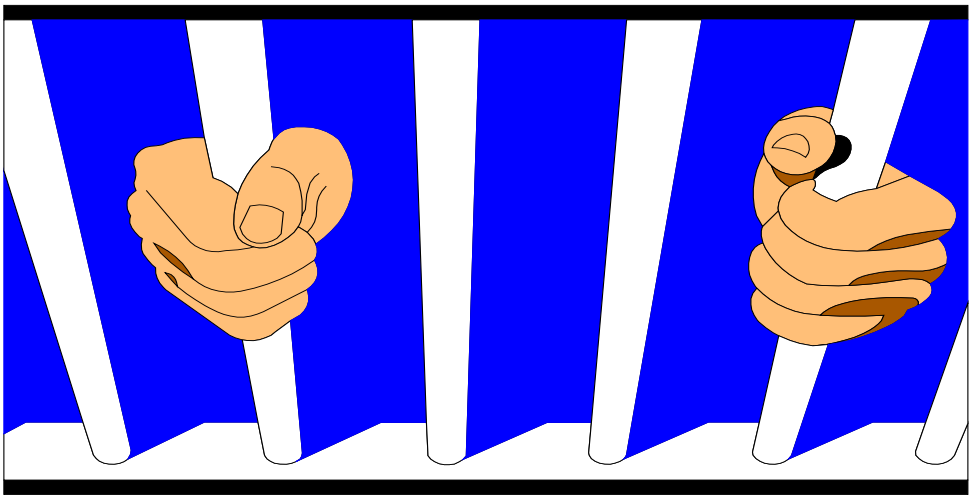
Compensation Board

Local Inmate Data System (LIDS)

USERS GUIDE



JULY 1, 2003

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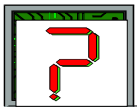

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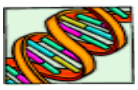

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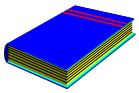

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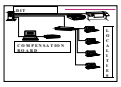

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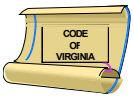

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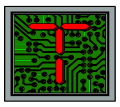

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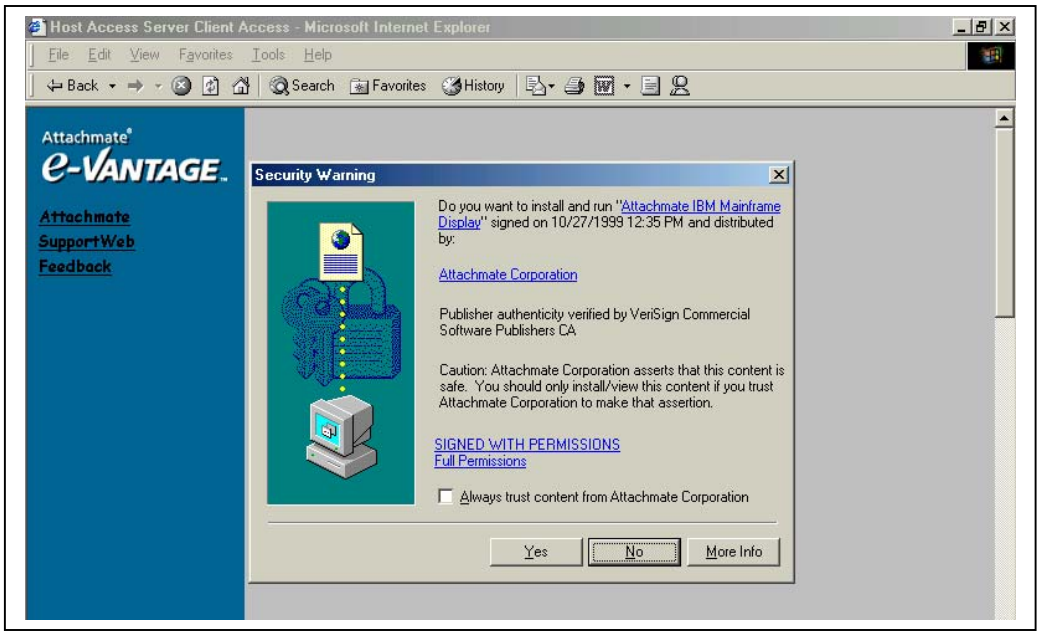
1. Accessing LIDS (On-Line)

In order to access LIDS, communications with the Department of Information Technology's (DIT) MVS mainframe must be established.

