

## **Local Inmate Data System (LIDS) ICE Immigration Status Tracking System**

**Authority:** § 53.1-218. Duty of officer in charge to inquire as to citizenship; notice to federal immigration officer of commitment of alien. Whenever any person is committed to a correctional facility, it shall be the duty of the director, sheriff or other officer in charge of such facility to shall inquire as to whether the person is a citizen of the United States, and if he is not, such director, sheriff or other officer shall inquire as to the person's alien status (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States. The director, sheriff or other officer in charge of such facility shall make an immigration alien query to the Law Enforcement Support Center of the United States Immigration and Customs Enforcement for any person who (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States, or for whom the answer to (i) or (ii) is unknown. In the case of a jail, the sheriff or other officer in charge of such facility shall communicate the results of any immigration alien query to the Local Inmate Data System of the State Compensation Board. The State Compensation Board shall communicate, on a monthly basis, the results of any immigration alien query that results in a confirmation that the person is illegally present in the United States to the Central Criminal Records Exchange of the Department of State Police in a format approved by the Exchange. In the case of a correctional facility of the Department of Corrections, the director or other officer in charge of such facility shall communicate the results of any immigration alien query that results in a confirmation that the person is illegally present in the United States to the Central Criminal Records Exchange of the Department of State Police in a format approved by the Exchange. The information received by the Central Criminal Records Exchange concerning the person's immigration status shall be recorded in the person's criminal history record. If it appears that the person is an alien, the director, sheriff or other officer in charge of the facility shall immediately notify the Central Criminal Records Exchange. However, notification need not be made to the Central Criminal Records Exchange if it is apparent that a report on alien status has previously been made to the Exchange pursuant to § 19.2-83.2 or 19.2-294.2. 2. That the State Compensation Board shall maintain in the Local Inmate Data System, and the Department of Corrections shall maintain in its offender management system, a specific data field for the entry of the response received from the Law Enforcement Support Center of the United States Immigration and Customs Enforcement pursuant to the request made in accordance with § 19.2-83.2 or 53.1-218 of the Code of Virginia for information on an inmate's immigration status. 3. That the Department of Corrections shall confirm the validity of the social security numbers given by inmates and omit from its database those social security numbers determined to be fictitious.

**Background:** In order to accommodate the above statutory requirement LIDS\_ICE has been developed as a web-based system to record when immigration status requests are made and received.

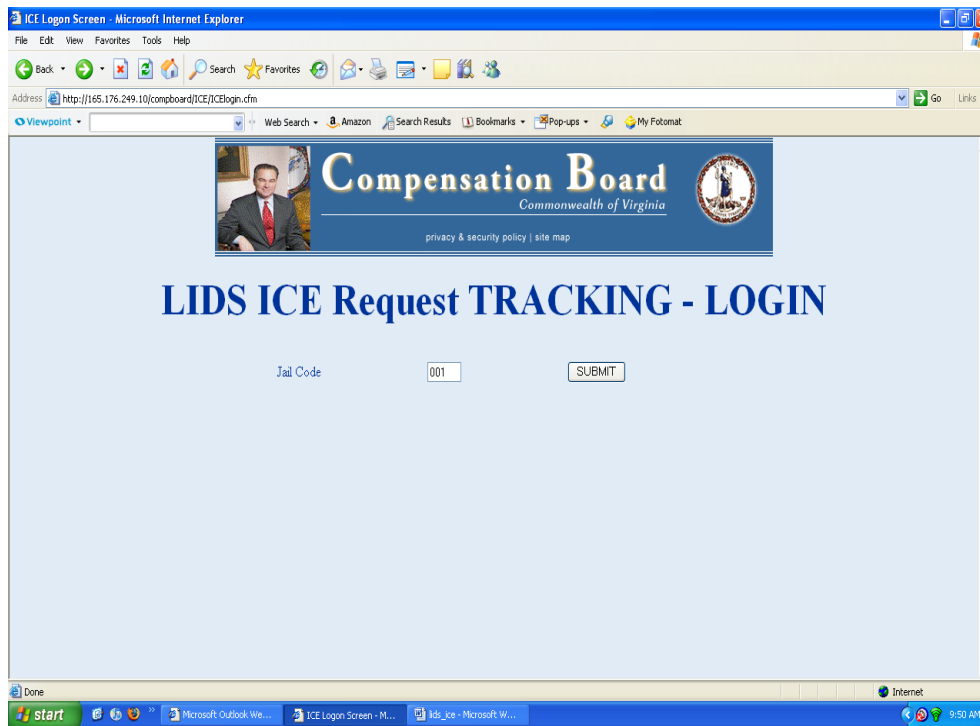
**Security:** LIDS\_ICE has two layers of security. Jail level security has been established and can only be altered by the Compensation Board. Each jail user accessing LIDS\_ICE will need to establish an individual logon. Follow the procedures for 'Creating an Individual ID'. ID lists will be sent to the jail's LIDS Technician quarterly for access verification. The LIDS Technician is responsible for informing the Compensation Board of any IDs needing to be deleted or changed. Passwords expire every 60 days and must be changed. If you forget your password, you can click on 'Forgot My Password' and a new password will be emailed to you.

