

**LOCAL INMATE  
DATA SYSTEM  
(LIDS)**

# Newsletter

**SEPTEMBER  
2002**

**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/>

**Compensation  
Board's Mailing  
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P. O. Box 710  
Richmond, VA 23218-0710

## Staff Contacts:

User Issues

- **Alice Coe**, Customer Service, Mgr  
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- **Sue Kelly-Graham**, LIDS Technician  
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Program Issues

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Policy/Audit Issues

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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



**\*\*DATE TO REMEMBER \*\***

**10/09/02 - LIDS SUBMISSION DUE**



**ATTENTION!**

**2003 LIDS CONFERENCE UPDATE**

The LIDS Advisory Committee met on August 22. One of the topics that was discussed was next year's LIDS Conference. In an attempt to better address your needs, we are seeking topics that LIDS Technicians/users would like to have addressed. One of the suggestions that was made was to have someone speak about magistrate issues. In order to better address these issues, we are also asking you to submit any magistrate issues that you would like to have discussed in an open forum at the 2003 LIDS Conference.

Please submit topics and magistrate issues that you would like to have discussed to Sue Kelly-Graham at [skelly-graham@scb.state.va.us](mailto:skelly-graham@scb.state.va.us) by December 1, 2002.

We look forward to hearing from you and appreciate your input.

**NEW!**

**LIDS CERTIFICATION/APPROVAL  
\*\* SUBMISSION DATE\*\***

Beginning the month of September, the Compensation Board (CB) has requested that all facilities' LIDS submissions be done by the 9th 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.

***NEW!***  
**SID # OVERLAP FORM**

A new SID # Overlap Form located on Page 3 was developed to help you resolve SID overlaps. It has been brought to our attention that LIDS will issue a message indicating that a SID Number that you are trying to enter in LIDS has already been assigned/utilized by another inmate/SSN. SID numbers are unique and should not be given to two different inmates/SSN. Please check your data when you receive the following form and call the jail that sent you the overlap.

Please feel free to alter the attached SID # Overlap Form to suit your needs. This electronic message provides you with the means to either e-mail or fax your detected SID overlap to the localities that are affected. We hope the form will be useful.

**(Continued on Page 3)**

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***REMINDER!***  
**Reason Confined Code 35 For Court Appearance  
(DOC INMATE)**

Several LIDS Technicians brought to our attention that they are having difficulty receiving sentencing information on DOC inmates that are being held as a material witness in jail.

LIDS requires sentencing information/disposition on sentenced inmates. LIDS provides two means of recording sentencing information: 1) Input sentence length and sentence date, OR 2) Input a disposition code and disposition date. If the DOC prisoner is being held as a material witness, you could use 'SE' State Sentence with the PRI VCC code, and input the disposition date. The disposition date would be the last date they were sentenced on a felony charge which made them 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. If the sentencing information is not available on LIDS, then it would be necessary to contact your DOC representative.

If proper paperwork is not received from DOC, the facility should obtain sentencing information from DOC. The LIDS Advisory Committee met on August 22, and Gretchen Conway of DOC agreed to find out if it is possible for the DOC Transportation Order to include sentencing information. We will keep you updated.

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***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.

# LOCAL INMATE DATA SYSTEM (LIDS) SID # OVERLAP FORM



**E-MAIL 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: \_\_\_\_\_

**FROM** Locality: \_\_\_\_\_  
 FIPS Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

.....

(EXAMPLE)	(EXAMPLE)	(EXAMPLE)	(EXAMPLE)	(EXAMPLE)	(EXAMPLE)	(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:

**REMINDER**  
**BASIC LIDS TRAINING**

The Compensation Board offers **Basic** LIDS training at the Department of General Services, 805 E. Broad Street, Basement level, Richmond, VA on the following dates:

**October 16**

**November 20**

**December 18**

**January 15**

**February 19**

**March 19**

Enter the building on the 8th Street side (construction awning over sidewalk). As you enter, go passed the snack bar, elevators are immediately on the left. Take elevator to basement. Go to glass door that says Department of General Services to be admitted to the lab.

**PLEASE BRING YOUR LIDS LOGON-ID (SCB ) AND PASSWORD TO TRAINING. Also, a photo ID is required in order to enter the building.**

***NOTE: We are currently attempting to acquire a training room at another location. We will keep you informed of the status.***

**REMINDER!**  
**OVERLAP PROBLEMS**

A LIDS Technician reported that he had to wait three days for another facility to decide whether or not to adjust the release time of an inmate. After waiting the three days and finally contacting someone at the other facility, the person he contacted refused to change the release time, even though the LIDS Technician's log showed the time the inmate was delivered to his facility. This was very frustrating and counterproductive for the LIDS Technician.