Accessing the Department of Information Technology (DIT) Via the Internet

- From the Compensation Board's Homepage, http://www.scb.state.va.us/ click on the button titled 'Restricted Access'
- You will be taken to the Security Agreement page, please read the statement, and click on the "Department of Information Technology" to begin logon procedures.

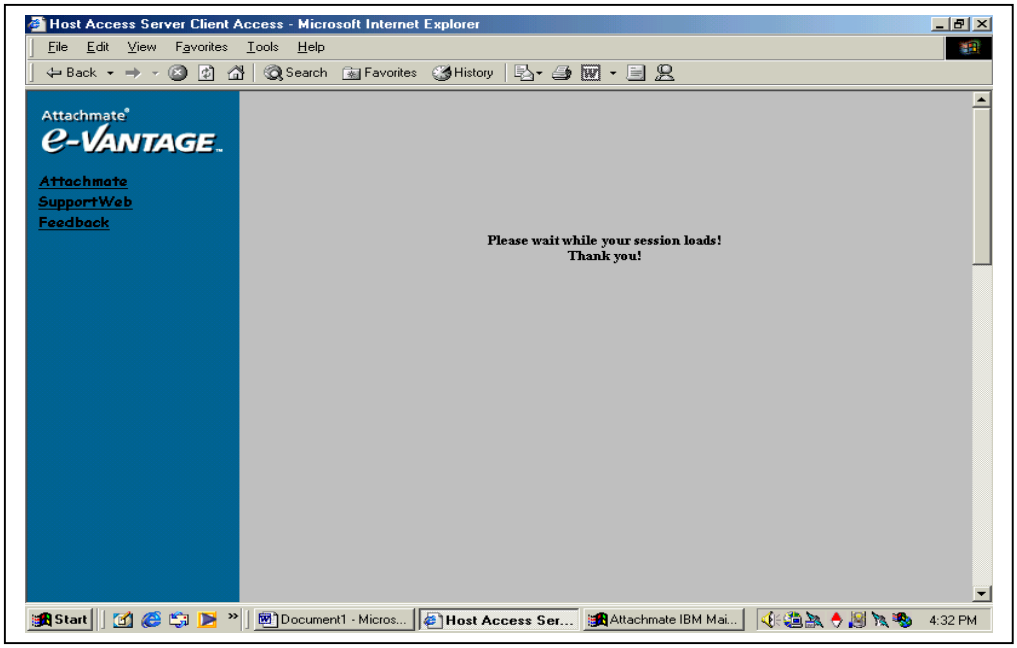
Accessing LIDS (On-Line) - Continued



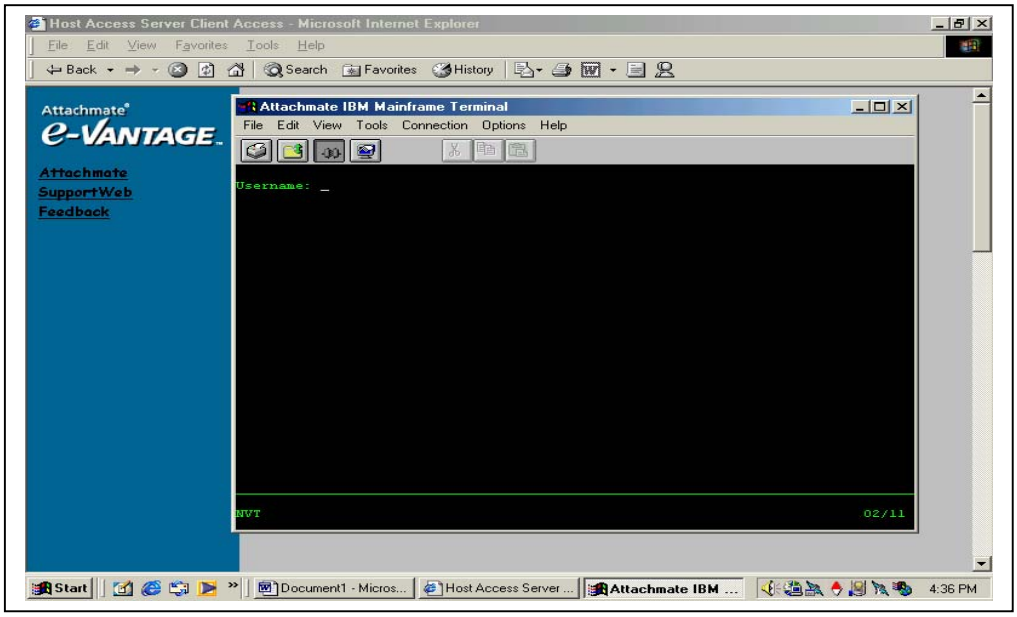
- An assigned CB SecurID keyfob will be required to access DIT
- If you are an approved user and need a keyfob assigned, please contact the Compensation Board
- The first time DIT is accessed a Java Applet will be downloaded to your PC
