

Constitutional Officer Information Network

C  I N

Budget Request Guide

Sheriffs/Regional Jail Superintendents

**Compensation Board
December 1, 2014**

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

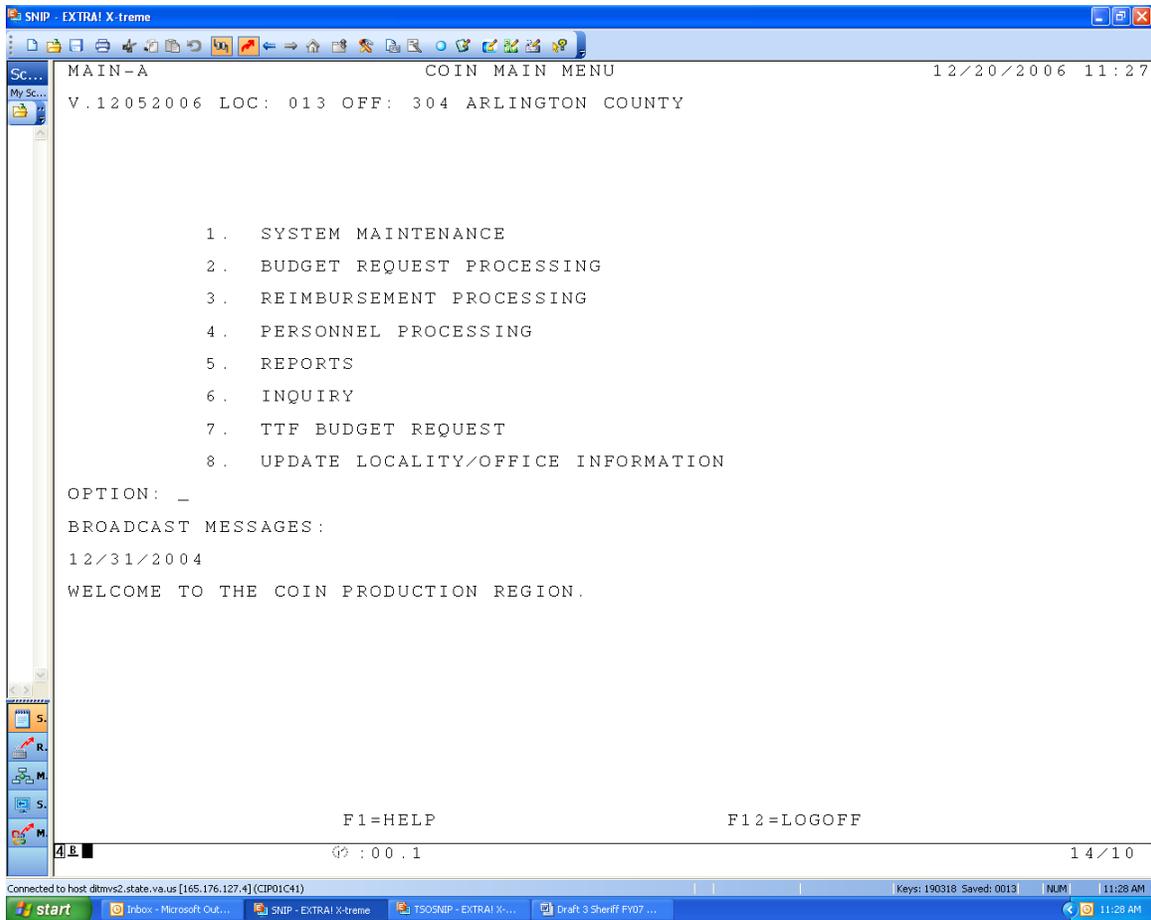
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CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)

1. COIN MAIN MENU



- **Select Option #2- “Budget Request Processing”**



2. Main Menu - Option #2, Budget Request (OLB) Menu

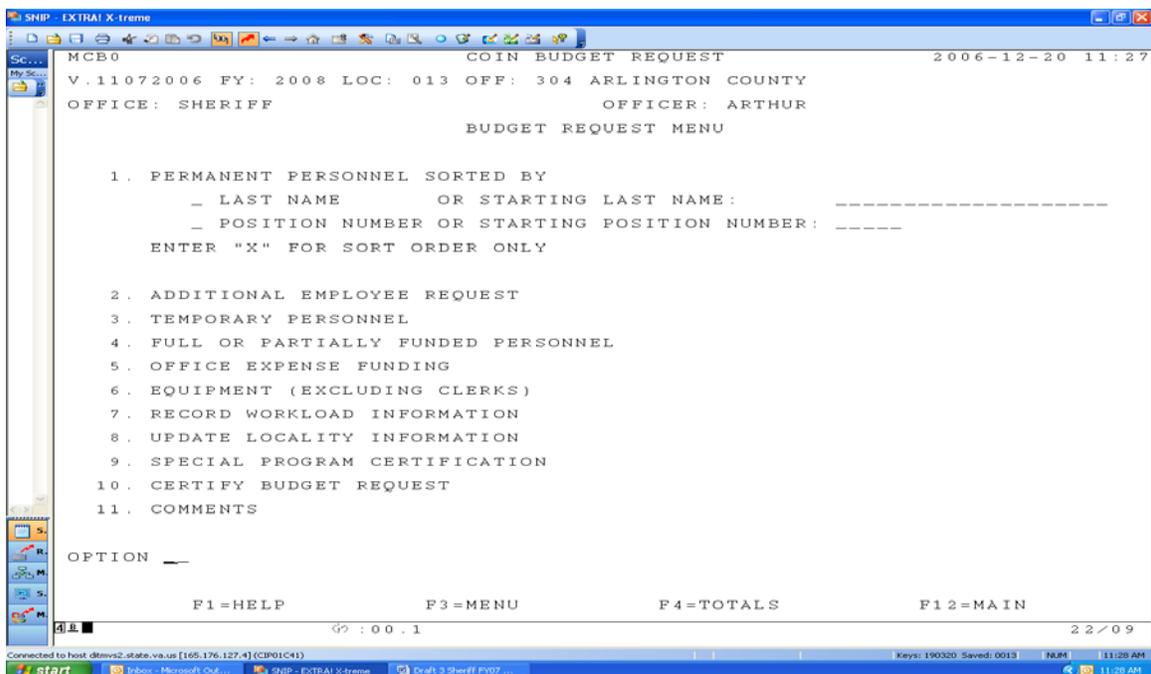
Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

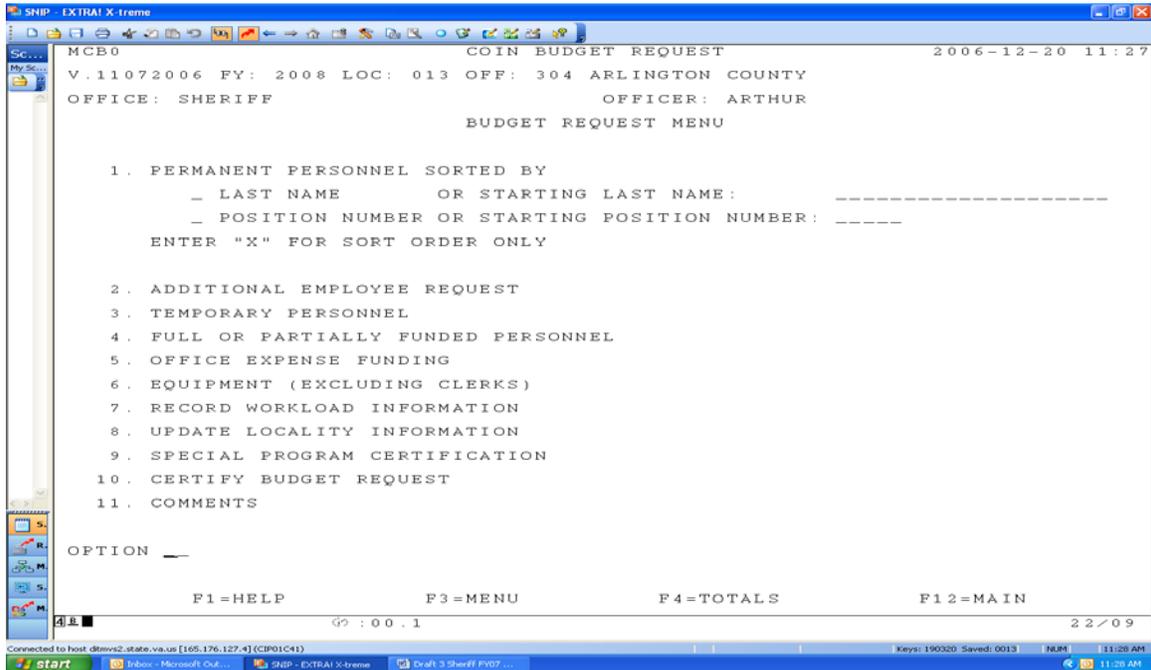
SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
 - ✓ If you wish to view a prior fiscal year's Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu – continued



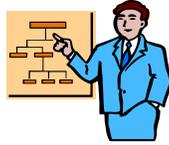
Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
 - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
 - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
 - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
 - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
 - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option'
 - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

**CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)**



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

CHG	POS	SSN	LAST NAME	FIRST NAME	ANNUAL SALARY	LOCAL SALARY	SALARY AMT REQ	SUPPL ABOVE	SALARY AMT REQ	CLASS	CLASS CHANGE
C	00002	*****2345	HERBERTSON	DANIEL	37070	3 37070	0	0	37070	CS10	-----
C	00001	*****1234	JONES	MATTHEW	57372	57372	0	0	57372	SHERC	-----
C	00003	*****3456	MORRISON	MELANIE	21338	21338	0	0	21338	SECI	-----
										TOTAL	0 0 0 3

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

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Option #1, Permanent Personnel

CHG	POS	SSN	ANNUAL LOCAL APPROVED SALARY	LAST NAME	SALARY SUPPL	FIRST NAME	SALARY AMT REQ ABOVE	CLASS	CLASS CHANGE
C	00002	*****2345	37070	HERBERTSON	0	DANIEL	0	CS10	-----
C	00001	*****1234	57372	JONES	0	MATTHEW	0	SHERC	-----
C	00003	*****3456	21338	MORRISON	0	MELANIE	0	SECI	-----
									TOTAL
									0003

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
 - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the CB annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
 - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
 - ✓ Blank Space = No CB10 action taken
 - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered in the permanent personnel screen of the budget request process prior to sign off by the officer

PROCEDURES:

Annual Approved: Supplied by CB (Can be changed by CB)

Local Salary: Enter the total salary for each position including locality supplement if applicable. If no local supplement funded press the "Enter" key and the CB Annual Approved Salary will be used.

Salary Suppl: Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement

Amt Req Above: Calculated for you = Salary Amount Requested – CB Annual Salary gives you amount requested above

Sal Amt Req: Entered by Officer or Compensation Board

Class: Supplied by system

Class Change: Enter the class you are requesting for a salary alignment for the employee currently in this position.
(Do Not Enter A CB10 for This Request)

- After all requested data has been entered, press the "Enter" key to update
- Press 'F8' to proceed to the next page
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

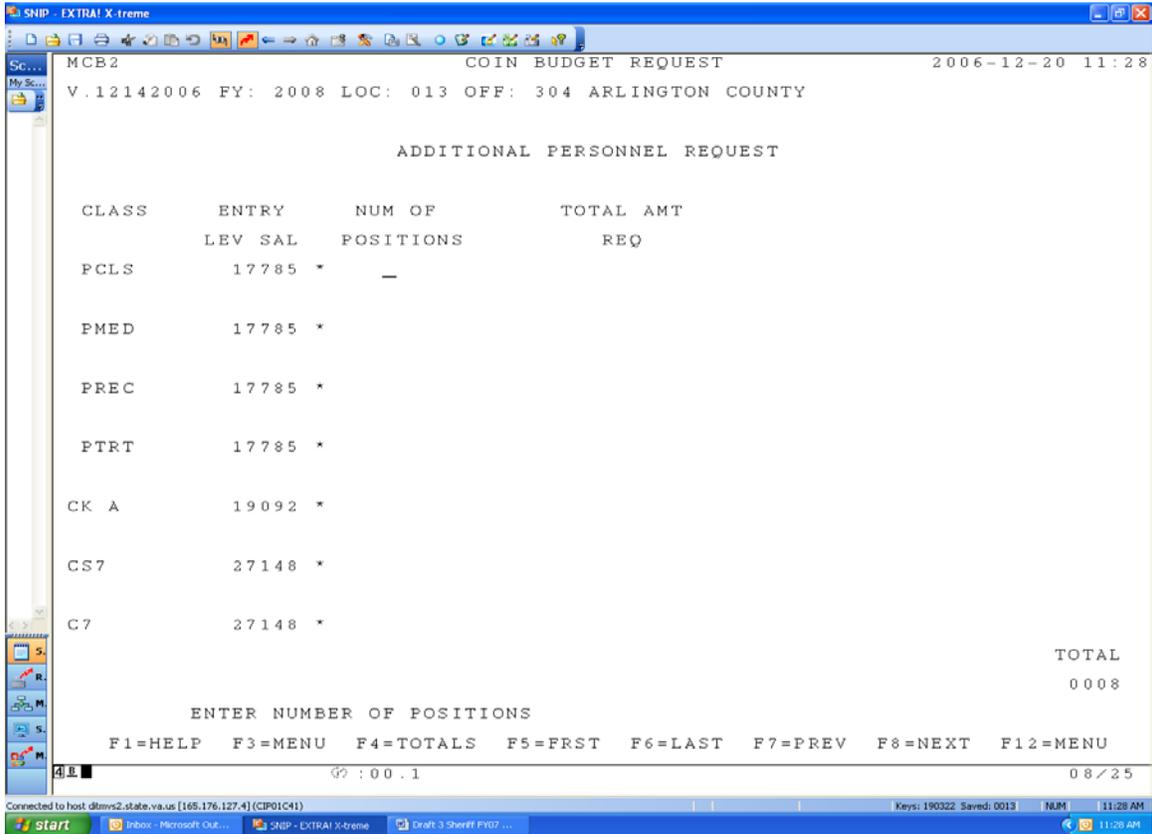
CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
PCLS	17785 *	—	
PMED	17785 *		
PREC	17785 *		
Ptrt	17785 *		
CK A	19092 *		
CS7	27148 *		
C7	27148 *		
			TOTAL
			0.008

ENTER NUMBER OF POSITIONS
 F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
 08 / 25

Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- ‘Number of Positions’ fields **are required**, you must enter a ‘0’ or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY16, as they were in FY15, based upon the request and in accordance with the Compensation Board’s staffing standards
- Valid CB Class must be entered; salary request must be between minimum and maximum of pay band of class requested.