### **Accessing LIDS\_ICE:**

LIDS\_ICE can be found on the Compensation Board's website <http://www.scb.virginia.gov> under the restricted access button.

Click 'LIDS\_ICE' Request Tracking' on the Restricted Access page.

Enter your jail number in the jail code file and click the submit button.



If you are a first time user, it will be necessary to create an Individual ID. Instructions for creating an individual ID can be found under 'Create Individual ID'.

Enter your Individual ID and Password, select 'Logon' and click submit.

## LIDS\_ICE Request Tracking Main Menu

**LIDS Alien Query Tracking Main Menu**

ACCOMACK COUNTY JAIL  
ANNE WILMOTH

[LIDS ICE Tracking Frequently Asked Questions \(FAQ\)](#)

Inquire for incomplete entries for ACCOMACK COUNTY JAIL

OR

Add a NEW Entry ONLY AFTER the Query has been sent

OR

Inquire By SSN  Enter the SSN?  and   
(Caution -- not all entries have a SSN)  
You must enter all 9 digits of the SSN.

OR

Inquire By DCN  Enter the DCN  and   
(Caution -- not all entries have a DCN)

OR

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

OR

From the main menu you will be able to track pending requests, add a new request and inquire on specific requests that have been made.

Before submitting a new request, you should check to see if a request and response already exists in the system.

Insert process here when available.

## Recording a Request Entry

If the individual has a SSN, enter it in the field labeled 'SSN', otherwise enter all 9s in this field. If available, enter the Immigration ID number. Enter the individual's last and first names. Enter the individual's date of birth if known, if unknown enter 'Unknown' in the field labeled 'Birth Date'. Enter the Document Control Number (DCN) if it is available. If the DCN is not available, leave this field blank. Enter the State ID Number (SID) if known, if the SID is unknown leave this field blank. Enter at least one (1) of the Offense Tracking Numbers (OTN). Click on 'Continue' after all information has been entered.

**ICE Alien inquiry tracking**  
ACCOMACK COUNTY JAIL

[Click here for User Instructions](#)

SSN:  Immigration ID Number:

Enter all '9' if unknown

Last Name:  First Name:

