



# LOCAL INMATE DATA SYSTEM (LIDS) NEWSLETTER

## Compensation Board

## April 2005

### LIDS ENHANCEMENTS EFFECTIVE 4/15/05



#### 'AP', APPEALED DISPOSITION CODE CHANGE

'AP', Appealed, Disposition code will be changed to work with both convicted and sentenced reason confined codes.



#### 'SS', SUSPENDED SENTENCE DISPOSITION CODE CHANGE

'SS', Suspended Sentence, Disposition code will be changed to Sentenced - Disregard Charge as of the Disposition Date.



#### NEW 'AD', ADMINISTRATIVELY DISCHARGED DISPOSITION CODE

'AD', Administratively Discharged, Disposition code will be added to LIDS to be used when an individual is administratively discharged from Parole. Disposition code to be Sentenced - Disregard Charge as of Disposition Date.



#### NEW 'ML', MANDATORY LENGTH DISPOSITION CODE

'ML', Mandatory Length, Disposition code will be added to LIDS to be used when individual will serve more than 50% of misdemeanor sentence. Disposition code to be Sentenced.

Examples: mandatory minimums and summary contempt when inmate will serve 100% of misdemeanor sentence time.

### FIRST OFFENDER STATUS

First offender inmates should be coded as follows:

- The disposition of 'UA', Under Advisement, should **only** be used if the inmate was placed on probation.
- If the offender was given an active sentence, then the disposition should not be used.

### PAROLE/PROBATION VIOLATOR PROCEDURE

Parole/Probation violators should be coded as follows:

Reason Confined Code	Description
11	Awaiting parole revocation hearing
12	Awaiting probation revocation hearing

#### Procedure:

- Reason Confined Code '11' should be used until the revocation has been received from the Parole Board. If the parole was revoked, the reason confined code should be changed to '20', Serving Sentence, and the sentence length imposed by the Parole Board should be recorded in the sentence length along with the original offense code.
- Reason Confined Code '12' should be used until the probation revocation hearing. If the probation was revoked, the reason confined code should be changed to a '20', Serving Sentence, and the sentence length imposed by the probation officer or judge should be recorded in the sentence length along with the original offense code.

### Compensation Board

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### Staff Contacts

#### User Issues

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#### Program Issues

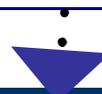
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- **Melanie Morrison** ext. 204
- **Anne Wilmoth** ext. 222
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The inmate population forecasting "season" has begun. Please have your files certified & approved:

MAY 2005 - No later than  
June 8, 2005

JUNE 2005 - No later than  
July 7, 2005



## 2005 LIDS CONFERENCE

The Annual LIDS Conference is being planned and will be held September 21 & 22, 2005. Based upon the survey results from the 2004 LIDS Conference, it will again be held in Richmond. Funding has been approved to allow all LIDS technicians and one back-up technician, as well as LIDS Advisory Committee members to attend.

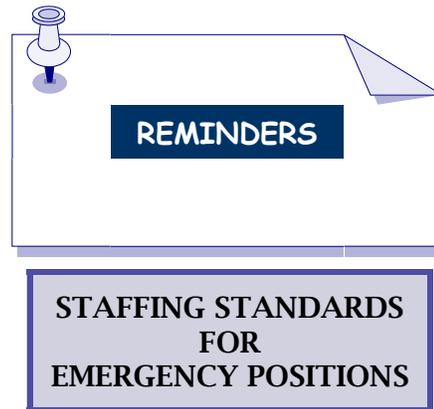


Attendance at the LIDS Conference will be counted as a regular 7-1/2 hour Basic LIDS training. Therefore, LIDS Technicians who are due to attend Basic LIDS training for re-certification between June 2005 and September 2005, based on the 24-month training requirement, will NOT be required to attend our normal Basic LIDS training in Richmond if they attend the 2005 LIDS Conference.



Registration begins June 30, 2005 on the Compensation Board website <http://www.scb.virginia.gov> and ends August 15, 2005.

The location & further developments will be released in upcoming LIDS Newsletters. Please contact Sue Kelly-Graham at 804-786-0786 Ext. 220 ([sue.kelly-graham@scb.virginia.gov](mailto:sue.kelly-graham@scb.virginia.gov)) if you have questions.



### Staffing Standards for Emergency Positions in Local and Regional Jails Due to Overcrowding

Many jails have received funding from the Compensation Board for Emergency Corrections Officers due to overcrowded conditions in the jail. A leading 'E' in the class code denotes these positions, and can be found in the Compensation Board's reimbursement system and on the Compensation Board website under "FY05 Approved Budgets". Currently there are 467 emergency positions in local and regional jails. The Appropriation Act directs the Compensation Board to examine the current level of crowding of inmates in local jails among the several localities and to reallocate or reduce these temporary positions as overcrowding conditions change. In those jails experiencing overcrowding, the Compensation Board may allocate one additional jail deputy for every five average annual daily prisoners above operational capacity. In practice, due to the limited funding and positions available, the Compensation

Board rarely allocates overcrowding positions in jails that are less than 50% above their operational capacity as determined by the Department of Corrections.

The average daily population (ADP) used in determining a jail's eligibility to be considered for the allocation of emergency jail positions is based upon the jail's payable population only. This ADP does **not** include ordinance violators, federal, military, transient or out-of-state contract inmates (non-payable population). Increases in the non-payable population do not result in the jail being considered for the allocation of emergency positions. You may wish to make sure that your Sheriff or Superintendent is aware of the fact that the non-payable jail population is not considered when the Compensation Board determines the allocation of jail positions based upon overcrowding.



## FELONY OR MISDEMEANOR CHARGE REDUCED TO ORDINANCE VIOLATION PROCEDURE

A Judge or Commonwealth Attorney may reduce a felony or misdemeanor charge to an ordinance violation at any step in the legal process. The warrant or commitment order will show the ordinance violation.

From our auditors' perspective, the procedure below will apply when a prisoner is originally committed/arrested on a felony or misdemeanor charge and is *sentenced* as an Ordinance Violator:

COMPLETE court documentation (Disposition Notice, etc.,) is required to back up changing the charge from a felony or misdemeanor arrest to a local violation/ordinance.

### PROCEDURE:

- Release inmate (Utilizing Release Code 23, Confinement Change) on the State charge (felony/misdemeanor) effective the date of the court decision
- Recommit inmate as an Ordinance violator "O" the same day that he was sentenced as an Ordinance violator

## OVERLAP PROBLEMS

The Compensation Board continues to receive reports from LIDS Technicians involving overlap problems because of the delay of another facility releasing inmates on LIDS. The main reason given for the delays has been that the LIDS Technician/user was out of the office, on vacation, or the facility had no additional staff experienced to release the inmate on LIDS.

**Prompt attention to overlaps is *imperative* due to loss of revenue in one facility and the overpayment in another facility. This is an audit issue.**

The LIDS Advisory Committee recommended that in these type of cases each LIDS Technician should cross train a staff member on LIDS. LIDS Technicians are responsible for training other staff members. However, if it is necessary for the staff members to attend Compensation Board training, additional staff will not be reimbursed by the Compensation Board for travel expenses. Contact Sue Kelly-Graham ([sue.kelly-graham@scb.virginia.gov](mailto:sue.kelly-graham@scb.virginia.gov)) if monthly Basic LIDS training is required. Each facility's cooperation is appreciated.