

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

MARCH

2003

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Staff Contacts:

User Issues

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

- **Anne Wilmoth**, Information Tech. Mgr
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- **Craig Giegerich**, Systems Engineer
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Policy/Audit Issues

- **Richard Lampman**, Policy/Planning,
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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 **

4/14/03 - LIDS SUBMISSION DUE

4th Quarter Vouchers (Dec 2002 - Feb 2003)

This is the **last** quarter for FY03.

Please make sure that all submissions have been approved through February 2003



NEW!

PROCEDURES — PER DIEM REIMBURSEMENTS FOR INMATES COMMITTED TO LOCAL EMERGENCY MEDICAL AND/OR HOSPITAL

Effective April 1, 2003 the Local Inmate Data System (LIDS) will allow per diem reimbursements for inmates committed to a local emergency medical and/or hospital while in the custody of the jail.

Procedures:

- **Release** prisoner from LIDS utilizing Release Reason '**45**, to Local Emergency Medical and/or Hospital' THEN
- **Re-Book** prisoner back in LIDS the same day utilizing **New** Reason Confine Code '**37**, Held in a Local Emergency Medical and/or Hospital' until they return to the jail OR released to the community

IF Released from a Local Emergency Medical and/or Hospital' back to jail

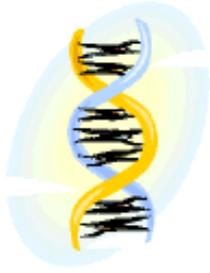
- **Release** prisoner from LIDS utilizing Release Reason '**23**, Confinement change within facility or Violated Program'
- **Re-Book** prisoner back in jail/LIDS utilizing a confinement code that applies (awaiting, sentenced or pending charges)

IF Released from a Local Emergency Medical and/or Hospital to the community

- **Release** prisoner from LIDS utilizing a release reason code that applies (see LIDS User Guide)

Reminder:

If Release Reasons 23 or 45 are utilized, as mentioned above, and you are an on-line jail, it will save time by re-booking the inmate in LIDS utilizing Option '**F**, Re-Commit No New Charges' that can be found within the Commitment Maintenance Menu.



ATTENTION!
JOB WELL DONE
REPORTED BY
FORENSIC SCIENCE



The Virginia Division of Forensic Science reported that their duplicate DNA samples have dropped from 23% most months in 2002 to 10% in January 2003 and 7.2% in February 2003. This was possible by having the LIDS DNA Sample Tracking and requiring everybody to use the system. This has helped tremendously to save time and money.

Paul B. Ferrara, Ph.D., Director, Virginia Division of Forensic Science congratulated his staff and Compensation Board staff on a job well done.

We would like to congratulate LIDS users for their dedication to ensure that DNA sampling dates are recorded in LIDS. We appreciate LIDS Users' continuous efforts and diligence in accomplishing this monumental task.



ATTENTION!!
FORENSIC SCIENCE
BUCCAL SWAB KIT INSTRUCTIONS
FOR CONVICTED FELONS



The Division of Forensic Science staff requested that the following be published:

Many of the jails have been adding arrest warrants or court orders to convicted offender buccal swab kits. Do not include these warrants or orders inside the envelope. Forensic Science sends the convicted offender samples to a contractor, and they **cannot** have any identifying information on or in their kits. They now have to open all the kits prior to sending these out to the contractor and remove all the paperwork. They still need all the submission forms filled out, but will black out the information on the outside of the envelope prior to sending them buccal swabs to the contractor.

Forensic Science asks that jails not include any paperwork inside the envelopes for **convicted felons**.

Thank you for your cooperation.



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

- **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

