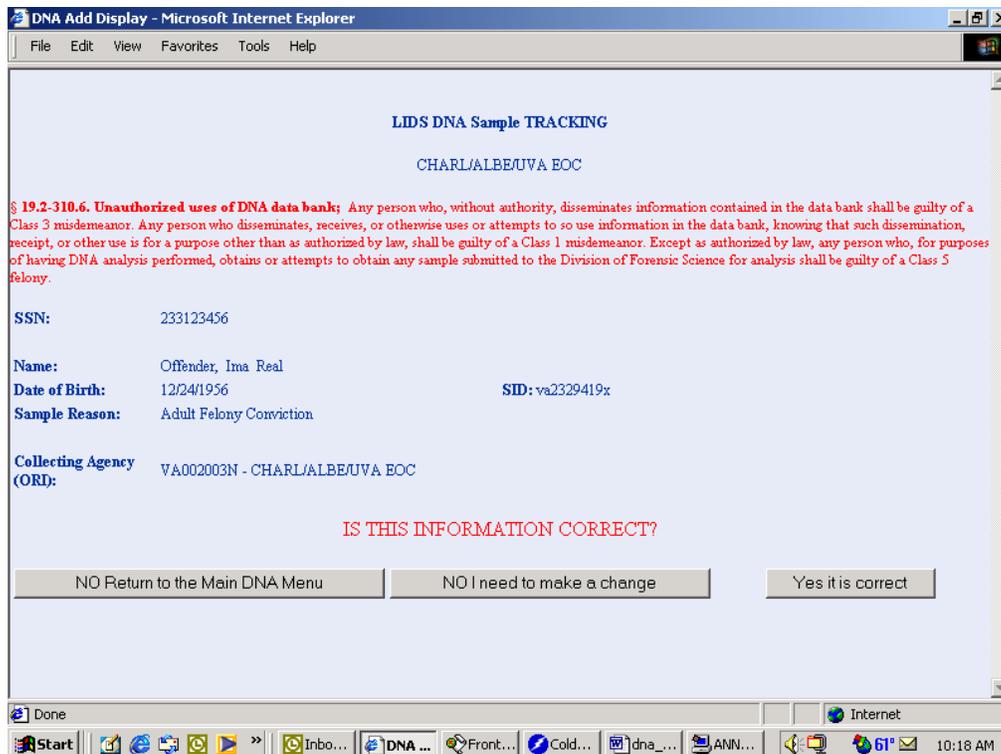
Last Name First Name Middle Name Suffix

Date of Birth (mm/dd/yyyy): enter 'UNKNOWN' if not known SID:

Sample Reason: Adult Felony Conviction

Collecting Agency (ORD): VA002003N - CHARL/ALBE/UVA EOC

Clicking on the 'Continue' button will present a confirmation page where the offender's information should be reviewed. The 'No Return to the Main DNA Menu' will exit the entry process, and the entry will not be added. The 'No, I need to make a change' button will allow you to change the information you have entered. The 'Yes it is Correct' button will add the entry to the DNA Tracking database. Click on the appropriate button after reviewing the offender's information.



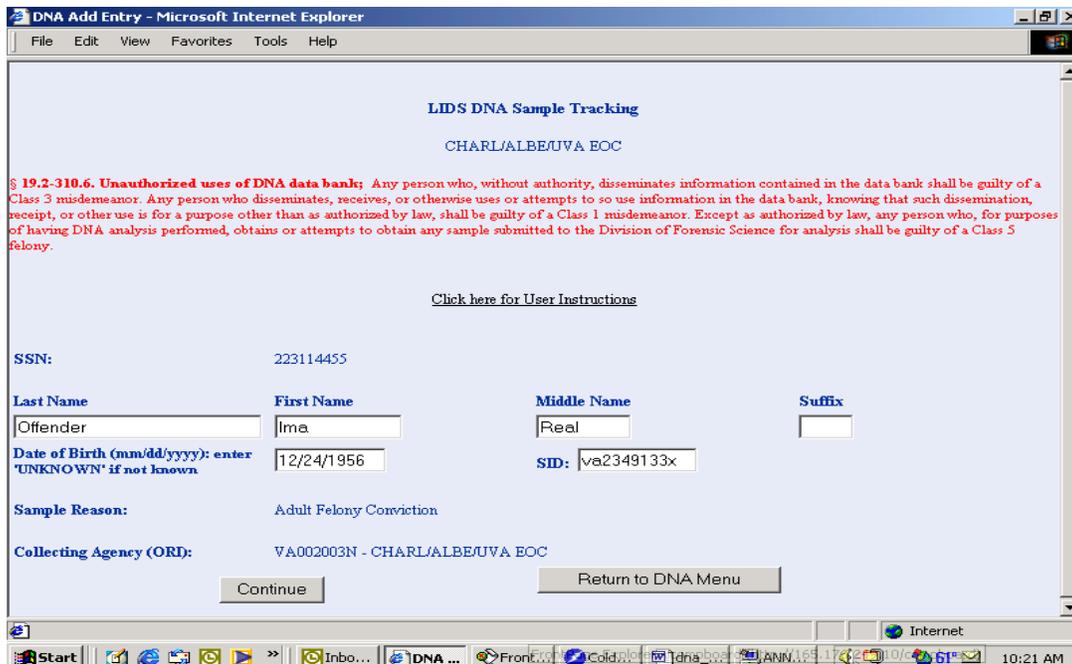
Successful Entry Confirmation

If you clicked on the 'Yes it is Correct' button, the offender's information you have entered will be added to the DNA Tracking database and you will receive a confirmation page. You can 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 you 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.



Correcting an Entry after it has been recorded

The Virginia State Police will verify 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 about DNA sampling information?

Please contact the DNA Data Bank, Division of Forensic Science
Telephone - (804) 786-3789
Fax – (804) 786-9985

Who to Contact if I have a question 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