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IAQ PROCEDURE UPDATE

Compensation Board staff has received communication from several jails concerned with the duplicate efforts of jail staff as well as ICE regarding offenders for whom Illegal Alien Queries (IAQ's) are being run from multiple jails during a short time span. In response to these concerns the Compensation Board has revised its policy regarding the submission of IAQ's. The procedure has been amended as detailed below.

If the jail of original intake has run the IAQ, the "transferred to" jail does not have to run the IAQ if **all of the following criteria** are met.

- The inmate's confinement is contiguous, with no release between confinements.
- No more than 45 days has elapsed since the last IAQ was run.
- A copy of the IAQ and its response is forwarded to the "transferred to" jail and filed there in the inmate's folder. If the original jail fails to forward the IAQ response, the "transferred to" jail may search the LIDS-ICE Tracking System for the IAQ record entered by the jail from which the IAQ was run, print the record and file in the inmate's folder.

If the "transferred to" jail is not able to get a record of the IAQ and its response they must submit their own IAQ on the offender. If an IAQ has not been run by the "transferred to" jail, and there is no copy of the IAQ from the original jail in the inmate's folder, this will constitute an audit finding.

Example: *An offender is booked into Richmond City Jail on 5/1/2011 and an IAQ is run and logged into the LIDS-ICE Tracking System. He is transferred to Henrico County Jail on 5/15/2011, and then to Chesterfield County Jail on 6/1/2011. As long as the Richmond City Jail has run and tracked the IAQ neither Henrico nor Chesterfield must run one, but all three jails must have a copy of the IAQ and its response in the inmate's folder.*

This procedure does not prevent you from running an IAQ on any particular offender, it simply gives some flexibility in the number of offenders for which you **must** submit and track IAQ's.

SSN & BATCH JAILS

Social Security Numbers (SSN's) currently serve as the primary key for all data attached to an offender in LIDS. It is important to remember that SSN's are linked across all confinements. A confinement in LIDS is not protected from erroneous change if another jail uploads a SSN with the incorrect name attached. If a jail uploads a record to LIDS with a name attached to a SSN already existing in LIDS that is different than the name currently shown in LIDS for that SSN, all confinements will be updated to reflect the most current name uploaded and the name previously coupled with that SSN will be shown as an Alias.

Ex: John W. Booth has confinements in LIDS for three jails, under his SSN of 222222222. Jail 'X' uploads a confinement for Lee H. Oswald, whose SSN is 222223333. The jail accidentally mis-keys the SSN, entering it as 222222222, which belongs to John W. Booth. Once uploaded to LIDS all previous confinements for John W. Booth, SSN 222222222 will now show under the primary name of Lee H. Oswald and John W. Booth will be shown as an Alias.

Careless mistakes such as this may affect not only confinements for your own jail but those of other jails as well, therefore, ensuring the accuracy of information entered into your jail management system is crucial.

LIDS OVERNIGHT REPORTS

Please keep in mind that the following LIDS reports will run overnight.

Routine Reports

- ◆ Inmates Requiring DNA Sample
- ◆ Insurance
- ◆ Data Integrity Errors

Financial Reports

- ◆ Felon Day State Responsible

Reconciliation Reports

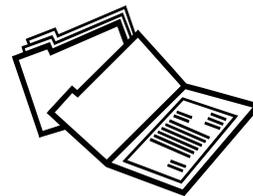
- ◆ Jail Roster, Jail Roster-Historical & Jail Roster-Period
- ◆ Monthly Jail Summary
- ◆ Monthly ADP Comparison
- ◆ Possible Errors
- ◆ Possible Duplicate Confinements

Federal Reports

- ◆ Annual Survey of Jails Report (CJ5)
- ◆ Inmate Count and Death Report (CJ9)
- ◆ State Criminal Alien Assistance Program (SCAAP)

Archive Reports

- ◆ Inmate Data Information
- ◆ DOC Inmate Pre-Release Program
- ◆ Out of State Contract Prisoners
- ◆ Inmates with Pending Charges
- ◆ Daily Average Activity



VIRGINIA CORIS

Virginia CORIS is the Virginia Department of Corrections Offender Management system. At present, Virginia CORIS contains all sentencing information pertinent to the VDOC, including all community supervision information, parole board, as well as custody-related information (detainer, intake, housing, visitation, contacts, grievances, incidents, discipline and offender property information).

What do I do to get a Virginia CORIS Account?

Go to <https://vpn.vadoc.virginia.gov>

Follow the steps - start with Active X control at the top of the screen.

If you can not complete the steps or you can not reach the site, you MUST SPEAK with the IT staff at your facility. Only the IT staff at your facility can assist you at this step. VDOC staff will not be able to provide assistance. If you can not complete this set of steps it means that either you do not have the authority to add software to your desk top OR your IT Department is not allowing you to accept the conditions required by the VDOC security division. You must work this out at the local level. Unfortunately, at this time there is very little flexibility in the VDOC security requirements.

Please note: If you have tried this step previously and were unable to complete the Firepass load, then you should try again. VDOC security protocols are updated from time to time and it's possible that a second attempt may be successful.

