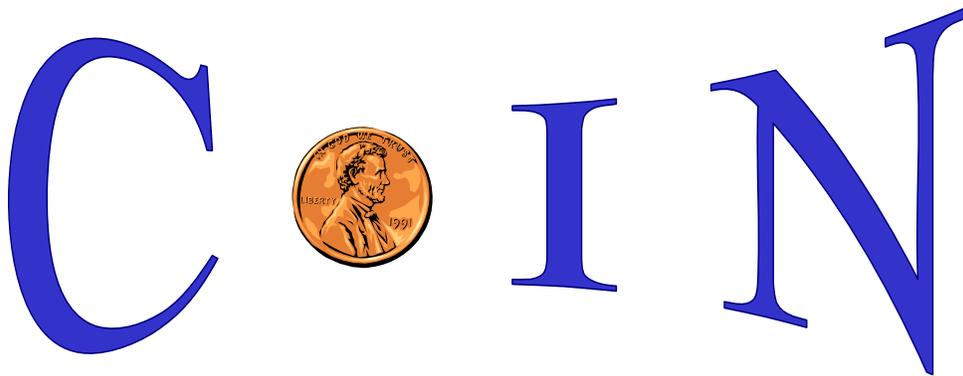


Constitutional Officer Information Network



Budget Request Guide

Sheriffs/Regional Jail Superintendents

**Compensation Board
December 1, 2008**

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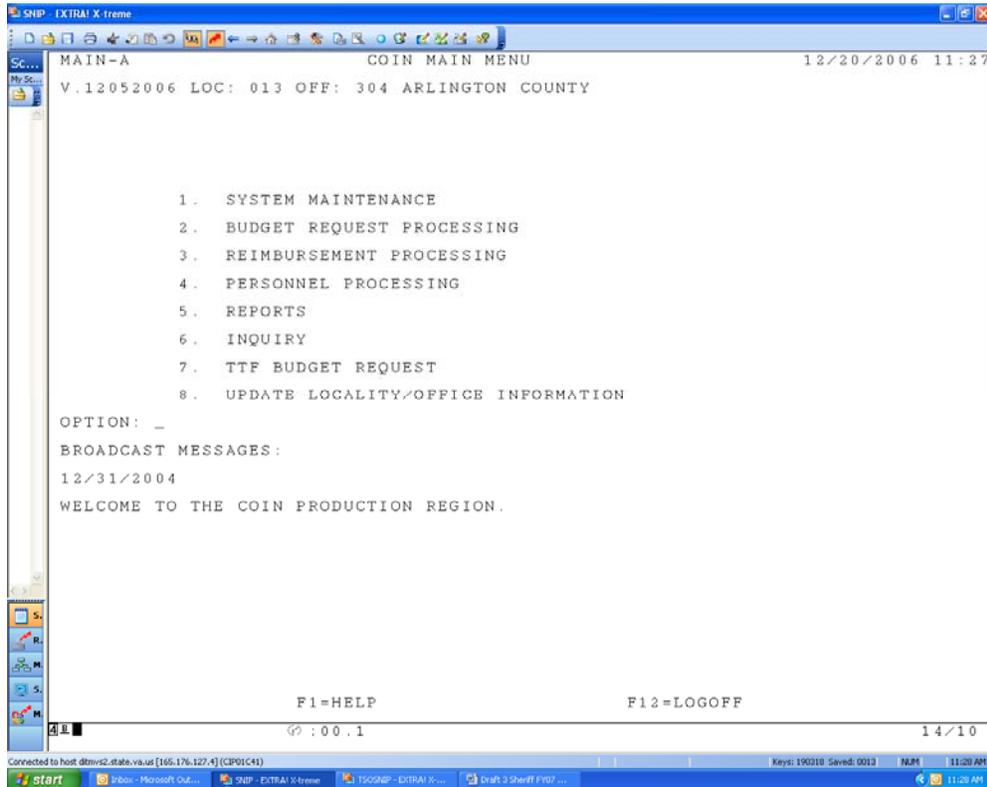
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1. COIN MAIN MENU



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

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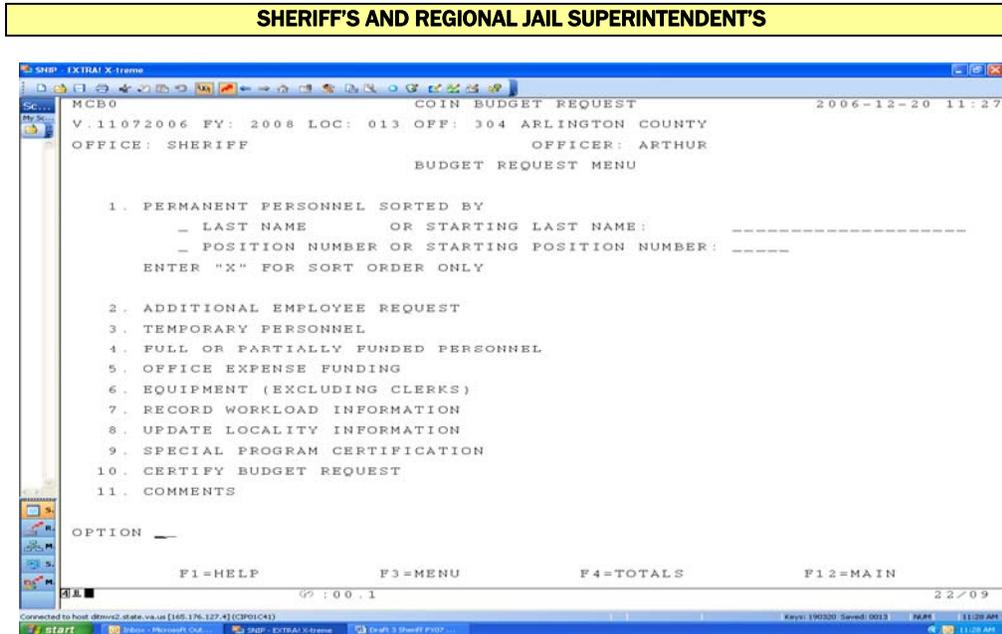
2. Main Menu - Option #2, Budget Request (OLB) Menu

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



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 years 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

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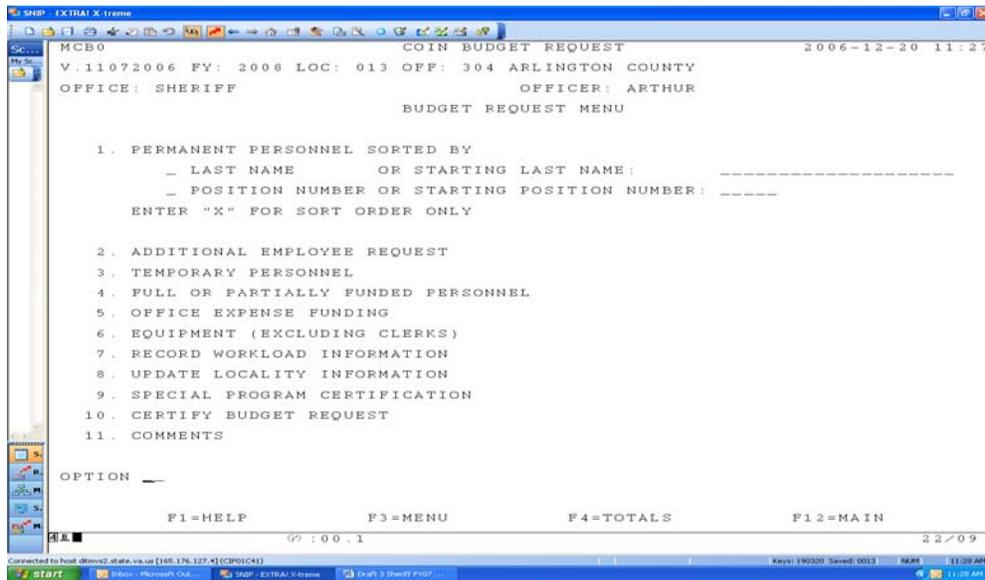
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Budget Request Menu – continued



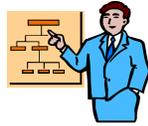
Helpful Hints (Continued):

- 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

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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 SUPPL	AMT REQ 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	0003

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Option #1, Permanent Personnel

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

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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

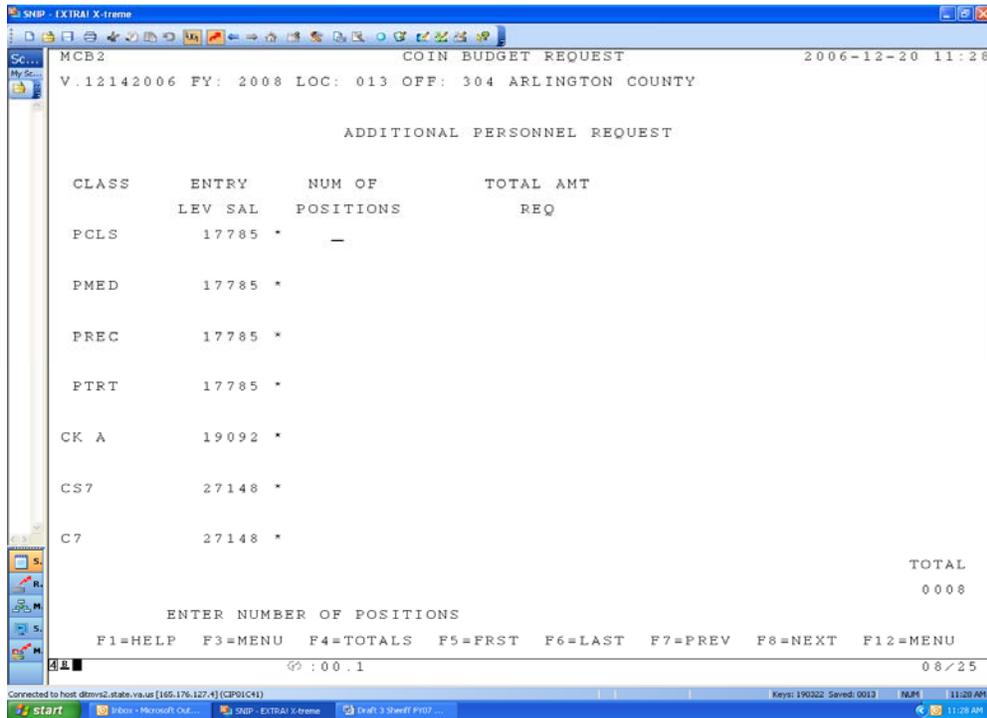
CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
PCLS	17785 *	—	
PMED	17785 *		
PREC	17785 *		
PTRT	17785 *		
CK A	19092 *		
CS7	27148 *		
C7	27148 *		
TOTAL			0008

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 FY10, as they were in FY09, 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.

