

**LOCAL INMATE  
DATA SYSTEM  
(LIDS)**

# Newsletter

**OCTOBER  
2003**

**Compensation Board's  
Phone Number:**



(804) 786-0786

**Compensation  
Board's  
Fax number:**



(804) 371-0235

**Compensation  
Board's  
Website address:**



<http://www.scb.state.va.us/>

**Compensation  
Board's Mailing  
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## Staff Contacts:

User Issues

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Security/Key Fob Issues

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- **Sue Kelly-Graham** ext. 220



### DATE TO REMEMBER

**11/09/03 - LIDS SUBMISSION DUE**



**\*\*\* ATTENTION!\*\*\***

**NEW DISPOSITION CODE**  
(Revised version 10/29/03)



In order to prevent the rebooking of inmates when they have outstanding offenses and payment statuses change (payable to non-payable or vice versa), the new disposition code 'SC' - Sentence Completed - was added to LIDS October 2003. This disposition should be used **ONLY** to show that a charge is satisfied **when payment statuses change from payable to non-payable or vice versa to ensure proper payment.**

**If you choose NOT to utilize the 'SC' disposition code, you MUST rebook the inmate dropping the satisfied charge.**

**Example:** The offender has two charges — if the first charge is an ordinance charge and the second charge is a misdemeanor charge, then the payment status is payable. During the month, the misdemeanor charge becomes satisfied/completed and offender is no longer being held on the misdemeanor charge. If this is the case, LIDS will look to see if the disposition code 'SC' is furnished, and based on the disposition date, it would stop the \$8 per diem payment on the disposition date because the only outstanding charge the inmate is being held on is now the ordinance charge, which is a non-payable offense. Also, in this case, if you choose **NOT** to use the 'SC', then you **MUST** rebook the inmate dropping the satisfied charge.

Remember to update your copy of the FY04 LIDS USERS GUIDE  
Reference Codes, Page 10-190



**\*\*\* ATTENTION!\*\*\***

**INMATES ATTENDING FUNERAL  
PROCEDURE**

Several LIDS users have asked a question pertaining to offenders who leave the jail for a brief amount of time to attend a funeral:

**Question:** An inmate goes to a funeral and returns to the jail within four hours, but the inmate does **not** stay overnight. Should the inmate be released from LIDS?

**Answer: NO.** The inmate should **not** be released in LIDS from LIDS **unless he/she stays overnight.**



**NEW  
COMPENSATION BOARD EMAIL ADDRESSES  
AND WEBSITE**



Effective January 1, 2004, the Compensation Board will be transitioning to the new state standard for email addresses and website addresses. The Compensation Board is running ahead of schedule and our new website address: <http://www.scb.virginia.gov> and the following new email addresses can be used now:

<b>First Name</b>	<b>Last Name</b>	<b>Current Email Address</b>	<b>New Email Address</b>
Oliver	Bradshaw	obradshaw@scb.state.va.us	oliver.bradshaw@scb.virginia.gov
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Our old website address and email addresses may be used until June 30, 2004.



**CLARIFICATION OF LIDS REPORT CERTIFICATION AUTHORIZATION**

Currently, LIDS does not allow more than one person to certify and approve monthly LIDS submissions. However, in the past, the Sheriff/Superintendent has given authority in writing to another person to certify/approve in his/her absence.

Listed below is the enabling legislation:

**§ 53.1-115.1: Superintendents of regional jails and regional jail-farms to make monthly reports to Compensation Board**

The superintendent of every regional jail and every regional jail-farm shall report on the first day of each month to the Compensation Board, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Compensation Board, stating whether the offense for each prisoner is for violation of state law or of city or town ordinance. **The report shall be signed by both the superintendent and chairman of the regional jail-farm board.** Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

If any superintendent fails to send such report within ten business days after the date when the report should be forwarded, the Compensation Board shall notify the superintendent of such failure. If the superintendent fails to make the report within ten days from that date, then the Compensation Board shall cause the report to be prepared from the books of the superintendent and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the superintendent by the Commonwealth.