Option #2, Additional Personnel Request



Procedures:

- Class:** Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see salary scale in the appendix
- Entry Level** Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
- Number of Positions:** Enter the number of positions you are requesting
- Blank Fields (Other)** Enter Class, Salary and number of positions requested

- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #2, Additional Personnel Request

SHERIFF'S

MCB2 COIN BUDGET REQUEST 2006-12-20 11:28
 V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
PCLS	17785 *	-	
PMED	17785 *		
PREC	17785 *		
Ptrt	17785 *		
CK A	19092 *		
CS7	27148 *		
C7	27148 *		
			TOTAL
			0008

ENTER NUMBER OF POSITIONS
 F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
 G9 : 00 . 1 08 / 25

SUPERINTENDENT'S

MCB2 COIN BUDGET REQUEST 2006-12-06 11:11
 V.11292006 FY: 2008 LOC: 450 OFF: 304 RAPPAHANNOCK SEC CTR

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
R C7	27148 *	-	
R CKA	19092 *		
RPCLS	17785 *		
RPMED	17785 *		
RPREC	17785 *		
RPTRT	17785 *		
RSEC1	19092 *		
			TOTAL
			0007

ENTER NUMBER OF POSITIONS
 F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
 G9 : 00 . 1 08 / 25

Note: Regional Jail Superintendent Positions all begin with the letter “R” to denote Regional Jail positions



5. Option #3, Temporary Personnel Fund Request

Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

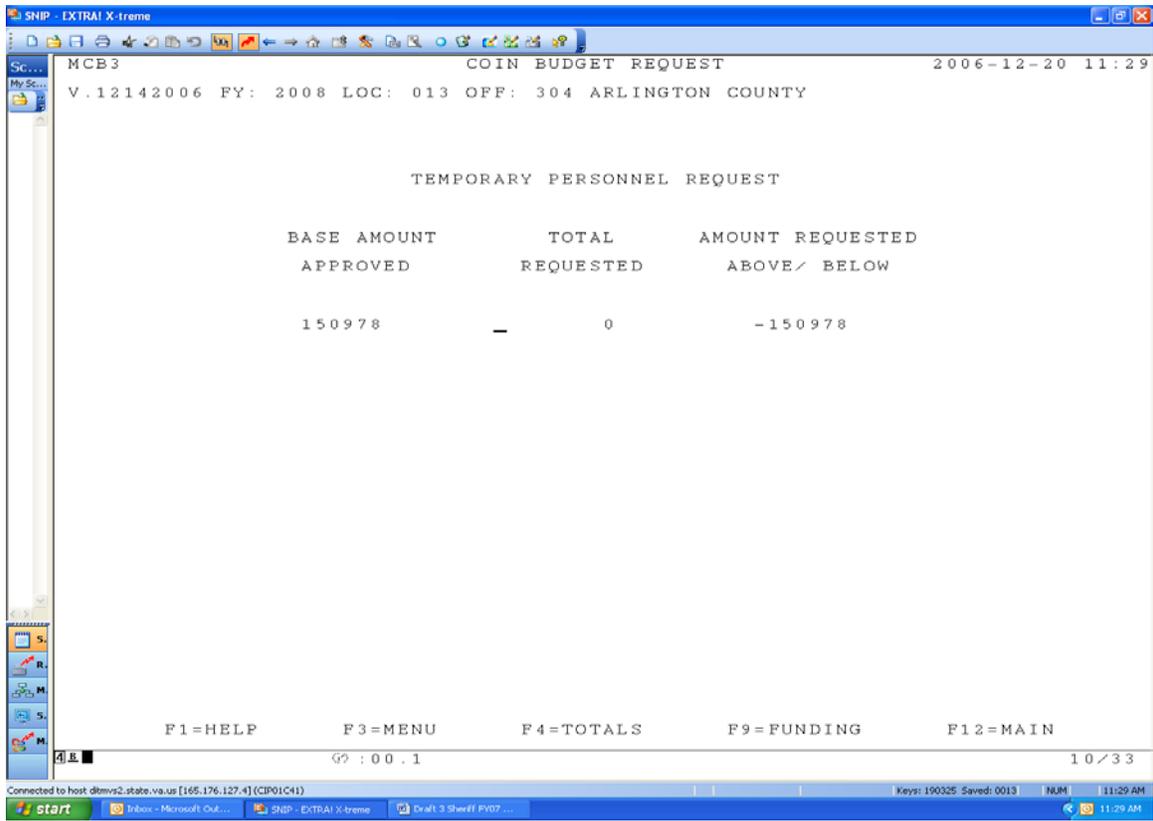
TEMPORARY PERSONNEL REQUEST		
BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW
150978	— 0	-150978

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
 - ✓ If no additional funds are needed above the 'Base Amount Approved', enter in the 'Base Amount Approved' as your total request for Temporary Personnel
 - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request

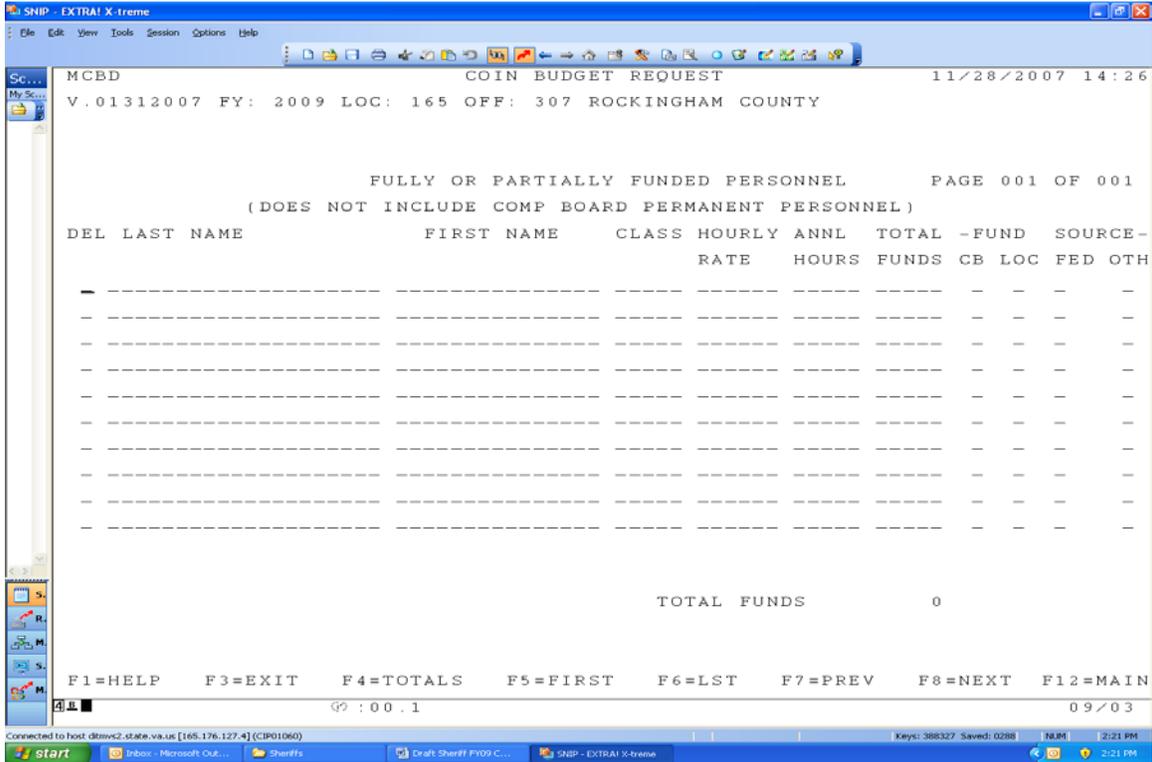


Procedures:

Base Amt Approved: Supplied by COIN
Total Req: Enter your 'Total Request' for temporary funding
Amt Req Above/Below: This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #4, Fully Or Partially Funded Personnel



Procedures:

- Del:** Enter 'D' to delete entry
- Last Name:** Enter the employee's last name; if Vacant, type "Vacant"
- First Name:** Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
- Class:** Enter the employee's class (Does not have to be a CB classification)
- Hourly Rate:** Enter the employee's hourly wage rate
- Annl Hours:** Enter the total number of hours worked annually
- Tot Funds:** This field will be calculated for you
- CB:** Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
- Loc:** Enter "X", if employee is partially or fully funded by the Locality
- Fed:** Enter "X", if employee is partially or fully federally funded
- Other:** Enter "X", if employee is partially or fully funded by other sources

- Press the "Enter" key after completing the information requested
- Press 'F8' for next blank page when applicable
- Press 'F3' to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

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MCB5 COIN BUDGET REQUEST 12/20/2006 11:30
V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

OFFICE EXPENSE FUNDING REQUEST

STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES

          BASE AMT      TOTAL      AMT REQ
          APPROV      REQ      ABOVE/
                                     BELOW

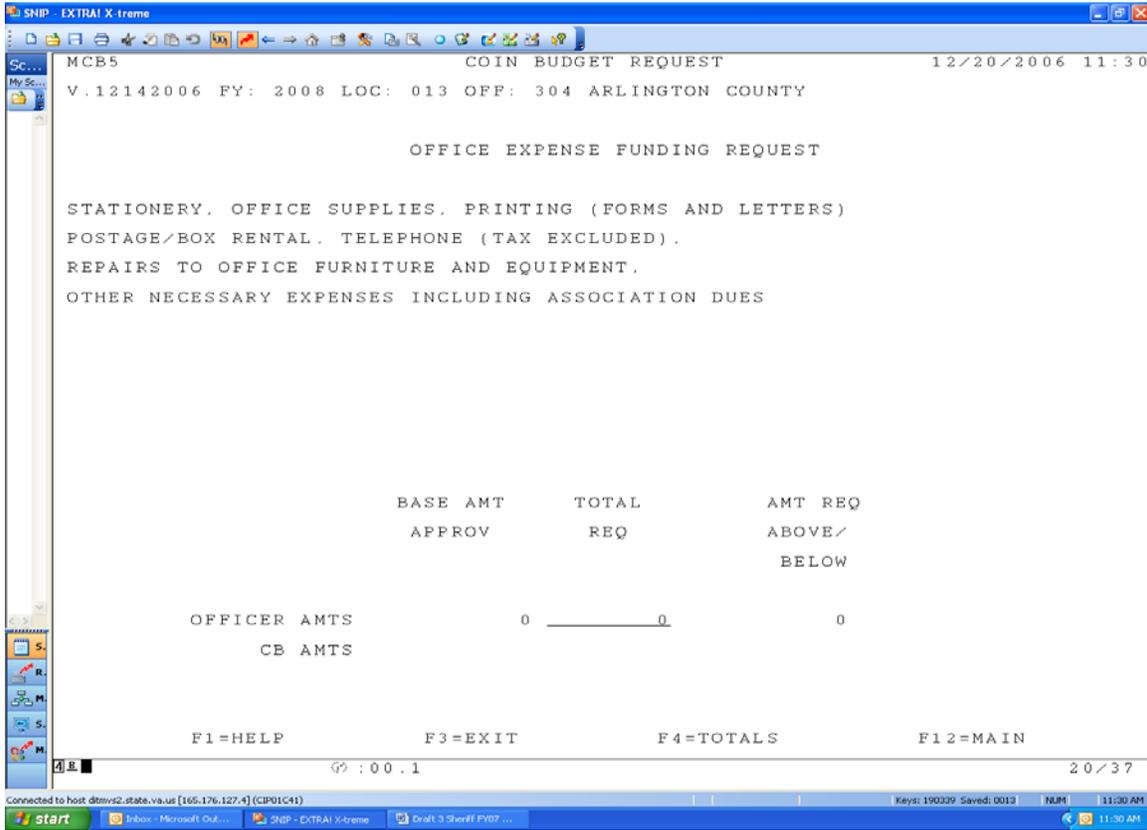
OFFICER AMTS          0          0          0
   CB AMTS