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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

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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	NUM OF	TOTAL AMT
	LEV SAL	POSITIONS	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
 09 100.1 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	NUM OF	TOTAL AMT
	LEV SAL	POSITIONS	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
 09 00.1 08/25

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



5. Option #3, Temporary Personnel Fund Request

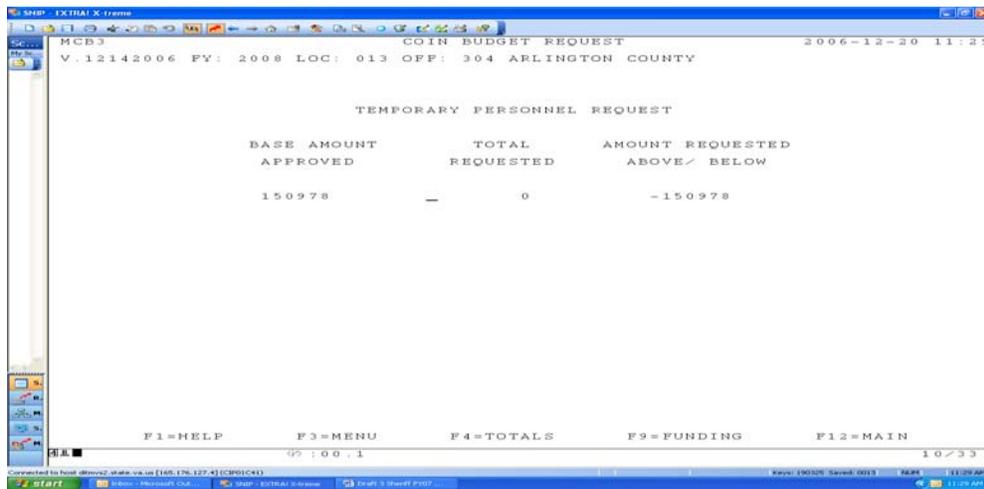
Purpose:

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

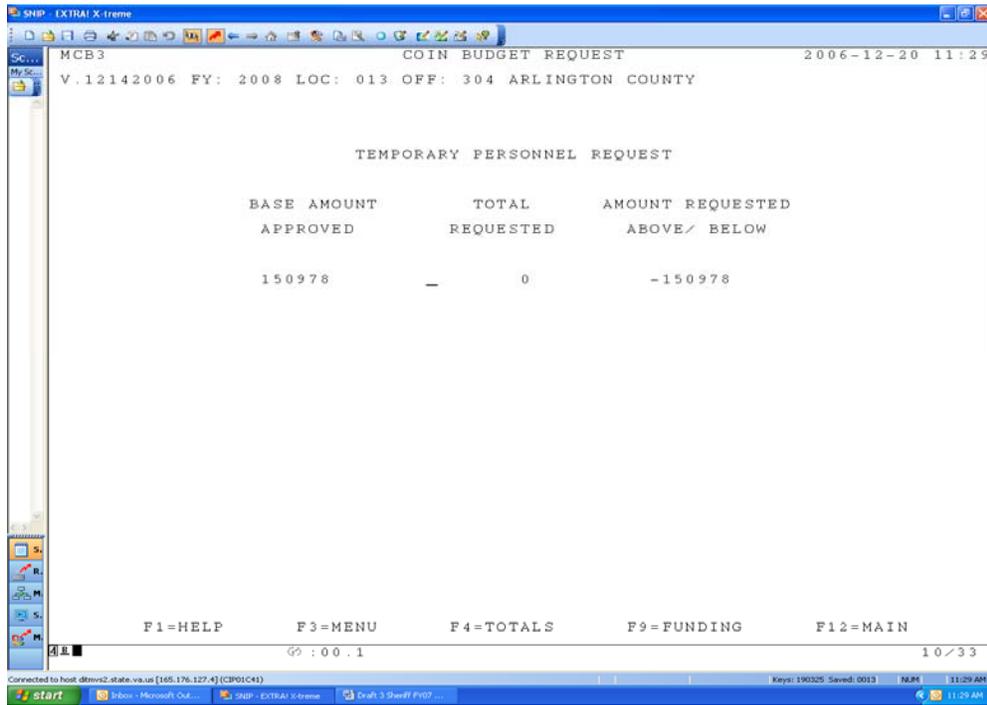


Helpful Hints:

- 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

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Option #3, Temporary Personnel Fund Request



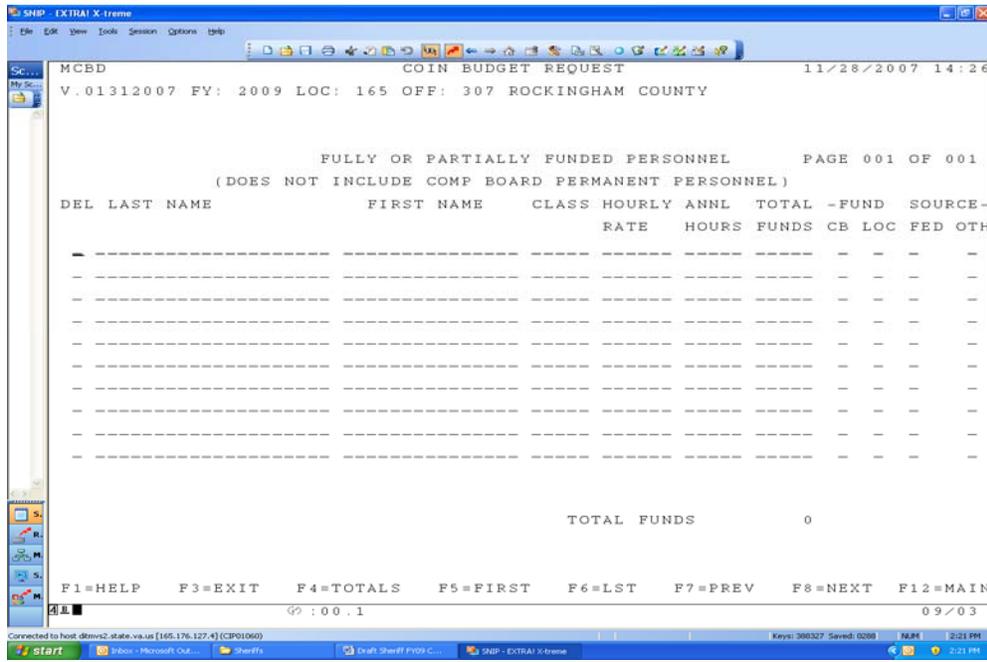
Procedures:

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

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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

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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

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 APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW
OFFICER AMTS	0	0	0
CB AMTS			

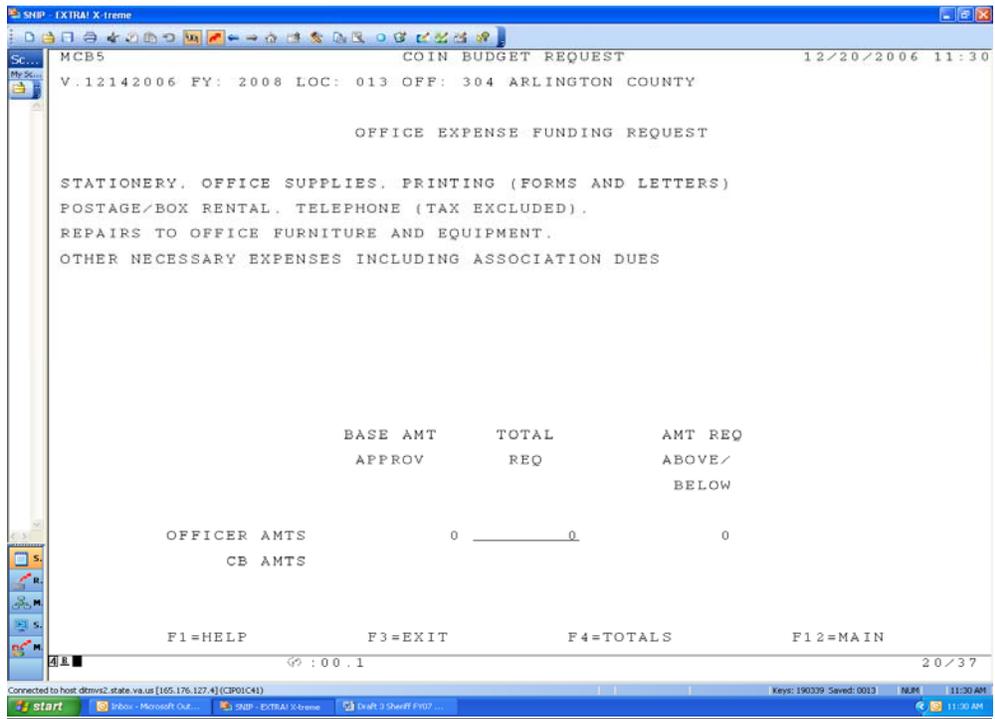
F1=HELP F3=EXIT F4=TOTALS F12=MAIN

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.

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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

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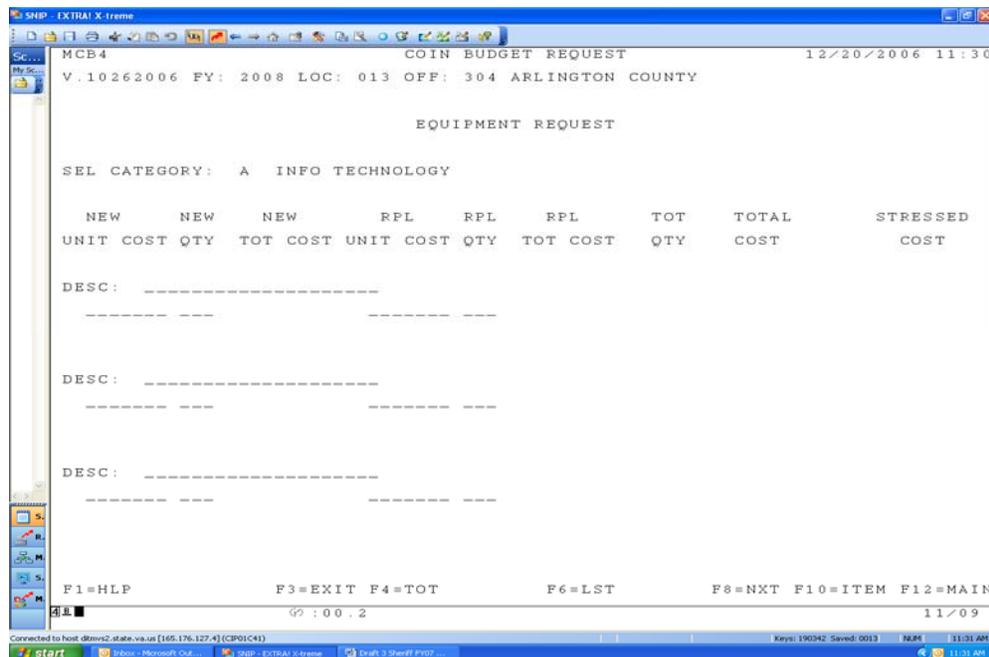
8. Option #6, Equipment

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



Helpful Hints:

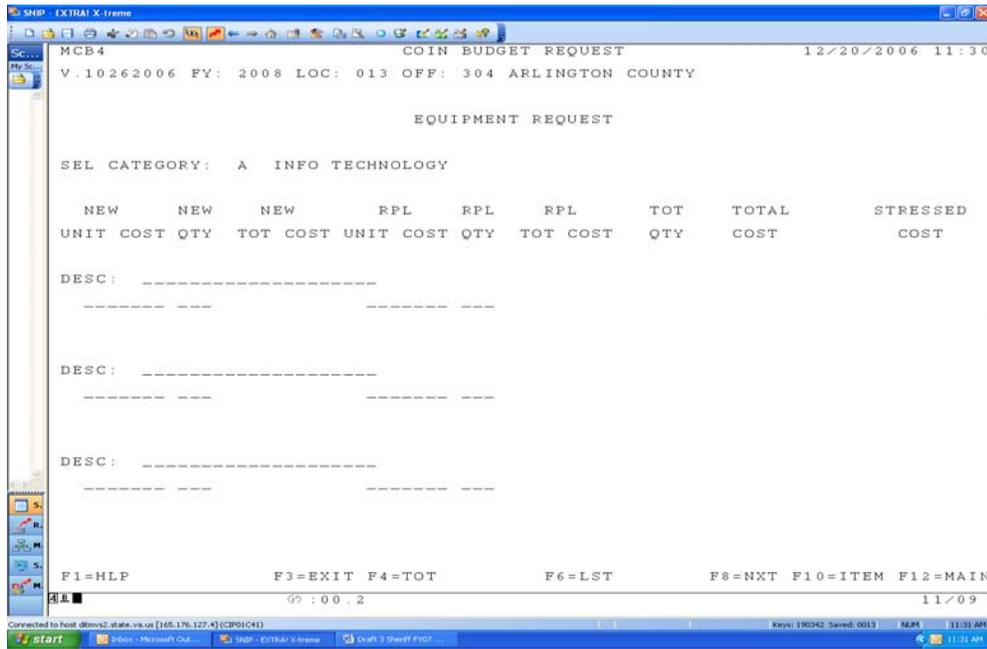
- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification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

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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

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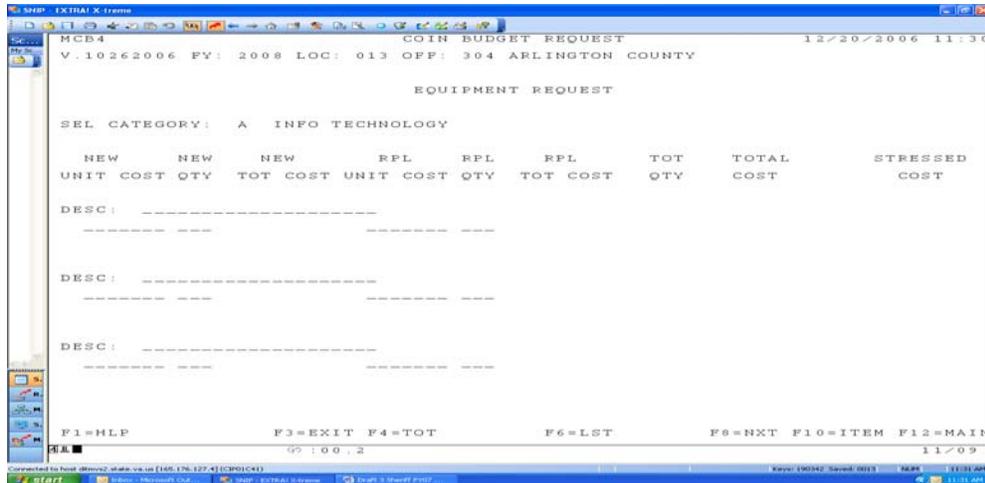
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Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

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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.

