

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

OCTOBER

2004

Compensation Board's
Phone Number:



(804) 786-0786

Compensation Board's
Fax number:



(804) 371-0235

Compensation
Board's
Website address:



<http://www.scb.virginia.gov>

Compensation
Board's Mailing
address:



P. O. Box 710
Richmond, VA 23218-0710

LIDS SUBMISSION DATE

November 9, 2004



**VIRGINIA CRIME CODES
REQUIRED
Effective October 1, 2004**



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

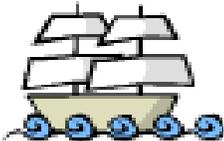
- **Anne Wilmoth**, Information Tech. Mgr
anne.wilmoth@scb.virginia.gov ext. 222
- **Craig Giegerich**, Systems Engineer
craig.giegerich@scb.virginia.gov ext. 216
- **Melanie Morrison**, Systems Engineer
melanie.morrison@scb.virginia.gov ext. 204

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



Virginia Crime Codes was a popular subject at the September 16 LIDS Conference where several LIDS users expressed that magistrates and/or judges in their jurisdictions believe that VCC Codes are not a requirement. To the contrary, new Statute § 19.2-390.01 listed below went into effect October 1, 2004 **REQUIRING the use of VCC codes.**

§ 19.2-390.01. (Effective October 1, 2004)

Use of Virginia crime code references required. If any criminal warrant, indictment, information, presentment, petition, summons, charging document issued by a magistrate, or dispositional document from a criminal trial, involves a jailable offense, it shall include the Virginia crime code references for the particular offense or offenses covered. When Virginia crime codes are provided on charging and dispositional documents, the Virginia crime codes shall be recorded and stored for adult offenders in: criminal history computer systems maintained by the State Police; court case management computer systems maintained by the Supreme Court of Virginia; probation and parole case management computer systems maintained by the Department of Corrections and the Virginia Parole Board; pretrial and community corrections case management computer systems maintained by the Department of Criminal Justice Services; and jail management computer systems maintained by the State Compensation Board. The Department of Juvenile Justice shall record and store Virginia crime codes for particular offenses related to juveniles in case management computer systems. Virginia crime codes shall only be used to facilitate administration and research, and shall not have any legal standing as they relate to a particular offense or offenses. (2003, c. 148.)



LIDS TECHNICIAN REQUIREMENTS

LIDS Technicians are the cornerstones of the LIDS success. Without timely and accurate inmate data, LIDS would fail. The Commonwealth of Virginia and local governments depend on the completeness, accuracy and timeliness of inmate data to determine the expenditure of millions of taxpayers' dollars for inmate per diems, and capital cost to construct or expand jails and prisons. The role of each LIDS Technician is vital to the ongoing success of LIDS.

It is of utmost importance that you email Sue Kelly-Graham or Alice Coe to advise of the reason, if and when, the report is not certified and approved by the first (1st) working day of the month. Continuous failure to report in a timely manner may jeopardize funding of the LIDS Technician position in those offices that do not report by the first (1st) day of the month.

The Compensation Board will receive, by the 10th business day of the month, a report listing the facilities that fail to certify and approve the monthly LIDS submission by the 1st working day of the month in accordance with the following Statutes (also located on Page 13-8 of the Reimbursement Rates section of the FY05 LIDS USERS GUIDE):



§ 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.

Each Sheriff and Superintendent will be notified of non-compliance with the above statutes. Consequently, on-time certification and approvals are essential. If the LIDS Technician or back-up cannot certify and approve by the 10th business day of the month, please email Sue Kelly-Graham @ sue.kelly-graham@scb.virginia.gov or Alice Coe @ alice.coe@scb.virginia.gov.

Thank you for your cooperation.

REMINDERS

INMATES ATTENDING FUNERAL PROCEDURE CLARIFICATION

Several questions arose at the LIDS Conference on September 16 regarding the current procedure for inmates attending funerals. The following is further clarification of the procedure:

Question: An inmate that is still in the custody of the jail, is escorted by a jail deputy to attend a funeral, returns to the jail, and the inmate does **not** stay overnight. Should the inmate be released from LIDS?

Answer: NO. The inmate should **not** be released in LIDS **unless he/she stays overnight or is court ordered to be released.**

Question: An inmate is released by Court Order to attend a funeral. Should the inmate be released from LIDS?

Answer: YES. If the Court Order releases inmate from the jail's custody to attend a funeral and is ordered to return to the jail on another date, inmate should be released by using **reason release code 25 - To Furlough.**



CORRECTION DISPOSITION 'CR' - COURT ORDER RELEASE

We appreciate one of Central Virginia's LIDS Technicians pointing out a discrepancy on the Description of Disposition Code CR—Court Order Release, Page 10-25 of the FY2005 LIDS Users Guide. The description should read:

To be found guilty, with a sentence of jail time imposed, court ordered to an alternative to incarceration program, case continued.

Please make the above correction in your copy of the FY2005 LIDS Users Guide.

Your attention to this matter is appreciated.