F1=HELP          F3=EXIT          F4=TOTALS          F12=MAIN
    
```

Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
 - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
 - ✓ Check the supplied amount to the original Compensation Board approved Budget, or CB approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding



Procedures:

- Press the “TAB” key to go to the next field of entry

Base Amt Approved:	Supplied by COIN
Total Request:	Enter your ‘Total Request’ for office expense funding
Amt Req Above/Below:	This field will be calculated for you

- Press the “Enter” key after completing the information requested
- Press ‘F3’ to exit the screen to the Budget Request Menu
- Press ‘F4’ to display “Totals” for your office



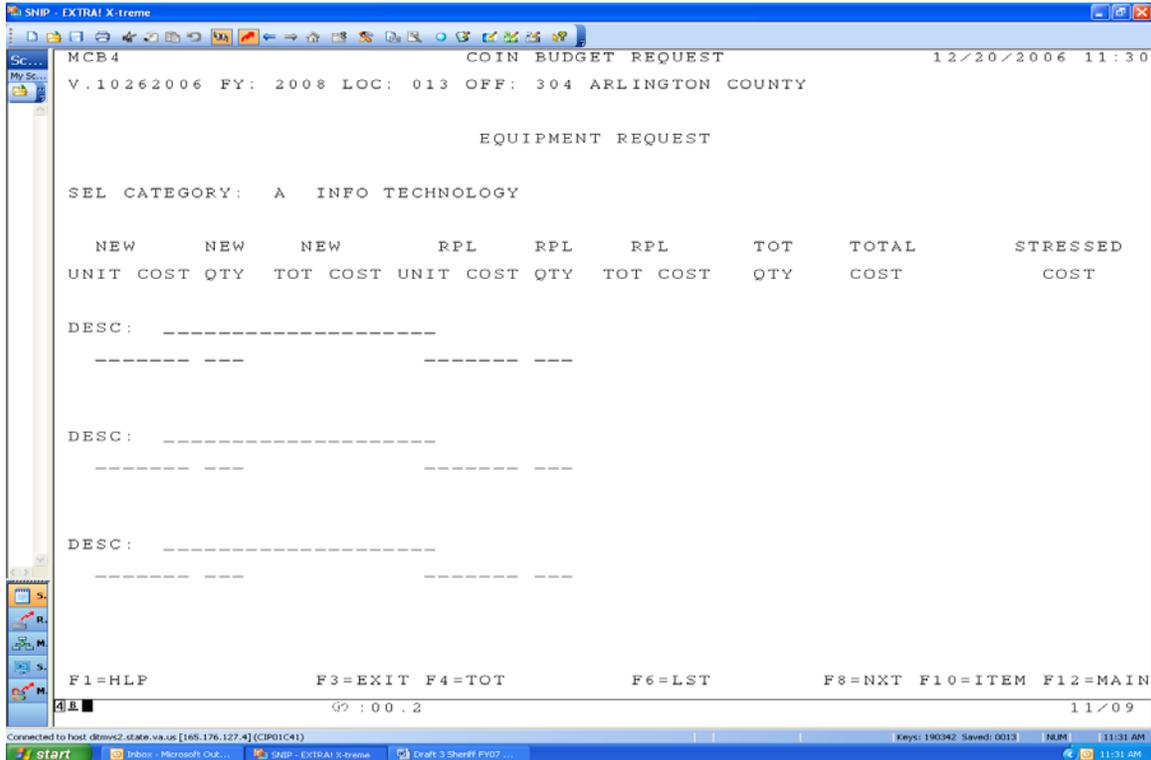
8. Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment



SNIP - EXTRA! X-treme

MCB4 COIN BUDGET REQUEST 12/20/2006 11:30

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

NEW	NEW	NEW	RPL	RPL	RPL	TOT	TOTAL	STRESSED		
UNIT	COST	QTY	TOT	COST	UNIT	COST	QTY	TOT	COST	COST
DESC: -----										

DESC: -----										

DESC: -----										

F1=HLP F3=EXIT F4=TOT F6=LST F8=NXT F10=ITEM F12=MAIN

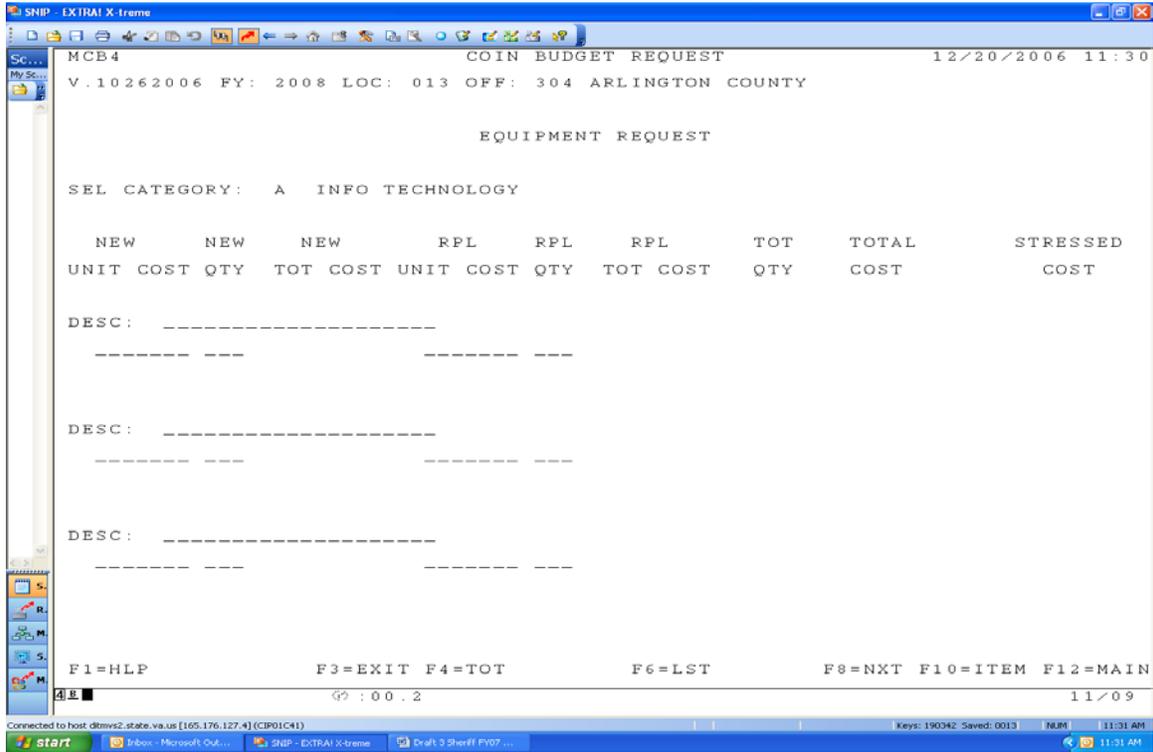
11/09

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Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6, Equipment



Procedures:

- User will select and enter the equipment category they wish to request
 - ✓ Category 'A', IT Equipment
 - ✓ Category 'B', Office Equipment
 - ✓ Category 'C', Furniture
 - ✓ Category 'D', Radio Equipment (Sheriffs with Law Enforcement only)
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

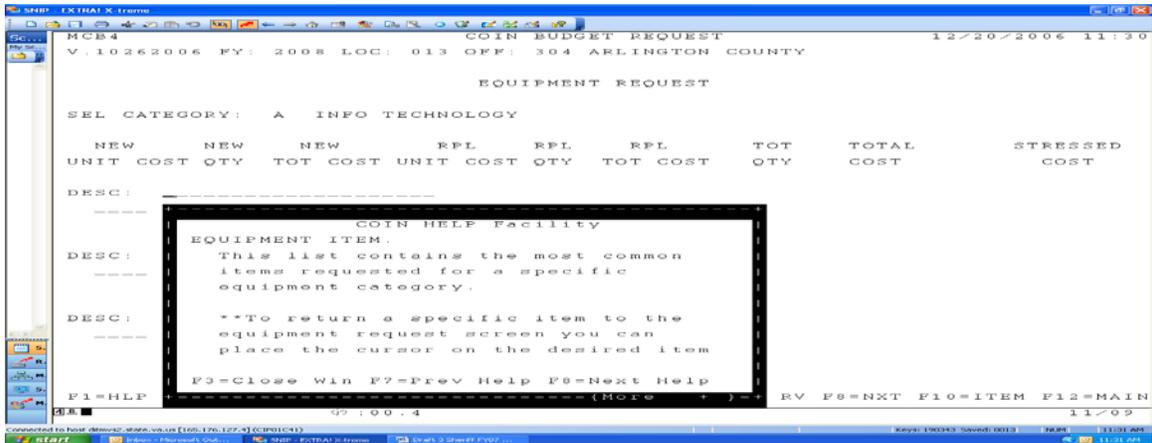
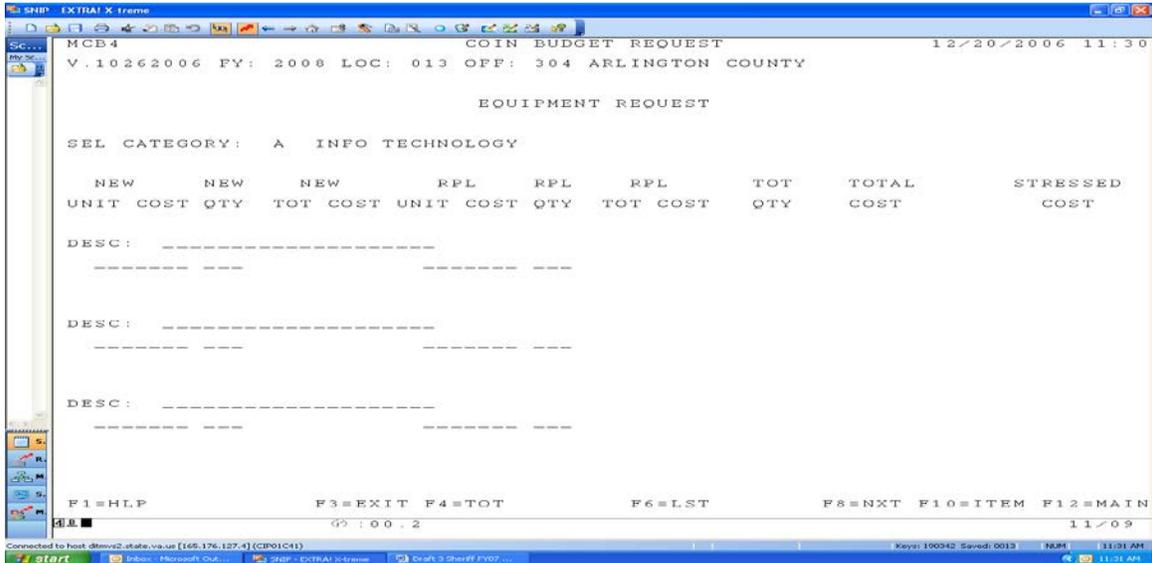
Desc:	List requested equipment
New Unit Cost:	Enter unit cost of the New equipment requested
New Qty:	Enter the quantity here, if this is New equipment not presently owned
New Total Cost:	Calculated
RPL Unit Cost:	Enter unit cost of the Replacement equipment requested
RPL Qty:	Enter the quantity here, if this is Replacement equipment for existing equipment being replaced
RPL Total Cost:	Calculated
Total Qty:	Calculated (New + Replacement)
Total Cost:	Calculated (New + Replacement)
Stressed Cost:	Calculated (See Operating Manual)

- Press the "Enter" key after all required information has been entered
- Press '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- Press '**F3 = Exit**' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category A – Information Technology (IT) Equipment



Help Pop-Up Screens - Within Alpha Data Fields (Resqportal only)

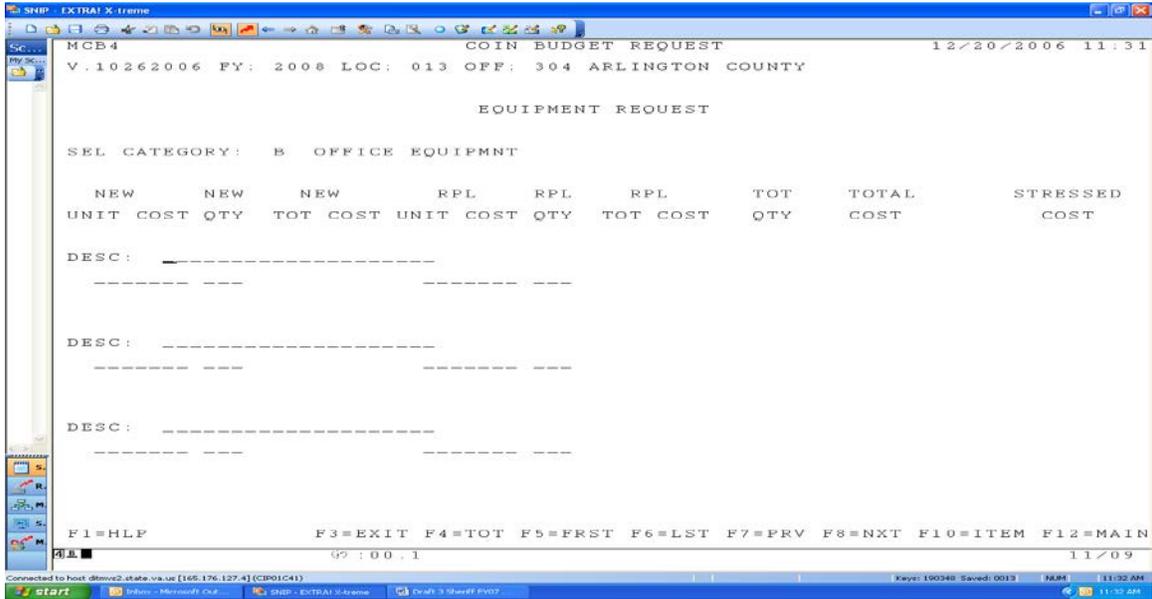
This option is used to select pre-defined equipment from the list.

- Utilize **'F1= Help'** in any blank data field if you need help with a COIN data field
- Utilize **'F3 =Exit'** to close the help window
- Utilize **'F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories
- Utilize **'F17 = Substitute Value'** ('Shift + F5'), to replace a blank field with a selected value within the help screen. Using your arrow keys, place the cursor under the 1st position of your selection and press F17.

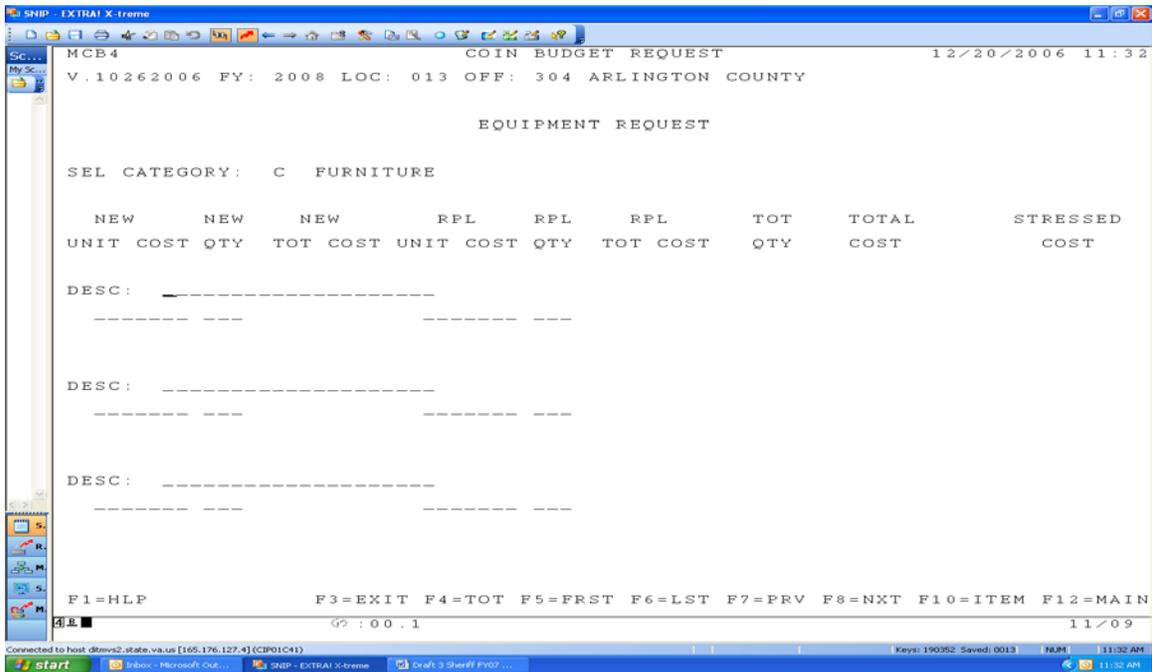
Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category B – Office Equipment



Category C – Furniture Equipment



Option #6, Equipment

SHERIFF'S

Category D - Radio Equipment

**THIS SECTION APPLIES TO SHERIFFS
WITH LAW ENFORCEMENT
RESPONSIBILITIES ONLY**

MCB4 COIN BUDGET REQUEST 12/20/2006 11:32

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: D RADIO EQUIPMENT

NEW	NEW	NEW	RPL	RPL	RPL	TOT	TOTAL	STRESSED
UNIT	COST	QTY	TOT	COST	QTY	TOT	COST	COST
DESC: -----								

DESC: -----								

DESC: -----								

F1=HLP F3=EXIT F4=TOT F5=PRST F7=PRV F10=ITEM F12=MAIN

4 B : 00.1 11/09

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9. Option #7, Record Workload Information

Purpose

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

The screenshot shows a terminal window titled 'VITA2 Joan' with the following text:

```
MCB6 COIN BUDGET REQUEST 11/26/2013 14:56
V.11052008 FY: 2015 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION

SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:

1. MONTHLY
2. QUARTERLY
3. ANNUALLY

CALENDAR YEAR: 2013

OPTION: _

F1=HELP F3=MENU F4=TOTALS F12=MAIN
```

At the bottom of the window, it says 'Connected to dltms2.state.va.us port 23' and '22/10 FHM 14:56:54 BDM-3278-2 - CIP00C8'.

- In January 2015 offices must record one full year of workload data for Calendar Year (CY) 2014
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year**
- Select 'Option 3' and press the "Enter" key to proceed to the next screen
- The Workload Measures screens must be processed and an amount must be entered for each workload measure for the most recent ending calendar year
 - ✓ The screens will also display the amounts for the previous two calendar years and an average will also be displayed for papers received.
 - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
 - ✓ **Do Not Leave Blanks** or the system will default the item to zero
- Press the "Enter" key after all requested information has been entered
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F12=Main' to return to the COIN Main Menu
- The following pages display the individual Workload Measures by program that must be completed

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

RECORD WORKLOAD INFORMATION - ANNUALLY		2011	2012	2013
1. CIVIL	CALENDAR YEAR			
	SUBPOENAS RECEIVED	12470	13657	13657
	JURY SUMMONS RECEIVED	0	0	
	CRIMINAL WARRANTS RECEIVED	7217	7187	7187
	DMV NOTICES RECEIVED	341	259	259
	LEVIES RECEIVED	95	82	82
	OTHER CIVIL PROCESS RECEIVED	7106	8858	8858
2. INMATES				
	INMATE TRANSPORTS OTHER THAN TO LOC CRTS	15	26	26
	MENTAL PATIENT TRIPS WITHIN JURISDICTION	114	197	197
	MENTAL PATIENT TRIPS OUT OF JURISDICTION	60	42	42
	EXTRADITIONS COMPLETED	80	87	87
	FED PRISONER DAYS	0	0	
	FED PRISONER AMT PER DAY	0	0	

F1=HELP F3=MENU F8=NXT F12=MAIN

1. CIVIL NOT APPLICABLE FOR REGIONAL JAILS

- 1a. SUBPOENAS RECEIVED:** Enter the number of subpoenas received.
- 1b. JURY SUMMONS RECEIVED:** Enter the number of jury summons received.
- 1c. CRIMINAL WARRANTS RECEIVED:** Enter the number of criminal warrants received.
- 1d. DMV NOTICES RECEIVED:** Enter the number of DMV notices received.
- 1e. LEVIES RECEIVED:** Enter the number of levies received.
- 1f. OTHER CIVIL PROCESS RECEIVED:** Enter the number of civil process received.

The Virginia Sheriff's Association recommended changes to the staffing standards for allocation of positions and the Compensation Board approved the following:

- Change in Data collection from "papers served" to "papers received"
- Change from one year's data to a 3-year average of papers **received** to moderate unusual data fluctuations
- Addition of hours for in-jurisdiction (3 hours) and out of Jurisdiction (4 ½ hours) to be added for court services deputies.
- Moratorium on the position reallocation policy until such time as the 3 years of "papers received" data is available.

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #7, Record Workload Information

MCBH-A COIN BUDGET REQUEST 11/26/2013 15:39
V.11052013 FY: 2015 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY
CALENDAR YEAR 2011 2012 2013

	2011	2012	2013
1. CIVIL			
SUBPOENAS RECEIVED	19161	20602	20602
JURY SUMMONS RECEIVED	103	65	65
CRIMINAL WARRANTS RECEIVED	1514	1497	1497
DMV NOTICES RECEIVED	0	0	
LEVIES RECEIVED	232	138	138
OTHER CIVIL PROCESS RECEIVED	7443	7369	7369
2. INMATES			
INMATE TRANSPORTS OTHER THAN TO LOC CRTS	1911	1800	1800
MENTAL PATIENT TRIPS WITHIN JURISDICTION	242	310	310
MENTAL PATIENT TRIPS OUT OF JURISDICTION	232	280	280
EXTRADITIONS COMPLETED	169	171	171
FED PRISONER DAYS	1499	1382	1382
FED PRISONER AMT PER DAY	91	91	91

F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to ditmvs2.state.va.us port 23 7/63 NUM 15:39:32 IBM4-3278-2 - CIP0067F

2. INMATES (REQUIRED FOR REGIONAL JAILS)

2a. INMATE TRANSPORTS: Enter the number of trips to transport inmates to doctor, hospital, courts outside jurisdiction, other jails, Department of Corrections. **Do not** include transports to court in your jurisdiction.

2b. MENTAL PATIENT TRIPS WITHIN JURISDICTION: Enter the number of trips to transport mental patients within jurisdiction.

2c. MENTAL PATIENT TRIPS OUT OF JURISDICTION: Enter the number of trips to transport mental patients out of jurisdiction.

2d. EXTRADITION COMPLETED: Enter the number of trips for Extraditions completed.

2e. FED PRISONER DAYS: Enter the number of Federal prisoner days, charged/sentenced, violation of U.S. Code.

2f. FED PRISONER AMT: Enter the amount charged per prisoner day (dollars and cents e.g. \$30.00) to house Federal prisoner

**CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #3 Annual**

SHERIFF'S - Annually

```

MCBH-B                               COIN BUDGET REQUEST                    11/26/2013 15:39
V.11052013 FY: 2015 LOC: 013 OFF: 307 ARLINGTON COUNTY

                RECORD WORKLOAD INFORMATION - ANNUALLY
                CALENDAR YEAR                2011    2012    2013
3.  CIRCUIT COURT
    CIRCUIT COURT DAYS                657     685   685
    AVG NUM CIRCUIT JUDGES              3         3     3
4.  GENERAL DISTRICT COURT
    GENERAL DISTRICT CT DAYS           702     775   775
    AVG NUM GEN DIST CT JUDGE          3         3     3
5.  JUVENILE AND DOMESTIC RELATIONS COURT
    JDR COURT DAYS                     407     409   409
    AVG NUM JDR JUDGES                  2         2     2
    