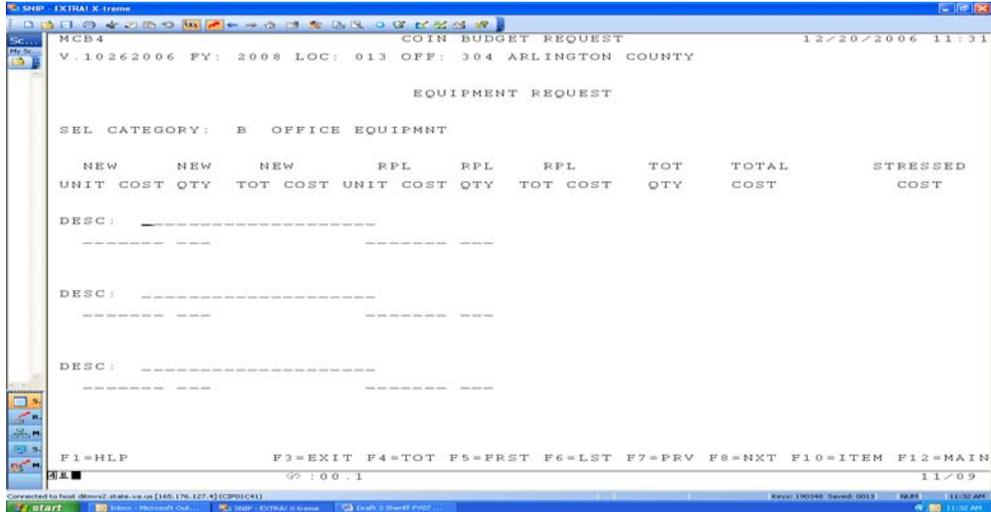
- Utilize 'F1= Help' in any blank data field if you need help with a COIN data field
- Utilize 'F3 =Exit' to close the help window
- Utilize 'F7 = Previous' to move to the previous screen
- Utilize 'F8= Next' to move to other listed equipment categories
- Utilize 'F17 = Substitute Value' ('Shift + F5'), 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.

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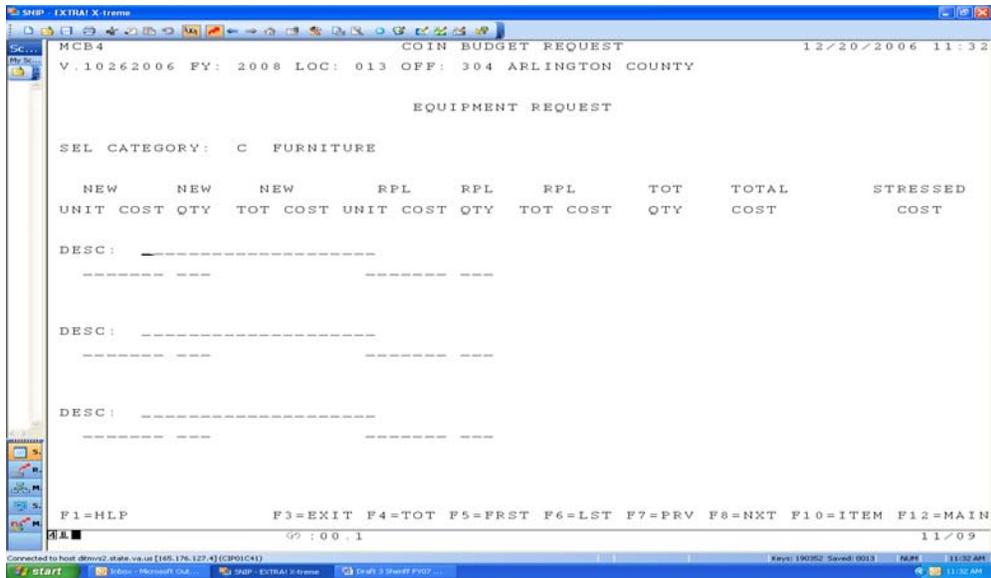
Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category B – Office Equipment



Category C – Furniture Equipment



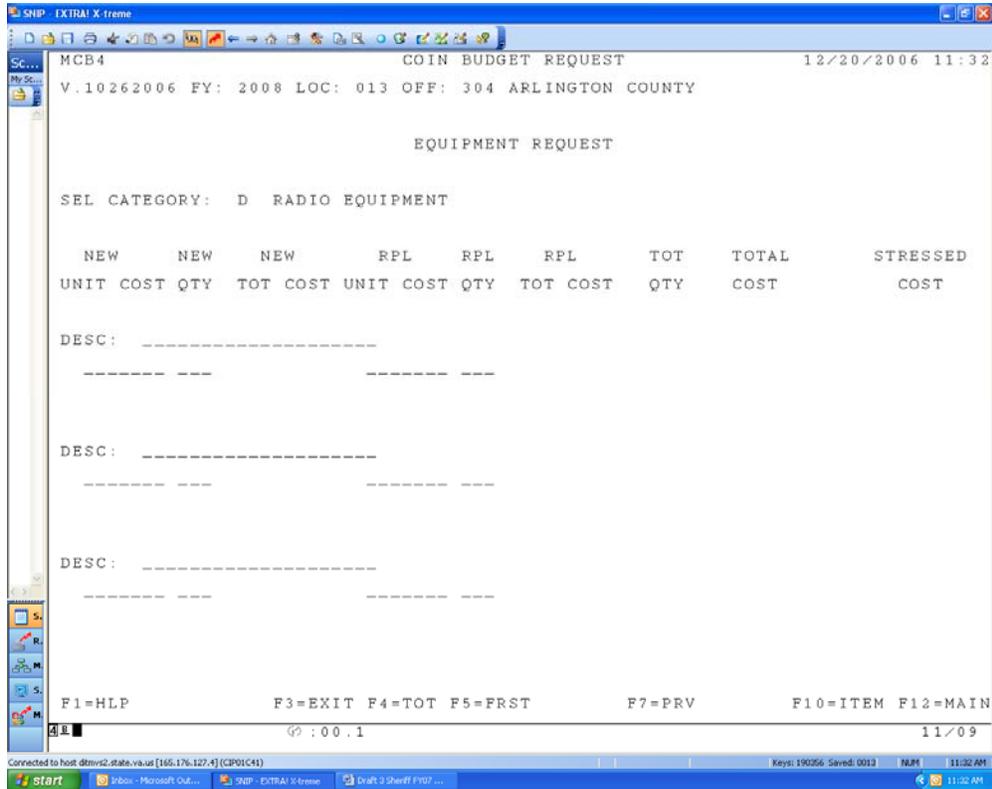
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Option #6, Equipment

SHERIFF'S

Category D - Radio Equipment

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



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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

MC86 COIN BUDGET REQUEST 12/20/2006 11:32
V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY
RECORD WORKLOAD INFORMATION
SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:
1. MONTHLY
2. QUARTERLY
3. ANNUALLY
CALENDAR YEAR: 2008
OPTION: _
F1=HELP F3=MENU F4=TOTALS F12=MAIN
05:00.1 22/10

- In January 2009 offices must record one full year of workload data for Calendar Year (CY) 2008
- 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

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Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

RECORD WORKLOAD INFORMATION - ANNUALLY	2006	2007	2008
1. CIVIL			
SUBPOENAS RECEIVED			-----
JURY SUMMONS RECEIVED			-----
CRIMINAL WARRANTS RECEIVED			-----
DMV NOTICES RECEIVED			-----
LEVIES RECEIVED			-----
OTHER CIVIL PROCESS RECEIVED			-----
2. INMATES			
INMATE TRANSPORTS OTHER THAN TO LOC CRTS	2624	2293	-----
MENTAL PATIENT TRIPS WITHIN JURISDICTION	182	240	-----
MENTAL PATIENT TRIPS OUT OF JURISDICTION	332	446	-----
EXTRADITIONS COMPLETED	274	231	-----
FED PRISONER DAYS	20746	25187	0-----
FED PRISONER AMT PER DAY	91	91	0__

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 on 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.

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Option #7, Record Workload Information

CALENDAR YEAR	2006	2007	2008
1. CIVIL			
SUBPOENAS RECEIVED			-----
JURY SUMMONS RECEIVED			-----
CRIMINAL WARRANTS RECEIVED			-----
DMV NOTICES RECEIVED			-----
LEVIES RECEIVED			-----
OTHER CIVIL PROCESS RECEIVED			-----
2. INMATES			
INMATE TRANSPORTS OTHER THAN TO LOC CRTS	2624	2293	-----
MENTAL PATIENT TRIPS WITHIN JURISDICTION	102	240	-----
MENTAL PATIENT TRIPS OUT OF JURISDICTION	332	446	-----
EXTRADITIONS COMPLETED	274	231	-----
FED PRISONER DAYS	20746	25107	0-----
FED PRISONER AMT PER DAY	91	91	0---

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

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Option #3 Annual

SHERIFF'S - Annually

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 V.11212008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

CALENDAR YEAR	2006	2007	2008
3. CIRCUIT COURT			
CIRCUIT COURT DAYS	817	819	-----
AVG NUM CIRCUIT CT JUDGES	4	4	0---
4. GENERAL DISTRICT COURT			
GENERAL DISTRICT CT DAYS	943	944	-----
AVG NUM GEN DIST CT JUDGE	4	4	0---
5. JUVENILE AND DOMESTIC RELATIONS COURT			
JDR COURT DAYS	431	420	-----
AVG NUM JDR JUDGES	2	2	0---

F1-HELP F3-MENU F7-PRV F8-NXT F12-MAIN
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NOTE: NOT APPLICABLE FOR REGIONAL JAILS

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.

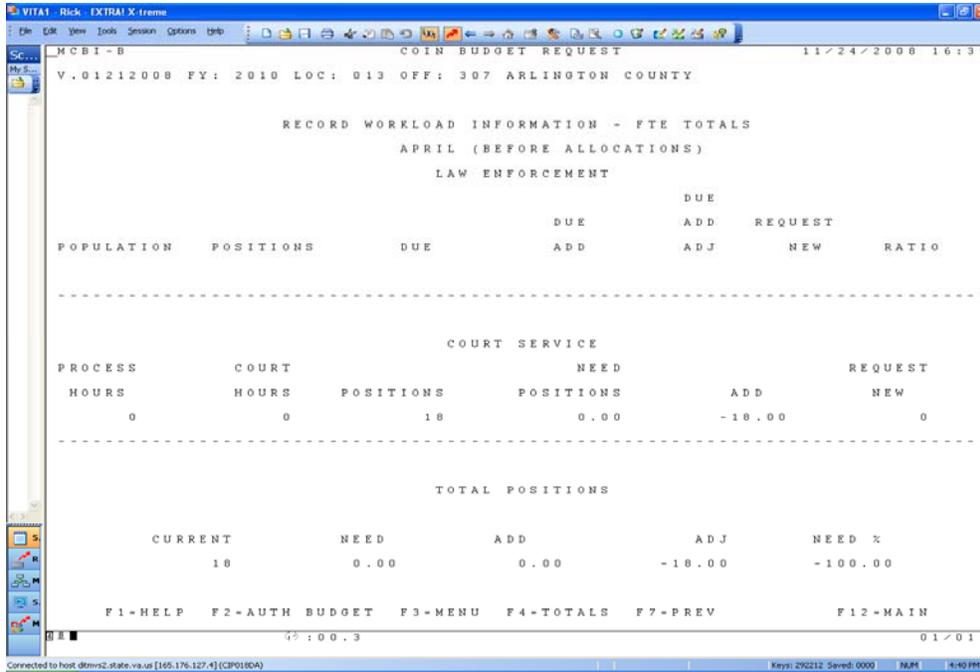
5b. AVG NUM JDR JUDGES: Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

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Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually



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

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Option #7, Record Workload Information