**It is very important that the commit date and time and release date and time be verified for accuracy.**

**Prompt attention to overlaps is imperative due to loss of revenue in one facility and the overpayment in another facility. This is an audit issue.**

The LIDS Advisory Committee recommended that in these type of cases each LIDS Technician should cross train a staff member on LIDS. LIDS Technicians are responsible for training other staff members. However, if it is necessary for the staff members to attend Compensation Board training, additional staff will not be reimbursed by the Compensation Board for travel expenses. Contact Sue Kelly-Graham (skelly-graham@scb.state.va.us ) or Alice Coe (acoe@scb.state.va.us) if monthly Basic LIDS training is required. Each facility's cooperation is appreciated.

**The Overlap Form can be found on Page 13-215 in the 7/1/02 LIDS Users Guide**



**UPDATED**  
**OFFICIAL VIOLENT FELONY LIST**

Effective January 1, 2003 every person arrested 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 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 has been changed to produce a report of all violent felonies requiring DNA samples to be taken., which can be found in Forms Maintenance, Option B (Offline Reports, Queries and Files), then select Option I, Inmates That Require a DNA Sample.

Below is the updated list of violent felony statutes:

**CODE SECTION**

**DESCRIPTION**

**VIOLENT FELONIES**

18.2-31	Capital murder
18.2-32	First and second degree murder
18.2-32.1	Murder of a pregnant woman
18.2-33	Felony murder
18.2-35	Voluntary manslaughter
18.2-40	Lynching by mob
18.2-41	Unlawful or malicious wounding by mob
18.2-47	Abduction and kidnapping
18.2-48	Abduction with intent to extort money or for immoral purpose
18.2-48.1	Abduction by a prisoner
18.2-49	Threatening, attempting or assisting in abduction
18.2-49.1	Withholding child out of state in violation of custody or visitation order
18.2-51	<b>Malicious</b> wounding or <b>malicious</b> bodily injury
18.2-51.1	<b>Malicious</b> wounding or <b>malicious</b> bodily injury to a law enforcement officer or firefighter
18.2-51.2	Aggravated malicious wounding or aggravated malicious bodily injury
18.2-52	<b>Malicious</b> bodily injury by means of a caustic substance
18.2-52.1	Possession of infectious biological substances or radiological agents
18.2-54.1	Administering or attempting to administer poison with intent to kill or injure another person
18.2-54.2	Adulterating food, drink, drugs, cosmetics, etc. with intent to kill or injure
18.2-58	Robbery
18.2-58.1	Carjacking
18.2-61	Rape
18.2-63	Carnal knowledge of a child between 13 and 15 years of age
18.2-64.1	Carnal knowledge of certain minors
18.2-64.2	Carnal knowledge of an inmate, parolee, probationer, detainee or pre or post trial offender
18.2-67.1	Forcible sodomy
18.2-67.2	Object sexual penetration
18.2-67.2:1	Marital sexual assault
18.2-67.3	Aggravated sexual battery
18.2-67.4:1	Infected sexual battery
18.2-67.5	Attempted rape, attempted forcible sodomy, attempted object sexual penetration, or attempted aggravated sexual battery
18.2-67.5:1	Third offense sexual battery (18.2-67.4), attempted sexual battery (18.2-67.5(C)), consensual intercourse with a child (18.2-371, or indecent exposure (18.2-387) in a ten year period
18.2-77	Arson of an <b>occupied</b> structure
18.2-79	Burning or destroying of <b>occupied</b> meeting house, etc.

**BURGLARIES**

18.2-89	Burglary
18.2-90	Entering dwelling house, etc. with intent to commit murder, rape or robbery
18.2-91	Entering dwelling house, etc. with intent to commit larceny, assault & battery or other felony
18.2-92	Breaking and entering dwelling house with intent to commit other misdemeanor

## 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/AJ	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																																
<b>Juvenile Awaiting Trial</b>																																																																							
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																														
11	J		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																											
13	J		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																									
17	J		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																							
19	J		Y	Y	Y	Y	Y		Y	Y	Y			Y	Y	Y									Y				Y	Y	Y	Y	Y													Y	Y	Y																							
<b>Juvenile - Tried - Unsented</b>																																																																							
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																							
<b>Juvenile Sentenced as an Adult - no pending charges</b>																																																																							
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																						
<b>Juvenile Sentenced as an Adult - with pending charges</b>																																																																							
63	J		Y	Y	Y			Y	Y					Y	Y		Y	Y							Y				Y	Y	Y	Y	Y															Y	Y	Y																					
<b>Adult Awaiting Trial</b>																																																																							
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																					
12	A	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																				
<b>Adult - Tried - Unsented</b>																																																																							
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																				
<b>Adult - no pending charges</b>																																																																							
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	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																			
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																			
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																			
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																			
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																				
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																			
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																			
<b>Adult - Pending Charges</b>																																																																							
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																				
53	X		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																		
59	X		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																		
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																		
<b>Adult - Miscellaneous</b>																																																																							
70	X	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																	
72	X		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																	
74	X		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																	
78	X		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																	
80	X	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																