```

F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN

Connected to ddbms2.state.va.us port 23 7:63 NUM 15:39:51 BR4-3278-2 - CP0007E

NOTE: NOT APPLICABLE FOR REGIONAL JAILS

COURT ROOM SECURITY/COURT DAYS

Clarification regarding all court days – If court is convened multiple times in one day in the same courtroom, this is one court day. If court is convened multiple times in one day in separate courtrooms, these are separate court days. If a court day lasts 12 hours, it is still considered 1 court day and not two (there is no 8 hour duration specification).

3. CIRCUIT COURT

3a. CIRCUIT COURT DAYS: Enter the total number of court days of Circuit Court.

3b. AVG NUM CIRCUIT CT JUDGES: Enter the average number of Circuit Court judges regularly sitting in your jurisdiction.

4. GENERAL DISTRICT COURT

4a. GENERAL DISTRICT CT DAYS: Enter the total number of court days of General District Court.

4b. AVG NUM GEN DIST CT JUDGES: Enter the average number of General District Court judges regularly sitting in your jurisdiction.

5. JUVENILE AND DOMESTIC RELATIONS COURT

5a. JDR COURT DAYS: Enter the total number of court days of Juvenile and Domestic Relations court.

5b. AVG NUM JDR JUDGES: Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

```

MCBI-B COIN BUDGET REQUEST 11/26/2013 15:40
V.12102008 FY: 2015 LOC: 013 OFF: 307 ARLINGTON COUNTY
RECORD WORKLOAD INFORMATION - FTE TOTALS
APRIL (BEFORE ALLOCATIONS)
LAW ENFORCEMENT
POPULATION POSITIONS DUE DUE ADD REQUEST DUE ADD ADJ NEW RATIO
-----
COURT SERVICE
PROCESS COURT NEED REQUEST
HOURS HOURS POSITIONS POSITIONS ADD NEW
4945 20432 18 14.50 -3.50 0
-----
MENTAL HEALTH TRANSPORTATION
TOTAL ***IN JURISDICTION*** *OUT OF JURISDICTION*
HOURS HOURS TRIPS HOURS TRIPS
2190.0 930.0 310 1260.0 280
-----
TOTAL POSITIONS
CURRENT NEED ADD ADJ NEED %
18 14.50 0.00 -3.50 -19.44
F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F7=PREV F12=MAIN
    
```

This screen shows:

Law Enforcement

- Population- Fiscal year population used for staffing as provided by Weldon Cooper
- Positions- The number of full-time positions currently in the office
- Due- The number of positions the office should have based on the workload data entered
- Due Add- The number of positions the office is “due” based on the difference between “Law Enforcement positions” and “Law Enforcement Positions Due”
- Due Add Adj.- An adjustment of Additional Due
- Request New- The number of positions requested by the officer
- Ratio- Population divided by the number of law enforcement positions

Court Service

- Process Hours- The number of hours calculated to process papers received
- Court Hours- The number of hours used to calculate how many court services positions are needed
- Positions- The number of full-time court services positions currently in the office
- Need Positions- The number of positions the office should have based on the workload data entered
- Add- The number of additional positions the office is “due” based on the difference between court services positions and court services positions needed
- Request New- The number of positions requested by the officer

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

```

MCBI-B                               COIN BUDGET REQUEST                               11/26/2013 15:40
V.12102008 FY: 2015 LOC: 013 OFF: 307 ARLINGTON COUNTY
RECORD WORKLOAD INFORMATION - FTE TOTALS
APRIL (BEFORE ALLOCATIONS)
LAW ENFORCEMENT

POPULATION    POSITIONS    DUE          DUE          DUE          REQUEST
              POSITIONS    ADD          ADD          ADD          NEW          RATIO
-----
PROCESS       COURT        POSITIONS    POSITIONS    ADD          REQUEST
HOURS         HOURS       18           14.50        -3.50        NEW
4945          20432
-----
TOTAL        ***IN JURISDICTION***   *OUT OF JURISDICTION*
HOURS        HOURS       TRIPS        HOURS        TRIPS
2190.0       930.0       310         1260.0       280
-----
CURRENT      NEED        ADD          ADJ          NEED %
18           14.50      0.00        -3.50        -19.44

F1=HELP  F2=AUTH BUDGET  F3=MENU  F4=TOTALS  F7=PREV          F12=MAIN
    
```

Total Positions

- Current- Total number of positions (both law enforcement and court services) currently in the office
- Need- Total number of positions the office should have
- Add- Number of positions that should be added
- Adj.- The difference between “Current” and “Need”
- Need %- The percentage of need for your office based on the workload data that was entered

All information is provided for you by COIN, based on the workload data entered during the budget request process

Staffing Standards

These staffing standards, recommended by the Virginia Sheriff's Association and approved by the Compensation Board, may not reflect all duties performed by the Sheriff. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Sheriffs perform additional duties at their discretion or provide other services not required by state law. The number of Compensation Board-funded positions due in a specific Sheriff's office is based upon duties required by law to be performed by the Sheriff, or duties which nearly all Sheriffs perform.

In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Sheriff as part of the Compensation Board's annual budget process.
2. The position requested must perform only statutorily prescribed duties for the Sheriff's office.
3. The Sheriff's office must have a personal computer, be connected to the city/county system, or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriff's Association (VSA) to determine the appropriate level of Compensation Board-funded staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.

The Compensation Board uses U.S. Census data found at <http://www.census.gov/> or data provided by the Weldon Cooper Center for Public Service, University of Virginia, located at <http://www.coopercenter.org/demographics/>.

The methodology used to determine appropriate staffing levels in each Sheriff's office was developed by the VSA and adopted by the Compensation Board.

Staffing Standards, continue

Law Enforcement. One deputy per 1500 population, as set out in § 15.2-1609.1, Code of Virginia. A minimum of five (5) deputies is allocated for any county where the sheriff provides the majority of law enforcement services, as set out in the Virginia Acts of Assembly (2010 Appropriation Act).

Court Services. The minimum number of deputies fixed for service of process is based upon a three (3) year average of papers **received**, to be served as follows:

- Six (6) papers served per hour in all cities and in counties with a population of 100,000 and above;
- ***Five (5) papers served per hour in counties with a population of 100,000 and above;**
- Three (3) papers served per hour in counties with a population of 70,000 to 99,999;
- Two (2) papers served per hour in counties with less than 70,000 population and 1,750 hours per year of available time per deputy;
- ***One (1) and ½ papers served per hour in counties with less than 10,000 population;**
- Three (3) hours per in jurisdiction mental health transport; and
- Four (4) and ½ hours per out of jurisdiction mental health transport.
- 1,750 hours per year of available time per deputy.

Additional **jail deputies** for new jail construction or expanded jail capacity are allocated based on the Department of Corrections (DOC) staffing study recommendation, and a maximum ratio of one (1) jail deputy for every three beds of operating capacity (or the request of the Sheriff, whichever is less). The DOC determines operational capacity. No additional jail deputies shall be provided to a local jail in which staffing exceeds the ratio of 1:3 unless the jail is deemed overcrowded. Overcrowding, for staffing purposes only, is defined as when the annual average daily population exceeds the operational capacity. In a jail experiencing overcrowding, the Compensation Board, upon the request of the Sheriff, may allocate one (1) additional jail deputy for every five average daily prisoners above operational capacity.

***Changes effective 12/2012**



10. Option #8 – Update Locality Information

Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

```

Copy of VITA2 - Rick - EXTRA! X-treme
File Edit View Tools Session Options Help
MCS2 COIN BUDGET REQUEST 12/01/2009 16:36
V.10272009 FY: 2011 LOC: 001 OFF: 307 ACCOMACK COUNTY

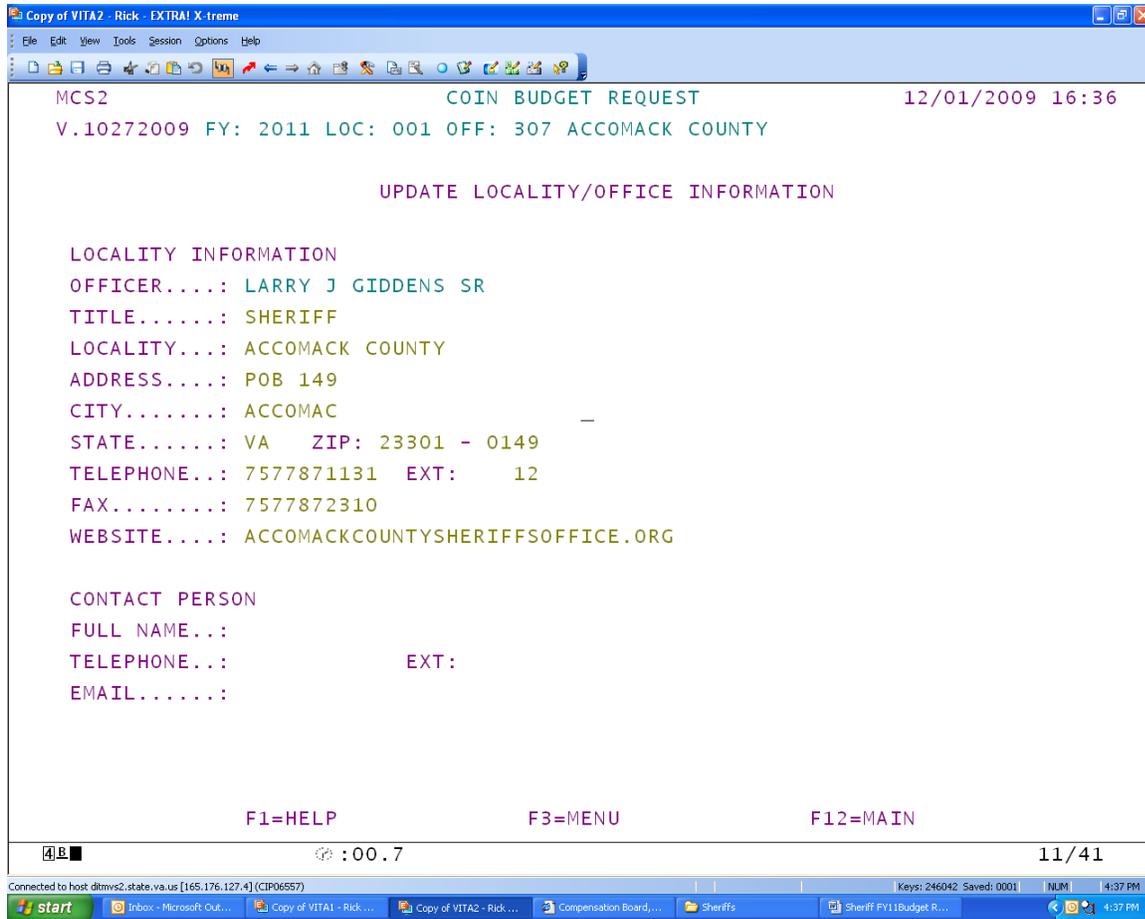
UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER....: LARRY J GIDDENS SR
TITLE.....: SHERIFF
LOCALITY...: ACCOMACK COUNTY
ADDRESS...: POB 149
CITY.....: ACCOMAC
STATE.....: VA ZIP: 23301 - 0149
TELEPHONE..: 7577871131 EXT: 12
FAX.....: 7577872310
WEBSITE....: ACCOMACKCOUNTYSHERIFFSOFFICE.ORG

CONTACT PERSON
FULL NAME..:
TELEPHONE..: EXT:
EMAIL.....:

F1=HELP F3=MENU F12=MAIN
11/41
Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP06557)
Keys: 246042 Saved: 0001 INUM1 4:37 PM
start Inbox - Microsoft Out... Copy of VITA1 - Rick... Copy of VITA2 - Rick... Compensation Board... Sheriffs Sheriff FY11Budget R... 4:37 PM
    
