



3. Commitment Maintenance Menu

Navigational Path:

- LIDS Main Menu - Enter Option '3', Commitment Maintenance

LIDS - EXTRAI Personal Client
 LOCAL INMATE DATA SYSTEM (LIDS) 2003-12-05
 COMMITMENT MAINTENANCE MENU 15.03.59
 LMN2 JAIL 001
 V.01232003
 PRISONER INFO: SSN 999999999 DATE OF BIRTH 12251951 APPROXIMATE AGE
 NAME: LAST DOE FIRST JOHN MID
 COMMIT DATE: COMMIT TIME: COMMIT REASON:
 RELEASE DATE: RELEASE TIME: RELEASE REASON:
 NON-CONSECUTIVE DAYS: ESTIMATED NUMBER OF CONFINEMENTS:
 ALIAS: LAST FIRST MID SUF
 OPTION 1 OPTIONS:
 1. CONFINE PRISONER 2. UPDATE PRISONER INFO
 3. UPDATE CONFINEMENT INFO 4. UPDATE OFFENSE INFO
 5. ADD ADDITIONAL OFFENSES 6. RELEASE PRISONER
 7. DELETE OFFENSE 8. ADD PRISONER ALIAS NAME
 9. BROWSE BY PRISONER NAME A. CORRECT PENDING ERRORS
 B. TRANSFER STATUS C. BROWSE BY PRISONER ALIAS NAME
 D. UPDATE SSN E. SUBMIT BATCH JOB
 F. RE-COMMIT NO NEW CHARGES G. DELETE CONFINEMENT
 H. REMOVE RELEASE INFO I. RECORD ALIAS SSN
 J. NOT AVAILABLE K. UPDATE DATA INTEGRITY ERRORS

 INVALID OPTION, TRY AGAIN
 Connected to host 165.176.120.129 04/23 3:05 PM

- **Option #3, Commitment Maintenance Menu** provides a navigational path for maintaining all LIDS jail inmate information tables
- It provides a mechanism for recording confinements, releasing prisoners, updating/changing prisoner's current confinement, browsing prisoner information and the capability to view DNA sampling information
- There are two (2) means of submitting inmate data to LIDS, on-line **OR** batch uploading from a private Jail Management System (JMS)
 - ✓ Timely input & updating of prisoner information helps to eliminate:
 - Audit finding, i.e., prevents over payments
 - Errors, i.e., did not forget to update and no adjustments are needed
 - Overlaps, i.e., prevents calls from the receiving jail
- **Authority for Commitment**
 - ✓ "Disposition Notice" Form # DC 356 11/95 PC, ordering the Sheriff to confine person to jail
 - ✓ "Commitment Order" Form # DC-352 2/95 PC
 - ✓ "Transportation Order" charges the sheriff with authority and responsibility of committing person
 - ✓ Department of Corrections Parole Board Warrant
 - ✓ Court Order that authorized Sheriff to take custody of a specified body
 - ✓ US Marshals (Federal or Military) form that authorizes Sheriff to take custody of a federal prisoner
 - ✓ Court issued inmate transfer
 - ✓ Continuance Order, Form DC 355 01/00
 - ✓ Contempt of Court Order/Certificate of Conviction (Code of Virginia, § 18.2-456, §18.2-458, and §19.2-267)

- A standard arrest warrant or personal recognizance form, according to the Supreme Court of Virginia, **does not** carry the authority for a prisoner to be recorded to LIDS
- **The Committal Order and the Warrant should agree**
 - ✓ **If they disagree**, contact the magistrate office to resolve the issue
 - ✓ Follow the magistrate's directive on the commitment order – provides legal authority to commit

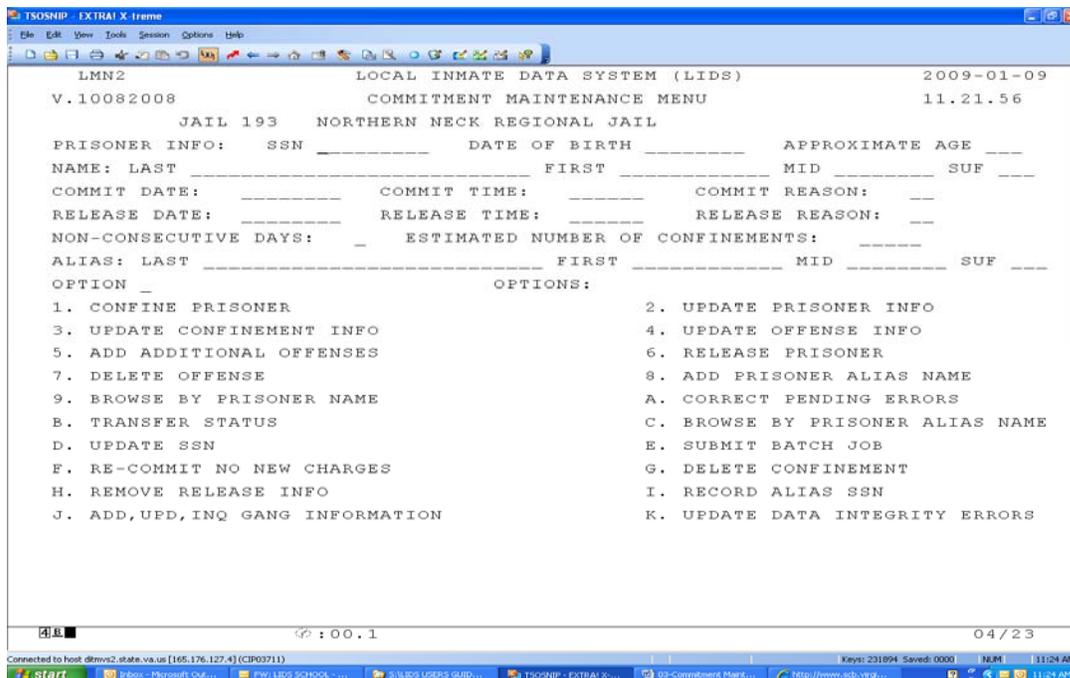
This page left intentionally blank.

Option '3' - Commitment Maintenance Continued

Option #1 - Confine Prisoner

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields
 - ✓ SSN
 - LIDS was designed to assign an inmate a generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN
 - From the Commitment Maintenance Menu enter the digit #9 nine times (e.g., 999999999).
 - ✓ DOB or approximate age
 - ✓ Last & First Name
- Commitment Maintenance Menu - Enter Option '1' - Confine Prisoner



- **Option #1, Confine Prisoner – Screen #1, Prisoner Information** provides a means to identify the prisoner confined in jail (view screen on next page)
- Prisoner Information is the first of three screens that need to be completed in order to confine a prisoner on-line within LIDS
- If SSN was unknown and #9 was entered nine times from the Commitment Maintenance Menu you will now receive the generated SSN on the Prisoner Information Screen
 - ✓ The first digit will be #9
 - ✓ The next three will represent your facility's FIPS code (e.g., 760)
 - ✓ The remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - (For additional SSN information see the Quick Reference Guide)

Option '3' - Commitment Maintenance Continued

Option '1', Confine Prisoner Continued

Screen #2 – Confinement Information

Second (2nd) Screen of Three (3) – Confinement Information Screen

The screenshot displays the LIDS (Local Inmate Data System) interface. The title bar reads 'TSOSNP - EXTRA X-frame'. The main window shows the following information:

```
LCA3 LOCAL INMATE DATA SYSTEM (LIDS) V.04112008
2008-12-17 CONFINE PRISONER
**CONFINEMENT INFORMATION**
JAIL 087 PRISONER ID _____ SSN 565656565 SID: _____
PRISONER NAME POTTER, HARRY
COMMITMENT DATE _____ TIME _____ REASON CONFINED ___
RELEASE DATE _____ TIME _____ REASON RELEASED ___ TRANS JAIL ___
HOUSING STATUS ___ FACILITY LOCATION ___
DETAINERS ___ JAIL NUM (1-5) _____
DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS _____
GOOD TIME: EXEMPLARY YEARS ___0 MONTHS ___0 DAYS ___0
STATUTORY: YEARS ___0 MONTHS ___0 DAYS ___0
JUDICIAL: YEARS ___0 MONTHS ___0 DAYS ___0
HOLDING FOR LOC 087 CONTRACT HOLD ___
ALERT FLAG ___
COMMITMENT COMMENTS
-----
CURRENT LOCATION
-----
**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
ENTER CONFINEMENT INFORMATION
```

At the bottom of the screen, there is a status bar showing '04/27' and a taskbar with various application icons and the system clock.