(1983, c. 358; 2000, cc. 70, 291.)



**§53.1-121: Sheriffs to make monthly reports to Compensation Board; failure to send report**

The sheriff shall report on the first day of each month to the Compensation Board, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Compensation Board, stating whether the offense is for violation of state law or of city or town ordinance.

If any sheriff fails to send such report within ten business days after the date when the report should be forwarded, the Compensation Board shall notify the sheriff of such failure. If the sheriff fails to make the report within ten days from that date, then the Compensation Board shall cause the report to be prepared from the books of the sheriff and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the sheriff by the Commonwealth.

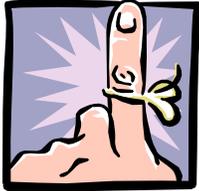
**The report shall be signed by both the chief jailer and the sheriff who shall certify the accuracy of the report.** Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

(Code 1950, § 53-169; 1972, c. 573; 1982, c. 636; 1983, c. 358; 1996, c. 288; 1998, cc. 204, 350.)



**LIDS TECHNICIAN RECOMMENDATION**

We recommend that **at least** every LIDS Technician have **the ability to make adjustments and the ability to view the certification screen during the month**, since LIDS Technicians are responsible for making sure the monthly submission is correct.



## \*\*\*REMINDERS\*\*\*

### JCB INMATES RELEASED TO STAY **OVERNIGHT** AT AN EMERGENCY MEDICAL HOSPITAL/LOCAL MEDICAL CENTER

A LIDS user requested the need for LIDS to reimburse the additional \$14 per diem for Jail Contract Bed (JCB) inmates **released to stay overnight** in a local emergency medical and/or hospital using Release Reason Code '45' - To Emergency Medical Hospital/Local Medical Center and rebooking on LIDS using Reason Confined Code '37' - Held in a Local Emergency Medical and/or Hospital).

LIDS was updated to continue reimbursing the additional \$14 per diem if the JCB inmate is released from LIDS using Release Reason Code '45', and using Reason Confined Code '37' to rebook the inmate in LIDS. The Forms Maintenance JCB report will pull from both categories when it reports inmates in JCB status.

### CLARIFICATION OF PROCEDURES FOR PER DIEM REIMBURSEMENTS FOR INMATES COMMITTED TO LOCAL EMERGENCY MEDICAL AND/OR HOSPITAL **OVERNIGHT**

Several LIDS Technicians have requested the clarification of the following procedures outlined in the March 2003 LIDS Newsletter that went into effect April 1, 2003 when Local Inmate Data System (LIDS) began allowing per diem reimbursements for inmates committed to a local emergency medical and/or hospital **overnight** while in the custody of the jail.

#### **Procedures:**

**IF prisoner is released to a Local Emergency Medical and/or Hospital and does **NOT** stay overnight in the Local Emergency Medical and/or Hospital, DO **NOT** release inmate in LIDS.**

**IF prisoner is released to a Local Emergency Medical and/or Hospital and **DOES** stay overnight**

- **Release** prisoner from LIDS utilizing Release Reason '45, to Local Emergency Medical and/or Hospital' , THEN
- **Re-Book** prisoner back in LIDS the same day utilizing **New** Reason Confine Code '37, Held in a Local Emergency Medical and/or Hospital' until they return to the jail OR released to the community

**IF Released from a Local Emergency Medical and/or Hospital' back to jail**

- **Release** prisoner from LIDS utilizing Release Reason '23, Confinement change within facility or Violated Program'
- **Re-Book** prisoner back in jail/LIDS utilizing a confinement code that applies (awaiting, sentenced or pending charges)

**IF Released from a Local Emergency Medical and/or Hospital to the community**

- **Release** prisoner from LIDS utilizing a release reason code that applies (see [LIDS Users Guide](#))

#### **Reminder:**

If Release Reasons 23 or 45 are utilized as mentioned above, and you are an on-line jail, it will save time by re-booking the inmate in LIDS utilizing Option 'F, Re-Commit No New Charges' that can be found within the Commitment Maintenance Menu.