COIN BUDGET REQUEST 11/24/2008 16:39
 V.01212008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - FTE TOTALS
 APRIL (BEFORE ALLOCATIONS)
 LAW ENFORCEMENT

POPULATION	POSITIONS	DUE	ADD	ADJ	REQUEST	RATIO

COURT SERVICE

PROCESS HOURS	COURT HOURS	POSITIONS	NEED POSITIONS	ADD	REQUEST NEW
0	0	18	0.00	-18.00	0

TOTAL POSITIONS

CURRENT	NEED	ADD	ADJ	NEED %
18	0.00	0.00	-18.00	-100.00

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

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Option #7, Record Workload Information

- Beginning February 1st of each year, offices can begin recording workload data monthly, quarterly or annually for the calendar year.
- This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu
- If you choose option 1 "monthly" you will need to enter workload data each month but will not have to enter quarterly or annual data
- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- If you choose option 3 "Annual" you will only have to enter workload data in January for the previous year
- Follow the same steps as those used for the annual data to input CY 2008 data

Option #1 Monthly

		OCT	NOV	DEC	QUARTER 4
1.	CIVIL				
	SUBPOENAS SERVED	-----			
	JURY SUMMONS SERVED	-----			
	CRIMINAL WARRANTS SERVED	-----			
	DHV NOTICES SERVED	-----			
	LEVIES EXECUTED	-----			
	OTHER CIVIL PROCESS SERVED	-----			
2.	INNATES				
	INNATE TRANSPORTS OTHER THAN TO LOC CRTS	0-----	0	0	0
	MENTAL PATIENT TRIPS WITHIN JURISDICTION	0-----	0	0	0
	MENTAL PATIENT TRIPS OUT OF JURISDICTION	0-----	0	0	0
	EXTRADITIONS COMPLETED	0-----	0	0	0
	FED PRISONER DAYS	0-----			
	FED PRISONER AMT PER DAY	----			

		OCT	NOV	DEC	QUARTER 4
3.	CIRCUIT COURT				
	CIRCUIT COURT DAYS	0-----	0	0	0
	AVG NUM CIRCUIT JUDGES	----			
4.	GENERAL DISTRICT COURT				
	GENERAL DISTRICT CT DAYS	0-----	0	0	0
	AVG NUM GEN DIST CT JUDGE	----			
5.	JUVENILE AND DOMESTIC RELATIONS COURT				
	JDR COURT DAYS	0-----	0	0	0
	AVG NUM JDR JUDGES	----			

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Option #7, Record Workload Information

Option #2 Quarterly Screens

- If you choose option 2 “Quarterly” you will need to enter workload data each quarter but will not have to enter monthly or annual data
- Quarterly data will first be entered in March

VITA1 - Rick - EXTRA! X-frame
 M C B O - A COIN BUDGET REQUEST 11/24/2008 16:45
 V.01192008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - QUARTERLY
 CALENDAR YEAR 2007/4 2008/1 2008/2 2008/3

1. CIVIL				
SUBPOENAS SERVED				-----
JURY SUMMONS SERVED				-----
CRIMINAL WARRANTS SERVED				-----
DHV NOTICES SERVED				-----
LEVIES EXECUTED				-----
OTHER CIVIL PROCESS SERVED				-----
2. INMATES				
INMATE TRANSPORTS OTHER THAN TO LOC CRTS	0	0	0	-----
MENTAL PATIENT TRIPS WITHIN JURISDICTION	0	0	0	-----
MENTAL PATIENT TRIPS OUT OF JURISDICTION	0	0	0	-----
EXTRADITIONS COMPLETED	0	0	0	-----
FED PRISONER DAYS	0			-----
FED PRISONER AMT PER DAY				-----

F1-HELP F3-MENU F8-NEXT F9-PRV QTR F10-NEXT QTR F12-CAN
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VITA1 - Rick - EXTRA! X-frame
 M C B O - B COIN BUDGET REQUEST 11/24/2008 16:45
 V.01192008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - QUARTERLY
 CALENDAR YEAR 2007/4 2008/1 2008/2 2008/3

3. CIRCUIT COURT				
CIRCUIT COURT DAYS	0	0	0	-----
AVG NUM CIRCUIT JUDGES				-----
4. GENERAL DISTRICT COURT				
GENERAL DISTRICT CT DAYS	0	0	0	-----
AVG NUM GEN DIST CT JUDGE				-----
5. JUVENILE AND DOMESTIC RELATIONS COURT				
JDR COURT DAYS	0	0	0	-----
AVG NUM JDR JUDGES				-----