```

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #8 – Update Locality Information

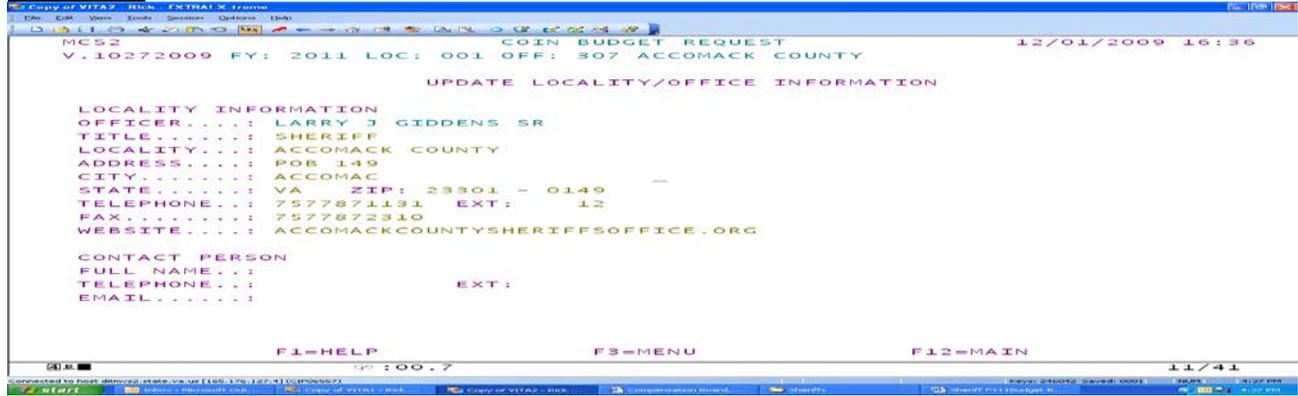


Helpful Hints:

- Enter the SCB USERID of the person completing the specified task, then depress the “enter” key to auto-fill the name associated with this USERID
- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Budget Contact- office contact for current budget request submission
- Personnel Contact- office contact for personnel questions (CB10s)
- Reimbursement Contact- office contact for reimbursement information
- These contacts may be the same or different employee(s)
- Cannot update any contact information fields until the SCB USERID is entered

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #8 – Update Locality Information

Procedures:



This screen is used to update the address, website address, phone, and fax numbers for your office. Please also provide the primary contact person, his/her phone number and, an email address so that we may contact you directly should there be questions regarding your budget.

To change the information currently displayed on the screen type over the information and depress the “enter” key. You will receive an update confirmation message.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

Officer Name:	For display purposes only (will change when personnel action has been entered)
Title:	For display purposes only.
Locality:	Enter the locality name. If the locality field includes the officer’s title, please remove it so it only shows the locality name, including distinction between city or county (see example).
Address:	Enter the correct mailing address for your office (street number or P O Box)
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
Telephone:	Enter the Correct Phone number for your office.
Fax #:	Enter the Correct Facsimile number for your office.
Website:	Enter the correct website for your office.
Contact Person:	Type the first and last name of the contact person for the Budget request
Telephone: Ext:	Type the phone number and ext of the contact person for the budget request.
Email:	Type the email address of the contact person for the budget request.

3. Press the “ENTER” key, when you have corrected or completed the information requested
4. Press ‘F3 =Exit’ to exit the screen to budget request menu

NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.

Update Officer and/or County/City Administrator Email Address
(Compensation Board Website www.scb.virginia.gov)

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
 - a. <http://www.scb.virginia.gov/cbemail1.cfm>
 - b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
 - c. Enter you Office Code -307 (Sheriff)
 - d. County/City Administrators enter office code -**100**
 - e. Click '**SUBMIT**'
 - f. To add a new email address Click '**ADD EMAIL ADDRESS**'
 - g. To delete an email address, click on the email address to be deleted and click '**DELETE**'
 - h. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'



11. Option #9, Special Program Certification

Purpose

To certify special programs, which exist in your office. These screens are used to certify that officers and employees who are eligible to receive or maintain up to a 9.3% salary increase.

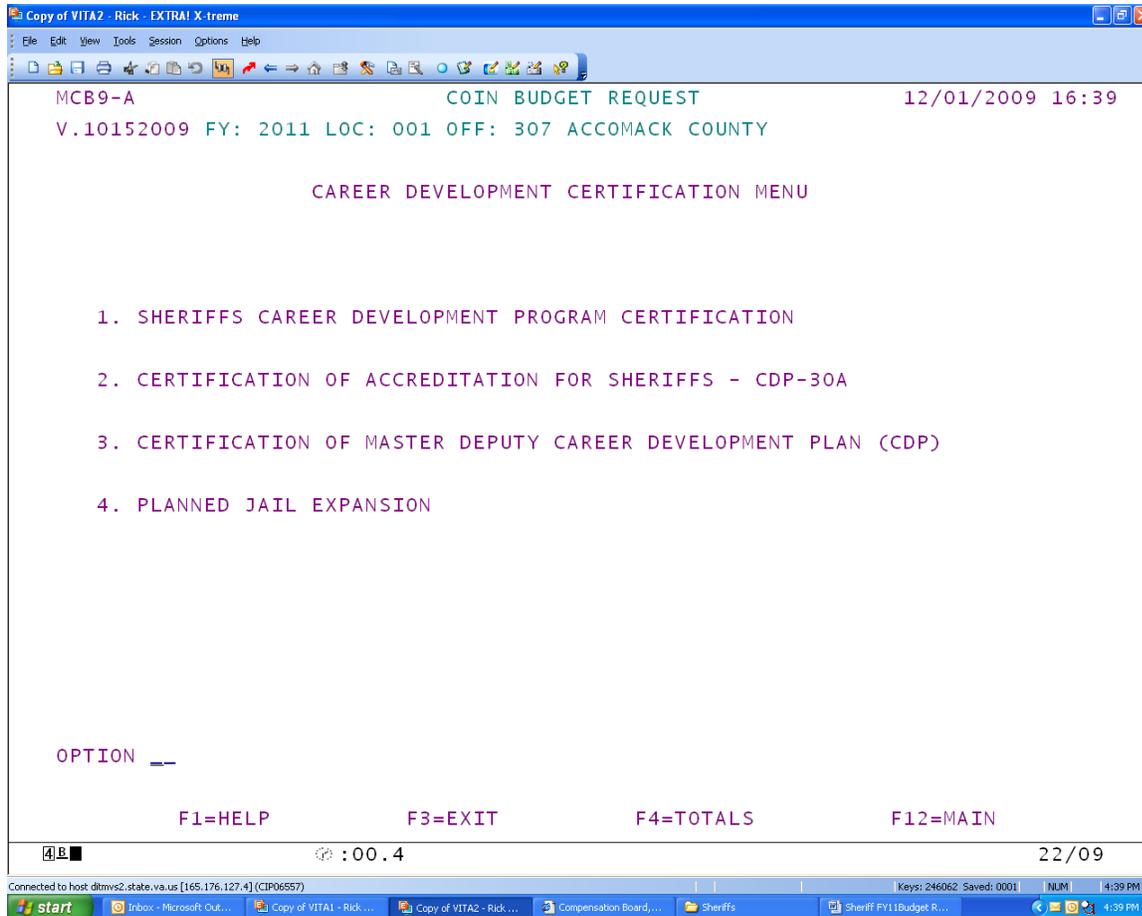
Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
✓ Enter the Officer's SCB USERID as the Approval User-ID
- Sheriff's select option 1 if your office meets all of the minimum criteria for the Certification program or option 2 if your office meets all of the minimum criteria for the Accreditation program.
- Both Sheriff's and Regional Jail Superintendent's must select option 3 if your deputies meet the criteria for the Master Deputy Program, even if your office is not currently funded for the Master Deputy program.

SHERIFF'S and REGIONAL JAIL SUPERINTENDENT'S



- Option #1 Sheriffs Career Development Program Certification
- Option #2 Certification of Accreditation for Sheriffs
- Option #3 Certification of Master Deputy Career Development Plan
- Option #4 Planned Jail Expansion

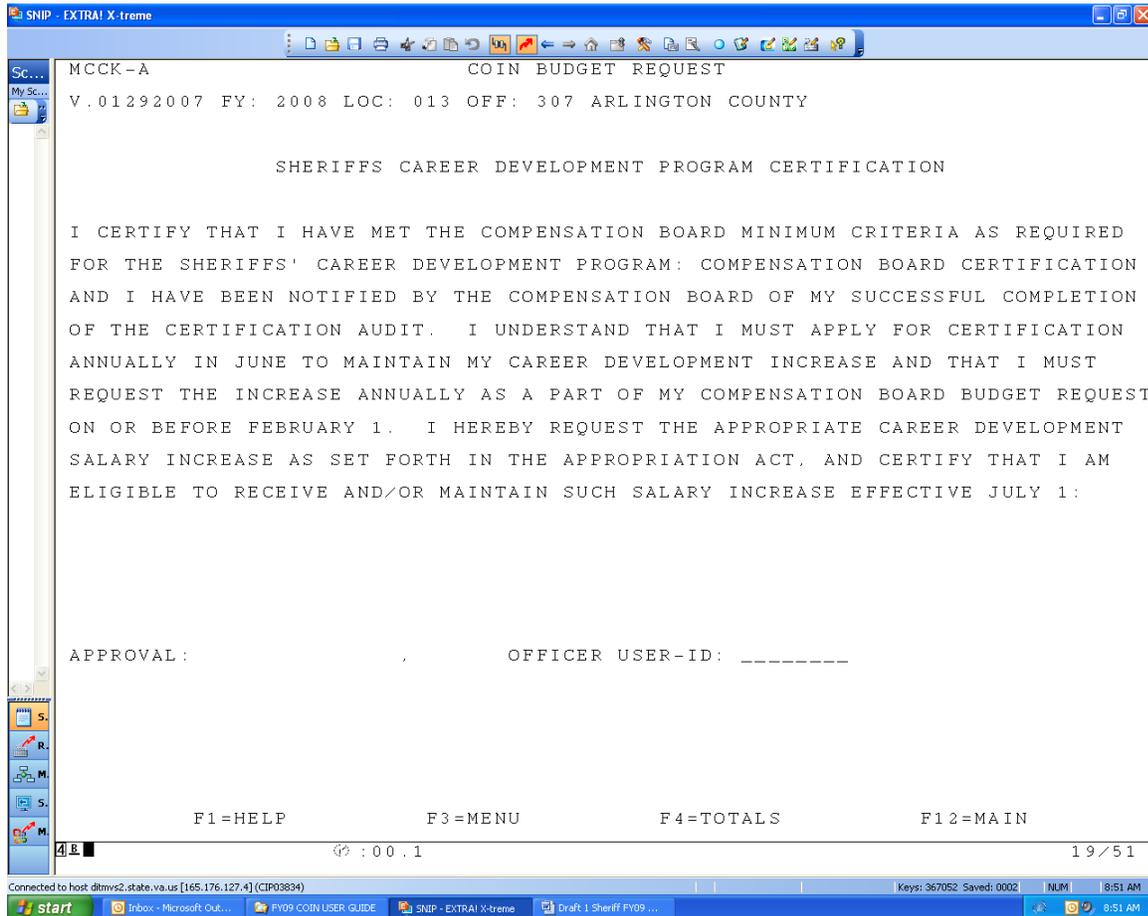
Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)

Screen 1 of 1

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)



Procedures:

- Read the Sheriff's Certification Screen and if you comply with the certification statement,
- Enter the Officer's SCB USERID on the line provided
- Press the "enter" key

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 1 of 4

MCCC-A COIN BUDGET REQUEST 12/20/2006 11:37
V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF ACCREDITATION FOR SHERIFFS (CDP-30A)

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

