

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

JUNE

2004

**Compensation Board's
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Staff Contacts:

User Issues

- **Alice Coe**, Customer Service Mgr
alice.coe@scb.virginia.gov ext. 207
- **Sue Kelly-Graham**, LIDS Technician
sue.kelly-graham@scb.virginia.gov ext. 220

Program Issues

- **Anne Wilmoth**, Information Tech. Mgr
anne.wilmoth@scb.virginia.gov ext. 222
- **Craig Giegerich**, Systems Engineer
craig.giegerich@scb.virginia.gov ext. 216
- **Melanie Morrison**, Systems Engineer
melanie.morrison@scb.virginia.gov ext. 204

Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
richard.lampman@scb.virginia.gov ext. 215
- **Oliver Bradshaw**, Audit Supervisor
oliver.bradshaw@scb.virginia.gov ext. 203
- **Mark Wood**, External Auditor
mark.wood@scb.virginia.gov ext. 228

Security/Key Fob Issues

- Anne Wilmoth ext. 222
- Melanie Morrison ext. 204
- Sue Kelly-Graham ext. 220



IMPORTANT DATE

7/9/04 - LIDS SUBMISSION DUE



****ATTENTION!**
NEW DISPOSITION CODE**



Effective July 1, 2004, the following disposition code will be added in LIDS:



BS - Balance Suspended - Having been found guilty with a sentence imposed, upon reconsideration of said sentence, the balance (unserved portion) of the sentence is postponed/suspended

**LIDS REQUIREMENTS EFFECTIVE 7/1/04
COUNTRY OF BIRTH/COUNTRY OF CITIZENSHIP**



HB235 was passed by the General Assembly and approved by Governor Warner. The following changes will go into effect July 1, 2004:

State Compensation Board. Requires the State Compensation Board to (i) maintain in the Local Inmate Data System (LIDS) specific data fields for an inmate's country of birth and country of citizenship, (ii) require all jail facilities that are subject to LIDS reporting to complete the additional fields for all inmates housed at such facilities, (iii) annually encourage all jail facilities subject to LIDS reporting to request compensation from the United States Department of Justice State Criminal Alien Assistance Program (SCAAP) for costs associated with incarcerating undocumented aliens; (iv) provide information to all jail facilities on the eligibility requirements to obtain such funds; and (v) monitor local jail participation in the SCAAP program.

Effective July 1, 2004, Country of Birth and Country of Citizenship data fields will be required within LIDS. The July certification must include Country of Birth and Country of Citizenship. Country of Birth and Country of Citizenship data fields default to 'US' since the majority of inmates are United States citizens. If the inmate is a United States citizen, it will not be necessary to enter anything in the Country of Birth or Country of Citizenship fields .

It is imperative that all facilities that operate using a Jail Management System (JMS) ensure that their programs are updated to ship the new required LIDS data fields.



FY05 BUDGET UPDATE July 1, 2004



The FY05 Budget was approved in accordance with the Conferees Report which was passed May 7, 2004 indicating funding and language amendments recommended by the conferees to SB5001/HB5001. A summary of these items is as follows:

- All constitutional officers and their employees are included in Central Accounts language and funding that provides for salary increases on December 1, 2004: for Sheriffs, Sheriffs' Deputies and Regional Jail Officers, 4.82% increase; for all other employees of Sheriffs and regional jails, and all other constitutional officers and their employees, a 3% increase. Further, the amendments recommend a pay increase for "public employees" in FY06, but no other details are provided;
- Restores \$13.2 million in per diem funding in each year of the biennium, but removes funding for projected inmate population growth totaling \$6 million in FY05 and \$9 million in FY06. Also includes language requiring the use of actual population figures for the 1st quarter of each year for projecting growth in per diem payments;
- Removes some additional funds required to annualize the December, 2003 salary increase for Sheriffs and regional jails, and provides language authorizing the Compensation Board to use existing funding amounts to cover this cost and the cost of VRS retirement rate increases - however, language requires the Compensation Board to seek DPB approval in order to do so;
- Adjusts the program structures for all Constitutional Officer programs, splitting out one or two subprograms into as many as three per program, more narrowly defining the purpose of the funding to categories within each program. The splits are from 2 to 3 subprograms for Sheriffs/Regional Jails, from 1 to 3 subprograms for Clerks, Treasurers and Commissioners of the Revenue, and from 1 to 2 subprograms for Commonwealth's Attorneys. For the Treasurers' program, this includes splitting Directors of Finance into a separate program altogether and two funding amendments shift the funds from the Treasurers' program to the new Finance Directors program;
- Provides an exception to the moratorium on jail construction for a number of local and regional jail facilities;
- Language requires the Department of Corrections to develop a plan to expand the use of the jail contract bed program from 200 to 1000 beds over the next biennium.