- When prompted with the installation message, please choose “Yes”, as this is trusted software
- The download may take several minutes depending on the connection speed
- However, subsequent accesses will not require software to be downloaded to your PC
- This feature allows the Compensation Board to provide you software updates, as they are made available

Accessing LIDS (On-Line) - Continued

- The screen below is Attachmate's customer service and support website. This page will be displayed on every access attempt. This site contains useful information about the E-Vantage software you are using.

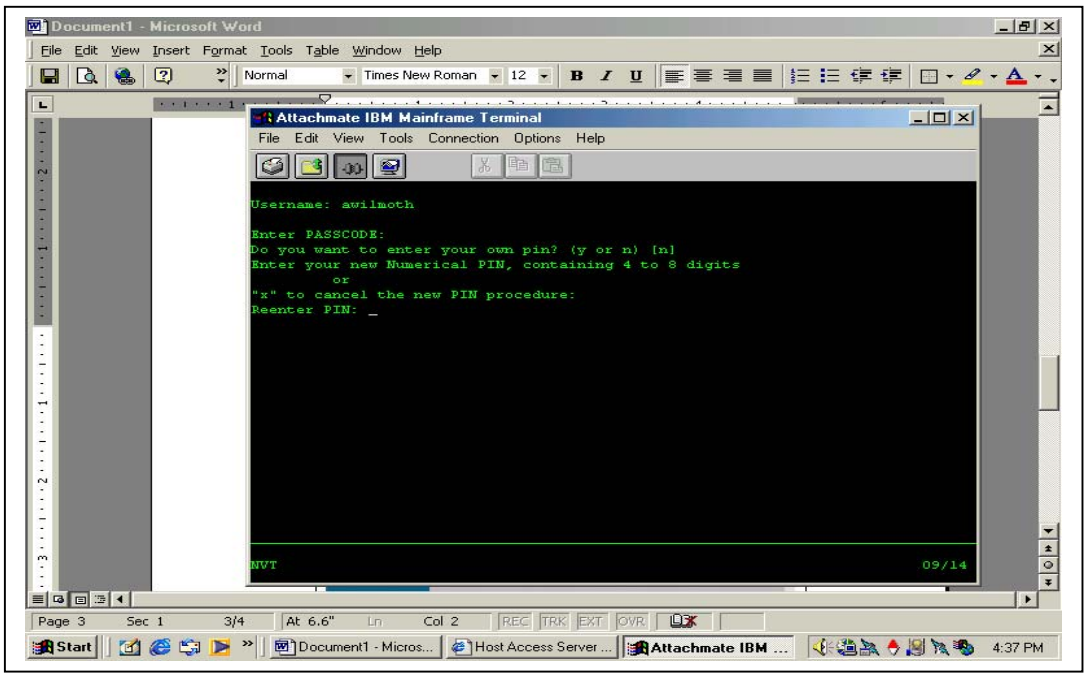


- When the link with DIT has been established, the TN3270E screen will be displayed.