- **Option #1, Confine Prisoner – Screen #2, Confinement Information** provides a means to identify the prisoner's confinement period in jail
- **Required Data Fields:**
 - ✓ Commitment Date (MMDDYYYY)
 - ✓ Time (HHMMSS)
 - ✓ Reason Confined
 - ✓ 'Holding For Loc' - Holding for Other Locality:
 - Utilized for Billing Purposes
 - **Jails (City and County)** - LIDS defaults the Holding Jurisdiction to your Jail number.
 - If the offender is NOT your prisoner, update "Holding for LOC" to reflect the Holding Jurisdiction.
 - **Regional Jails** – Must input Holding Jurisdiction's FIPS Code which identifies the Holding Locality that will be billed.
 - The **Housed in Another Jail** report for Jurisdiction Holds is located in Option #4 - Forms Maintenance; select Option 1 - Inmate Status Reports, then select Option 6, Housed in Another Jail.
- **Trans Jail**
 - ✓ Reason Release Code '35', Transferred to another Jail, requires the FIPS Code of the jail inmate was transferred to

Option '3' - Commitment Maintenance Continued

Option '1', Confine Prisoner, Screen #2, Confinement Information Continued

- Reason Confined Codes are broken down in the following categories (See Reference Code Section):
 - ✓ Awaiting Trial – Adult and Juvenile
 - ✓ Adult Sentenced - NO Charges Pending
 - ✓ Adult Sentenced - HAS Charges Pending
 - ✓ Adult Sentenced – Miscellaneous
- LIDS computes reimbursements based on the data input at month end
 - ✓ Total Day Count Rule – **do not** count commit date, but **do** count release date
 - ✓ State Day Count Rule- **do** count commit date, but **don't** count release date
- If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states , the District of Columbia, or the Federal Government, for more than 72 hours, the following fields become required.
 - ✓ 'Housing Status' - Utilize to report the inmate's Security Level by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Facility Location' - Utilize to report the Security Classification of the facility in which prisoner is held by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Detainers' - Utilize to report the charges listed on the commitment order
 - Outstanding charges in other jurisdictions should be recorded by marking 'Y' in the Detainer field.
 - List all jurisdictions with detainers on the offender.
 - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (if used Reason Confined Codes '78' and '79')
 - Washington D.C. (used with Reason Confined Code '73')
 - Federal Agencies - USMS, United States Marshals or ICE, Immigration & Custom Enforcement (used with Reason Confined Code '73')
- Medical Alert Flag
 - ✓ If LIDS detects a 'Y' Yes in the Medical Alert Flag data field, the locality has provided information and it is not viewable
 - ✓ If it is necessary to view the medical information, it is recommended that the user ask jail medical staff to go onto LIDS and check for comments
 - ✓ NOTE: Compensation Board staff are unable to view medical comments
- **Confinements that equal less than 1 Day**
 - ✓ Confinements in LIDS less than 1 day are reflected as 1 day.
 - E.g., 3 hours = 1 day for reimbursement purposes
 - To acknowledge we committed for 3 hours make note on the comment screen that confinement time equaled 3 hours or in inmate file recorded as 1 day vs. 3 hours
 - Current language does not stipulate a limit on time of confinement that is reimbursable
- **Late Confinements require Financial Adjustment**
 - ✓ When a prisoner is confined in LIDS **AFTER** the monthly report is approved:
 - Print screen that indicates that an adjustment is required, **OR**
 - Record in a log that an adjustment is required so the adjustor may make the financial adjustment
 - If the adjustment indicated is not made, a message will appear on the Possible Error Report that a financial adjustment is needed
 - For more information on entering adjustments see the Reimbursement Maintenance Section

Option '3' - Commitment Maintenance Continued

Option '1', Confine Prisoner Continued

Screen #3 – Offense Information

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - Enter Option '1' - Confine Prisoner

Third (3rd) Screen of Three (3) – Offense Information Screen

LCA4 LOCAL INMATE DATA SYSTEM (LIDS) V.09112008
2009-01-16 CONFINE PRISONER - OFFENSE INFORMATION 12.28.21
**** ENTER MOST SERIOUS OFFENSE FIRST ****
JAIL 193 PRISONER ID _____ SSN 919301174 SID: _____
PRISONER NAME CULLEN, EDWARD
REASON CONFINED 10 REASON RELEASED ___ RELEASE DATE/TIME _____
HOUSING STATUS ___ FACILITY LOCATION ___ CURRENT LOCATION _____
OFFENSE CODE _____ OFFENSE TYPE ___ OFFN TRACKING NUMB _____
OFFENSE DATE _____ OFFENSE SEQUENCE NUMBER 1
ARREST DATE _____ TIME _____
ARRESTING OFFICER _____
ASSISTING OFFICER _____

COURT JURISDICTION ___ COURT TYPE (JUV) _ DOCUMENT CONTROL NUMBR _____
CONVICTION DATE _____ DOCKET NUMBER _____
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _
SENTENCE LENGTH: YEARS ___0 MONTHS ___0 DAYS ___0 CONCURRENT SENTENCE _
OFFENSE DISPOSITION ___ DISPOSITION DATE _____
DONE N (Y/N)
**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN
ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE"
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
ENTER OFFENSE INFORMATION

- **Option #1, Confine Prisoner – Screen #3 Offense Information** Screen #3, Offense Information is the last screen that needs to be completed to confine a prisoner on-line within LIDS
- **Required Data Fields**
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date
 - ✓ Court Jurisdiction
- Available resources to locate required data code fields with LIDS:
 - ✓ Compensation Board Website, www.scb@virginia.gov **OR**
 - ✓ In the Reference Code Section (excluding Virginia Crime Codes “VCC’s”) **OR**
 - ✓ Utilizing ‘F1’ in the data field within LIDS (Help Button = ‘F1’) **OR**
- Virginia Criminal Sentencing Commission (VCSC) confirmed that the asterisks at the end of several sentence lengths (example: ASL1312M1 shows sentence length 0-12M*) mean that the offense has a mandatory minimum. Mandatory minimums are published in the VCSC’s version of the VCC’s and also in Table B of the Sentencing Guideline’s manual, a copy of which can be found on the Virginia Criminal Sentencing Commission’s website: www.vcsc.state.va.us.

Option '3' - Commitment Maintenance Continued

Option '1', Confine Prisoner, Screen #3, Offense Information

- The Offense screen is broken down into two (2) sections
 - ✓ Top section should reflect the offender's arresting information/data fields
 - ✓ Bottom section should reflect sentencing information/data fields, if applicable
- Enter most serious offense first so that most serious offense is 'Sequence #1'
- Input the proper Offense Type:
 - ✓ Offense Type 'A' = a felony offense committed on or after 1/1/1995
 - ✓ Offense Type 'B' = a felony offense committed before 1/1/1995
 - ✓ Offense Type 'M' = Misdemeanor offense
 - ✓ Offense Type 'O' = Local Ordinance Violation
- LIDS Techs are required to input VA Crime Codes (VCC) when recording Offense information
 - ✓ Virginia Crime Codes (VCC's) are located on the Compensation Boards website at <http://www.scb.virginia.gov>, under LIDS
- Court Jurisdiction & Type
 - ✓ Enter the FIPS code of the locality in which the adjudication will take place.

Juvenile Court Type

Required field if a Juvenile Reason Confined Code is utilized to confine the prisoner.

Values are:

'1' – Juvenile & Domestic Relations Court

'2' – General District Court

'3' – Circuit Court

- If Sentenced, update the following (See Reference Code Section):
 - ✓ Reason Confined Code
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced-(may be different from the original offense as charged, if the court reduced the charges, etc.)
 - ✓ Offense Type
 - ✓ Conviction Date
 - ✓ Sentence Length-(this is the **effective sentence**- time to be served not including any suspended sentence)
 - ✓ Concurrent/Non-Concurrent Sentence
 - ✓ Each Offense will default to 'N' Non-Concurrent
 - **If** the additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent, and the offenses that run concurrent with it should be 'C' Concurrent
- If Sentenced with Pending Charges (See Reference Code Section):
 - ✓ Use the proper sentenced type based on 'M', 'A', 'B' or 'O'
 - ✓ Use the proper Reason Confined Code based on the most serious type offense and sentence length
 - ✓ Be sure to select one of the Reason Confined Codes for '**Has Pending Charges**'
 - Parole/Probation Violator is not considered as 'Has Pending Charges' - they are existing charges
 - **If** a Parole/Probation Violator is so due to new charges, inmate should be confined utilizing Reason Confined Code for 'Sentenced Has Pending Charges'
 - ✓ The pending charge must be updated once the offender is sentenced.

Option '3' - Commitment Maintenance Continued

Option '1', Confine Prisoner, Screen #3, Offense Information

- **If** the offender has no pending charges, select one of the Reason Confined Codes for 'Sentenced No Pending Charges'

- ✓ Enter all sentenced offenses
 - **Once** the input of all offenses is complete, select 'Y' (Yes, I've input all offenses)
 - **If** a 'Y' for 'Done' is not entered when entering the last offense, Control 'Z' to back out and the last sequence number will not be accepted as long as no information was entered
 - Special Sentence Codes
 - ✓ '0500' = Adult - Indeterminate Sentence in the year data field within LIDS
 - ✓ '0600' = Life Sentence in the year data field within LIDS
 - ✓ '0700' = Indeterminate Youthful Offender in the year data field within LIDS
 - ✓ '0800' = Two or More Life Sentences in the year data field within LIDS
 - ✓ '0900' = Death Sentence in the year data field within LIDS
 - Court Ordered Transportation Order
 - ✓ When a DOC inmate is booked into jail via Court Ordered Transportation Order to appear in court, and returned to DOC, provide the following sentencing information:
 - VCC Code = Prisoners - for use by LIDS only (may be found from the Compensation Board website VCC link, searching by description)
 - Disposition Code = 'SE' State Sentence
 - Disposition Date
 - Since this information is not available, for **DOC inmates only**, **input the Date Confined**
 - Appeals
 - ✓ **Reason Confined Code '14', Convicted But Not Sentenced/Post Trial**
 - If the Judge **postpones execution of a sentence** pending the appeal, then the inmate's confinement should be regarded as Reason Confined Code '14' (Convicted but not Sentenced/Post Trial.)
 - The inmate's offense record in LIDS should also be marked with a Disposition Code 'AP' (Appeal) to distinguish that this conviction is under appeal until ruled upon by a higher court
- OR**
- ✓ **Reason Confined Code '23', Appealing Sentence**
 - If the **execution of the sentence is not postponed**, then an inmate with a sentence should be coded as Reason Confined Code '23' (Appeal) with sentencing information recorded and/or Disposition Code 'AP' (Appeal)
 - This will also distinguish that this inmate's sentence is under appeal until ruled upon by a higher court
 - Clear Screen or Pause/Break - Returns to Commitment Maintenance Menu
 - For confinement procedures in specific situations, such as JCB inmates, inmates held for court appearance, work release inmates, HEM, weekenders, etc. see the Quick Reference Guide. If your specific scenario is not in the Quick Reference Guide please contact Compensation Board staff.

Option '3' - Commitment Maintenance Continued

Usable Reason Confined and Reason Released Code Data Field Combinations

The following spreadsheet is provided to give you a crosswalk from Reason Confined Codes to valid Reason Release Codes within LIDS. An error message will be received if you utilized any combination that is not listed. See next Page.

