

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

**SEPTEMBER
2003**

**Compensation Board's
Phone Number:**



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User Issues

- **Alice Coe**, Customer Service, Mgr
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Program Issues

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Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
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- **Mark Wood**, External Auditor
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Security/Key Fob Issues

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



DATES TO REMEMBER

10/09/03 - LIDS SUBMISSION DUE

**10/16/03 - 2ND QUARTER VOUCHER
(June, July, August)**



**LIDS TEAM E-MAIL ADDRESSES
& WORK HOURS**

For your convenience, listed below are the LIDS Team's e-mail addresses and work hours:

Alice Coe	aco@scb.state.va.us	Monday - Friday	8:00 am to 4:45 pm
Anne Wilmoth	awilmoth@scb.state.va.us	Monday - Friday	8:00 am to 4:45 pm
Craig Giegerich	cgiegerich@scb.state.va.us	Monday - Friday	7:15 am to 4:00 pm
Bill Copley	bcopley@scb.state.va.us	Monday - Friday	7:15 am to 4:00 pm
Sue Kelly-Graham	skelly-graham@scb.state.va.us	Monday - Friday	7:15 am to 4:00 pm
Melanie Morrison	mmorrison@scb.state.va.us	Tuesday - Friday	9:30 am to 3:00 pm
		Secur-ID/keyfob issues	



**NONVIOLENT DCJS ALTERNATIVE TO
INCARCERATION PROGRAM**

The following is an update to the Nonviolent DCJS Alternative To Incarceration Program article featured in the May 2003 LIDS Newsletter:

Item 432, C4, 2003 Acts of Assembly requires the Secretary of Public Safety, with the assistance of DCJS and the Compensation Board, to develop a pilot program for alternative sentencing of nonviolent misdemeanants and local responsible felons who are serving six months or less in jail. This item also requires the Secretary of Public Safety to report to Senate Finance and House Appropriations, by December 1, 2003, as to the progress of implementation of the pilot program. Item 67, L., authorizes the Compensation Board to transfer up to \$1,500,000 to DCJS for reimbursement to localities for inmates who participate in the pilot program. Compensation Board staff has met with Barry Green, Assistant Secretary of Public Safety, DCJS staff, and staff from two Community Criminal Justice Services Boards to discuss development of a pilot program. DCJS will take the lead role in developing a program and finding participants for the pilots.

We will inform you of updates when we receive them in the near future.

If you have questions concerning the following pilot Nonviolent DCJS Alternative Program being developed by DCJS, contact Mr. Dan Catley, Department of Criminal Justice Services at (804) 786-8477





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.

*****REMINDER*****



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.



FORMS MAINTENANCE REPORT

The State Criminal Alien Assistance Program has requested inmate data from several of our LIDS users' facilities.

The **SCAAP STATE CRIMINAL ALIEN ASST PROG** report was developed to provide the Immigration ID Number, Last Name, First Name, Middle Name, Birth Date, SSN, Country of Birth, Commit Date, Release Date, SID#, Classification, Offense and Sentence date of inmates in your jail.

This report can be downloaded, and is located in LIDS, Forms Maintenance, **Option B, OFFLINE REPORTS, QUERIES AND FILES**, press Enter, then select **OPTION Z:**