F1-HELP F3-MENU F7-PREV F9-PRV QTR F10-NEXT QTR F12-CAN
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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

```

MCS2                COIN BUDGET REQUEST                11/28/2007 10:49
V.02262007 FY: 2008 LOC: 001 OFF: 307 ACCOMACK COUNTY

                UPDATE LOCALITY/OFFICE INFORMATION
TITLE: SHERIFF                OFFR: RD CROCKETT
ADDR: SHERIFF ACCOMACK COUNTY                POB 149
CITY: ACCOMACK                ST: VA ZIP: 23301 - 0149
TELE: 7577871131 EXT: 00000                FAX 7577872310 EXT: 00000
CONTACT INFORMATION                FIRST NAME                I                LAST NAME                SFX
BUDGET.....: SCBSDSG DOLLY                S GLADDING
EMAIL:
TELEPHONE: 0000000000 EXT: 00000 *UPDATEABLE JAN-JUN

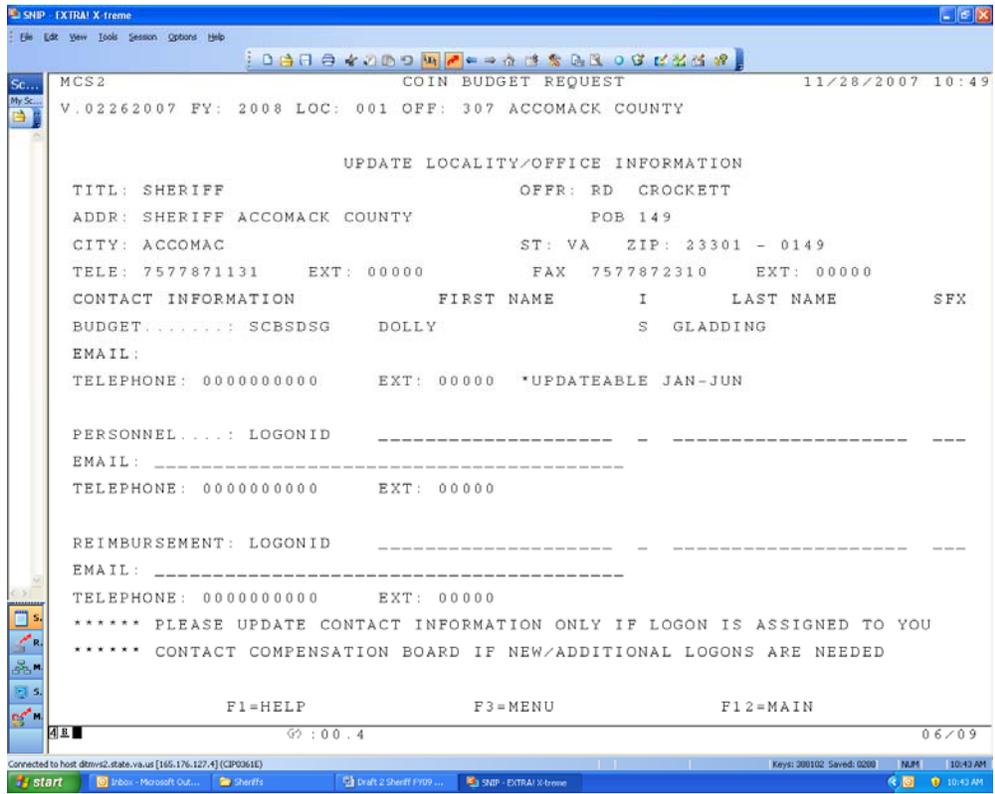
PERSONNEL....: LOGONID                -----
EMAIL: -----
TELEPHONE: 0000000000 EXT: 00000

REIMBURSEMENT: LOGONID                -----
EMAIL: -----
TELEPHONE: 0000000000 EXT: 00000
***** PLEASE UPDATE CONTACT INFORMATION ONLY IF LOGON IS ASSIGNED TO YOU
***** CONTACT COMPENSATION BOARD IF NEW/ADDITIONAL LOGONS ARE NEEDED

                F1=HELP                F3=MENU                F12=MAIN
    
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Option #8 – Update Locality Information

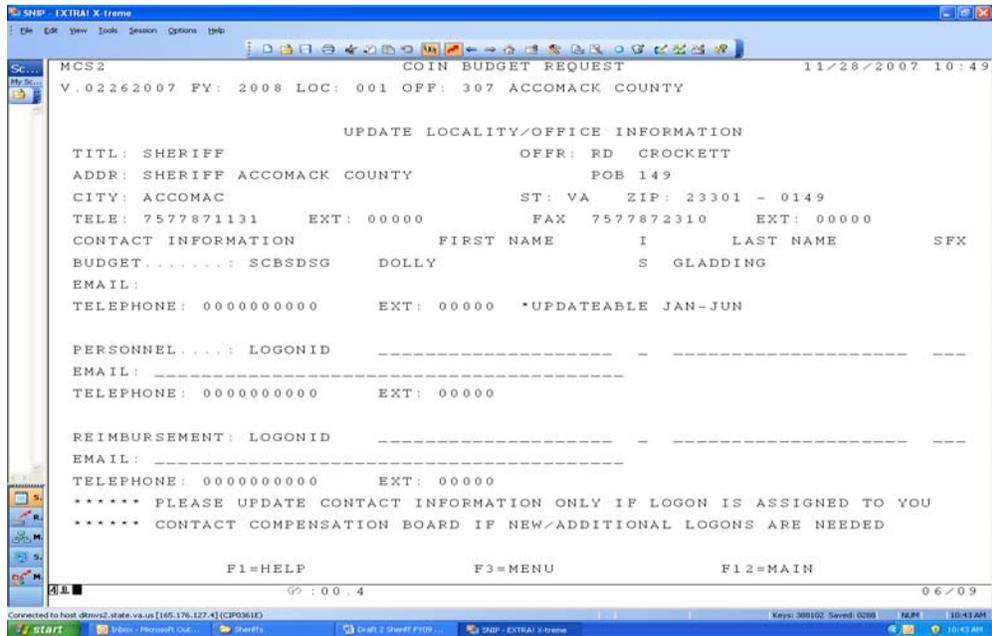


Helpful Hints:

- 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

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Option #8 – Update Locality Information



Procedures:

This screen can be used to change address, phone, and fax numbers for your office. 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

Title:	For display purposes only.
Officer Name:	For display purposes only.
Address:	Enter the correct mailing address for your office.
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.
3. Press the “ENTER” key, when you have corrected or completed the information requested
4. Enter the following contact information for the budget contact, personnel contact, and reimbursement contact: (if the contact information is the same for all, enter only one-time)
 - a. Type the contact’s SCB USERID on top of the word ‘LOGONID’ and press the “Enter” key, the name for the SCB USERID will appear (Cannot update any contact information fields until the SCB USERID is entered)
 - b. Enter the email address and telephone number for the contact
 - c. Press the “Enter” key, when you have entered the information requested
5. Press ‘F3 =Exit’ to exit the screen to budget request menu

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11. Option #9, Special Program Certification

Purpose

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

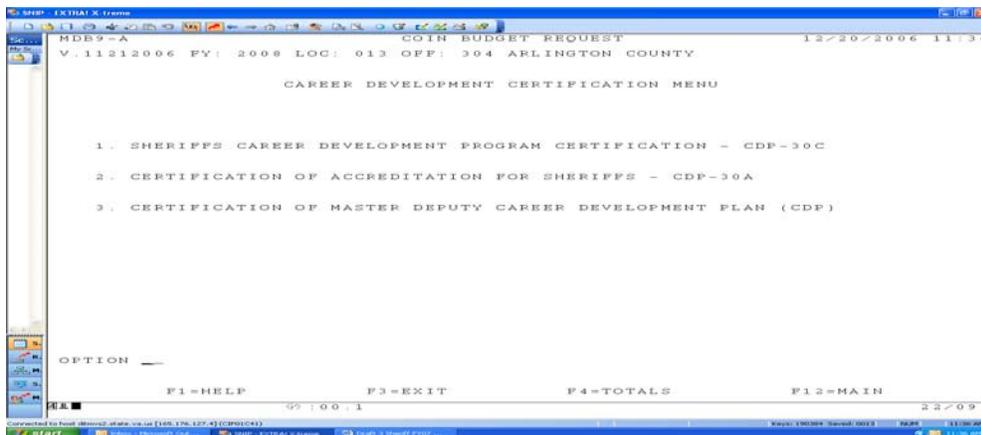
Navigational Path:

- 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

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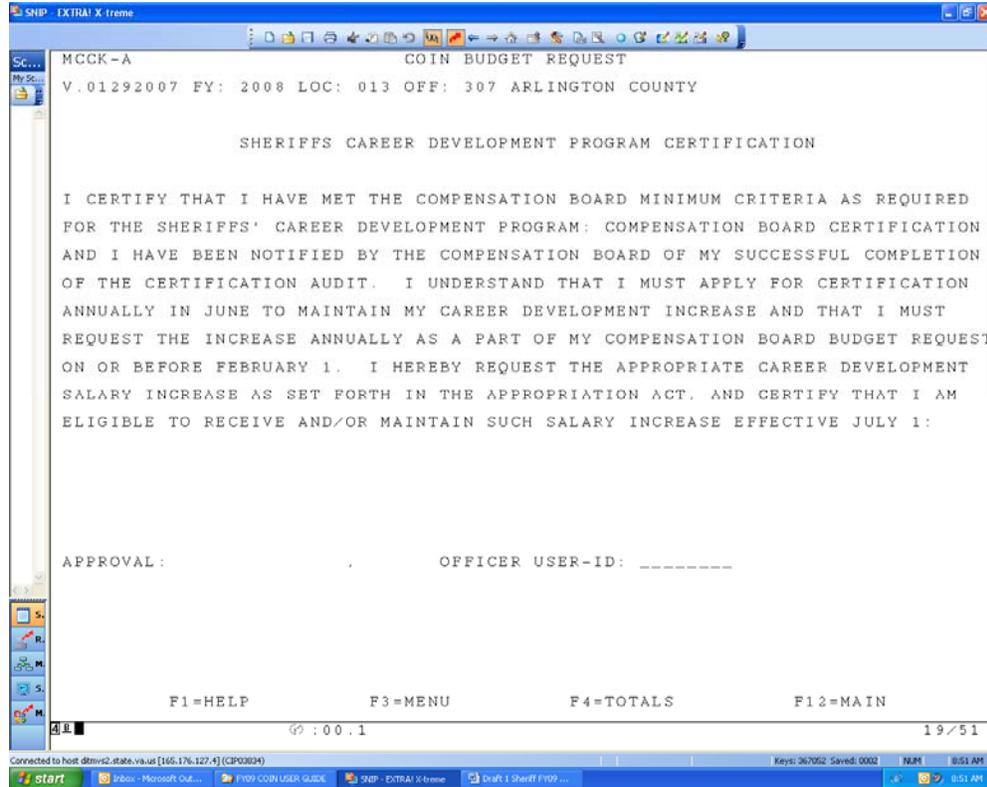
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Option #9 Special Program Certification

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

Screen 1 of 1



Helpful Hints:

- Officer must certify in June of each year that he meets the Compensation Board minimum criteria of the Sheriffs Career Development Program to receive the salary increase the following July.
- Officer will be audited between July 1st and November 31st of each year.
- Prior to January 1st, the Compensation Board will notify each Sheriff, seeking certification, of the status of their request.