**If you have questions, please contact Robyn de Socio at 804-786-0786 Ext. 212
or robyn.desocio@scb.virginia.gov**





**FAREWELL TO VALUED
LIDS ADVISORY
COMMITTEE MEMBERS**

We regret to inform you that Tina James-Carrier, Petersburg City Jail, Anna Earnhardt, Portsmouth City Jail, and Jane Beamon, Western Tidewater Regional Jail, have tendered their resignations as members of the LIDS Advisory Committee effective May and July 2004, as they have assumed other responsibilities within their facilities.

We appreciate their committed and dedicated service while serving on the Committee, and wish them success and prosperity in their future endeavors.



LIDS Advisory Committee slots occasionally become available. If interested in becoming a LIDS Advisory Committee member, the following steps are required:

- **Prior approval of Sheriff/Superintendent**
- **Satisfactory audit results are maintained**
- **Regular attendance is required. If a member is unable to attend a meeting, a representative from the member's facility is expected to attend in his/her place. If a member does not attend three consecutive meetings or receives an unsatisfactory audit given by the Compensation Board auditors, the member could be asked to resign from the Committee.**
- **If you would like to be considered for a position on the LIDS Advisory Committee, a formal request should be sent via Email to Alice Coe (alice.coe@scb.virginia.gov)**

The LIDS Advisory Committee meets quarterly (March, May, August and November). Travel expenses (meals, mileage, lodging) are reimbursed through SNIP in accordance with State Travel Regulations.



**WELCOME
NEW LIDS ADVISORY
COMMITTEE MEMBER**



It is a pleasure to welcome Ms. Bobbie Elswick, who has been selected to serve on the LIDS Advisory Committee.

Ms. Elswick, LIDS Technician at Gloucester County Jail, has been working in the criminal justice field since 1996. She got her start working as a Criminal Deputy Clerk for now retired Judge Zepkin of Williamsburg, VA. In January 1999, she began working at the Virginia Peninsula Regional Jail as a Support Back-up Officer and was promoted to LIDS Technician in October 2000. In September 2002 she began a job at Gloucester County Jail as Deputy Sheriff where she was promoted to LIDS Technician in February 2003.

An updated LIDS Advisory Committee list is located on pages 6 & 7



**LIDS CONFERENCE
SEPTEMBER 15-16, 2004
REGISTRATION UPDATE**



Your 2004 LIDS Conference will be held at the Sheraton Park South Hotel, 9901 Midlothian Turnpike, Richmond, Virginia 23235 on September 15 and 16, 2004.

Registration began June 16, 2004 and ends August 1, 2004 on the Compensation Board website at www.scb.virginia.gov. Click on the LIDS button; scroll down to Training Events & click on drop-down arrow; click on 'LIDS Conference'; scroll to bottom of page & click on Register/Change Registration button.

Additional options on the same page as Register/Change Registration include: View Agendas and Reimbursement Information; Cancel my registration, and View the Registration List.

Funding for the Conference has been approved to include LIDS Technicians and LIDS Advisory Committee members. If the LIDS Technician is unable to attend the Conference, a LIDS back-up may be designated to attend instead.

Attendance at the LIDS Conference will be counted as a regular 7-1/2 hour Basic LIDS training. Therefore, LIDS Technicians that are due to attend Basic LIDS training for re-certification between June 2004 and September 2004, based on the 24-month training requirement, will NOT be required to attend our normal Basic LIDS training in Richmond ***if they attend the 2004 LIDS Conference.***

The following issues will be discussed at the LIDS Conference:

Audit Issues: Most Frequent Errors; Ordinance and State Charges; HEM Confinements; Financial Reconciliation; Scanned Records; HB 23 documentation requirements; Audit forms

Compensation Board Issues: LIDS Updates for 7/1/04; Legislative Updates; Who uses LIDS?; new confinement codes; new disposition codes; different tools available to find VCC Codes; new Forms Maintenance format; LIDS Payment Status codes; expungement process; possible duplicate report; update offenses; overlaps



Email suggestions for other audit & Compensation Board issues not mentioned above to:

Audit Issues:

Compensation Board Issues:

Oliver Bradshaw oliver.bradshaw@scb.virginia.gov

Sue Kelly-Graham sue.kelly-graham@scb.virginia.gov

Alice Coe alice.coe@scb.virginia.gov

The LIDS Advisory Committee first met November of 1999. The LIDS users listed below were selected from each region of the state to meet once a quarter to discuss any LIDS enhancements, modifications and or new development issues brought forth by local users. If there are questions or concerns that you would like discussed at future committee meetings, contact the individual(s) representing your region, or contact a member of the Compensation Board staff.