LMN5-B SCBM99	LOCAL INMATE DATA SYSTEM (LIDS) FORMS MAINTENANCE JAIL # 001	2003-08-08 07.33.12 V.08052003
OPTION: Z		
A. CURRENT JAIL ROSTER FILE	B. CONFINEMENTS FOR PERIOD FILE	
C. RELEASES FOR PERIOD FILE	D. MONTHLY FINANCIAL DETAIL FILE	
E. INSURANCE REPORT AND FILE	F. POSSIBLE ERRORS REPORT	
G. OUT OF COMPLIANCE FILE	H. HISTORIC JAIL ROSTER	
I. INMATES THAT REQUIRE A DNA SAMPLE	J. JAIL ROSTER FOR PERIOD	
K. MONTHLY ADP COMPARISON	L. SSN VERIFICATION RESULTS	
M. INMATE DATA INFORMATION REPORT	N. CURRENTLY AVAILABLE DOWNLOAD FILES	
O. DATA INTEGRITY ERROR REPORT	P. LEGISLATIVE CHANGES/SERVING 12 MONTH	
Q. LEGISLATIVE CHANGES/PENDING CHARGES	R. LEGISLATIVE CHANGES/SR INMATES	
S. DOC INMATE PRE-RELEASE PROGRAM	T. FELONY CHARGES PEND MIS/ORD CHARGES	
U. MISDEMEANOR OFFENSE RELEASE REPORT	V. INMATES SERVING 12 MONTHS OR LESS	
W. ANNUAL SURVEY OF JAILS REPORT (CJ5)	X. INMATE COUNTS REPORT (CJ9)	
Y. DAILY AVERAGE ACTIVITY REPORT	Z. SCAAP STATE CRIMINAL ALIEN ASST PROG	
SELECT OPTION THEN PRESS ENTER OR CLEAR KEY TO EXIT		



- **Request the PERIOD BEGIN DATE and PERIOD END DATE**
- **Press Enter to continue**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS) FORMS MAINTENANCE JAIL # 001	2003-08-26 09.47.09 V.08192003
REPORT/FILE: STATE CRIMINAL ALIEN ASSISTANCE PROGRAM FILE		
PERIOD BEGIN DATE (MMDDYYYY): 07012002 PERIOD END DATE (MMDDYYYY): 06302003		



REMINDERS

INMATES THAT ARE COURT-ORDERED INTO AN APPROVED ALTERNATIVE PROGRAM PROCEDURE

The following is a method to track local responsible inmates in LIDS, as a non-payable inmate, that has been court-ordered into an approved Alternative Program (not placed in the approved Alternative program by the Sheriff/Superintendent). Effective **July 1, 2002**, if LIDS detects the following conditions, the confinement became non-payable:

- Reason Confine Code '80', Home Electronic Monitoring **OR** '85', Supervised Work Program **AND** Disposition Code '**CR**' Court Order Release (Sentenced) **OR** '**CU**' Court Order Release (Not Sentenced) **AND** Disposition Date is provided **AND** Sentenced as a Local Responsible Inmate = **Non-Payable Alternative Confinement**

PROBATION DISMISSED/PAROLE DISMISSED

Reginald Tinsley, LIDS Technician for the Richmond City Jail brought to our attention at the August 13 LIDS Advisory Committee meeting that disposition codes PD (Parole Dismissed) and PR(Probation Dismissed) should be treated as sentenced charges in LIDS. The Committee agreed and LIDS Reference Codes will be updated from unsentenced to sentenced effective September 1, 2003.



LIDS REPORT CERTIFICATION AUTHORIZATION

It is recommended that the LIDS Technician be given the authority to certify LIDS reports, and a back-up person have the same authority in the event that the LIDS Technician is unavailable to certify (i.e., vacation, sick leave, leave of absence).

If your facility requires that staff other than the appointed LIDS Technician be given authorization to certify the monthly LIDS reports, please send a written request via e-mail to: Melanie Morrison - mmorrison@scb.state.va.us or Anne Wilmoth - awilmoth@scb.state.va.us

COMMITTING JUVENILE OFFENDERS



Several LIDS users have asked questions pertaining to committing juvenile offenders in LIDS:

- Question:** An inmate is committed to jail as a juvenile offender and is Certified as an Adult. How should the juvenile inmate be confined and released in LIDS if he/she is released to the Department of Juvenile Justice, and how should the sentence be entered into LIDS?
- Answer:** Commit the juvenile inmate in LIDS as Reason Confined Code '39', Juvenile Sentenced as an Adult, no pending charges. Enter the sentence date. If the inmate is sentenced and the court order reads "Indeterminate Youthful Offender", enter '0700' in the Sentence Length YEARS category within the Offense Information screen. If the court order reads a term sentence, i.e. 4 years, etc., enter '0004' in the Sentence Length YEARS category within the Offense Information screen. If the juvenile inmate is released to the Department of Juvenile Justice, use Reason Release Code '30', To Serve at Department of Juvenile Justice and enter the release date.