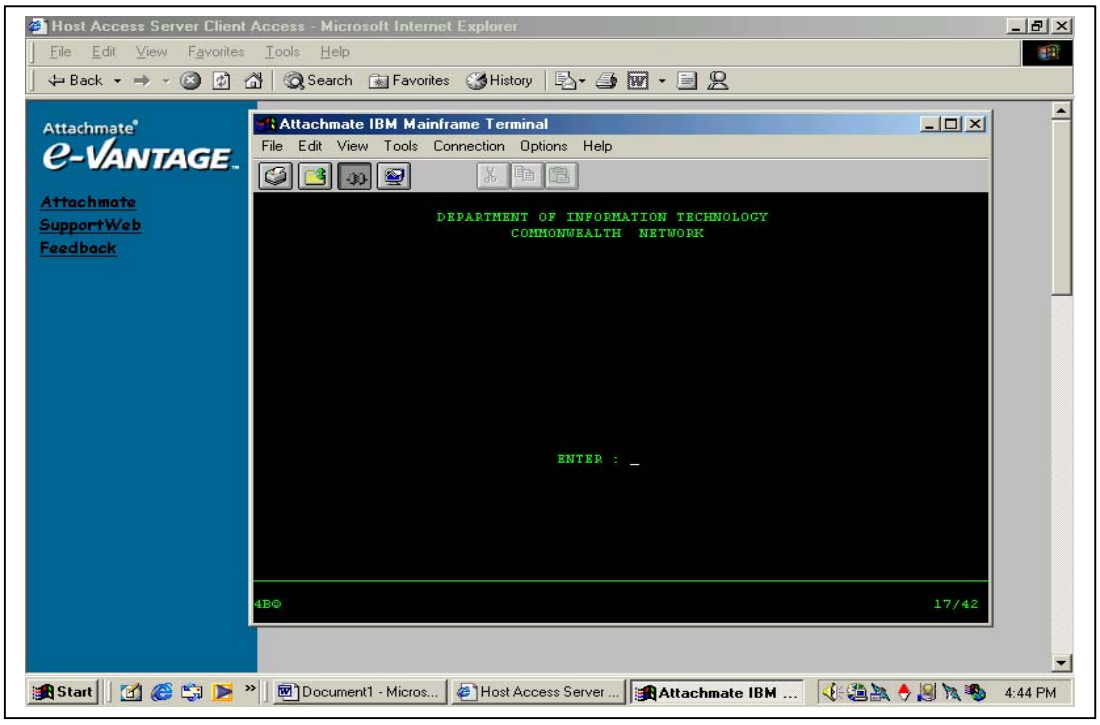


Accessing LIDS (On-Line) - Continued

If a PIN has not been established for the SecurID keyfob, the first attempt will go through the prompts listed below. Please refer to the step-by-step instructions at the end of this document.