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

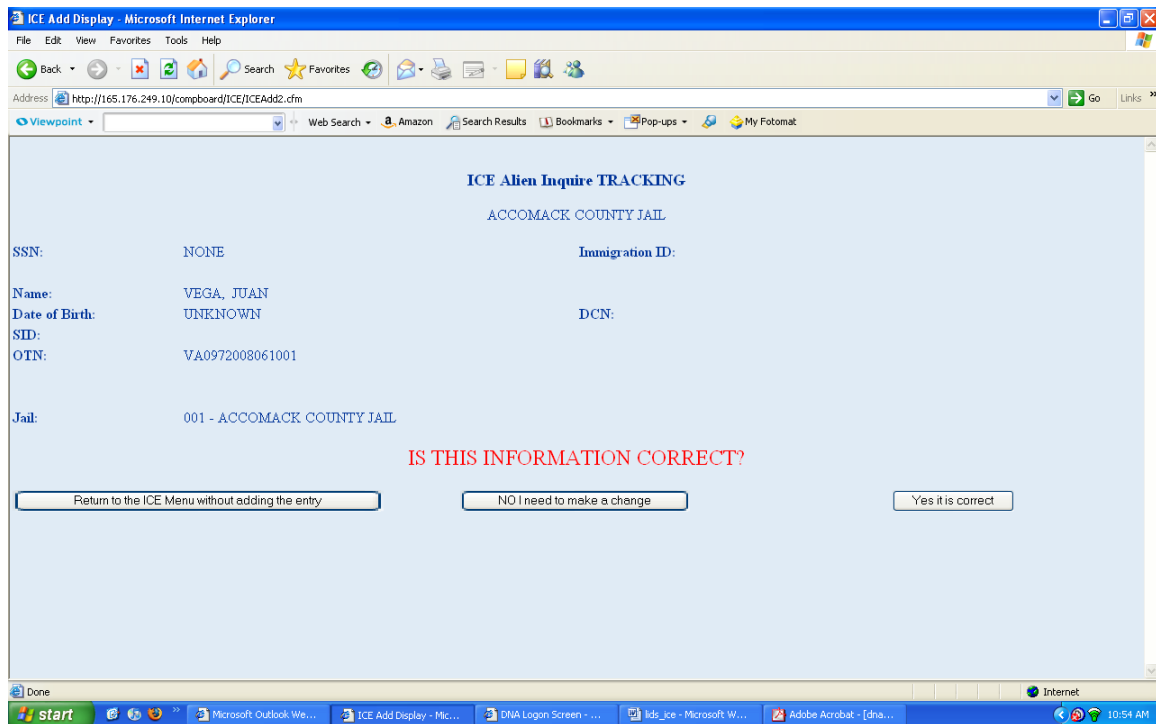
Enter 1 to 5 OTNs:

Jail: 001 - ACCOMACK COUNTY JAIL

Add a new entry **ONLY AFTER** the Query has been sent

[Return to ICE Menu](#)

You will receive a confirmation page similar to the one listed below. If the information listed is correct, click 'Yes it is correct' to have the entry recorded in LIDS\_ICE. If you need to make corrections, click on 'No, I need to make a change'.



When a LIDS\_ICE Request Tracking Record has been added successfully, you will receive the confirmation page listed below.