- Officer must request the salary increase in the Compensation Board Budget request by February 1st of each year to receive the salary increase in July.
- Officer must certify in June to maintain the salary increase associated with the Sheriff's Career Development program.

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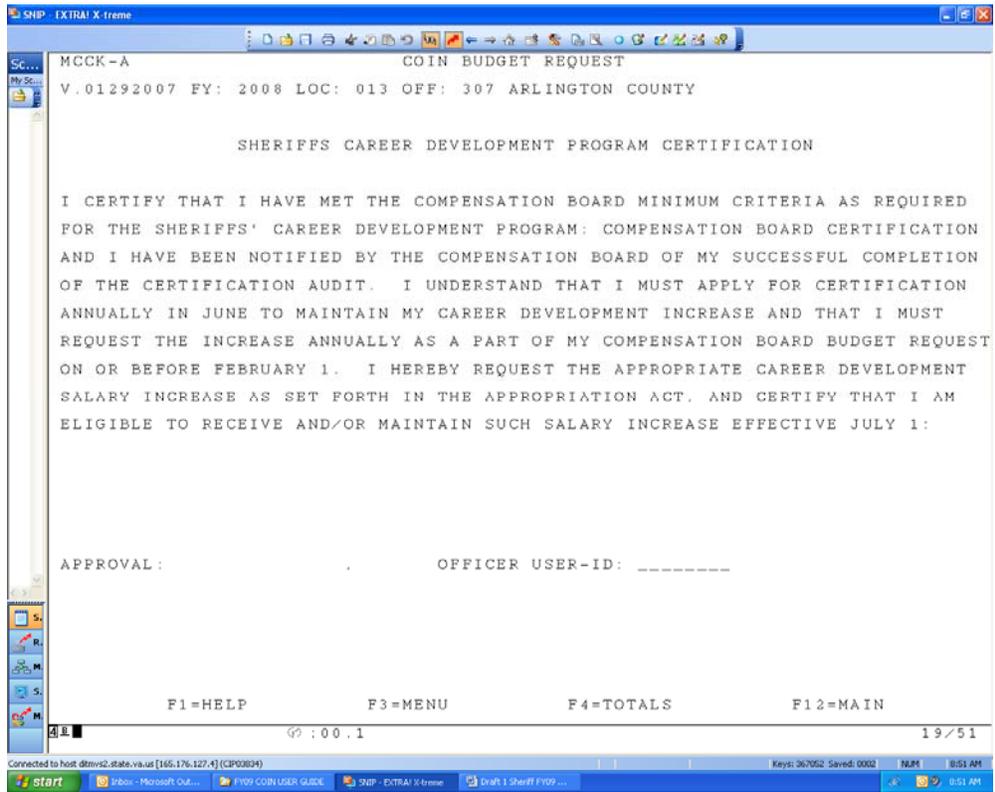
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Option #9 Special Program Certification

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



Procedures:

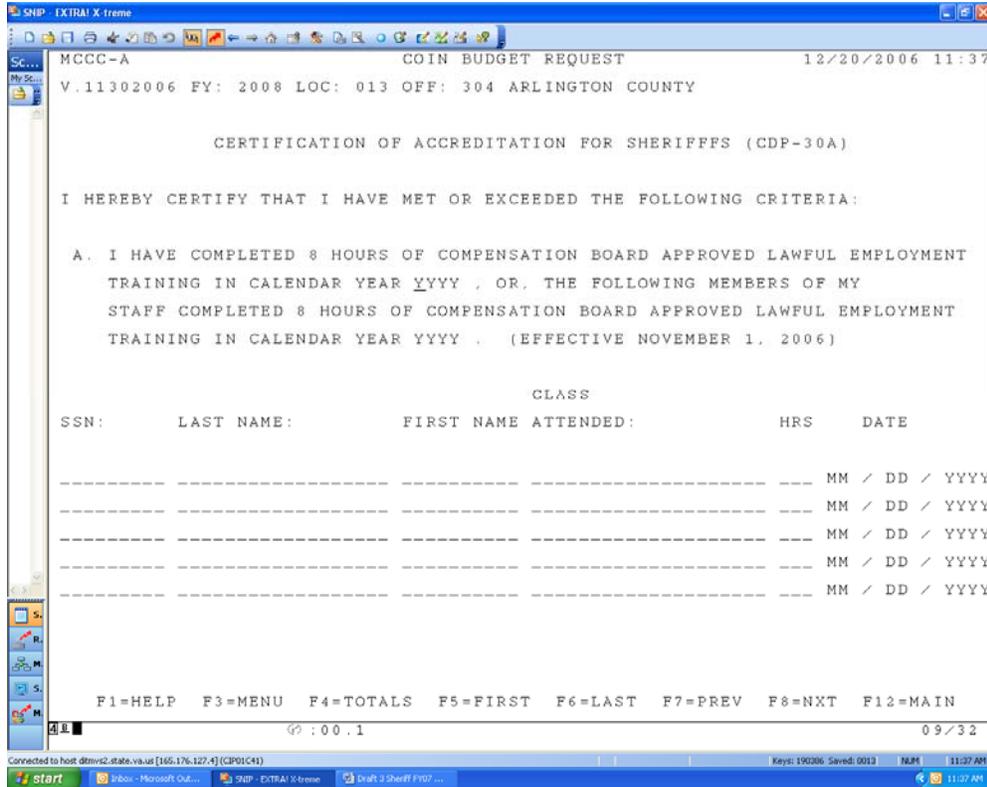
- Read the Sheriff's Certification Screen and if you comply with the certification statement,
- Enter the Officer's SCB USERID on the line provided
- Press the "enter" key

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Option #9 Special Program Certification

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

Screen 1 of 4



Procedures:

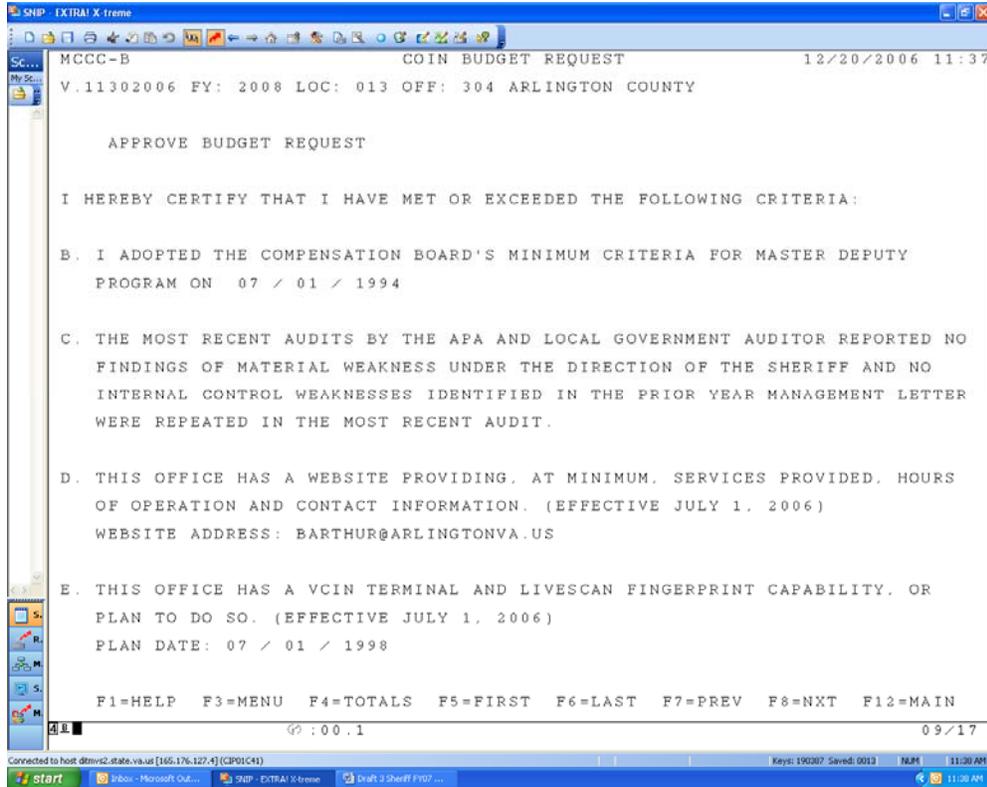
- Enter the Last name, First name, the class attended, the number CLE hours associated with the training and the date of the class. (Enter 2 numbers for the Month, 2 numbers for the day and 4 numbers for the year).

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Option #9 Special Program Certification

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

Screen 2 of 4



Procedures – continued

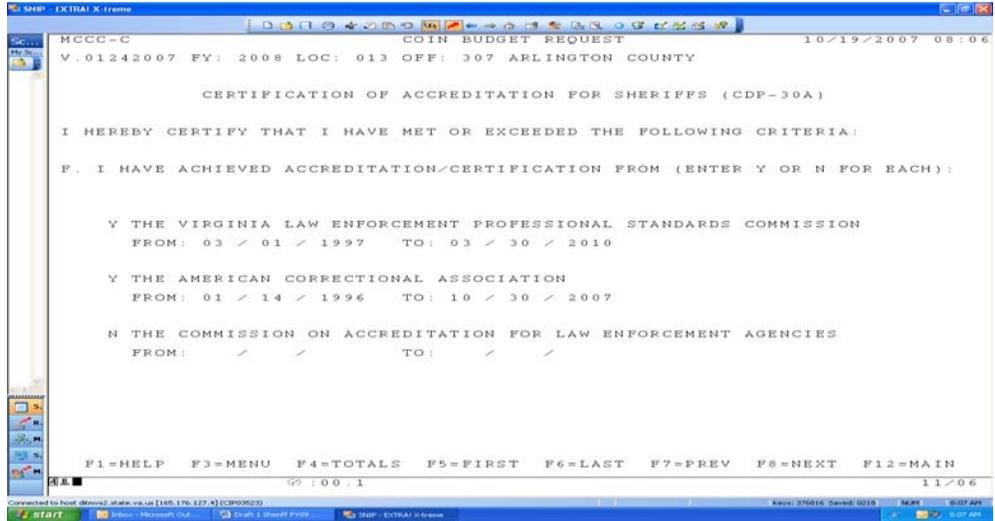
- B. Type the month, day and year (enter 2 numbers for the month and day, and 4 numbers for the year) that your office adopted the minimum criteria of the Master Deputy Program
- D. Type the website address that meets the minimum criteria
- E. Type the planned date (enter 2 numbers for the month and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

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Option #9 Special Program Certification

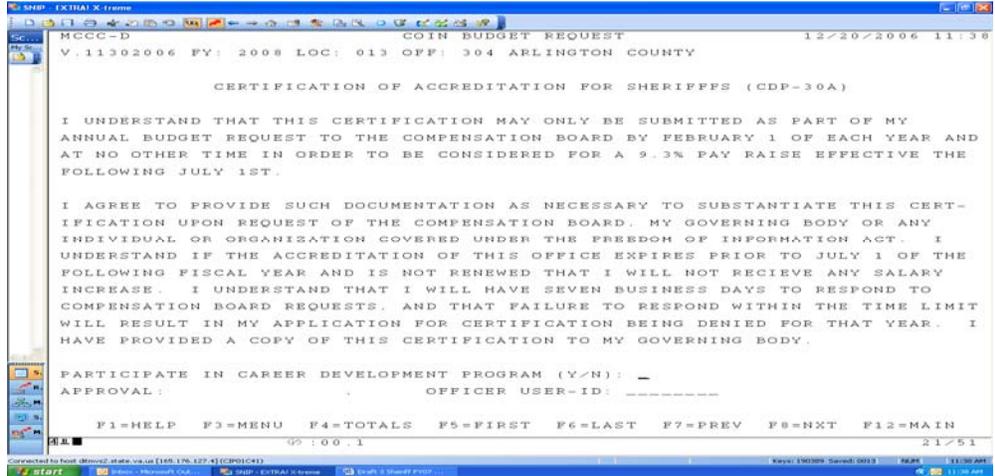
Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 3 of 4



- Enter “Y” or “N” for each item
- Enter date of accreditation/certification with the accrediting agency for each “Y”

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.

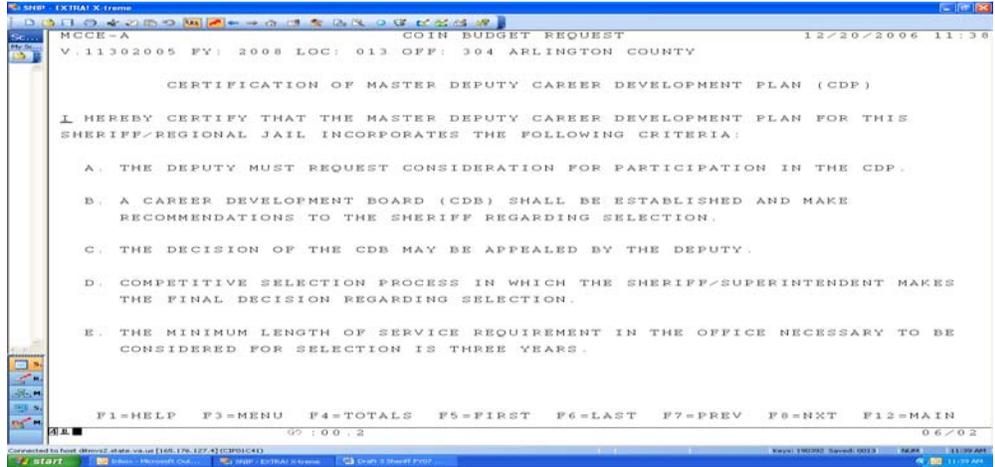
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Option #9 Special Program Certification

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

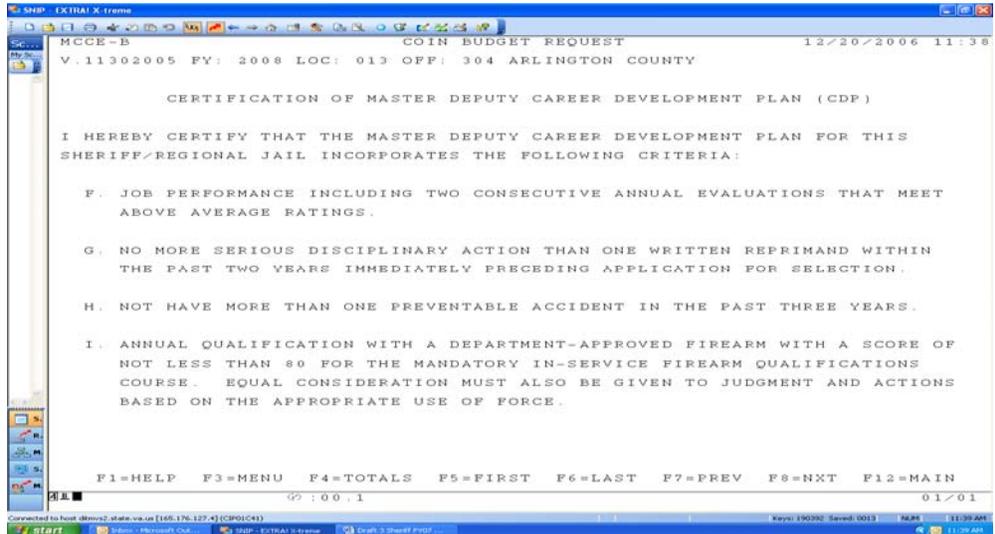
- Read all screens to determine compliance

Screen 1 of 7



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

Screen 2 of 7

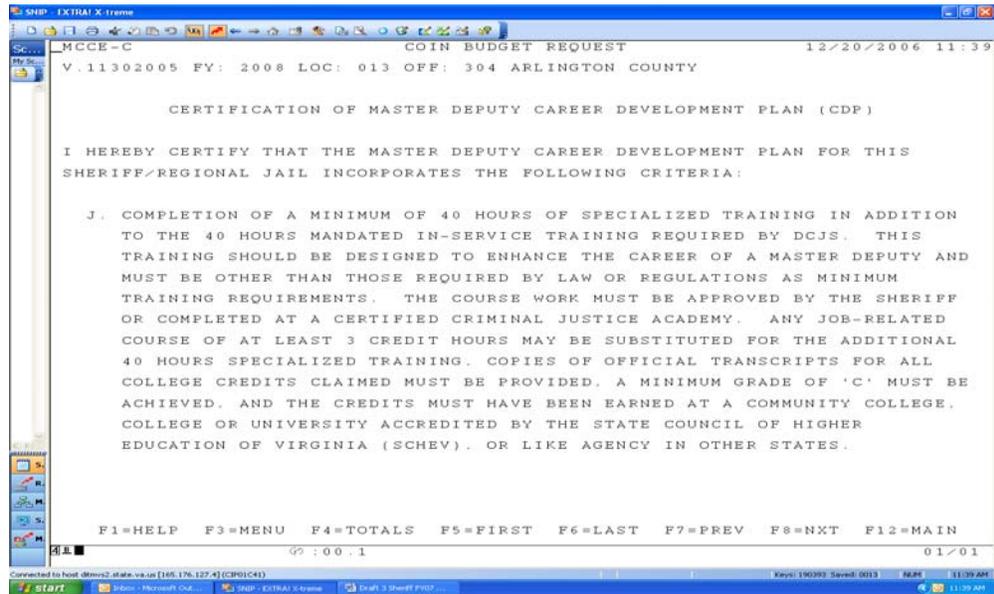


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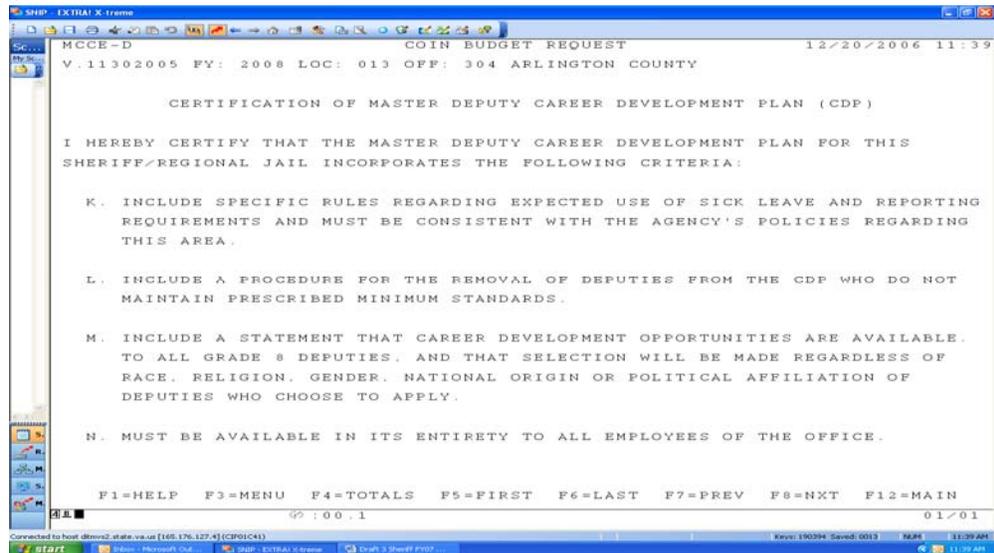
Option #9 Special Program Certification

Screen 3 of 7



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

Screen 4 of 7

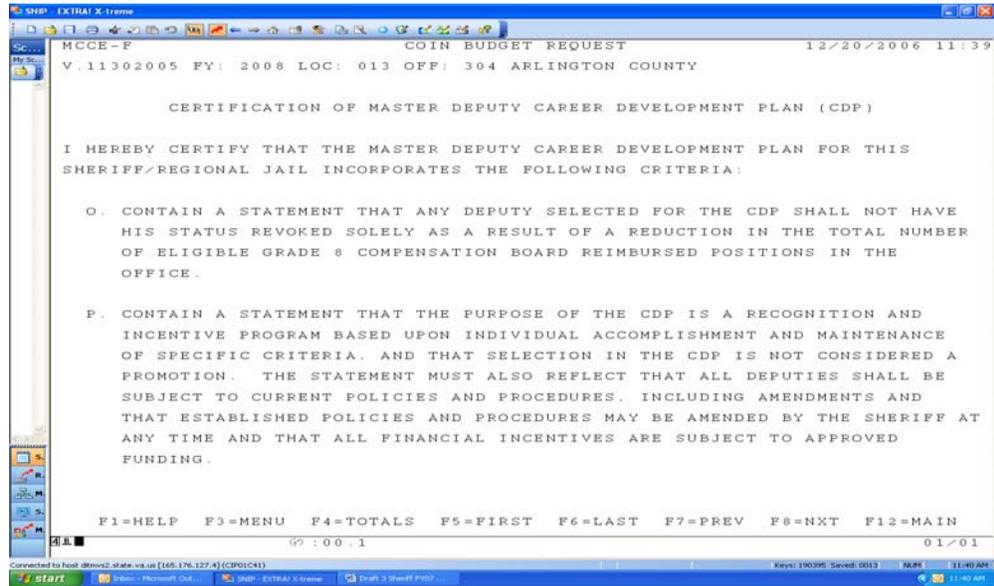


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Read and then press “F8” to proceed to the next screen

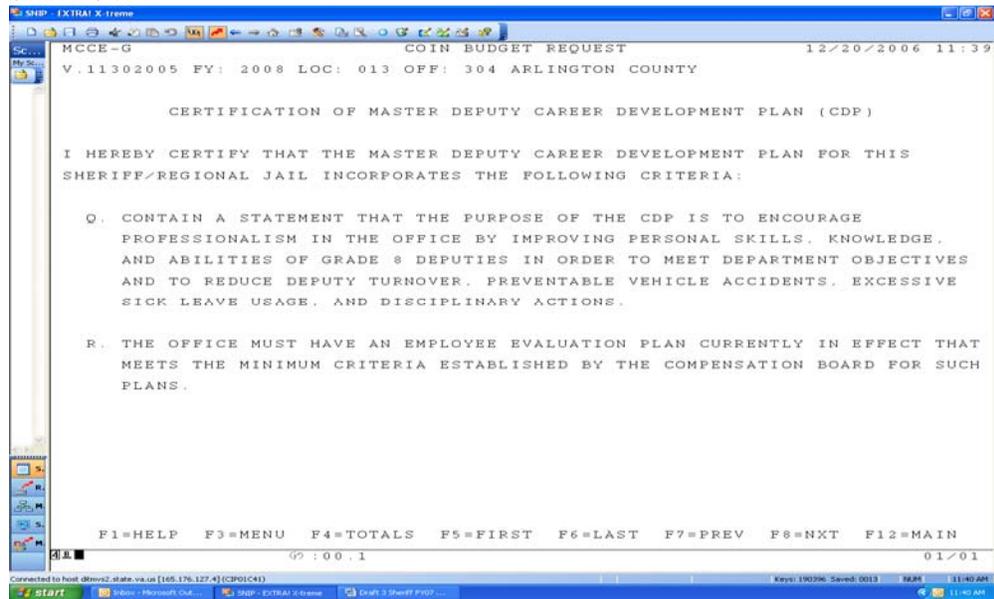
Option #9 Special Program Certification

Screen 5 of 7



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

Screen 6 of 7

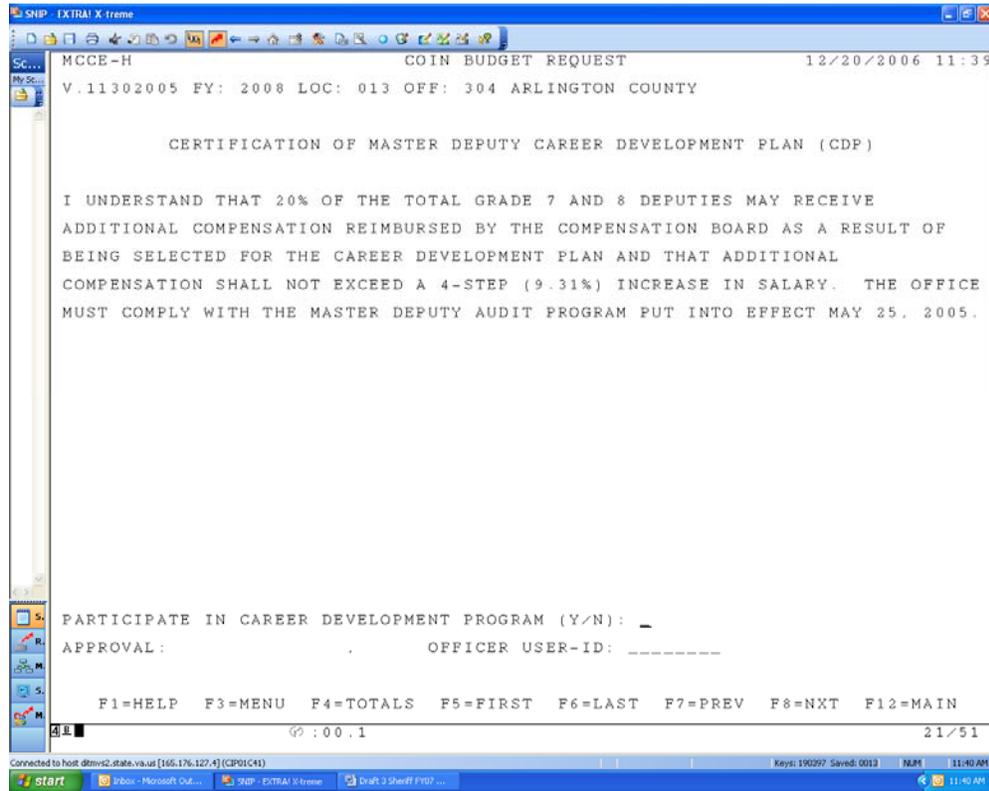


Read and then press “F8” to proceed to the next screen

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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

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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

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