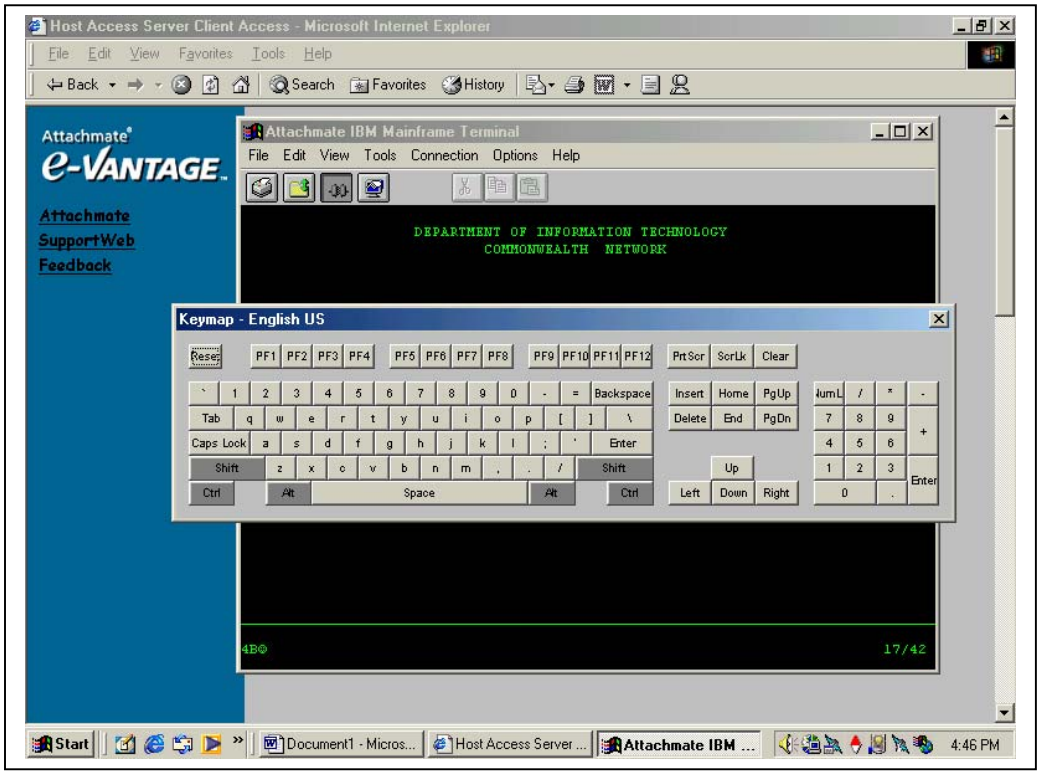
- Below is the DIT Commonwealth Network Enter screen.



Accessing LIDS (On-Line) - Continued

Keyboard Layout

- To view the keyboard layout, click on ‘View’ and then ‘Keymap’.



SecurID Logon Procedures

You have a maximum of five (**5**) attempts to login through SecurID before needing to have your key fob reset. In keying your username, Personal Identification Number (PIN) or PASSCODE you may backspace and re-key any keying mistakes.

Steps for Login With PIN Mode Enabled

The first time you sign on with your SecurID device it will be in what is known as 'PIN Mode Enabled' status. This gives you the ability to create your own, easily remembered PIN. A SecurID PIN can be between four (4) and eight (8) **numeric** digits.

1) You will be prompted for a 'Username'. **(lower case)**

*Enter an **'i'** followed by your assigned SCB logon-id and depress the enter key.* For example: **i**scbdbaw or **i**scbdbaw**x** (individuals that have delegated authority)

2) You will be prompted for a 'PASSCODE'.

Enter the number currently displayed on your SecurID key fob and depress the enter key.* For example: 234123 (When you type the Passcode, it will not be displayed on the screen. *Note:* Key fob number **changes every 60 seconds**)

**** If you are prompted for 'NEXT PASSCODE'**

Enter the next generated number on your assigned SecurID key fob
And depress the enter key.

3) You will then be asked the following question: '*Do you want to enter your own PIN? (y or n) Enter a 'y' and depress the enter key.* (When you type the 'y', it will not be displayed on the screen.)

4) You will then be prompted to enter your **numerical** PIN, containing 4 to 8 digits, or a 'x' to cancel the PIN procedures.

   Enter your PIN and depress the enter key. For example, 189523. (When you type the PIN, it will not be displayed on the screen.)

5) You will then be prompted to re-enter the PIN.

