

LOCAL INMATE DATA SYSTEM (LIDS) NEWSLETTER

Release Codes Impact VINE Victim Notifications

The VINE (Victim Information and Notification Everyday) system will not issue notifications for inmates having a release reason of '23' (Confinement Change Within the Facility) as this release reason is used primarily to denote a payment status change. If an inmate is leaving the jail you should not use release reason '23', instead a release code more reflective of the actual reason released should be used. Improper use of reason release '23' increases the likelihood of a failure to notify victims of an inmate's release from jail.

LIDS Logon ID & Password Security

Everyone with access to LIDS must have their own logon ID and password. LIDS Logon ID's and passwords must not be shared; sharing of LIDS ID's and passwords or failure to secure your user ID and password may result in inaccurate data. § [53.1-121](#) & § [53.1-115.1](#) requires that the Chief Jailer, Sheriff, Regional Superintendent and jail farm certify the accuracy of the data recorded to LIDS. Typically, the process for certifying and approving LIDS data is for the Chief Jailer to certify and the Sheriff/Superintendent to approve data recorded to LIDS monthly. At some jails, the Sheriff/Superintendent has delegated this authority to other members of the jail staff. Authority for the certification and approval activity may be delegated but responsibility can not be delegated.

We allow only one (1) ID and password for a certifier and only one (1) ID and password for an approver at each jail. LIDS ID's and passwords are available for data entry, adjuster and inquiry access for each jail. In no case, should ID's and passwords be shared.

IMPORTANT DATES

LIDS Certification and Approval Due Date June 14, 2007

LIDS Basic Training for June 21, 2007

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Capias

A Capias may be used to commit someone to jail. A separate committal order from the magistrate, while preferable, is not necessary to commit someone to jail. Therefore, the Auditors will accept a Capias as an authorization to commit someone to jail.

Recording Probation/Parole Violation on a Capias

When a probation or parole violator is presented to the jail with a PB-14/PB-15, the violator should be recorded to LIDS with a Reason Confine Code 11 (Awaiting Parole Revocation Hearing) or 12 Reason Confine Code (Awaiting Probation Revocation Hearing).

If the parole/probation officer withdraws the PB-14/PB-15 and releases the inmate, be sure to make a copy of the PB-14/PB-15 for your file records and release the inmate from LIDS with a Reason Release Code 10 (To Probation) or Reason Release Code 32 (To Parole).

If the parole/probation officer withdraws the PB-14/PB-15 and recommits the inmate with a Committal Order or Capias, record the inmate from the Committal Order or Capias as either a Reason Confined Code 11 (Awaiting Parole Revocation Hearing) or 12 Reason Confine Code (Awaiting Probation Revocation Hearing). When the inmate's parole/probation offense has been adjudicated by the court and if the inmate is returned to jail, then change the Reason Confined Code to show the new status of the inmate's confinement. If the inmate is released by the court, then release the inmate using the appropriate Release Code.

2007 LIDS Conference Update

The LIDS Conference is planned for September 26-27 so be sure to put those dates on your calendar to attend the conference. Registration for the conference is scheduled for July 16 through August 3rd. This year's registration will be a little different in that we will request that you sign up for the specific break out sessions you wish to attend as well as your hotel reservations.

As of now, the some of the break out session topics that are planned include:

- Victim Identification and Notification Everyday (VINE)
- Registering Sex Offenders
- LIDS Responsibilities for Administrators/Managers
- Inmate Time Computations
- LIDS Audit 101
- New Laws Affecting Jails
- DOC Programs For Jails
- Jail Cost Reporting