		Release Reason																																																																
RC	A/J	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	65	70																									
Juvenile Un-Sentenced																																																																		
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y									Y	Y	Y	Y	Y	Y	Y	Y	Y	Y													Y	Y	Y	Y														
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y										Y	Y		Y	Y	Y	Y	Y	Y																Y	Y	Y													
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y									Y	Y		Y	Y	Y	Y	Y	Y	Y																Y	Y	Y													
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y									Y			Y	Y	Y	Y	Y	Y	Y																	Y	Y	Y												
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y									Y			Y	Y	Y	Y	Y	Y																		Y	Y	Y												
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y									Y			Y	Y	Y	Y	Y	Y																		Y	Y	Y												
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y									Y			Y	Y	Y	Y	Y	Y																		Y	Y	Y												
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y									Y			Y	Y	Y	Y	Y	Y																		Y	Y	Y												
14	J		Y	Y	Y			Y	Y	Y	Y				Y	Y	Y									Y	Y	Y	Y	Y	Y	Y	Y	Y																		Y	Y	Y												
37	J		Y	Y	Y	Y	Y	Y	Y	Y					Y	Y	Y	Y									Y			Y	Y	Y																				Y	Y	Y												
38	J		Y													Y											Y																									Y	Y	Y												
Juvenile Sentenced as an Adult																																																																		
39	J	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
63	J		Y	Y	Y				Y	Y	Y				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
Adult Un-Sentenced																																																																		
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y									Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y												
11	A		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y										Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y											Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y											Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
14	A		Y	Y	Y			Y	Y	Y	Y	Y			Y	Y											Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y										
38	J		Y													Y											Y																										Y	Y	Y											
46	A		Y	Y		Y		Y	Y						Y	Y											Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y												
Adult Sentenced - No pending charges																																																																		
20	X	Y	Y	Y	Y				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y										
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y										
27	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
28	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
43	X		Y												Y	Y											Y			Y	Y	Y																						Y	Y	Y	Y									
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y										
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y										
Adult Sentenced - Pending Charges																																																																		
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
53	X		Y	Y	Y				Y	Y					Y	Y											Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
56	X		Y	Y	Y				Y	Y					Y	Y												Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y								
59	X		Y	Y	Y				Y	Y					Y	Y												Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y								
62	X		Y	Y	Y				Y	Y		Y		Y	Y													Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
87	X		Y	Y	Y				Y	Y	</																																																							

This page left intentionally blank

Option '3' - Commitment Maintenance Continued

Option #2 - Update Prisoner Information

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields
 - ✓ SSN
- Commitment Maintenance Menu - enter Option '2'- Update Prisoner Information

```
TSOSNIP - EXTRA! X-treme
File Edit View Tools Session Options Help
-----
LPUI LOCAL INMATE DATA SYSTEM (LIDS) V.04102008
2009-01-16 **UPDATE PRISONER INFORMATION**
JAIL: 193 PRISONER ID _____ SSN: 919301169 SID: _____
LAST FIRST MIDDLE SUFFIX
NAME DUMBLEDORE_____ ALBUS_____ P_____
LAST REASON CONFINED 50 REGISTERED SEX OFFENDER
LAST PAYMENT STATUS LD
DATE OF BIRTH 01051945 APPROX AGE DATE APPROX AGE RECORDED _____
RACE W SEX M HEIGHT _6 _3 WEIGHT 175 HAIR COLOR GRY EYE COLOR BLU

COUNTRY OF BIRTH EN COUNTRY OF CITIZENSHIP EN IMMIGRATION ID NUMBER 123456___
SCARS MARKS AND TATTOOS
AN_OOZING_WOUND_ON_THE_BACK_OF_THE_HAND_____

-----
MEDICAL ALERT FLAG
MEDICAL ALERT COMMENTS

INVENTORY OF POSSESSIONS
-----

**CHANGE DESIRED INFORMATION AND PRESS ENTER**
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

UPDATE PRISONER INFORMATION
4E :00.5 03/27
Connected to host ditms2.state.va.us [165.176.127.4] (CIP0071F)
Keys: 232644 Saved: 0000 NUM 3:29 PM
start Microsoft Offic... Windows Media Pl... S:\LIDS USERS GL... H:\Admin Asst Bac... Microsoft Offic... http://www.scb.vi... TSOSNIP - EXTRA! ... 3:29 PM
```

- **Option #2, Update Prisoner Information Screen** allows a local jail facility to update prisoner specific information while the prisoner is currently confined in their jail
- Update offender demographic information as necessary.
- **Last Payment Status**
 - ✓ Payment status (See Reference Code Section) is provided by LIDS based upon the offense information provided by the locality
- Clear Screen/Pause Break to return to the Commitment Maintenance Menu (Option #3)
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section

Option '3' - Commitment Maintenance Continued

Option '3', Update Confinement Information Continued

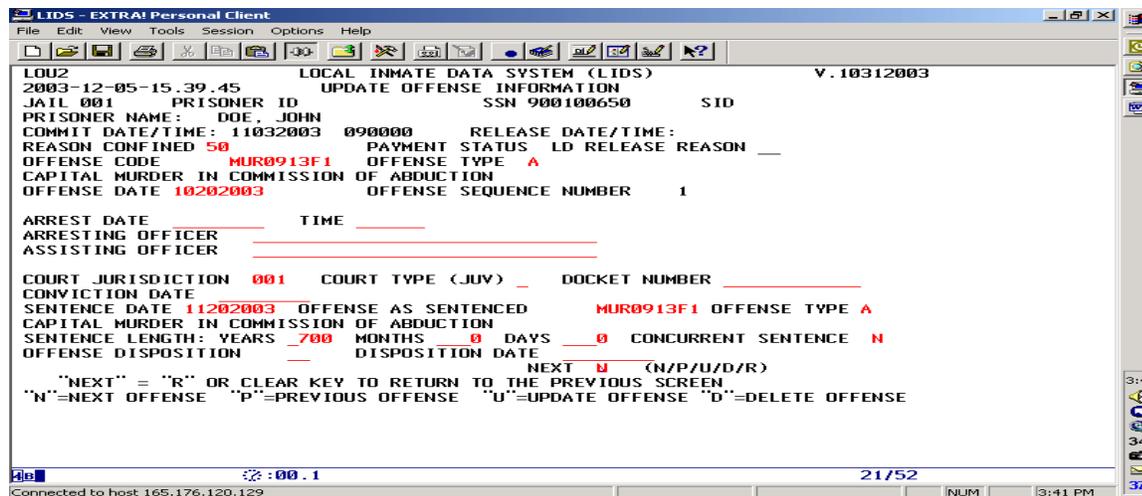
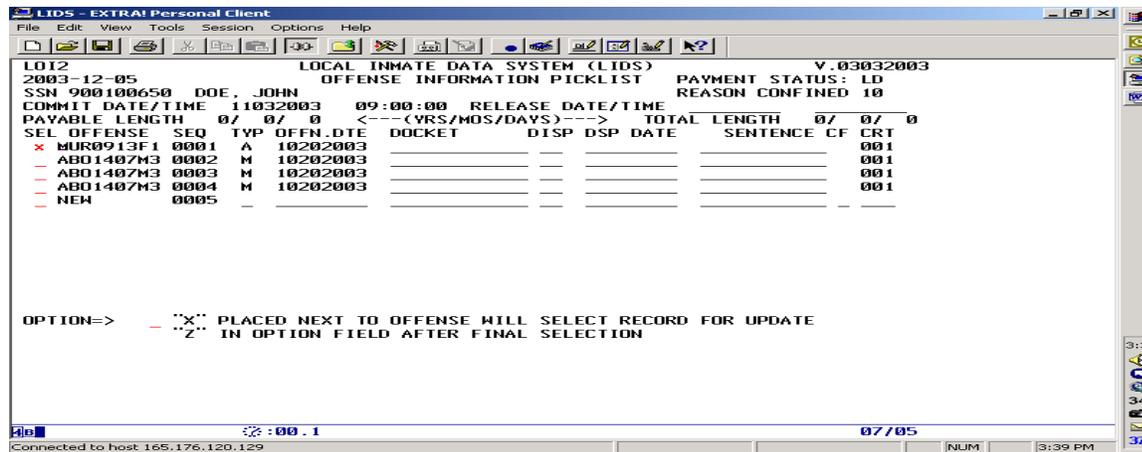
- **Option #3, Update Confinement Information Screen** allows the local jail facility to update prisoner information relating to a specific prisoner confined in their jail
- Confinement Information Picklist provides you with a means to update a specific confinement if the offender has multiple confinements in LIDS
- **From the Confinement Information Picklist:**
 - ✓ Enter an "X" in the blank provided to the left of the confinement to be updated,
 - ✓ If additional confinements exist other than what appears on your screen, the option to select "N" Next Page will be given
- Frequently used to update data that has caused an overlap with another jail
 - ✓ (For more information on overlap confinement see Quick Reference Guide section.)
- Once changes have been made, press Enter
- If a message is received from LIDS indicating that a Financial Adjustment needs to be posted, please contact your financial adjuster
 - ✓ This type of message is received when data fields are updated **after** your monthly approval
 - ✓ If the adjustment is not done, the quarterly reimbursement will either be under or overpaid.
 - ✓ Procedures should be established that will ensure the posting of adjustments
 - Non-compliance will result in audit finding if the adjustment is not made
 - Recommend making a copy of the screen that indicates that a financial adjustment needs to be made, **OR**
 - Set up a procedure to note that a financial adjustment is needed by recording
 - Prisoner's Social Security Number;
 - Prisoner's Name;
 - Commit Date; and
 - Commit Time for the screen that was updated
 - Give the noted information to your adjuster so a Financial Adjustment can be completed (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4)
- Clear Screen/Pause Break - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of confinement data refer to the Commitment Maintenance, Confinement Information section

Option '3' - Commitment Maintenance Continued

Option #4 - Update Offense Information

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields
 - ✓ SSN
 - ✓ Commit Date (if updating for a month priorly approved)
 - ✓ Commit Time (if updating for a month priorly approved)
- Commitment Maintenance Menu - Enter Option '4' - Update Offense Information