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

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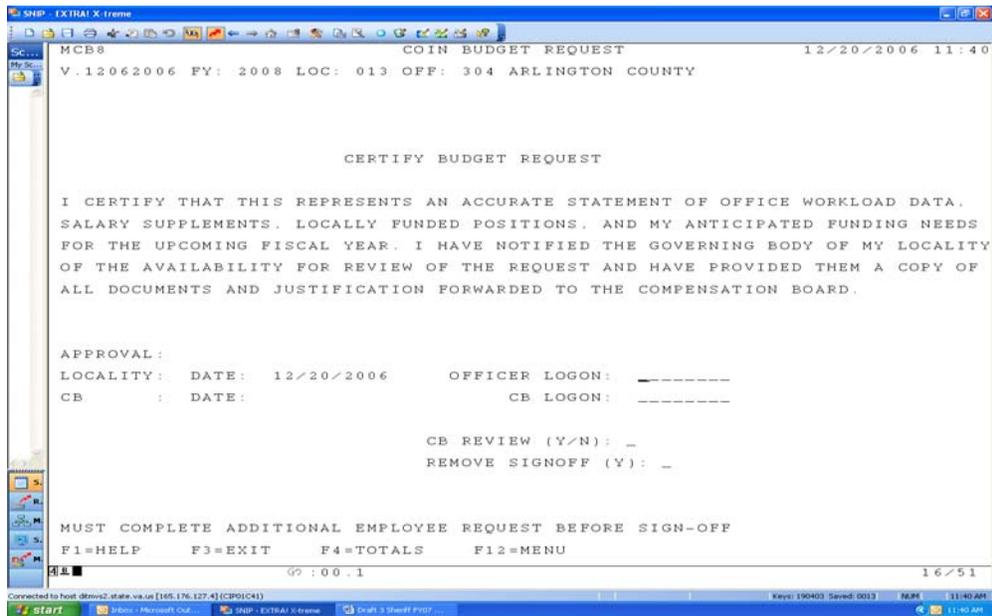
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Compensation Board

Last Updated: 12/4/2008 @ 7:39 AM

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

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13. Option #11, Comments

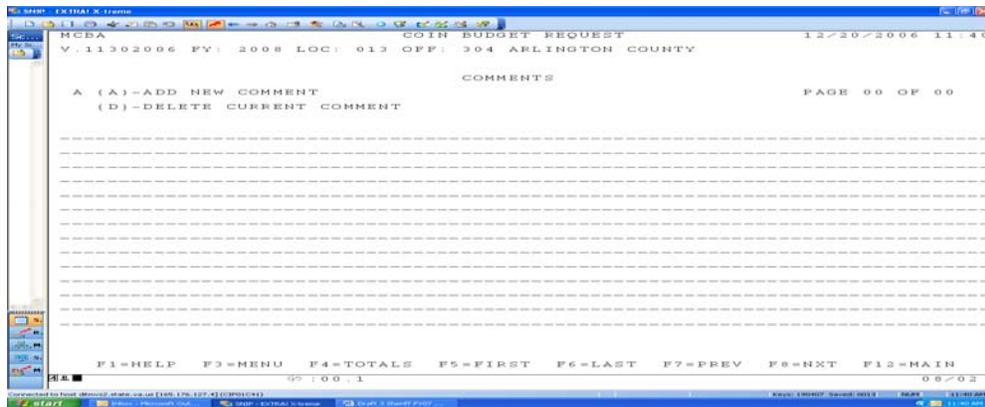
PURPOSE:

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

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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 Arlington County, dated 12/20/2006. It shows budget request totals for Permanent Personnel and Temporary Personnel. The data is organized into two tables, one for each category.

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:			313				

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.

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'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPREINTENDENT'S

1ST SCREEN OF 3:

MCBB-A COIN BUDGET REQUEST 12/20/2006 11:40
 V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

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:		312				

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

G9 : 00.3 02/17

PROCEDURES:

• **1ST SCREEN OF 3:**

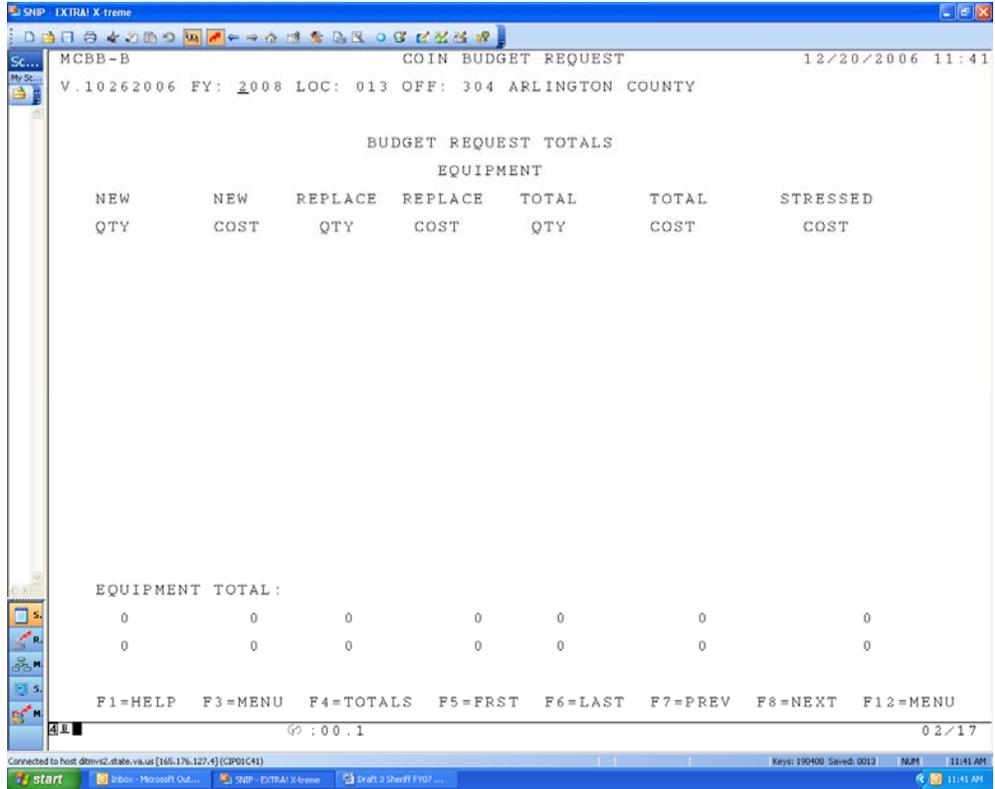
- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject 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

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'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

2ND SCREEN OF 3:



2ND SCREEN OF 3:

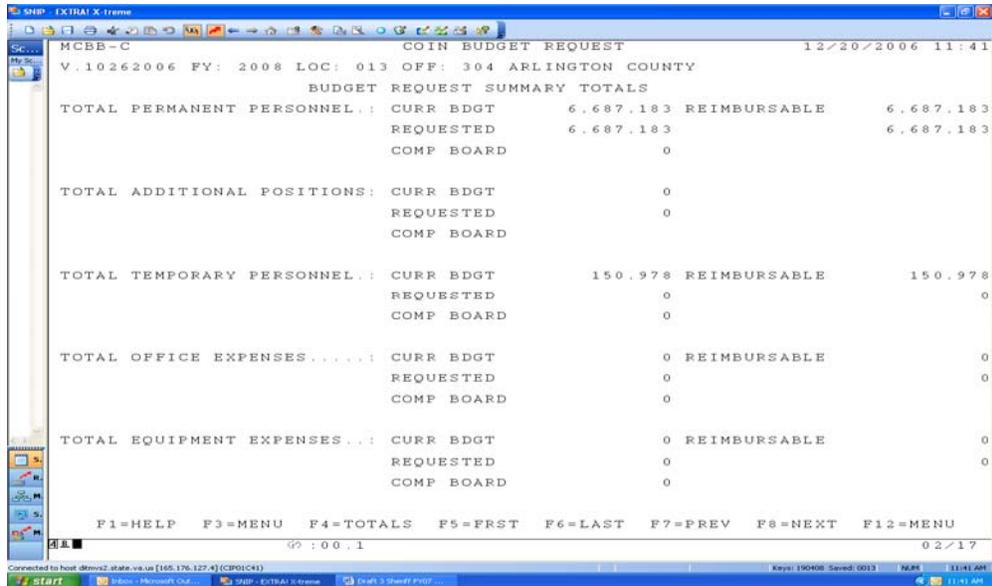
- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - Line 1 becomes 'locked-in' when the 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'

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'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

3RD SCREEN OF 3:



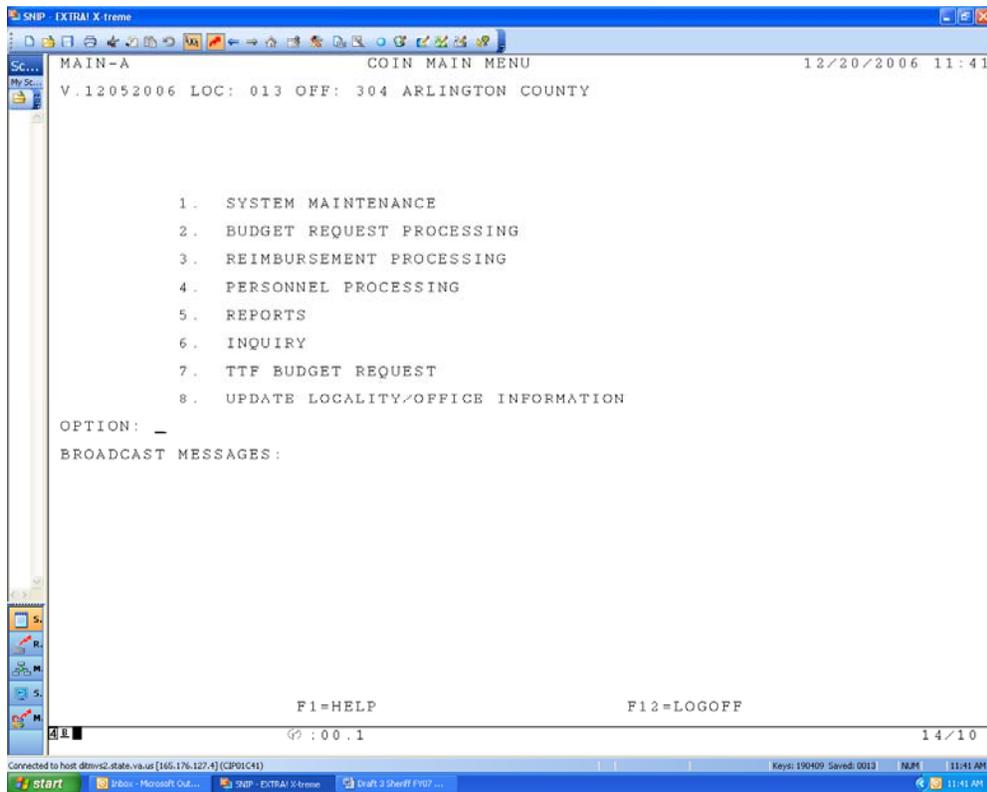
3RD SCREEN OF 3:

- ✓ 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

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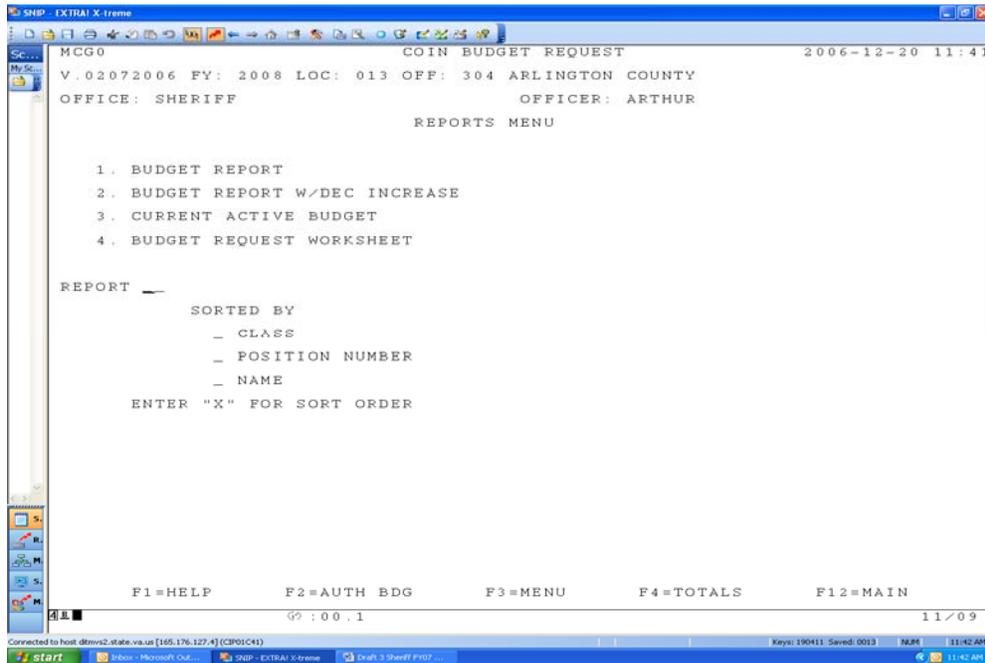
15. Main Menu Option #5 - Budget Reports



- Select Option #5- “Reports”

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Main Menu Option #5 - Budget Reports



There are 4 versions of the Budget Report that are available.

- Option #1 “Budget Report”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Dec Increase”- This is the Budget with the December 1 increases factored in. This report is available in November.
- 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.

Enter the desired option along with the desired sort sequence, 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.

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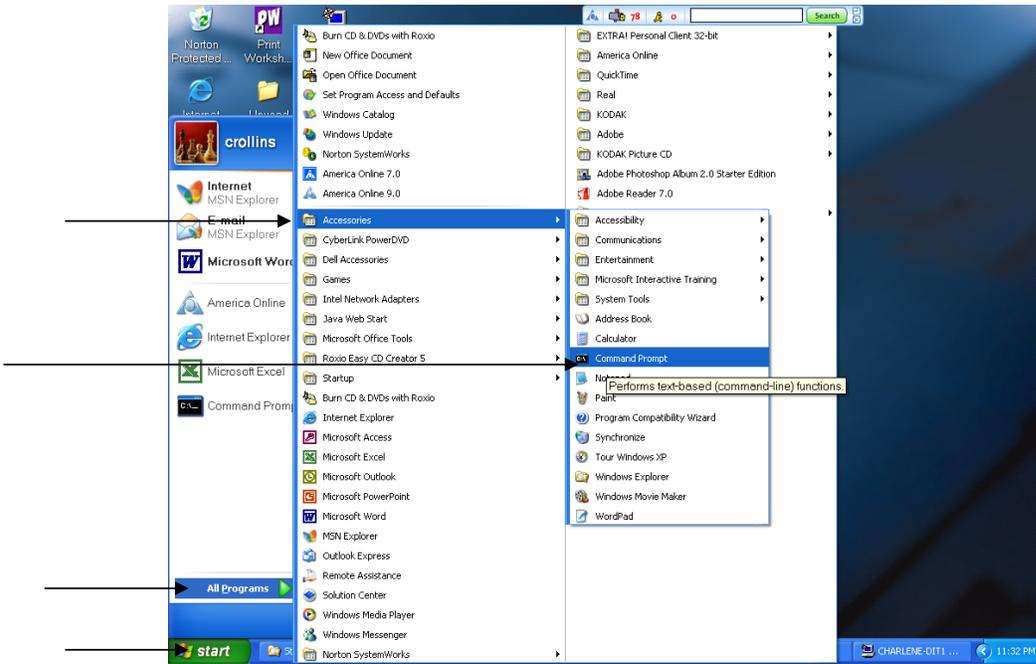
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16. Download Instructions

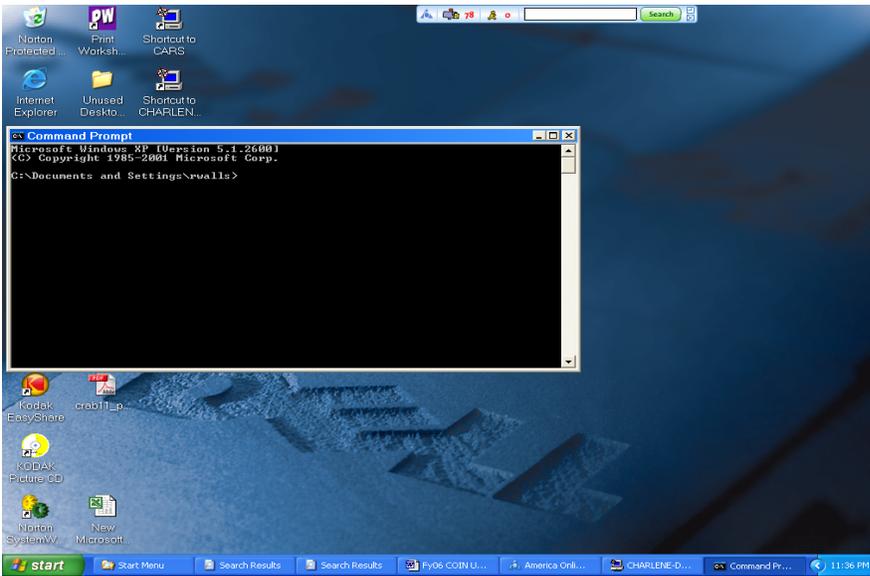


Download Instructions

1. Click "Start" – "All Programs" – "Accessories" – "Command Prompt"

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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.wbudget.rtf'** Press the “Enter” key
 (lowercase with single quotes, lowercase L-locality l001.lowercase O-office.budget.rtf)
1. The file to download for option 1 is 'scb.prod.coin.lxxx.oxxx.budget.rtf'
 2. The file to download for option 2 is 'scb.prod.coin.lxxx.oxxx.budget2.rtf'