A. I HAVE COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT TRAINING IN CALENDAR YEAR YYYY . OR. THE FOLLOWING MEMBERS OF MY STAFF COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT TRAINING IN CALENDAR YEAR YYYY . (EFFECTIVE NOVEMBER 1, 2006)

SSN:	LAST NAME:	FIRST NAME ATTENDED:	HRS	DATE
-----	-----	-----	-----	MM / DD / YYYY
-----	-----	-----	-----	MM / DD / YYYY
-----	-----	-----	-----	MM / DD / YYYY
-----	-----	-----	-----	MM / DD / YYYY

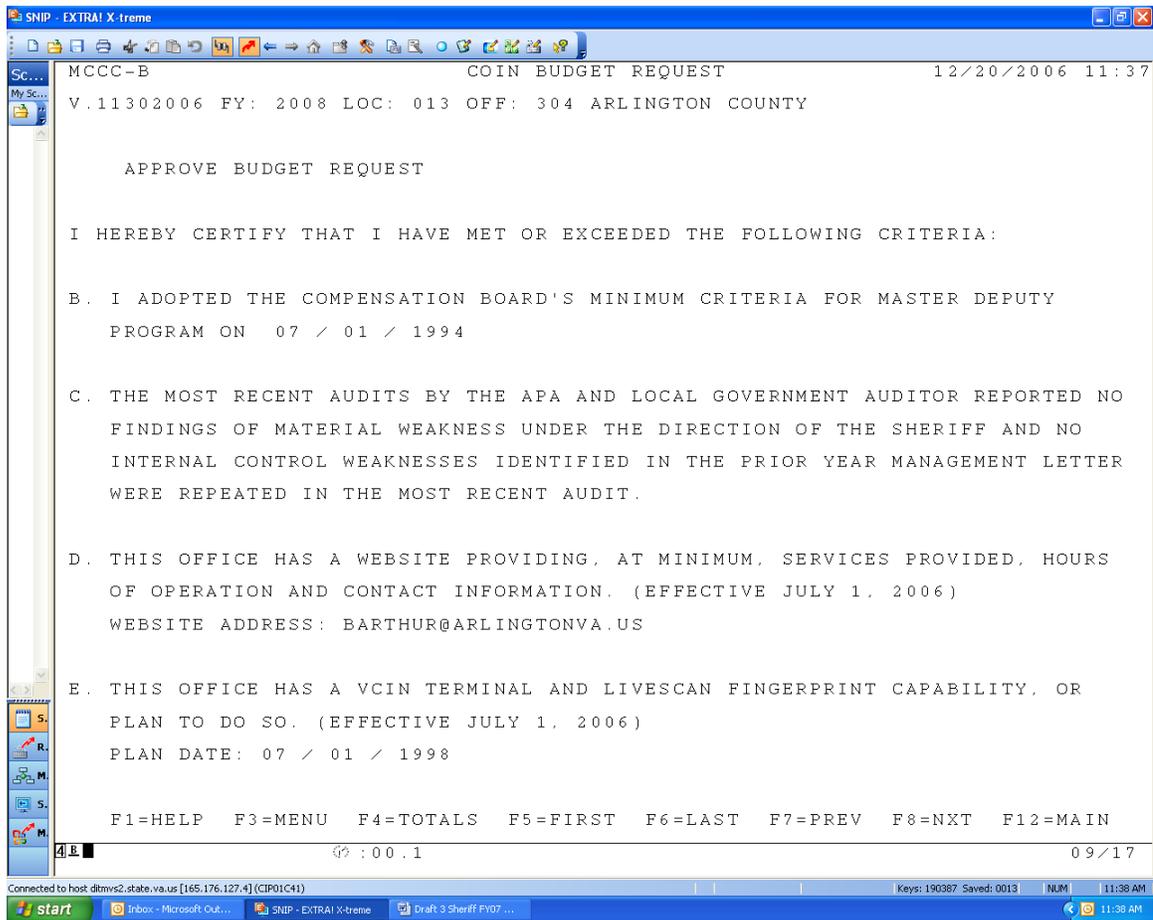
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

09/32
00.1

Procedures:

- Enter the Last name, First name, the class attended, the number CLE hours associated with the training and the date of the class. (Enter 2 numbers for the Month, 2 numbers for the day and 4 numbers for the year).
- **Note:** If the Officer does not meet **all** the criteria of the Accreditation Program please do not enter information on this screen, even if someone from your office attended the training, as the system will not allow you to certify “N” for NO when information has been entered in any of the fields.

Option #9 Special Program Certification Option #2 Certification of Accreditation for Sheriffs (Sheriffs only) Screen 2 of 4



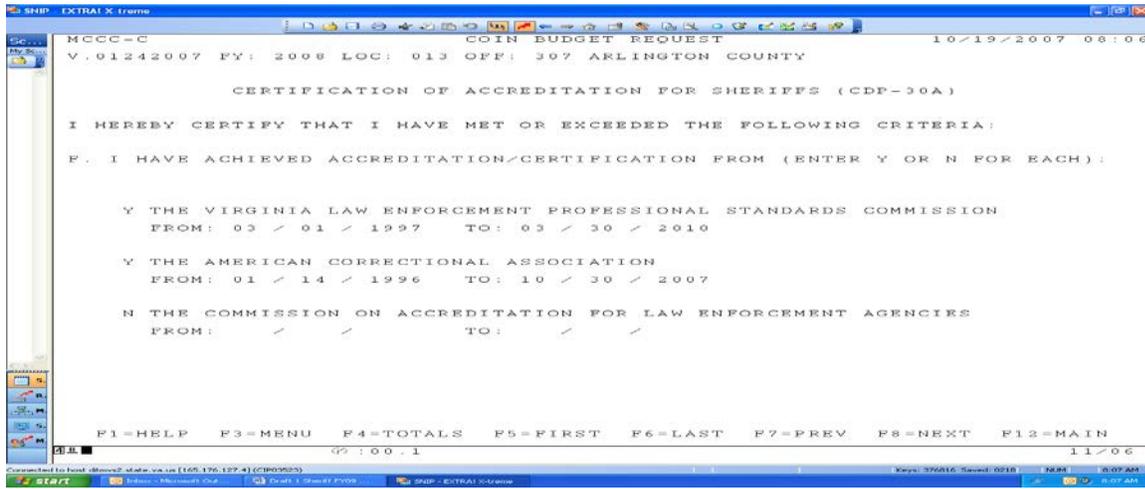
Procedures – continued

- B. Type the month, day and year (enter 2 numbers for the month and day, and 4 numbers for the year) that your office adopted the minimum criteria of the Master Deputy Program
- D. Type the website address that meets the minimum criteria
- E. Type the planned date (enter 2 numbers for the month and day, and 4 numbers for the year) to have a VCIN and/or Live Scan fingerprint capability for your office.

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

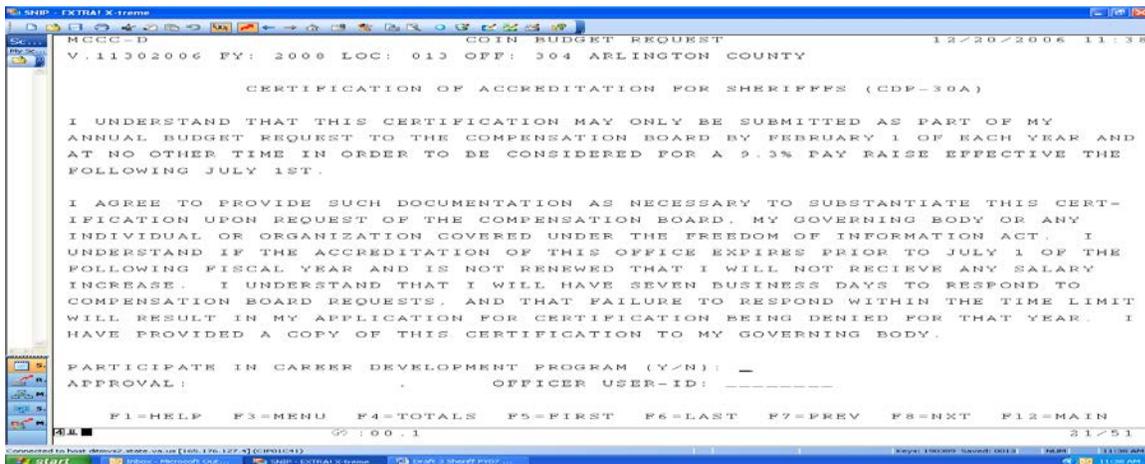
Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 3 of 4



- Enter “Y” or “N” for each item
- Enter date of accreditation/certification with the accrediting agency for each “Y”
- If answering Y, the date must be entered for at least one agency.

Screen 4 of 4



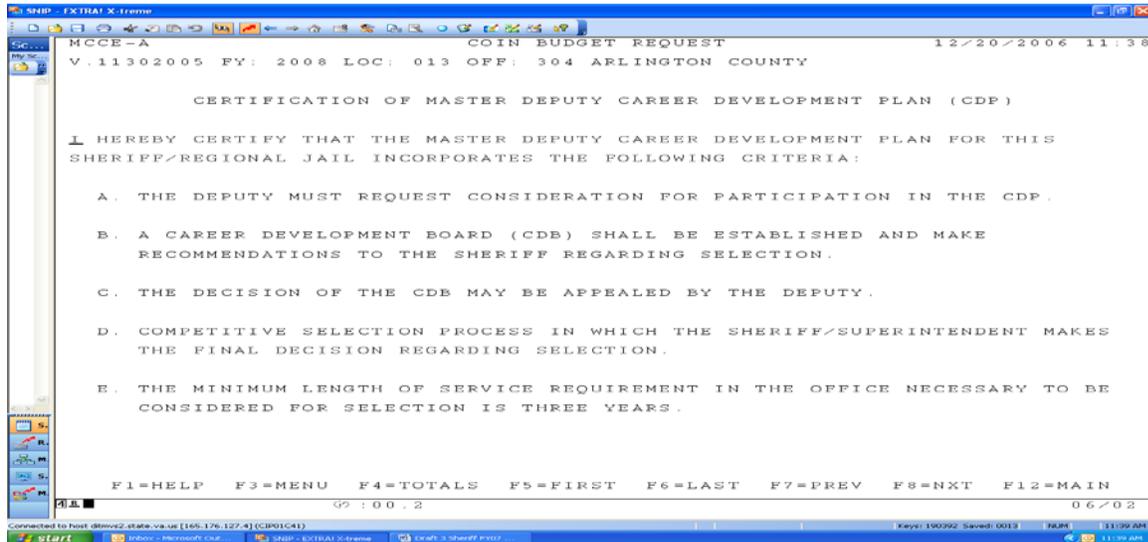
- Enter a “Y” or “N” for participation in career development program
Use the officer’s SCB USERID to signoff. All Offices must certify ‘Y’ for Yes or ‘N’ for No on this screen. This screen verifies that you or your staff actually read this certification.
- **Note:** The system will not allow you to certify “N” for NO if you have entered information on any of the previous screens.
- All fields

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

Option 3 Certification of Master Deputy Career Development Plan (Sheriffs and Regional Jail Superintendents)

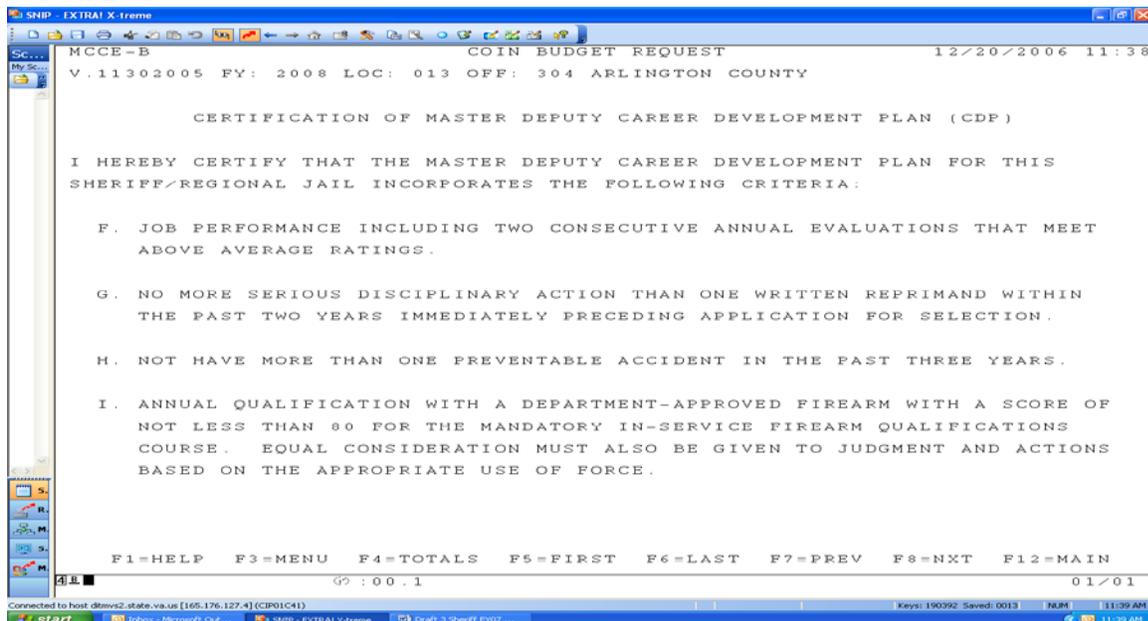
- Read all screens to determine compliance

Screen 1 of 7



Read and then press “F8” to proceed to the next screen

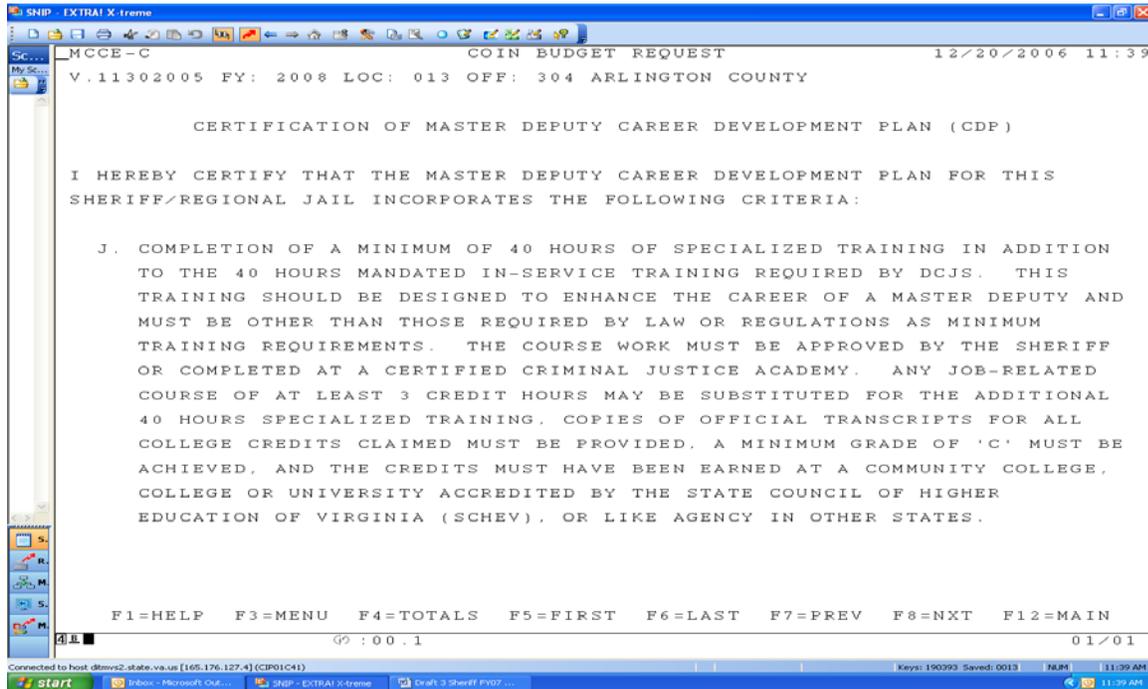
Screen 2 of 7



Read and then press “F8” to proceed to the next screen

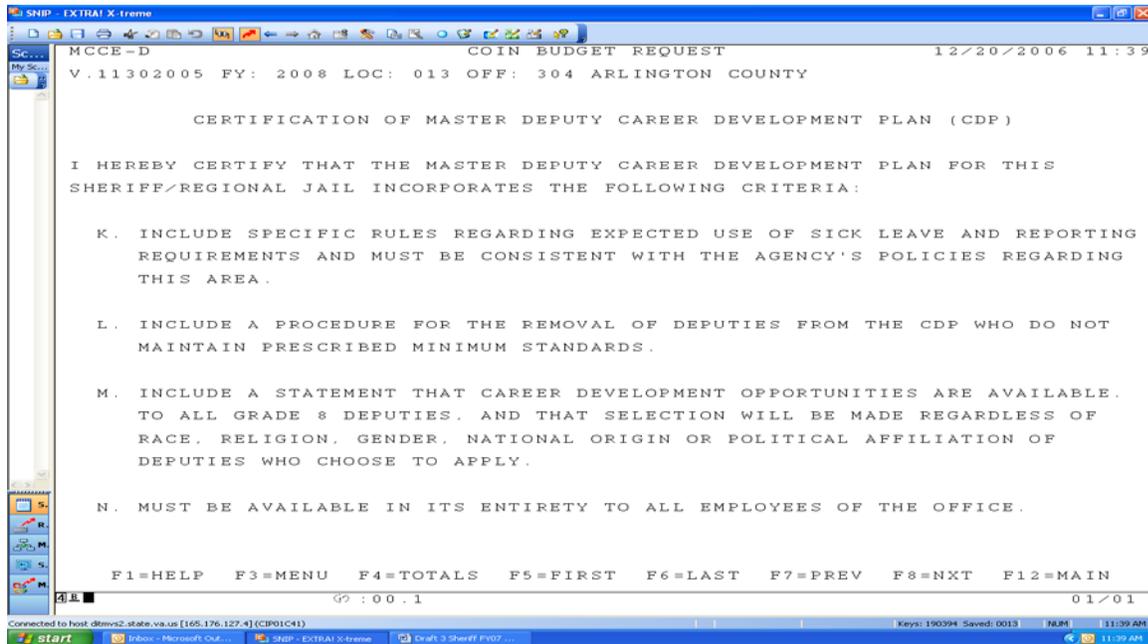
Option #9 Special Program Certification

Screen 3 of 7



Read and then press “F8” to proceed to the next screen

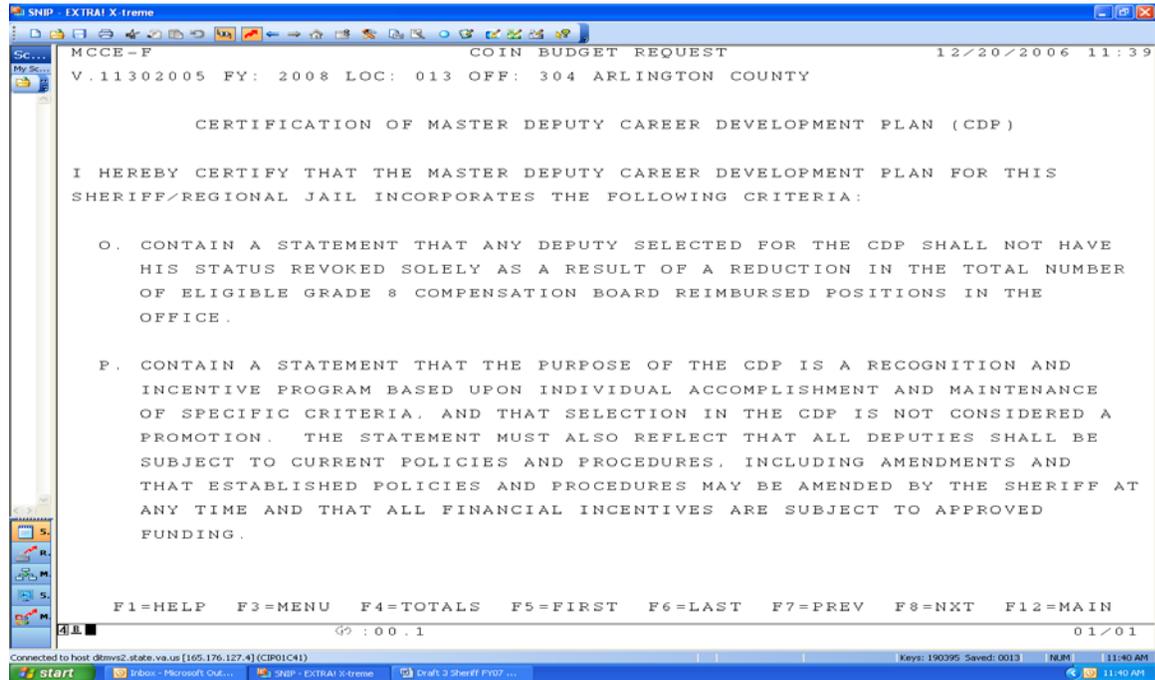
Screen 4 of 7



Read and then press “F8” to proceed to the next screen

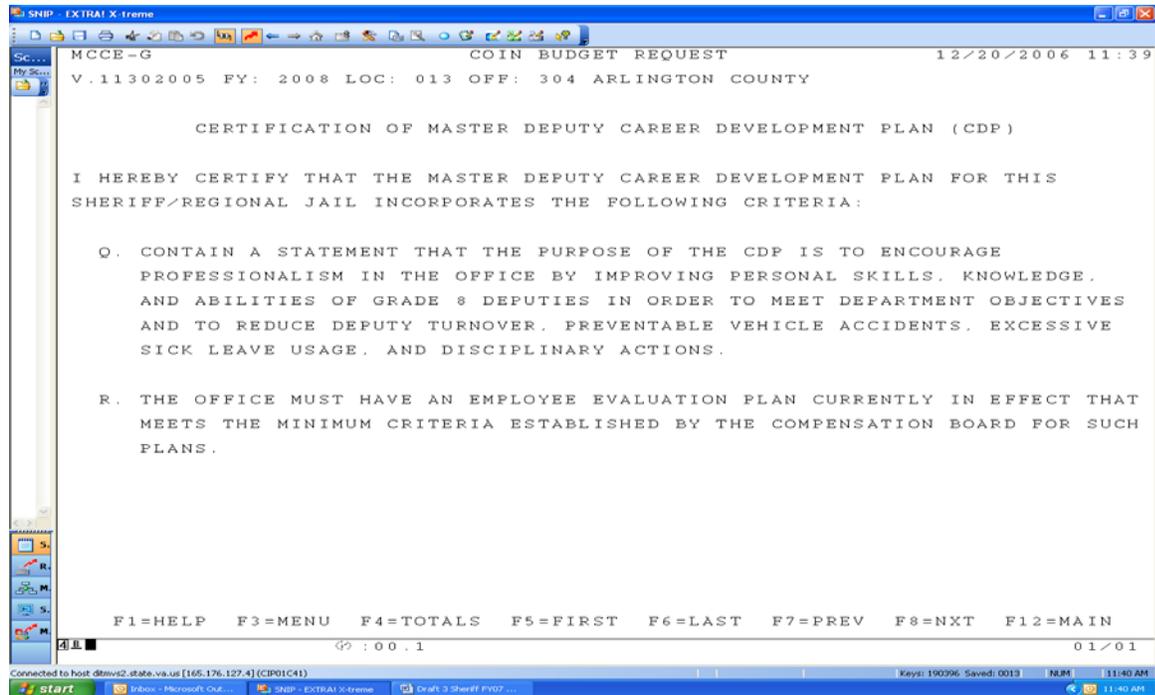
Option #9 Special Program Certification

Screen 5 of 7



Read and then press “F8” to proceed to the next screen

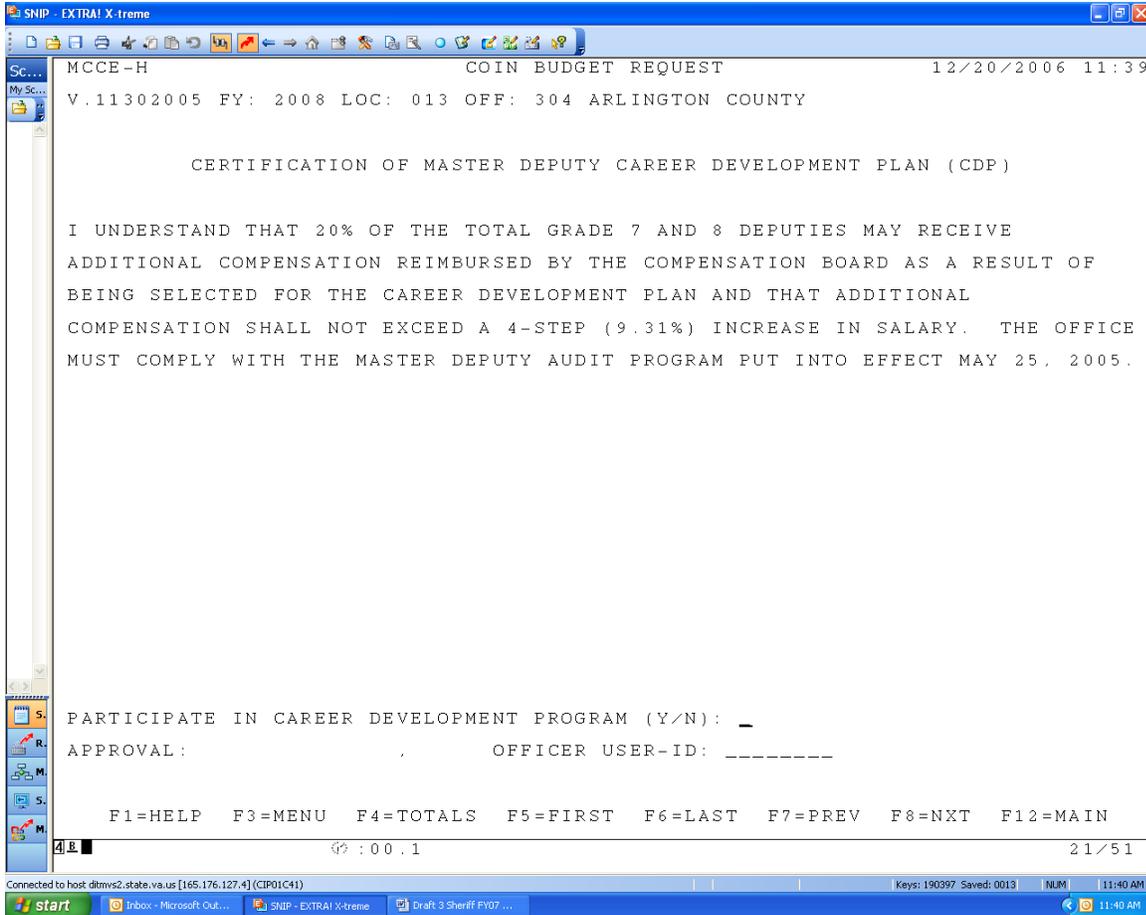
Screen 6 of 7



Read and then press “F8” to proceed to the next screen

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

screen 7 of 7



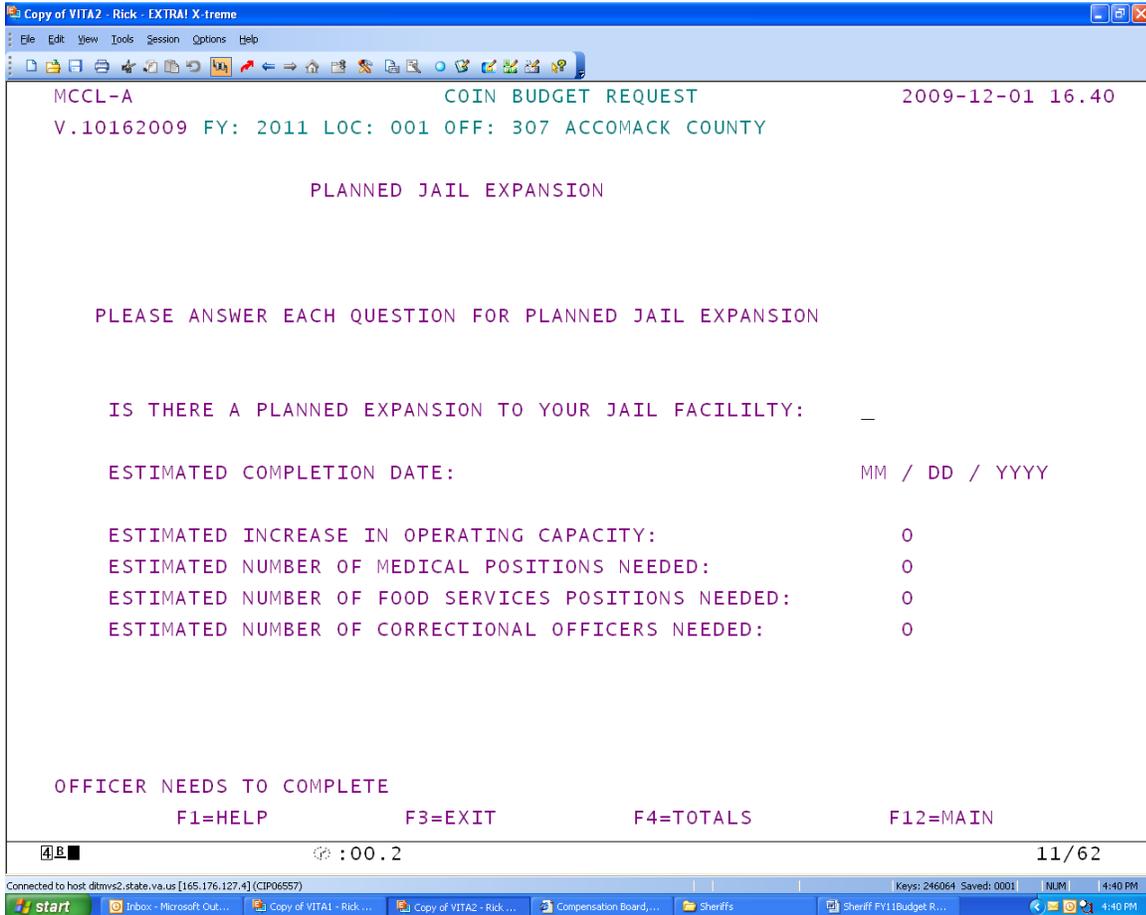
Enter a “Y” for YES or “N” for NO to answer participation in career development program
Use the officer’s SCB USERID to signoff.

The Officer must meet **ALL** criteria of the program in order to answer “Y” for Yes to the question “Participate in Career Development”

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
Option #9 Special Program Certification

Option 4 Planned Jail Expansion

Screen 1 of 1



- Enter a “Y” or an “N” if your locality has a planned jail expansion. All Offices must certify ‘Y’ for Yes or ‘N’ for No on this screen.
- Enter estimated completion date (required when entering Y above)
- Enter estimated number of medical positions needed (if known)
- Enter estimated number of food services positions needed (if known)
- Enter estimated number of correctional officers needed (if known)
- Press the Enter key after all requested information has been entered



12. Option #10 - Certify Budget Request

Purpose:

The Certify Budget Request screen is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

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SNIP - EXTRA! X-treme
-----
MCB8 COIN BUDGET REQUEST 12/20/2006 11:40
V.12062006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA,
SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS
FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY
OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF
ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:
LOCALITY: DATE: 12/20/2006 OFFICER LOGON: _____
CB DATE: _____ CB LOGON: _____

CB REVIEW (Y/N): _
REMOVE SIGNOFF (Y): _

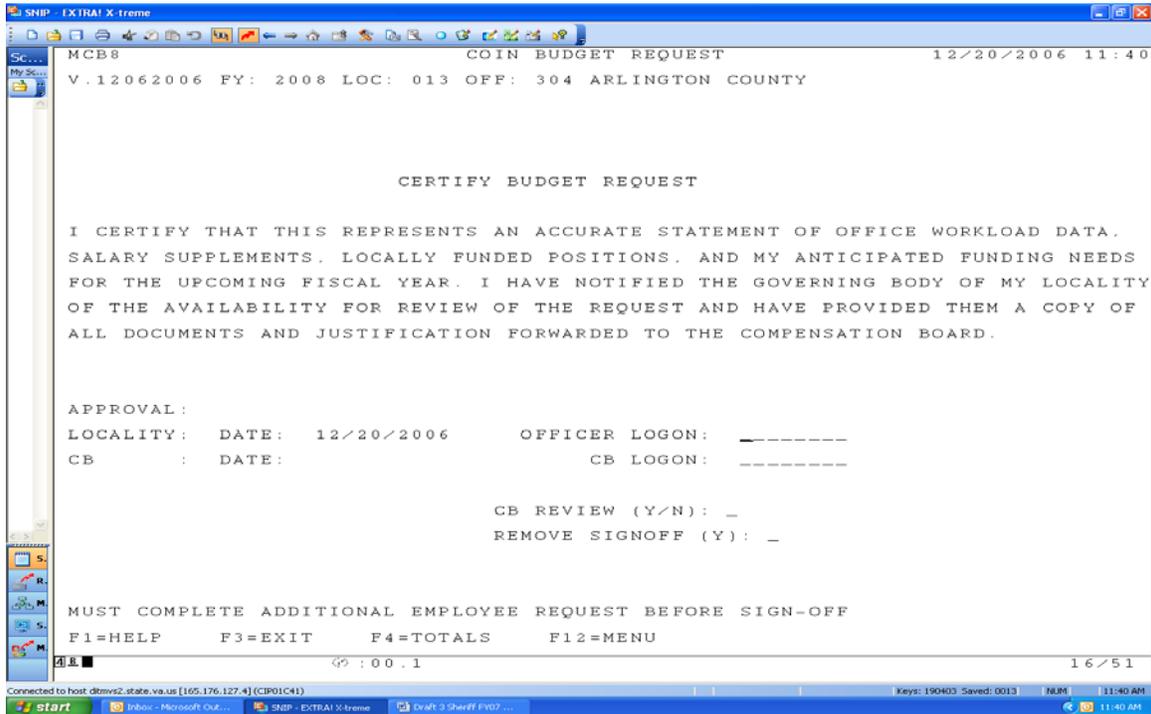
MUST COMPLETE ADDITIONAL EMPLOYEE REQUEST BEFORE SIGN-OFF
F1=HELP F3=EXIT F4=TOTALS F12=MENU

16/51
    
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Helpful Hints:

- If you enter the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
 - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
 - ✓ From the time of your submission, which is due February 1, you may only view your submission

Option #10, Certify Budget Request



Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
 - ✓ If the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
 - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
 - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



13. Option #11, Comments

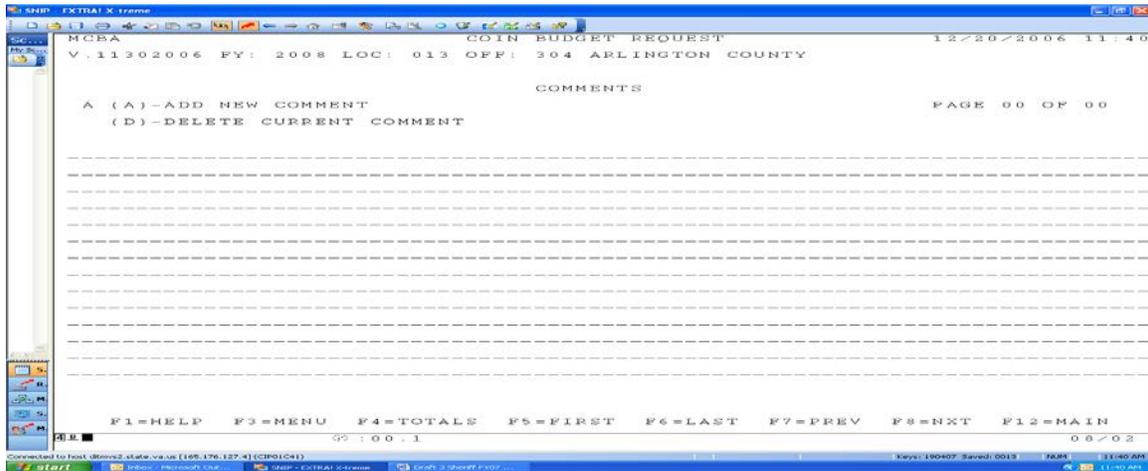
PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
 - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
 - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu



14. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Press Function Key 'F4'

The screenshot displays the 'COIN BUDGET REQUEST' screen for 'MCBB-A' on '12/20/2006'. It shows budget request totals for 'PERMANENT PERSONNEL' and 'TEMPORARY PERSONNEL'. The data is organized into columns for Budget, Estimated Budget, and Reimbursement, each with sub-columns for Salary and Fringes. The total budget requested for permanent personnel is 6,687,183, and for temporary personnel, it is 150,978.

COIN BUDGET REQUEST							
BUDGET REQUEST TOTALS							
PERMANENT PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	6,687,183	764,345	7,451,528	6,687,183	764,345	7,451,528	
REQUESTED	6,687,183	764,345	7,451,528	6,687,183	764,345	7,451,528	
COMP BOARD	0	0	0	0	0	0	
TOTAL PERMANENT PERSONNEL:			212				
TEMPORARY PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	150,978	17,256	168,234	150,978	17,256	168,234	
REQUESTED	0	0	0	0	0	0	
COMP BOARD	0	0	0	0	0	0	

Navigation keys: F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
 - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
 - ✓ Screen #2 displays the totals for Equipment funding requests
 - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

F4 BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

1ST SCREEN OF 3:

BUDGET REQUEST TOTALS							
PERMANENT PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	6,687,183	764,345	7,451,528	6,687,183	764,345	7,451,528	
REQUESTED	6,687,183	764,345	7,451,528	6,687,183	764,345	7,451,528	
COMP BOARD	0	0	0	0	0	0	
TOTAL PERMANENT PERSONNEL:			212				
TEMPORARY PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	150,978	17,256	168,234	150,978	17,256	168,234	
REQUESTED	0	0	0	0	0	0	
COMP BOARD	0	0	0	0	0	0	

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

PROCEDURES:

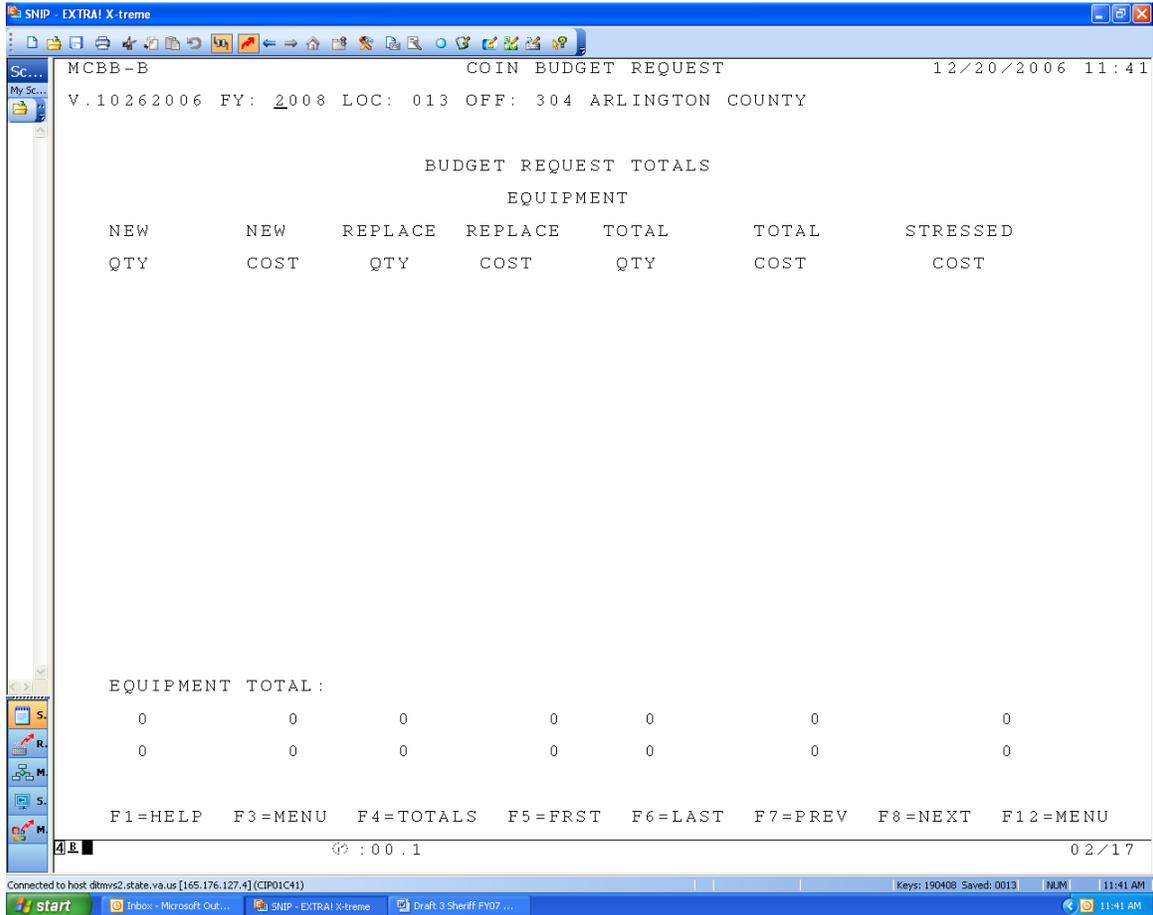
- **1ST SCREEN OF 3:**

- ✓ **‘CURR BDGT’** – This line of information refers to the ‘base’ request information using your current budget information as of December 31st
- ✓ **‘REQUESTED’** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes ‘locked-in’ when the Constitutional Officer or designee certifies their budget request
- ✓ **‘COMP BOARD’** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes ‘locked-in’
- ✓ **‘FRINGE’** benefits listed are estimates only
- ✓ **‘REIMBURSABLE’** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

2ND SCREEN OF 3:



• **2ND SCREEN OF 3:**

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
- ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

3RD SCREEN OF 3:

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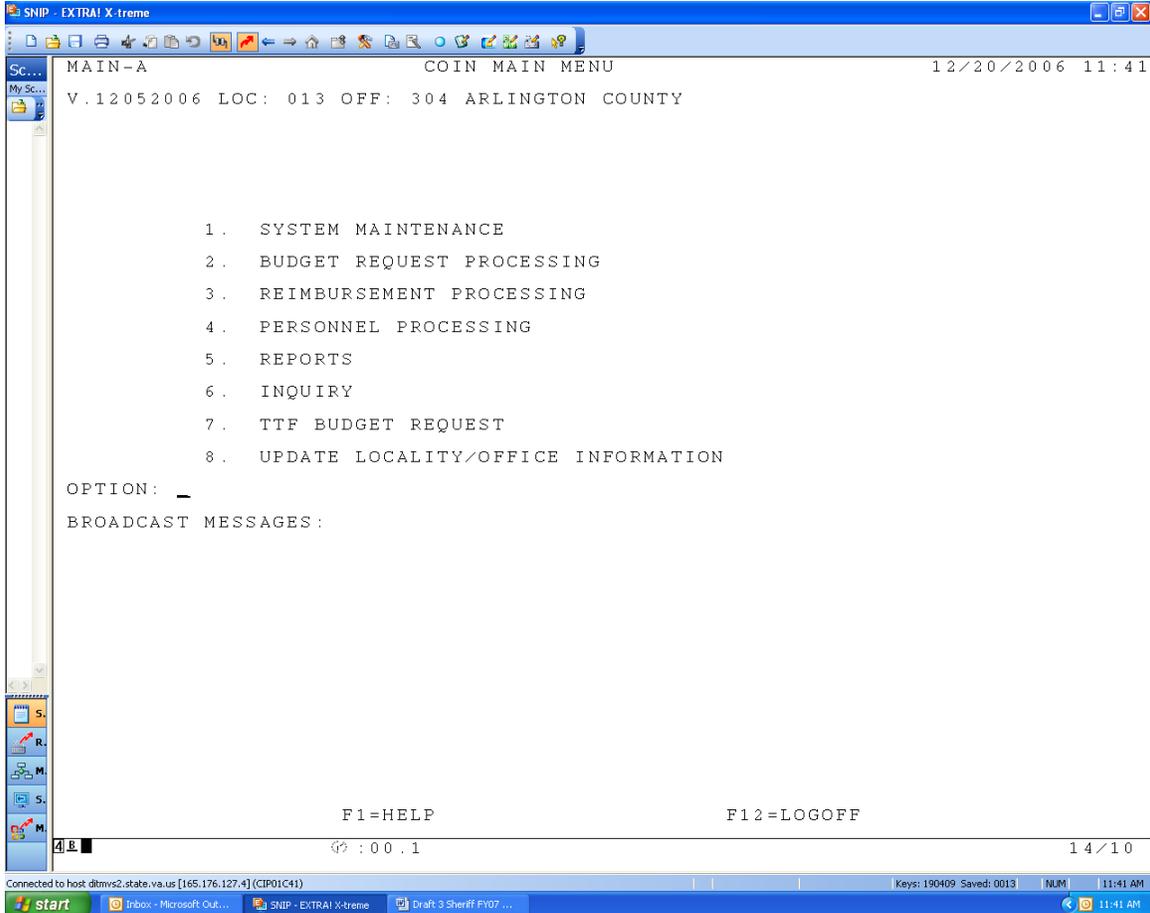
SNIP EXTRA X-treme
MCBB-C COIN BUDGET REQUEST 12/20/2006 11:41
V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY
BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL.: CURR BDGT 6,687,183 REIMBURSABLE 6,687,183
                             REQUESTED 6,687,183
                             COMP BOARD 0
TOTAL ADDITIONAL POSITIONS: CURR BDGT 0
                             REQUESTED 0
                             COMP BOARD
TOTAL TEMPORARY PERSONNEL.: CURR BDGT 150,978 REIMBURSABLE 150,978
                             REQUESTED 0
                             COMP BOARD 0
TOTAL OFFICE EXPENSES.....: CURR BDGT 0 REIMBURSABLE 0
                             REQUESTED 0
                             COMP BOARD 0
TOTAL EQUIPMENT EXPENSES...: CURR BDGT 0 REIMBURSABLE 0
                             REQUESTED 0
                             COMP BOARD 0
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
02/17
    
```