- **Option #4, Update Offense Information Screen** allows a local jail facility to update offense information relating to a specific prisoner confined in their jail
- Utilized to update offender information – e.g., from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code and disposition date
- Utilized if the need to add a new offense is detected when working within this option

Option '3' - Commitment Maintenance Continued

Option '4', Update Offense Information Continued

- Select Option #4
 - ✓ If the offender has a single (1) offense, the screen for that offense will appear for updates
 - ✓ If the offender has multiple offenses, a pick list will be received that lists all offenses that may be updated
 - Place an 'X' to the left of the offense to be updated ('Select' column), **OR**
 - **If** a new offense needs to be added, place the 'X' beside 'NEW'
 - Press Enter and Update data fields
 - Input 'U' in the Option field to Update data fields, **OR**
 - Input 'D' in the Option field to Delete the Offense
 - Clear Screen/Pause Break to back out to see the update on the Offense Pick List
 - If additional offenses need to be updated, repeat the process above
- Offense screen is broken down into two (2) sections
 - ✓ Top section reflects the arresting information concerning that offense
 - ✓ Bottom section reflects sentencing information concerning that offense, if applicable
- **If** offender was committed to jail awaiting trial and is now Sentenced, update:
 - ✓ Reason Confined Code (See Reference Code Section)
 - Adult Sentenced - **NO** Charges Pending
 - Adult Sentenced - **HAS** Charges Pending
 - Adult Sentenced - Miscellaneous,
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- Each Offense screen defaults to 'N' Non-Concurrent
 - ✓ **If** additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent and additional offenses that are to run concurrent should be changed to reflect 'C' Concurrent
- **If** updating data fields that effect a prior report month, a message that a Financial Adjustment is needed will be received
 - ✓ Follow in-house procedure to make note that a Financial Adjustment is required
 - Error message will indicate that a Financial Adjustment needs to be posted, please contact your financial adjuster or set up procedures to ensure adjustments are completed
- Once all fields have been updated, select 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- Clear Screen/Pause Break - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of offense data, refer to the Commitment Maintenance, Offense Information section

Option '3' - Commitment Maintenance Continued

Option #5 – Add Additional Offenses

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields:
 - ✓ SSN (Current Confinement)
 - ✓ SSN, Commit date and time (Previous Confinement)
- Commitment Maintenance Menu - enter Option '5' - Add Additional Offenses

```
LOA2 LOCAL INMATE DATA SYSTEM (LIDS) V.07162008
2009-01-16 CONFINE PRISONER - OFFENSE INFORMATION

JAIL 193 PRISONER ID SSN 919301169 SID
PRISONER NAME DUMBLEDORE, ALBUS P
REASON CONFINED 50 REASON RELEASED RELEASE DATE/TIME
OFFENSE CODE OFFENSE TYPE PAYMENT STATUS LD
OFFENSE DATE OFFENSE SEQUENCE NUMBER 8
OFFENSE TRACKING NUMBER

ARREST DATE TIME
ARRESTING OFFICER
ASSISTING OFFICER

COURT JURISDICTION COURT TYPE (JUV) DOCUMENT CONTROL NUMBER
CONVICTION DATE DOCKET NUMBER
SENTENCE DATE OFFENSE AS SENTENCED OFFENSE TYPE
SENTENCE LENGTH: YEARS MONTHS DAYS CONCURRENT SENTENCE
OFFENSE DISPOSITION DISPOSITION DATE
DONE N (Y/N)

* * COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN
ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE"
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
ENTER OFFENSE INFORMATION

4E 00.5 07/21
```

- **Option #5, Add Additional Offenses Screen** allows a local jail facility to add additional offenses for a specific prisoner confined in their jail
- **Required Data Fields:**
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date
 - ✓ Court Jurisdiction
- **If you enter a Sentenced Reason Confined Code** (See Reference Code Section), the following must be provided:
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Conviction Date
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- If additional information is needed concerning the input of offense data, refer to the Commitment Maintenance, Offense Information section

Option '3' - Commitment Maintenance Continued

Option #6 – Release Prisoner

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Field
 - ✓ SSN
- Commitment Maintenance Menu - enter Option '6' - Release Prisoner

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LRU3 LOCAL INMATE DATA SYSTEM (LIDS) 2003-12-05
V.12042003 **RELEASE PRISONER** 15.45.18

JAIL - SSN 900100650 SID PRISONER ID

PRISONER NAME DOE JOHN

REASON CONFINED 50 COMMIT DATE (MMDDYYYY) 11032003 TIME (HHMMSS) 090000

REASON RELEASED 33 TRANSFERRED TO JAIL

RELEASE/TRANSFER DATE (MMDDYYYY) 12012003 TIME (HHMMSS) 090000

RELEASE COMMENTS

RELEASE RECORDED - CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU

Connected to host 165.176.120.129 :00.1 04/08 NUM 3:46 PM 37

- **Option #6, Release Prisoner Screen** allows a local jail to release a prisoner from his/her current confinement prior to certifying and approving monthly submission.
- Verify that this is the correct Offender, Commitment date and time
 - ✓ Update the following data fields:
 - Reason Released Code (See Reference Code Section)
 - **If** '35', Transferred to Jail, enter FIPS Code (See Code Section) for the jail that he/she was transferred to
 - Release Date
 - Release Time
 - Release Comments
- If during the month you find that the wrong release date and/or time for an inmate was entered, follow the steps below to make the correction:
 - ✓ Return to Option #6, Release Prisoner Screen
 - ✓ Type over incorrect release information and press Enter
- **If** correction is made after the report month of the incorrect release, an error message that a Financial Adjustment is needed will be received
 - ✓ Follow in-house procedures to make note that a Financial Adjustment is required

Option '3' - Commitment Maintenance Continued

Option #7 - Delete Offense

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Field:
 - ✓ SSN
- Commitment Maintenance Menu - enter Option '7' - Delete Offense

```

TSOSNIP - EXTRA! X-treme
File Edit View Tools Session Options Help
LOI2 LOCAL INMATE DATA SYSTEM (LIDS) V.02192008
2009-01-16 OFFENSE INFORMATION PICKLIST PAYMENT STATUS: LD
SSN 919301169 DUMBLEDORE, ALBUS P REASON CONFINED 50
COMMIT DATE/TIME 08162008 08:35:40 RELEASE DATE/TIME
SR PAYABLE LENGTH 2/ 0/ 0 <---(YRS/MOS/DAYS)--> TOTAL LENGTH 2/ 0/ 0
SEL OFFENSE SEQ TYP OFFN.DTE DOCKET DISP DSP DATE SENTENCE CF CRT
_ MOB1286F5 0002 A 08012008 08262008 159
_ KID1014M1 0003 M 08052008 AP 12312008 002/000/000 N 193
_ ORD9966S9 0005 O 08122008 CD 08262008 193
_ ORD9966S9 0006 O 08122008 193
_ MUR0915F1 0007 A 09122008 101
_ NEW 0008

OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
          "Z" IN OPTION FIELD AFTER FINAL SELECTION

4LE 00.1 20/13
    
```

```

TSOSNIP - EXTRA! X-treme
File Edit View Tools Session Options Help
LOU2 LOCAL INMATE DATA SYSTEM (LIDS) V.01132009
2009-01-16-15.38.16 UPDATE OFFENSE INFORMATION
JAIL 193 PRISONER ID SSN 919301169 SID
PRISONER NAME: DUMBLEDORE, ALBUS P
COMMIT DATE/TIME: 08162008 083540 RELEASE DATE/TIME:
REASON CONFINED 50 PAYMENT STATUS LD RELEASE REASON __
OFFENSE CODE MUR0915F1 OFFENSE TYPE A OFFN TRACK NUM
CAPITAL MURDER - TYPE NOT CLEAR FROM RECORD
OFFENSE DATE 09122008 OFFENSE SEQUENCE NUMBER 7

ARREST DATE TIME

COURT JURISDICTION 101 COURT TYPE (JUV) DOCUMENT CONTROL NUMBER
CONVICTION DATE DOCKET NUMBER
SENTENCE DATE OFFENSE AS SENTENCED OFFENSE TYPE
SENTENCE LENGTH: YEARS MONTHS DAYS CONCURRENT SENTENCE
OFFENSE DISPOSITION DISPOSITION DATE
NEXT N (N/P/U/D/R)
"NEXT" = "R" OR CLEAR KEY TO RETURN TO THE PREVIOUS SCREEN

4LE 00.3 21/52
    
```