 3. The file to download for option 3 is 'scb.prod.coin.lxxx.oxxx.abudget.rtf'
 4. The file to download for option 4 is 'scb.prod.coin.lxxx.oxxx.wbudget.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)

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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

SHERIFFS - Support Personnel

**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF
JULY 1, 2008 - JUNE 30, 2009**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	GC	1	Administrative	19,856	37,371
SECRETARY I COOK A	SECI CK A				
SECRETARY II COOK B COMMUNICATIONS OPERATOR	SECII CK B COMOP	2	Sr. Administrative	23,723	45,666
COMMUNICATIONS SUPERVISOR	CO SP				
ADMIN STAFF SPECIALIST	ADMSS	3	Professional	28,234	52,973
LIDS TECHNICIAN 1 (NON-SWORN)	LT1	3	Professional	28,234	52,973
LIDS TECHNICIAN 2 (NON-SWORN)	LT2	6	Sr. Professional	33,147	69,186

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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

JULY 1, 2008 - JUNE 30, 2009

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	28,234	52,973
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	33,147	69,186
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	44,058	116,345
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C13 CS13 L13				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				

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Classifications And Pay Plans

SHERIFF'S - Medical, Treatment, and Classification Personnel

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

JULY 1, 2008 - JUNE 30, 2009

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	_PMED _PTRT _PCLS _PRECS	3	Professional	18,496	35,312

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.

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Classifications And Pay Plans

SUPERINTENDENT'S - Support Personnel and Regional Jail Officers

**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE REGIONAL JAIL
JULY 1, 2008 - JUNE 30, 2009**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	R_ GC	1	Administrative	19,856	37,371
SECRETARY I COOK A	RSEC1 R_CKA				
SECRETARY II COOK B	RSEC2 R_CKB	2	Sr. Administrative	23,723	45,666
ADMIN STAFF SPECIALIST	RADMS	3	Professional	28,234	52,973
LIDS TECHNICIAN 1 (NON-SWORN)	R_LT1	3	Professional	28,234	52,973
LIDS TECHNICIAN 2 (NON-SWORN)	R_LT2	6	Sr. Professional	33,147	69,186

**CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
JULY 1, 2008 - JUNE 30, 2009**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ C7 R_CT7	3	Professional	28,234	52,973
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ C8 R_CT8				
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH MASTER DEPUTY	R_ C9 R_CT9 RMDC9	6	Sr. Professional	33,147	69,186
CORRECTIONAL OFFICER	R_ C10				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C11 SUP11				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C12 SUP12	8	Supervisory/ Management	44,058	116,345
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C13 SUP13				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C14 SUP14				

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Classifications And Pay Plans

SUPERINTENDENTS - Medical, Treatment, and Classification

**CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS
JULY 1, 2008 - JUNE 30, 2009**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	RP MED RPTRT RPCLS RPREC	3	Professional	18,496	35,312

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.

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