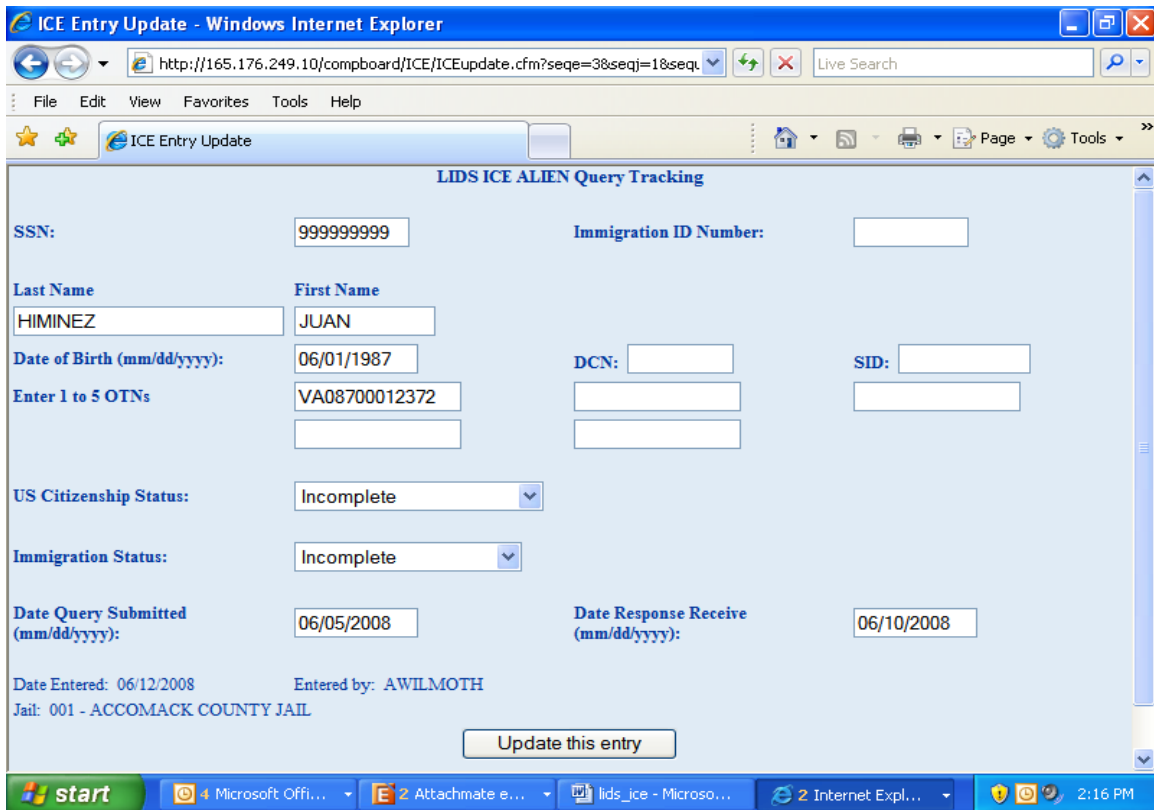


## Recording a Response Received from ICE/LESC

To view and/or update request entries, you will need to search on the Incomplete Entries for your jail. This feature is the first option listed on the LIDS-ICE Request Tracking Menu. To access the incomplete list for your jail, simply click 'Begin Search'. To select an entry for review and/or update, click the SSN field.



Select the US Citizenship status and Immigration Status and the date the response was received from ICE/LESC and click 'Update this entry'. You will be taken back to the LIDS-ICE Main Menu when the update has been completed successfully.



## Creating an Individual ID

Enter the required information listed on the screen. A password must be between 8 and 12 characters in length and must contain at least 1 uppercase letter, 1 lowercase letter and 1 number. Passwords should not be shared with anyone. Click on 'Continue' after all information has been entered.

The screenshot shows a web browser window titled "ICE New User Entry - Microsoft Internet Explorer". The address bar shows a URL starting with "http://165.176.249.10/comboard/ICE/ICE\_new\_id.cfm?seq=18&last\_ts=06%2F10%2F2008%2010%3A01%3A20%20AM". The page content is as follows:

**LIDS ICE Request TRACKING - New User**  
[Click here for User Instructions](#)  
**ACCOMACK COUNTY JAIL**

Last Name	<input type="text" value="Jones"/>	First Name	<input type="text" value="Debbie"/>
Your work EMAIL Address	<input type="text" value="debbie.jones@myworkemail.com"/>	Reenter your EMAIL for Verification	<input type="text" value="debbie.jones@myworkemail.com"/>
Your work Phone Number with Area Code	<input type="text" value="8042252207"/>	Extension	<input type="text"/>
What you want as a USER ID	<input type="text" value="djones1"/>	USER ID must be 8 to 10 characters long	
Your Password	<input type="password" value="*****"/>	Reenter your password for Verification	<input type="password" value="*****"/>

Your password must be between 8 and 12 characters in length and must contain at least one UPPER CASE letter, at least one lower case letter, and at least 1 number.

DO NOT share your userid and password with anyone else, every user must have an individual userid and password.

[Questions or Comments](#)