Option '3' - Commitment Maintenance Continued

Option '7', Delete Offense Information Continued

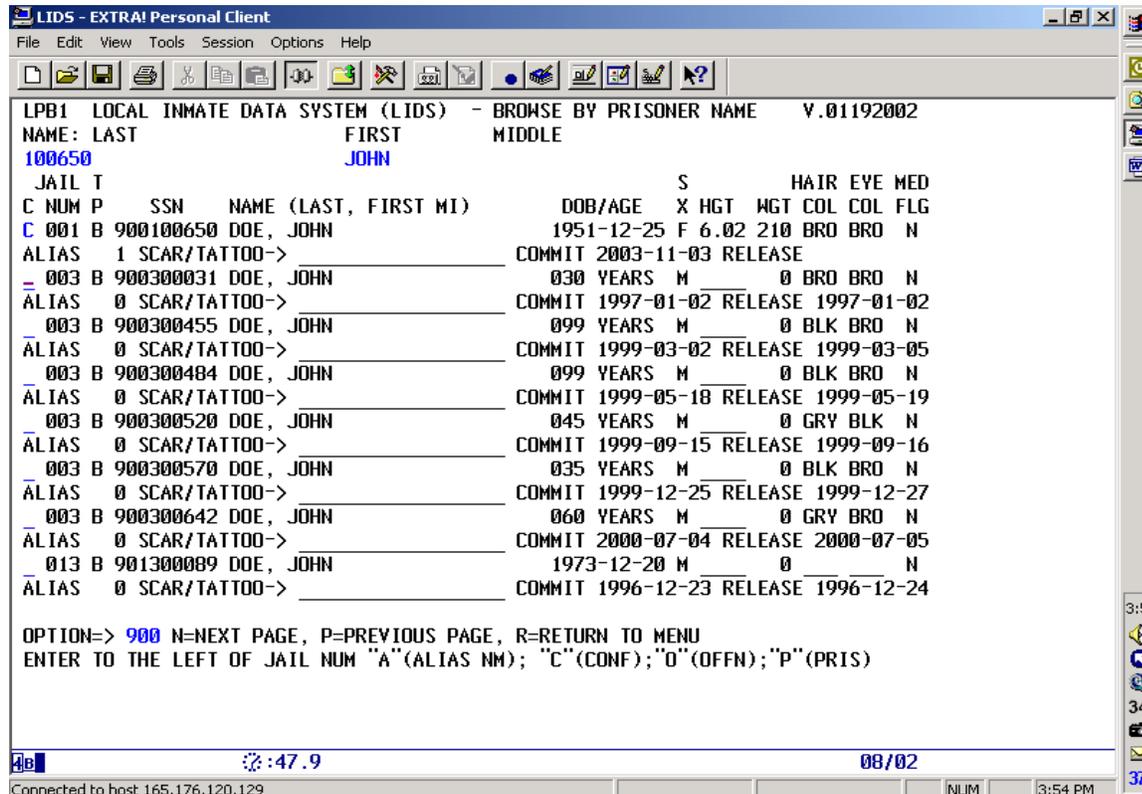
- **Option #7, Delete Offense Information Screen** allows a local jail facility to delete offense information for a specific prisoner while confined in their jail
- Deletes offense during the month in which they were entered
 - If offender has a single (1) offense, the screen for that offense will appear for deletion
 - To Delete an offense, enter Option 'D' Delete Offense and press Enter
 - Once confirmation message appears, press Enter to confirm Deletion
 - If the offender has multiple offenses, a pick list will appear, listing all offenses
 - Place an 'X' to the left of the offense that is to be deleted ('Select' column)
 - Press Enter and input 'D' in the Option field to Delete the Offense
 - Clear Screen/Pause Break to back out to see that the offense has been deleted from the Offense Pick List
- Clear Screen/Pause Break - Returns you to Commitment Maintenance Menu
- If you need additional information concerning the input of Offense Data refer to the Commitment Maintenance, Offense Information section

Option '3' - Commitment Maintenance Continued

Option #9 – Browse by Prisoner Name

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields:
 - ✓ Prisoner Name
- Commitment Maintenance Menu - enter Option '9' -Browse By Prisoner Name



- **Option #9, Browse Prisoner by Name Screen**
- The screen provides inquiry capabilities to view prisoner, alias, confinement and offense information.
- Utilized to search information on a prisoner when SSN is unknown
- Utilized to determine if there is a duplicate confinement
 - ✓ When browsing by prisoner name you will see if the same prisoner has been booked into LIDS for the same time period but under a different SSN
 - ✓ **If** the jail staff uses this option or Option #4, Browse Prisoner by Primary Name, from Inquiry Menu, to verify the offender confinement prior to booking the possibility of duplicate confinements in LIDS would be reduced
- ✓ Once the list of offenders has been generated, at the left of the offender's name, enter one of four (4) means to browse prisoner information
 - ✓ Enter 'P' to browse prisoner's detailed information as entered in LIDS
 - ✓ Enter 'C' to browse the confinement information as entered in LIDS
 - ✓ Enter 'O' to browse the offense information as entered in LIDS
 - ✓ Enter 'A' to browse the Alias Name information as entered in LIDS
- For additional information concerning the input of Prisoner, Confinement or Offense Data, refer to the Commitment Maintenance, Prisoner Confinement section

Option '3' - Commitment Maintenance Continued

Option 'A' – Correct Pending Errors

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Fields:
 - ✓ SSN
- Commitment Maintenance Menu - enter Option 'A' – Correct Pending Errors

Correct Pending Errors - Screen #1, Prisoner Information

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LCP1 LOCAL INMATE DATA SYSTEM (LIDS) V.12102003
2004-03-24 CONFINE PRISONER TOTAL ERRORS: 1
PENDING PRISONER INFORMATION

JAIL 013 SSN 029338391 SID: _____
TO CHANGE SSN ENTER "U" AND NEW SSN: _____

LAST FIRST MIDDLE SUFFIX
NAME DUNCAN JOHN
DATE OF BIRTH 09131949 APPROX AGE 0 DATE APPROX AGE RECORDED _____
RACE M SEX M HEIGHT 0 0 WEIGHT 0 HAIR COLOR _____ EYE COLOR _____
COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____ IMMIGRATION ID NUMBER _____
SCARS MARKS AND TATTOOS _____

MEDICAL ALERT FLAG _____
MEDICAL ALTER COMMENTS _____

INVENTORY OF POSSESSIONS _____

**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

CORRECT PRISONER INFORMATION

408 :01.7 04/66
Connected to host 165.176.120.129 NUM SCRL 2:42 PM 65°

- **Option 'A', Correct Pending Errors screen** is utilized by **batch** jails
- When incompatible data is uploaded from the jail management system to LIDS, a pending error is generated in LIDS. To correct the Pending Error, the screens listed below must be updated
 - ✓ Prisoner information, screen #1
 - ✓ Confinement information, screen #2
 - ✓ Offense information, screen #3
- Utilizing the download error file provides a means to read error messages
- Failed data fields will be highlighted and the cursor will be placed on the first field in error
- **NOTE:** If errors are corrected online utilizing this option, **the Jail Management System (JMS) must be updated**
 - ✓ If the JMS is not updated, repeat errors will be sent to LIDS in the next upload
 - ✓ We strongly suggest updating the JMS first and resubmitting the data to LIDS
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance, Prisoner Confinement section

Option '3' - Commitment Maintenance Continued

Option 'A', Correct Pending Errors Continued

Correct Pending Errors – Screen #2, Confinement Information

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LCP2 LOCAL INMATE DATA SYSTEM (LIDS) V.02062003
 2004-03-24 CONFINE PRISONER TOTAL ERRORS: 1

* PENDING INFORMATION CORRECTION *
 TO DELETE CONFINEMENT, TYPE DELETE HERE-> _

NAME: DUNCAN, JOHN
 JAIL 013 PRISONER ID _____ SSN 029338391

COMMITMENT DATE 03192004 TIME 200000 REASON CONFINED 29
 RELEASE DATE--> 03212004 TIME 202400 REASON RELEASED 39

TRANSFER TO JAIL _____

HOUSING STATUS _____ FACILITY LOCATION _____ HELD FOR LOCALITY: 013

DETAINEES _____ JAIL NUM (1-5) _____

DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS _____

GOOD TIME: EXEMPLARY: YEARS _____ MONTHS _____ DAYS _____
 STATUTORY: YEARS _____ MONTHS _____ DAYS _____
 JUDICIAL: YEARS _____ MONTHS _____ DAYS _____

ALERT FLAG _____
 COMMITMENT COMMENTS _____

CURRENT LOCATION _____

**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
 CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
 REASON CONFINED (29) REQUIRES SENTENCED CHARGE

40 :00.5 04/75

Connected to host 165.176.120.129 NUM SCRL 2:44 PM

Correct Pending Errors – Screen #3, Offense Information

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LSI1 LOCAL INMATE DATA SYSTEM (LIDS) V.01092003
 2004-03-24 PENDING OFFENSE INFORMATION TOTAL ERRORS: 1
 SSN 029338391 DUNCAN, JOHN REASON CONFINED 29

SELECT	OFFENSE	SEQUENCE	TYPE	OFFN.DATE	DISP	DSP DATE	SENTENCE	COURT
x-	LIC6009M1	0001	M	09182003	TS	03212004		013
-	NEW	0002						

OPTION=> "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
 "1"=RETURN TO PRISONER SCREEN;"2"=RETURN TO CONFINEMENT SCREEN;
 "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES

REASON CONFINED (29) REQUIRES SENTENCED CHARGE

40 :00.6 06/04

Connected to host 165.176.120.129 NUM SCRL 2:45 PM

Option '3' - Commitment Maintenance Continued

Option 'A' Correct Pending Errors Continued

Correct Pending Errors – Screen #3, Offense Information:

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LCP3 LOCAL INMATE DATA SYSTEM (LIDS) V.01092003
2004-03-24 CONFINE PRISONER
TOTAL ERRORS: 1 * PENDING OFFENSE INFORMATION *
NAME: DUNCAN, JOHN
JAIL 013 PRISONER ID SSN 029338391 SID: _____
REASON CONFINED 29 RELEASE REASON 39 DELETE OFFENSE N
OFFENSE CODE LIC6809M1 OFFENSE TYPE M
OFFENSE DATE 09182003 OFFENSE SEQUENCE NUMBER 1
DRIVE WHILE LICENSE REVOKED - FIRST OFFENSE
ARREST DATE _____ TIME _____
ARRESTING OFFICER _____
ASSISTING OFFICER _____
COURT JURISDICTION 013 COURT TYPE _ DOCKET NUMBER _____
CONVICTION DATE 03192004
OFFENSE SENTENCE DATE 03192004 OFFENSE AS SENTENCED LIC6809M1
DRIVE WHILE LICENSE REVOKED - FIRST OFFENSE
SENTENCE LENGTH: YEARS _____ MONTHS _____ DAYS 10 OFFENSE TYPE M
CONCURRENT SENTENCE N OFFENSE DISPOSITION TS DISP. DATE 03212004
DONE Y (Y/N)