Quarterly Committee Meeting Schedule:

1st Quarter: **May** 2nd Quarter: **August** 3rd Quarter: **November** 4th Quarter: **March**

LIDS Advisory Committee Members

Central Region

<i>FIPS</i>	<i>Locality</i>	<i>DOC Oper. Capacity</i>	<i>Online / Batch</i>
485	Blue Ridge Regional Jail (Lynchburg) – Debbie Hamlet Phone # 434- 847-3100 Ext 141 Email: dhamlet@brrja.state.va.us Fax # 434- 847-1411 Address: 510 9th Street Lynchburg, Virginia 24504	760	Online
630	Rappahannock Regional Jail - Patty Leonard Phone # 540-288-5281 Email: pleonard@rrj.state.va.us Fax # 540-288-5292 Address: P. O. Box 3300 Stafford, Virginia 22554	592	Batch
760	Richmond City Jail - Reginald Tinsley Phone # 804-646-0170 Email: TinsleyR@ci.richmond.va.us Fax # 804-646-0173 Address: 1701 Fairfield Way Richmond, Virginia 23223	882	Batch

Eastern Region

<i>FIPS</i>	<i>Locality</i>	<i>DOC Oper. Capacity</i>	<i>Online / Batch</i>
073	Gloucester County Jail – Bobbie Elswick Phone # 804-693-1369 Email: belswick@gloucesterva.info Fax # 804-693-1444 Address: 7502 Justice Drive, Gloucester, Virginia 23061	042	Online
810	Virginia Beach City Jail – Charlie Gray Phone # 757-427-8538 Email: cgray@vbgov.com Fax # 757-427-6034 Address: 2501 James Madison Blvd. Virginia Beach, Virginia 23456	590	Batch

LIDS Advisory Committee Members (continued)

Northern Region

<i>FIPS</i>	<i>Locality</i>	<i>DOC Oper. Capacity</i>	<i>Online / Batch</i>
153	Prince William/Manassas Regional Jail - Carol Moye Phone # 703-792-6450 Fax # 703-792-7576	467 Email: cmoye@pwcgov.org Address: 9320 Lee Ave. Manassas, Virginia 20110	Batch
165	Rockingham County Jail – R. Bruce Folks Phone # 540-564-3850 Fax # 540-574-5006	208 Email: bfolks@rockinghamcountyva.gov Address: 25 South Liberty St., Harrisonburg, Virginia 22801	Online
510	Alexandria City Jail – Ron Wise Phone # 703-838-4440 Fax # 703-838-4036	340 Email: ron.wise@ci.alexandria.va.us Address: 2003 Mill Road, Alexandria Virginia 22314	Online

Western Region

<i>FIPS</i>	<i>Locality</i>	<i>DOC Oper. Capacity</i>	<i>Online / Batch</i>
590	Danville City Jail – Karen Day Phone # 434-799-5130 Fax # 434-797-8872	213 Email: kday@ci.danville.va.us Address: P. O. Box 3405 Danville, Virginia 24543	Batch
770	Roanoke City Jail - Peggy Gebauer Phone # 540-853-2722 Fax # 540-853-6440	409 Email: PeggyGebauer@mail.ci.roanoke.va.us Address: P. O. Box 494 Roanoke, Virginia 24003	Batch

Other Agencies

Department of Corrections –
Phone # 804-674-3563 Ext. 1584
Fax # 804-674-3589

Felicia Smith
Email: Felicia.berger@doc.virginia.gov
Address: P.O. Box 26963 Richmond, VA 23261-6963

Virginia Criminal Sentencing Commission -
Phone # 804-225-4566
Fax # 804-786-3934

Dr. James Creech
Email: james.creech@vcsc.virginia.gov
Address: 100 N. 9th Street Richmond, VA 23219

Compensation Board

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