   Re-enter your PIN and Depress the enter key.
   (When you type the PIN, it will not be displayed on the screen).

6) You are now at the DIT-VTAM Screen.

   Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

   NOTE: If you think you may have violated your access (5 or more attempts) call Melanie Morrison (ext. 204) or Anne Wilmoth (ext. 222) at (804) 786-0786. We will determine the status of your device and inform you which steps will need to be followed.

Steps for Login After the PIN Has Been Set

1) You will be prompted for a 'Username'. **(lower case)**
   Enter an 'i' followed by your assigned SCB logon-ID and depress the enter key.
   For example: iscbdbaw or iscbdbawx (individuals that have delegated authority)

2) You will be prompted for a 'PASSCODE'.
   Enter your PIN + the number currently displayed on your assigned SecurID key fob and depress the enter key. For example: 189523234965
   (When you enter your PIN, it will not be displayed on the screen).

****If you are prompted for 'NEXT PASSCODE'**
Enter your PIN + the next generated number on your assigned SecurID key fob
And depress the enter key.

3) You are now at the DIT-VTAM Screen.
   Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

*NOTE: It is quite possible during this process that you will be re-prompted for your 'Username'; this is usually due to the timed changing of the number displayed on the device. However, if you continue to be re-prompted for your 'Username' please contact the Compensation Board.

Accessing LIDS (On-Line) - Continued

Once communications with DIT is successfully established and the Commonwealth Network screen is displayed, perform the following steps:

Commonwealth Network Screen

- Enter ***CIPG*** in the field labeled 'ENTER', to access production and depress the enter key.

DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK

ENTER: **CIPG**

LIDS PRODUCTION REGION:

- Enter **CIPG**

LIDS TEST REGION:

- To enter the test region, enter **CIDH**
  - ✓ May be used to train staff prior to entering into the production screens
  - ✓ Anything changes or additions in test (CIDH) will ***not*** affect the production (CIPG) file.

- After depressing the Enter key, the CICS logon screen will be displayed.

Accessing LIDS (On-Line) - Continued

CICS Sign-on Screen

Logon-ID's are established by Department of Information Technology (DIT). To have a new logon-ID established for an employee, call Anne Wilmoth at 804-786-0786 ext. 222.

- **Logon procedures for a new logon-ID (first time logging in LIDS)**:
  - ✓ Enter *logon-ID* and depress the *tab* key.
  - ✓ Enter *logon-ID* as the password and depress the *tab* key.
  - ✓ Enter a *new password* and depress the *tab* key.
  - ✓ Re-enter *new password* a second time to confirm, then depress the *enter* key.

After your logon-ID and password have been established, you will be able to access LIDS.

- **Regular Logon procedures:**
  - ✓ Enter *logon-ID* and depress the *tab* key.
  - ✓ Enter *password* and depress the *enter* key.

The password will expire every 30 days and a message will be received that a new password (ACF01017 Password for Logon-ID has expired) needs to be established.

- **Logon procedures to establish a new password (expires every 30 days):**
  - ✓ Enter *logon-ID* and depress the *Tab* key.
  - ✓ Enter *old password* and depress the *Tab* key.
  - ✓ Enter a *new password* and depress the *Tab* key.
  - ✓ Re-enter *new password* a second time to confirm, then depress the *Enter* key.

If attempting to logon using an incorrect logon-ID (ACF01012 Password Not Match) and/or password more than three times within 24 hours, the system will automatically suspend the logon-ID (ACF01013 Logon-ID Suspended because of password Violation). If this happens, contact facility personnel approved by DIT to reset passwords or if they are not available, call Melanie Morrison at 804-786-0786 ext. 204.