REASON CONFINED (29) REQUIRES SENTENCED CHARGE

40 :00.7 06/18

Connected to host 165.176.120.129 NUM SCRL 2:47 PM

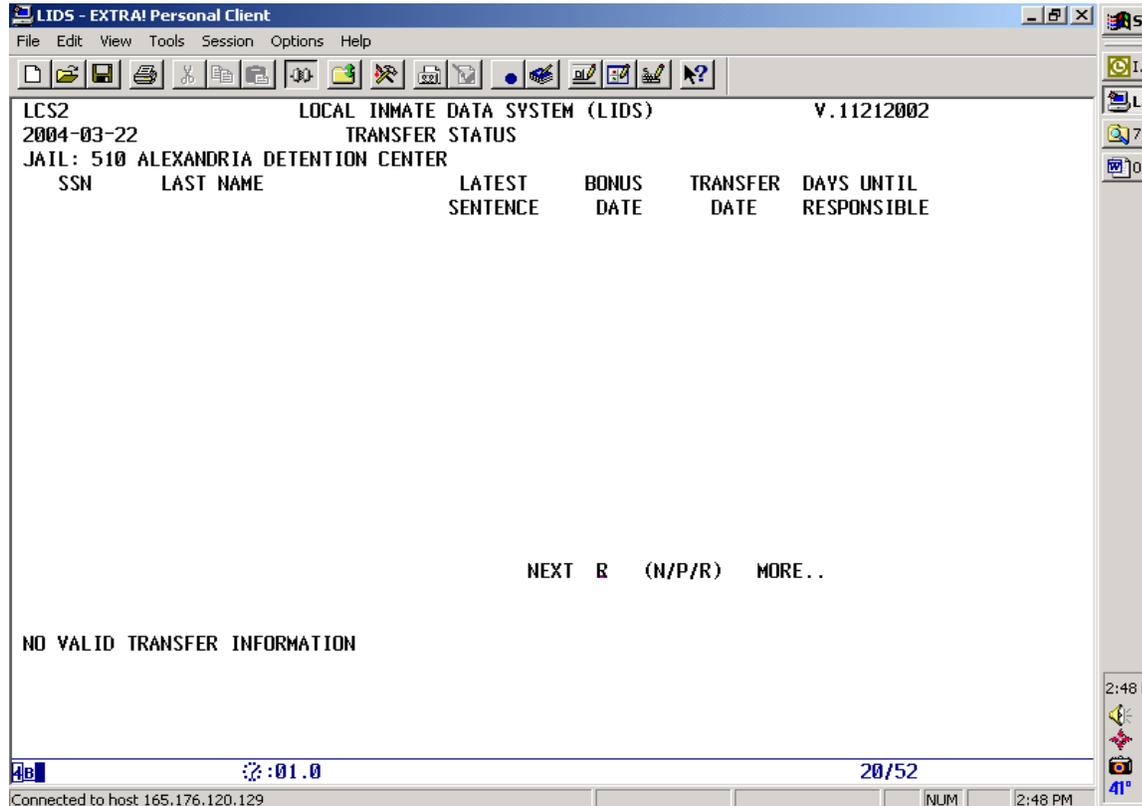
This page left intentionally blank.

Option '3' - Commitment Maintenance Continued

Option 'B' - Transfer Status

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'B' - Transfer Status



- **Option 'B' Prisoner Transfer Status Screen** lists all prisoners that are ready for transfer to the Department of Corrections (DOC) either based on DOC receipt of the complete and final court order and the passing of the 60 days for intake, or that DOC has not received the complete and final court order and 90 days has passed for intake into DOC
- Prisoners are listed in descending order by anticipated transfer date
- Prisoners having an anticipated transfer date in the past will have a highlighted entry
- Bonus Date is notification of the date that must be reached in order for the additional \$6 per diem to be received by the jail
- If there is a SR prisoner held by agreement confined in LIDS who is not coded as '70' they are coded in error and will show up erroneously in this option
 - ✓ If this occurs, update the confinement code.

Option '3' - Commitment Maintenance Continued

Option 'C' – Browse by Prisoner Alias Name

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Field
 - ✓ Prisoner Alias Name
- Commitment Maintenance Menu - enter Option 'C' - Browse by Prisoner Alias Name

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LPB2 LOCAL INMATE DATA SYSTEM (LIDS) BROWSE BY ALIAS NAME V.01182002

NAME: LAST FIRST MIDDLE

SANTA CLAUS

JAIL T S HAIR EYE MED

C NUM	P	SSN	ALIAS (LAST, FIRST MI)	DOB/AGE	X HGT	WGT	COL	COL	FLG
510	0	951096073	SANTA, CLAUS	1985-11-29	M 5.09	150	BLK	BRO	N
ALIAS 2 SCAR/TATTOO->				COMMIT 2004-03-01 RELEASE					
510	0	951096111	SANTA, CLAUS	1980-06-15	F	000	BLK	BRO	N
ALIAS 2 SCAR/TATTOO->				COMMIT 2004-02-03 RELEASE					
510	0	951096118	SANTA, CLAUS	1980-05-23	M	000	BLK	BRO	N
ALIAS 1 SCAR/TATTOO->				COMMIT 2004-01-28 RELEASE					
510	0	951096119	SANTA, CLAUS	1976-02-01	M	000	BLK	BRO	N
ALIAS 1 SCAR/TATTOO->				COMMIT 2004-01-28 RELEASE					
510	0	951096121	SANTA, CLAUS	1983-07-26	M	000	BLK	BRO	N
ALIAS 2 SCAR/TATTOO->				COMMIT 2004-01-27 RELEASE					
510	0	951096124	SANTA, CLAUS	1963-04-15	M	000	BLK	BRO	N
ALIAS 1 SCAR/TATTOO->				COMMIT 2004-01-23 RELEASE					
510	0	951096125	SANTA, CLAUS	1985-04-20	M	000	BLK	BRO	N
ALIAS 1 SCAR/TATTOO->				COMMIT 2004-01-22 RELEASE					
510	0	951096127	SANTA, CLAUS	1965-09-27	M 5.06	190	BLK	BRO	N
ALIAS 1 SCAR/TATTOO->				COMMIT 2004-01-22 RELEASE					

OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU
 ENTER TO THE LEFT OF JAIL NUM "A"(ALIAS NM); "C"(CONF); "O"(OFFN); "P"(PRIS)

4B :01.2 23/11

Connected to host 165.176.120.129 NUM 3:07 PM

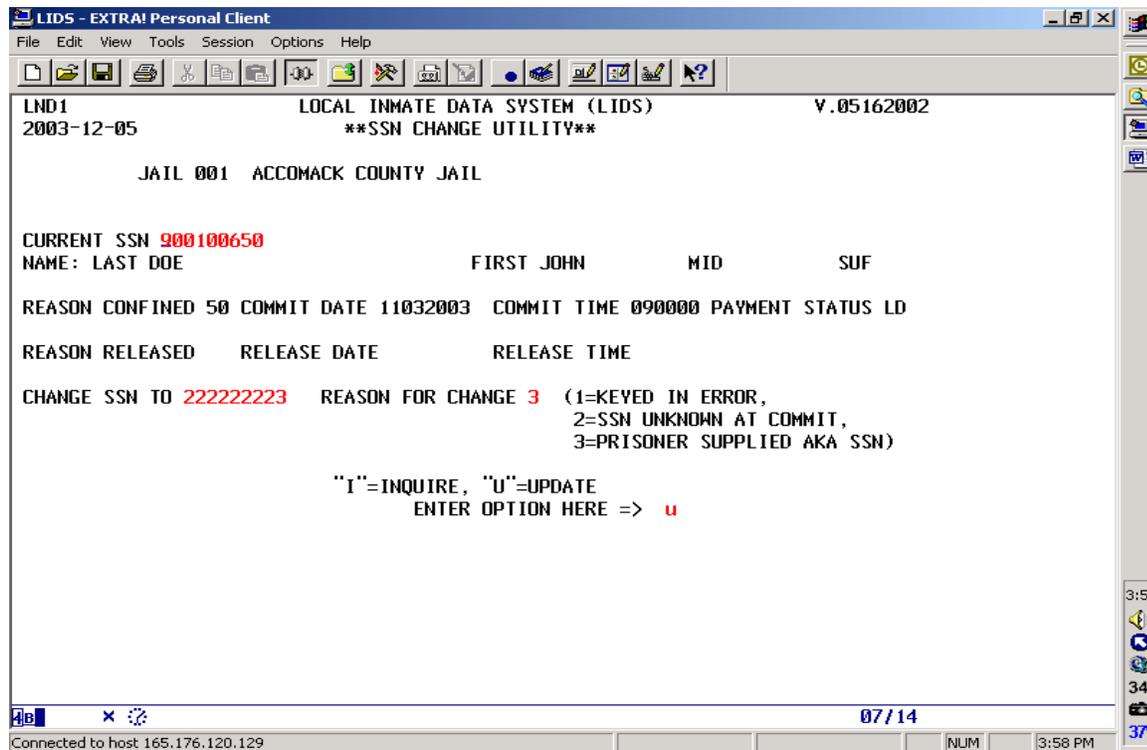
- **Option 'C' Browse by Prisoner Alias Name Screen** provides another means to search for a prisoner's confinement.
- Frequently used when prisoner information needs to be searched and the SSN is unavailable
- Enter the prisoner's **alias** name and select Option C
 - ✓ Left of the prisoner's **alias** name, enter one of four (4) means to browse prisoner information
 - Enter 'A' to browse detailed **alias** information as entered in LIDS
 - Enter 'P' to browse detailed **prisoner's** information as entered in LIDS
 - Enter 'C' to browse **confinement** detailed information as entered in LIDS
 - Enter 'O' to browse **offense** detailed information as entered in LIDS
- If an error is detected, detailed prisoner information cannot be updated from the Browse Screen
- To update the incorrect data, go back to the Commitment Maintenance screen and select the proper option

Option '3' - Commitment Maintenance Continued

Option 'D' – Update SSN

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Data Field
 - ✓ SSN as entered incorrectly in LIDS
- Commitment Maintenance Menu - enter Option 'D' – Update SSN