• 3RD SCREEN OF 3:

- ✓ Displays totals for each budget request broad-based category:
 - Permanent Personnel
 - Additional Positions
 - Temporary Personnel Funding
 - Office Expense Funding
 - Equipment Requests
- ✓ **'CURRENT BUDGET'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

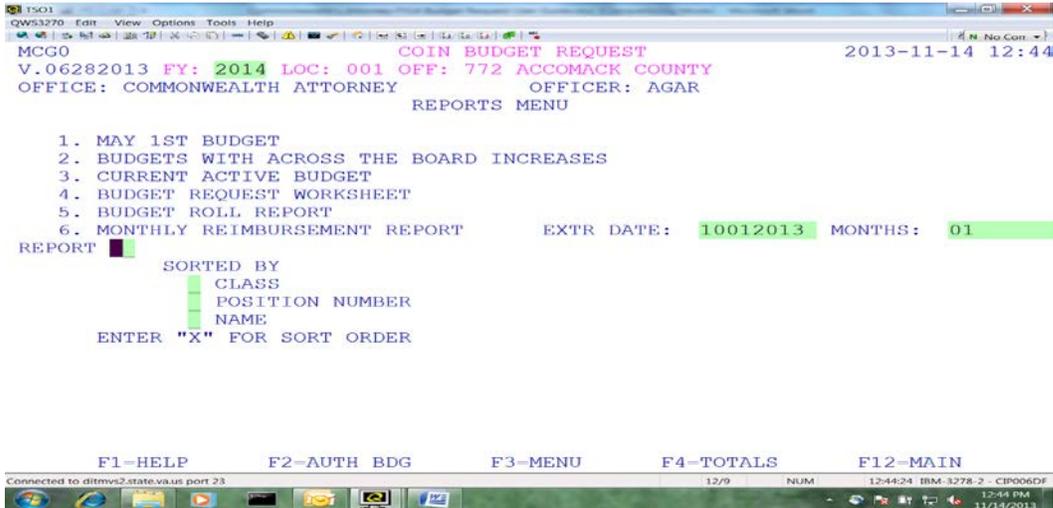
- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 - Budget Reports



- Select Option #5- "Reports"

Main Menu Option #5 - Budget Reports

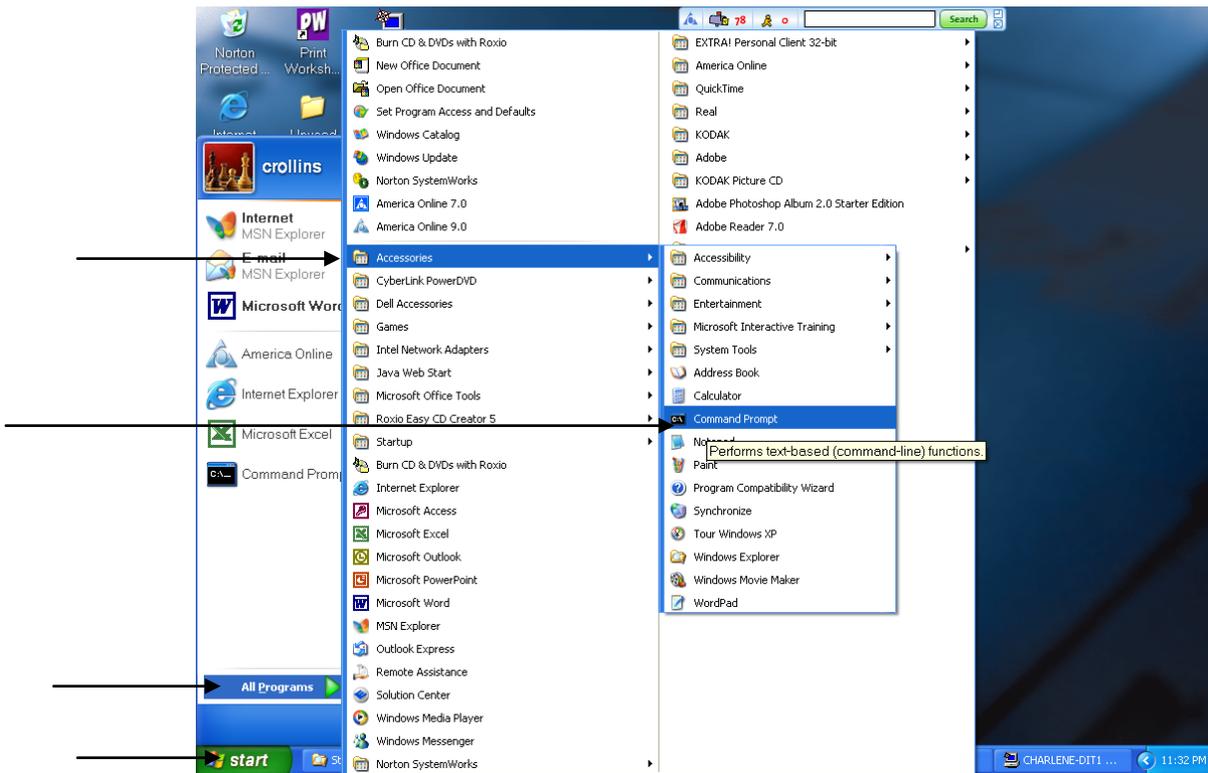


There are 6 versions of the Budget Report that are available.

- Option #1 “May 1st Budget”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Aug. Increase”- This is the Budget with the August 1 increases factored in. This report is available in July.
- Option #3 “Current Active Budget”- This is the Budget showing the personnel changes entered to date.
- Option #4 “Budget Request Worksheet”- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- Option #5 “Budget Roll”- This is the Budget as set on May 1st for the current Fiscal Year.
- Option #6 “Monthly Reimbursement Report”- This report details the salary and fringe benefit amounts for each individual position. By selecting the date and number of months to be viewed, multiple months may be downloaded at one time.

1. Change the Fiscal Year to the new fiscal year or fiscal year desired
2. Enter the desired Budget Report option
3. Enter the sort option desired (if no sort sequence is specified the Budget Report will be printed in Class Code order). Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.
4. Press Enter and print the screen
5. **The name of the file to download will be displayed at the bottom of the screen.** Enter the name of the file in the download instructions #10

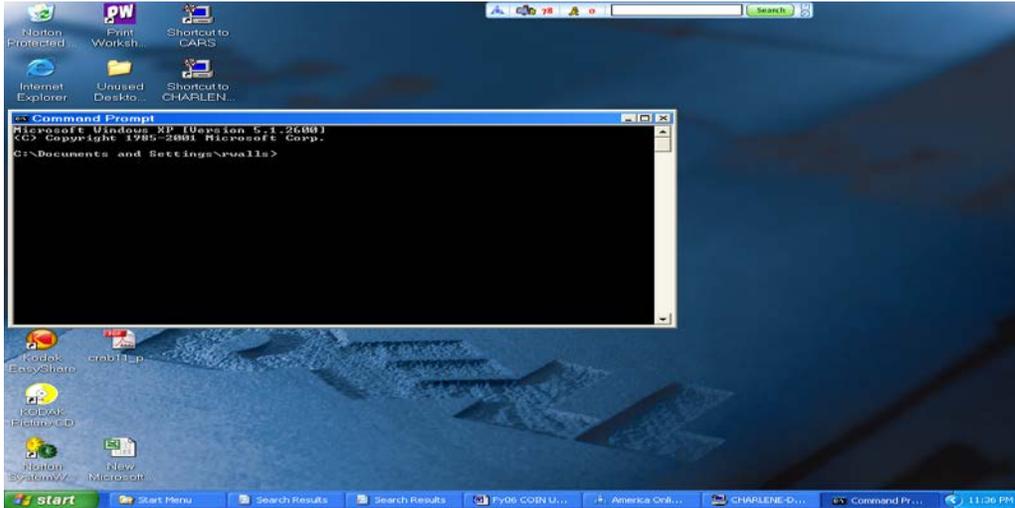
16. Download Instructions



Download Instructions

1. Click “Start” – “All Programs” – “Accessories” – “Command Prompt”

Download Instructions



- | | |
|--------------------------------|---|
| 2.- TYPE: | ftp Press the “ENTER” key |
| 3. -TYPE: | open ditmvs2.state.va.us Press the “Enter” key |
| 4. -USERNAME: | scbte06 (lowercase) Press the “Enter” key |
| 5. -PASSWORD: | scbte06 (lowercase) Press the “Enter” key |
| 6. -TYPE: | user (lowercase) Press the “Enter” key |
| 7. -USERNAME: | Type your COIN Userid (lowercase) Press the “Enter” key |
| 8. -PASSWORD: | Type your COIN password (lowercase) Press the “Enter” key |
| 9. -TYPE: | get Press the “Enter” key |
| 10-TYPE: | 'scb.prod.coin.l001.o307.bud51.rtf' Press the “Enter” key
(lowercase with single quotes, lowercase L-locality 1001.lowercase O-office code.budget.rtf) (Accomack – Sheriff) |
| | 1. The file to download for option 1 is
'scb.prod.coin.lxxx.oxxx.bud51.rtf' |
| | 2. The file to download for option 2 is
'scb.prod.coin.lxxx.oxxx.abudget.rtf' |
| | 3. The file to download for option 3 is
'scb.prod.coin.lxxx.oxxx.budget2.rtf' |
| | 4. The file to download for option 4 is
'scb.prod.coin.lxxx.oxxx.wbudget.rtf' |
| | 5. The file to download for option 5 is
'scb.prod.coin.lxxx.oxxx.budroll.rtf' |
| | 6. The file to download for option 6 is
'scb.prod.coin.lxxx.oxxx.remprt.rtf' |
| 11.- LOCAL FILE NAME: | “c:\budgetreport.rtf” (with double quotes) Press the “Enter” key |
| 12. BYTES OF DATA TRANSFERRED: | Press the “Enter” key |
| 13. TO EXIT: | Type quit – Press the “Enter” key
Type exit – Press the “Enter” key |
| 14. TO PRINT: | Open Microsoft Word |
| 15. OPEN FILE: | Budgetreport.rft (or the name you gave the file) |

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
- Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)

OR

- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov

Dan Munson – dan.munson@scb.virginia.gov

Craig Giegerich – craig.giegerich@scb.virginia.gov

Melanie Morrison- melanie.morrison@scb.virginia.gov

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17. Appendix

Classifications And Pay Plans

SHERIFF'S – Support Personnel

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF

August 1, 2014 - JUNE 30, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	GC	1	Administrative	20,452	38,492
SECRETARY I COOK A	SECI CK A				
SECRETARY II COOK B COMMUNICATIONS OPERATOR	SECII CK B COMOP	2	Sr. Administrative	24,435	47,036
COMMUNICATIONS SUPERVISOR	CO SP				
ADMIN STAFF SPECIALIST	ADMSS	3	Professional	29,081	54,562
LIDS TECHNICIAN 1 (NON-SWORN)	LT1	3	Professional	29,081	54,562
LIDS TECHNICIAN 2 (NON-SWORN)	LT2	6	Sr. Professional	34,141	71,262

Classifications And Pay Plans

SHERIFF'S – Law Enforcement, Court Services, and Correctional Officers

**CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND CORRECTIONAL OFFICERS
August 1, 2014- JUNE 30, 2015**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C7 CS7 L7 CT7	3	Professional	29,081	54,562
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C8 CS8 L8 CT8				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER MASTER DEPUTY CORRECTIONS OFFICER TECH	MDC9, MDCS9, MDL9, C9, CS9 CT9 L9	6	Sr. Professional	34,141	71,262
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C10 CS10 L10				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C11 CS11 L11				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C12 CS12 L12	8	Supervisory/ Management	45,380	119,835
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C13 CS13 L13				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				

Classifications And Pay Plans

SHERIFF'S - Medical, Treatment, and Classification Personnel

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL

August 1, 2014 - JUNE 30, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	_PMED _PTRT _PCLS _PRECS	3	Professional	19,051	36,371

P - denotes partially funded

_ - denotes a space

MD - denotes participation in the Sheriffs Master Deputy Plan

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.

Classifications And Pay Plans

SUPERINTENDENT'S - Support Personnel and Regional Jail Officers

**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE
REGIONAL JAIL
August 1, 2014 - JUNE 30, 2015**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	R__GC	1	Administrative	20,452	38,492
SECRETARY I COOK A	RSEC1 R_CKA				
SECRETARY II COOK B	RSEC2 R_CKB	2	Sr. Administrative	24,435	47,036
ADMIN STAFF SPECIALIST	RADMS	3	Professional	29,081	54,562
LIDS TECHNICIAN 1 (NON-SWORN)	R_LT1	3	Professional	29,081	54,562
LIDS TECHNICIAN 2 (NON-SWORN)	R_LT2	6	Sr. Professional	34,141	71,262

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
August 1, 2014 - JUNE 30, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ C7 R_CT7	3	Professional	29,081	54,562
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ C8 R_CT8				
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH MASTER DEPUTY	R_ C9 R_CT9 RMDC9	6	Sr. Professional	34,141	71,262
CORRECTIONAL OFFICER	R_ C10				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C11 SUP11				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C12 SUP12	8	Supervisory/ Management	45,380	119,835
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C13 SUP13				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C14 SUP14				

Classifications And Pay Plans

SUPERINTENDENT'S - Medical, Treatment, and Classification

**CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS
August 1, 2014 - JUNE 30, 2015**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	RPMED RPTRT RPCLS RPREC	3	Professional	19,051	36,371

P - denotes partially funded

_ - denotes a space

MD - denotes participation in the Sheriffs Master Deputy Plan

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.