If you can complete the steps, then you may complete a Firepass application and email it to CTSUSecurity@vadoc.virginia.gov. If you do not have the tools to scan and email, you may fax the form to the attention of Felicia Berger-Smith at (804) 674-3595. Please be sure to list your agency authorizer. This is the person that is giving approval for you to have access to the VDOC network. If you need a Firepass application sent to you please email Felicia.Berger@vadoc.virginia.gov

When your Firepass account is created you will receive an email from CTSU security, you should log in and make sure that you have VPN access.

Once you confirm that your Firepass account is created and you have system access, then you should complete the Virginia CORIS account form and fax it to Felicia Berger-Smith at (804) 674-3595.

Once the above steps have been completed and you are scheduled for a Virginia CORIS class, your Virginia CORIS account will be created. No accounts will be accessible until after you have completed training.

The next training class will be scheduled for this fall at the Virginia Department of Corrections headquarters, at 6900 Atmore Drive, Richmond, Virginia. The training room holds a maximum of 25 students. Students will be selected only if they have had their Firepass accounts created and the VDOC has obtained the Virginia CORIS new account application signed by the attendee's supervisor.

For any questions regarding CORIS or CORIS training please contact Felicia Berger-Smith at (804) 674-3595.



FORECASTING UPDATE

With the exception of February, actual populations during the second half of FY11 (January-June) remain at or just below the population forecasted. Although the monthly LR populations are still below the populations of corresponding months in FY09, they are consistently higher than those of FY10, indicating the beginning of a rise in population.

Table 1: Forecasted vs Actual Population for Local Responsible inmates in the second half of FY11.

FY11 Local Responsible Offenders				
Month	Forecast	Actual	Difference	Change %
January	18,693	18,693	0	0.0%
February	18,884	18,949	65	0.3%
March	18,982	18,854	-128	-0.7%
April	19,060	18,967	-93	-0.5%
May	19,208	19,028	-180	-0.9%
June	19,305	19,024	-281	-1.5%

Table 2: Month by Month Comparison of Local Responsible Inmate Populations for the second half of FY09, FY10 & FY11.

FY09-FY11 Monthly Comparison of LR Population				
	FY09 LR	FY10 LR	FY11 LR	FY09-FY11% Change
January	19,169	18,532	18,693	-2.5%
February	19,119	18,486	18,949	-0.9%
March	19,160	18,688	18,854	-1.6%
April	19,276	18,713	18,967	-1.6%
May	19,384	18,963	19,028	-1.9%
June	19,355	19,076	19,024	-1.7%

The following table illustrates a month to month comparison of sub-populations during the second half of FY11. This table reflects the steady decline in federal inmates over the last six months.

Table 3: Comparison of Sub-Populations January through June, 2011.

FY11 January-June Comparison of Sub-Populations								
	Pre-Trial	Sentenced w/ Pending	LR Felons	Misdemeanants	SR Felons	Federal	Ordinance	Total
January	9,127	4,925	2,160	2,508	5,599	1,859	186	26,364
February	9,038	5,009	2,220	2,466	5,852	1,751	197	26,533
March	8,987	5,013	2,310	2,323	5,864	1,670	169	26,336
April	9,244	4,916	2,507	3,082	5,862	1,683	476	27,770
May	9,214	5,014	2,357	2,276	6,005	1,614	169	26,649
June	8,942	5,016	2,456	2,453	5,969	1,477	156	26,469
Jan/June Diff	-185	91	296	-55	370	-382	-30	105
Jan/June % Change	-2.07%	1.81%	12.05%	-2.24%	6.20%	-25.86%	-19.23%	0.40%



AUDITOR'S CORNER

The Compensation Board Audit Staff presents the LIDS Audit results of the second half of FY11, January-June, 2011.

- ♦ 26 offices received an Exceptional audit rating.
- ♦ 7 offices received a Satisfactory audit rating.
- ♦ 2 offices received an Adequate audit rating.

We wish to congratulate the following jails on receiving an *Exceptional* audit rating.

Alexandria City Jail
Bristol City Jail
Charlotte County Jail
Chesterfield County Jail
Culpeper County Jail
Fairfax County Jail
Henry County Jail
Lancaster County Jail
Martinsville City Jail
Mecklenburg County Jail
Middle Peninsula Regional Jail
Middle River Regional Jail
Montgomery County Jail
Newport News City Jail Farm
Newport News City Jail

New River Valley Regional Jail
Northern Neck Regional Jail
Northampton County Jail
Page County Jail
Piedmont Regional Jail
Pittsylvania County Jail
Richmond City Jail
Riverside Regional Jail
Southampton County Jail
Sussex County Jail
Warren County Jail

Updates & Reminders



- ♦ As a result of 2011 legislation a single Commitment Order may now include a combination of felony, misdemeanor and local ordinance charges. To assist in differentiating between state misdemeanors and local ordinances, an (L) will appear behind any local ordinance charge.
- ♦ A link was provided to an OAG opinion in the July Gazette that was found to be incorrect. The correct link for the OAG opinion is provided here, <http://www.vaag.com/Opinions%20and%20Legal%20Resources/Opinions/2004opns/04-005w.pdf>

LIDS
Certification & Approval Due
Date 9/12/2011