- **Option 'D', SSN Change Utility** provides the mechanism for changing a SSN for a specific confinement
- LIDS verifies prisoner Social Security Number (SSN) and matches inmate's name, date of birth and sex
- Utilized to update a prisoner's SSN if it was unknown, erroneously entered in LIDS, or if the offender provided a false SSN at time of booking.
- To verify an offender's SSN:
 - ✓ Check LIDS to see if inmate's SSN has been verified by the Social Security Administration (SSA)
 - ✓ Contact your local Social Security Administration (SSA)
 - ✓ Contact Department of Motor Vehicles
 - ✓ Search in Livescan
 - ✓ Search in VCIN
 - ✓ Search using the CCRE (also known as the SID) or FBI number

Option '3' - Commitment Maintenance Continued

Option 'D', SSN Change Utility Continued

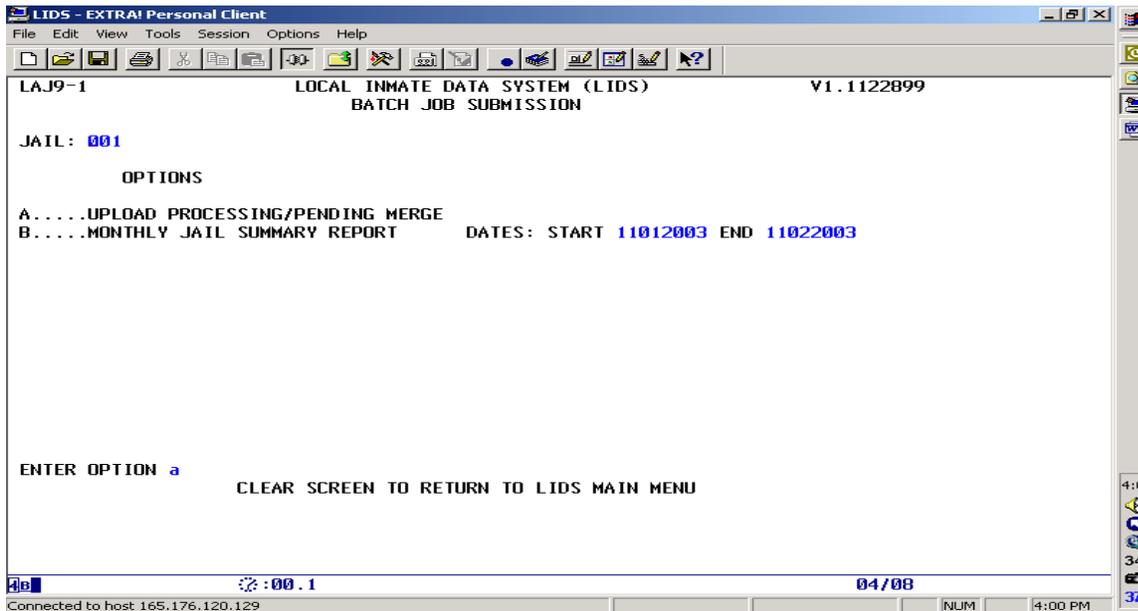
- From the 'Update SSN' screen, select 'T' (Inquire) to ensure proper Offender, Commit Date and Time
 - ✓ Update SSN:
 - ✓ Enter Reason for Change:
 - 1 = Keyed in error
 - 2 = SSN unknown at Commit
 - 3 = Prisoner supplied AKA SSN
 - ✓ If #3 selected, the old/supplied SSN will be posted to Option 'T'-Alias SSN Maintenance screen as an Alias SSN
 - ✓ Select option 'U' for Update SSN
- Be sure to update Local Jail Management System when a SSN is changed on LIDS.
- Be sure to update the inmate's file to reflect the changed SSN so that when audited the file and LIDS reflect updated SSN

Option '3' - Commitment Maintenance Continued

Option 'E' – Submit Batch Job

Navigational Path:

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Commitment Maintenance Menu - enter Option 'E' - Submit Batch Job



- **Option 'E', Submit Batch Job** allows the batch job to be submitted under LIDS instead of through TSO1
- This option should be utilized once you have cleared all pending errors.
- Option 'A' submits batch job. This is the only valid option

This page left intentionally blank.

Option '3' - Commitment Maintenance Continued

Option 'F' - Re-Commit No New Charges

Navigational Path

- LIDS Main Menu - enter Option '3' - Commitment Maintenance
- Required Fields
 - ✓ SSN
 - ✓ Last & First Name
 - ✓ Date of Birth or Approximate Age
- Commitment Maintenance Menu - enter Option 'F' - Re-Commit No New Charges

TSOSNIP - EXTRA! X-treme

LOCAL INMATE DATA SYSTEM (LIDS) V.04112008

LCA2
2009-01-09
CONFINE PRISONER
PRISONER INFORMATION

JAIL 193 PRISONER ID _____ SSN 567891000 SID _____
LAST FIRST MIDDLE SUFFIX

NAME FETT _____ BOBA _____
DATE OF BIRTH _____ APPROX AGE 32 DATE APPROX AGE RECORDED 01092009
RACE _ SEX _ HEIGHT _ _ WEIGHT _ HAIR COLOR _ EYE COLOR _

COUNTRY OF BIRTH _ COUNTRY OF CITIZENSHIP _ IMMIGRATION ID NUMBER _____
SCARS MARKS AND TATTOOS _____

MEDICAL ALERT FLAG _
MEDICAL ALERT COMMENTS _____

INVENTORY OF POSSESSIONS _____

**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

ENTER PRISONER INFORMATION

05/27

TSOSNIP - EXTRA! X-treme

LOCAL INMATE DATA SYSTEM (LIDS) V.04112008

LCA3
2008-12-17
CONFINE PRISONER
CONFINEMENT INFORMATION

JAIL 087 PRISONER ID _____ SSN 565656565 SID: _____
PRISONER NAME POTTER, HARRY

COMMITMENT DATE _____ TIME _____ REASON CONFINED ____
RELEASE DATE _____ TIME _____ REASON RELEASED ____ TRANS JAIL ____

HOUSING STATUS _____ FACILITY LOCATION _____
DETAINERS _ JAIL NUM (1-5) _____

DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS _____

GOOD TIME: EXEMPLARY YEARS ____ MONTHS ____ DAYS ____
STATUTORY: YEARS ____ MONTHS ____ DAYS ____
JUDICIAL: YEARS ____ MONTHS ____ DAYS ____

HOLDING FOR LOC 087 CONTRACT HOLD _

ALERT FLAG _
COMMITMENT COMMENTS _____

CURRENT LOCATION _____

**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

ENTER CONFINEMENT INFORMATION

04/27

Option '3' - Commitment Maintenance Continued

Option 'F', Re-Commit with No New Charges Continued

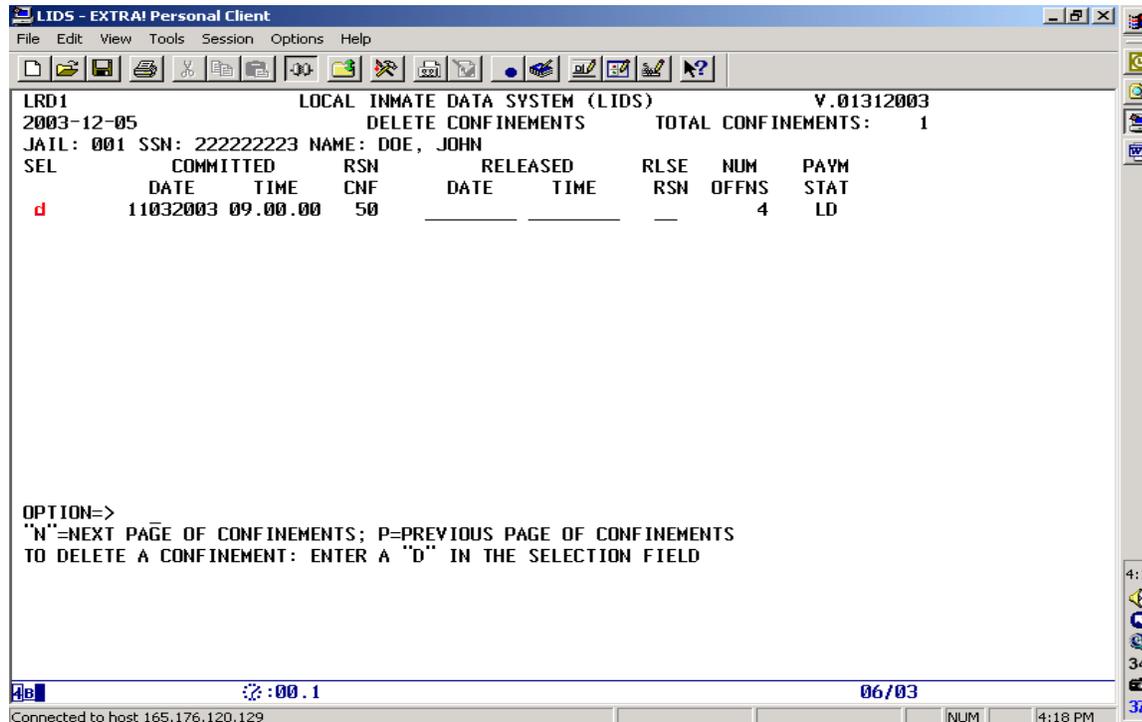
- **Option 'F', Re-Commit with No New Charges** allows confinement of a prisoner using information from a previous confinement
- Only the commitment date and time may be changed
- This option is only valid **if** prisoner has no new charges from their last time commitment **AND** if the previous Reason Release Code is equal to:
 - ✓ '23' Confinement change within facility or violated program
 - ✓ '25' Furlough
 - ✓ '35' Transferred to other jail
 - ✓ '36' Released to State Hospital
 - ✓ '37' Held in a Local Emergency Medical and/or Hospital
 - ✓ '40' Serving Sentence - Weekenders
 - ✓ '41' Serving Sentence – Work Release
 - ✓ '45' Released to Hospital,
 - ✓ '47' Diverted to supervised work experience program
 - ✓ '48' To Treatment Facility
 - ✓ '51' To Federal Authority
 - ✓ '55' Diverted to electronic surveillance program
 - ✓ '59' Released from Alternative Program OR

Option '3' - Commitment Maintenance Continued

Option 'G' – Delete Confinement

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Required Data Field
 - ✓ SSN
- Option '3' Commitment Maintenance - Option 'G' - Delete Confinement



- **Option 'G', Delete Confinement** allows deletion of a confinement entered in error during the report month
- Delete Confinement:
 - ✓ The delete screen will display a pick list of all confinements for this offender in your facility
 - ✓ Those confinements having 'ADJT' to the right of the Selection field may only be deleted by those designated as adjusters for your facility.
 - ✓ Those confinements that **do not** have 'ADJT' may be deleted by all LIDS personnel in your facility
 - ✓ Enter 'D' Delete beside the confinements that need to be deleted and press Enter
- LIDS will not allow deletion of a confinement that was reported in a prior month from this screen.
- If deletion of a confinement from a prior report month needs to be entered go to Reimbursement Maintenance, Option #6 from the Main Menu, Option #12, Delete Confinement within Reimbursement Maintenance. If a confinement from a prior report month is deleted, a financial adjustment will be needed.

Option '3' - Commitment Maintenance Continued

Option 'H' – Un-Release Prisoner

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Required Data Fields
 - ✓ SSN
- Option '3' Commitment Maintenance - Option 'H' – Un-Release Prisoner

The screenshot displays the LIDS - EXTRA Personal Client application window. The title bar reads "LIDS - EXTRA Personal Client". The menu bar includes "File", "Edit", "View", "Tools", "Session", "Options", and "Help". The toolbar contains various icons for file operations and navigation. The main display area shows the following text:

```
LAU1 LOCAL INMATE DATA SYSTEM (LIDS) V.03252002
2003-12-05 **UN-RELEASE PRISONER** DATE: CERTIFIED APPROVED
11302003 11302003
JAIL 001 SSN 900100650 SID PRISONER ID
PRISONER NAME DOE JOHN
COMMIT DATE (MMDDYYYY) 11032003 TIME (HHMMSS) 090000
REASON RELEASED TRANSFERRED TO JAIL
OLD RELEASE DATE (MMDDYYYY) TIME (HHMMSS)
COMMENTS:
PRISONER UN-RELEASED - CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU
CLEAR RELEASE: REASON, DATE AND TIME TO UN-RELEASE
```

The status bar at the bottom shows "Connected to host 165.176.120.129", "04/08", and "3:47 PM".

- **Option 'H', Un-Release Prisoner** provides the means to un-release a prisoner released **during** the current report month
- **If** you need to un-release a prisoner from a previous month that has been certified and approved, the prisoner must be un-released through Reimbursement Maintenance Option #4 – Adjust Monthly Prisoner Status
- From the Un-Release Screen, to un-release the prisoner during the current month, **clear out/space out** the following fields and press Enter:
 - ✓ Reason Released
 - ✓ Transferred To Jail (If applicable)
 - ✓ Old Release Date (MMDDYYYY)
 - ✓ Time (HHMMSS)

Option '3' - Commitment Maintenance Continued

Option 'T' – Record Alias SSN

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Required Data Fields
 - ✓ SSN
- Option '3' Commitment Maintenance - Option 'T' – Record Alias SSN

LSU1 LOCAL INMATE DATA SYSTEM (LIDS) V.01182002
12-05-2003 ALIAS SSN MAINTENANCE
JAIL 001 ACCOMACK COUNTY JAIL
PRISONER'S PRIMARY SSN: 222222223 NAME: DOE, JOHN
ACTION ALIAS SSN ENTERED BY DATE COMMENTS(2ND LINE)
= 900100650 SCBCBAC 12-05-2003
SSN CHANGE - CHANGE REASON 3

ACTION: A= ADD; D= DELETE; U= UPDATE
OPTION=> N=NEXT PAGE;P=PREVIOUS PAGE;R=RETURN TO MENU
NO MORE DATA

01.4 06/02
Connected to host 165.176.120.129 NUM 4:15 PM

- **Option 'T', Alias SSN**, adds, changes & deletes Alias SSN for prisoners confined in jail
- Alias SSN screen gives an additional means to monitor and track inmate population
- Alias SSN is linked to the prisoner's Primary SSN
- From the Record Alias SSN enter either Add, Delete, or Update in the 'Action' Column
 - ✓ Alias SSN
 - Enter the prisoner's Alias SSN
 - ✓ Comments (2nd Line)
 - Enter comments to identify method utilized to verify primary SSN
 - ✓ Entered By and Date
 - Once the SSN has been Added/Updated/Deleted and Enter is pressed, LIDS will generate the Logon-ID of the person entering the change, as well as the date.

Option '3' - Commitment Maintenance Continued

Option 'J'- Add, Inquire, Update, Gang Information

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'J' – Add, Inq, Upd, Gang Information

```
TSOSNIP - EXTRA! X-treme
FILE Edit View Tools Session Options Help
LOCAL INMATE DATA SYSTEM (LIDS) V.05202008
2009-02-26 GANG NAME PICKLIST TOTAL SSN#: 2
JAIL: 193 SSN:

SEL JAIL NAME GANG NAME
005 SSN NOT FOUND THE CRIPS
810 SSN NOT FOUND BLOODS

OPTION=>
I=INQ, ADD, UPD N=NEXT P=PREV T=1ST -OR-
F8=NEXT F7=PREV F5=1ST

41E 00.5 20/13
Connected to host dttwv2.state.va.us [165.176.127.4] (CIP03768)
start Inbox - Microsoft Outlook Windows Media Player TSOSNIP - EXTRA! X-treme 03-Commitment Maint... Home - ABC.com - Wi... ABC.com Full Episode...
```

- A picklist will be generated with the names of all inmates in your facility that have been tagged as having gang affiliation, as well as the gang name.
- From the picklist choose 'I' to Inquire on a specific inmate, 'A' to add an inmate to the list of those with gang affiliation, and 'U' to Update an inmate listed.

Option '3' - Commitment Maintenance Continued

Option 'K' - Update Data Integrity Errors

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'K' – Update Data Integrity Errors

The screenshot shows the LIDS - EXTRA! Personal Client window. The title bar reads "LIDS - EXTRA! Personal Client". The menu bar includes "File", "Edit", "View", "Tools", "Session", "Options", and "Help". The toolbar contains various icons for file operations and system functions. The main window displays the following information:

LCU3-A LOCAL INMATE DATA SYSTEM (LIDS) 2003-12-05
V.01302002 DATA INTEGRITY VERIFICATION 16.15.08

JAIL: 001 SCBCBAC

OPTION: 1

1. VERIFY DATE OF BIRTH (REQUIRES SSN)
2. VERIFY COMMIT DATE AND TIME (REQUIRES SSN, COMMIT DATE, AND COMMIT TIME)
3. VERIFY OFFENSE DATES (REQUIRES SSN, COMMIT DATE, COMMIT TIME, AND OFFENSE SEQUENCE NUMBER)

SSN: 22222223 COMMIT DATE: _____ TIME: _____ OFFENSE #: _____

BIRTHDATE VERIFICATION FOR SSN (22222223) WAS ACCEPTED

At the bottom of the window, there is a status bar showing "Connected to host 165.176.120.129", a timer at "00.1", the date "14/07", and the time "4:16 PM".

- **Option 'K', Update Data Integrity Errors**, provides a means to flag confinements that appear to be correct that are listed on the Data Integrity Report that batch jails receive each month
- **Data Integrity Report** lists confinements that appear to have data problems or inconsistencies affecting the quality of LIDS information
- If they are true errors, they should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS
- If they are correct, flag them through Option 'K' – Data Integrity Validation as being correct entries

Option '3' - Commitment Maintenance Continued

Option 'K', Update Data Integrity Errors Continued

- **How to Correct Errors Listed on the Report Online**
 - ✓ **Age Greater than 75 at Commit** - If the inmate was actually over age 75 at time of commitment, access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information).
 - ✓ **Age Greater than 75 at Offense Date** – If the inmate was actually over age 75 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).
 - ✓ **Age Less than 10 at Commit** – If the inmate was under the age of 10 at the time of commitment, please access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth, or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information)
 - ✓ **Age Less than 10 Offense Date** – If the inmate was under the age of 10 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).
 - ✓ **Arrest Date is Less Than Offense Date** – To correct the Arrest Date, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Update Offense Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).
 - ✓ **Birth Date or (Approximate Age and Date Approximate Age Recorded) are Required** – To record the birth date or the Approximate Age, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).
 - ✓ **Confined Longer than 5 Years** – If the inmate has been confined to jail for more than five (5) years, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the commit date/time or the release date/time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
 - ✓ **Conviction Date Before Offense Date** – To correct either the Conviction or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

Option '3' - Commitment Maintenance Continued

Option 'K', Update Data Integrity Errors Continued

- ✓ **Offense Date More than 30 Years Before Commit** – If the offense date is more than 30 years prior to the commit date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct the Offense Date or the Commitment Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Offense Date More than 30 Years Before Conviction Date** – To correct either the Offense or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Offense Date More than 30 Years before Sentence Date** – If the offense date is more than 30 years prior to the Sentence Date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Offense or Sentence Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Race Code is Invalid** - To correct the Race Code, access the Commitment Maintenance Menu specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).
- ✓ **Release Reason is Required** – To record or correct the release reason, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Release Reasons Requires Release Date and Time** – To record the Release Date/Time or to correct the Release Reason Code, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Release and Commit Are the Same** – The release date and time should be different than the commit date and time. This error means the date as well as the time in HH:MM:SS format are the same. If the commit and release information are the same, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Release is Before Commit** – To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Released Before LIDS Started** – To correct this error the confinement must be deleted. To delete the confinement, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '12' (Delete Confinement/Post Adjustment). Note – As the confinement pre-dates LIDS, no adjustment will be posted.
- ✓ **Sentence Date Before Conviction Date** – To correct either the Sentence or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Sentence Date Before Offense Date** – To correct either the Sentence or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).
- ✓ **Sex Code Must be F or M** – To correct the Sex Code, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).