- **Logon procedures if your password has been reset because of password violation:**
  - ✓ Enter *logon-ID* and depress the *Tab* key.
  - ✓ Enter *temporary password* (reset by Compboard or DIT) and depress the *Enter* key.
  - ✓ Enter a *new password* and depress the *Tab* key.
  - ✓ Re-enter *new password* a second time to confirm, then depress the *Enter* key

```
        SYSTEM: CIPG     DFHZC2312 ***WELCOME TO CICS/ESA  ***
                CICS PG SYSTEM SECURED BY CA-ACF2/CICS 6.3
   TERMINAL: 0413
      NODE: CIP0344E
       DAY: MONDAY

 SYSTEM DATE: MAY 08, 2000
 SYSTEM TIME: 12:08 PM

    LOGONID: ===>
   PASSWORD: ===>

 NEW PASSWORD: ===>
 (Enter twice) ===>

CICS/VS - CIPG  (SYSTEM SIGNON/SIGNOFF FACILITY)
```

- After successfully signing on to CICS, the sign-on statistics screen (see next page) will be received.

Accessing LIDS (On-Line) - Continued

Sign-on Statistics Screen

This is the main menu transaction and will take you into LIDS. On this screen it is necessary to enter LIDS, and the following procedures should be followed:

- Type ***LIDS*** in the upper left hand corner (not case sensitive)
- Depress the Enter key

LIDS

ACF01137 SCBDBAW LAST SYSTEM ACCESS 06.08-10/16/96 FROM 0001
ACFAE139 ACF2/CICS: 0002 SIGNON OK: USER=SCBDBAW NAME=ANNE WILMOTH

- After successfully signing onto LIDS, the LIDS Main Menu Screen (see next page) will be received
- To obtain LIDS Access for additional LIDS Users:
  - ✓ Send an e-mail to Anne Wilmoth (Awilmoth@scb.state.va.us), or Melanie Morrison mmorrison@scb.state.va.us) requesting LIDS Access for additional staff and provide the following information:
    - ➢ User Name
    - ➢ LIDS Rights Level
      - o Local Jail Users (Records, Booking, etc.)
      - o Adjustors (Can be someone other than the LIDS Technician)
      - o Sheriff/Approver
      - o Chief Jailor/Certifier

Effective Sunday 04/07/02, DIT implemented password history under ACF. This means that the system will 'remember' the user's last 4 passwords and will prevent a password being entered that matches any of these last 4 passwords. Also the following are considered reserved words and cannot be used:

-- RESERVED WORD PREFIX LIST --

APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	FEB	FOCUS	GAME	IBM	JAN	JUL
JUN	LOG	MAR	MAY	NET	NEW	NOV
OCT	PASS	ROS	SEP	SIGN	SYS	TEST
TSO	VALID	VTAM	XXX	1234		

Accessing LIDS (On-Line) - Continued

FTP Procedures for LIDS Users

1) Establish an Internet Connection

2) Open the MS-DOS prompt

3) Key in 'FTP' and depress the enter key. 'FTP' will replace the 'C:/windows' prompt.

4) Key in 'open ditmvs2.state.va.us' (without the quotes) and depress the enter key.

5) You will now be prompted for a 'username'. Enter an 'i' followed by your SCB Logon-ID and depress the enter key. For example, 'iscb0271'.

6) You will now be prompted for a 'password'. Enter your PIN and the number currently displayed on your SecurID keyfob and depress the enter key. For example, '16712335678'.

7) Enter the word 'user' (without the quotes) and depress the enter key.

8) You will now be prompted for a 'username'. Enter your LIDS Logon-ID and depress the enter key. For example 'scb0271'.

9) You will now be prompted for a 'password'. Enter your LIDS password (the one that changes every 30 days) and depress the enter key.

10) You are now at the point where you can do your 'puts' (to send a file to the mainframe) or 'gets' (to retrieve a file from the mainframe).

Example of Sending a File to the Mainframe (PUT)

1) Enter the word 'put' (without the quotes) and depress the enter key.
2) You will be prompted for the 'Local-File' name. This is the name of the file on your PC or File Server. Enter the fully qualified name in double quotes(") and depress the enter key. For example, "c:\uploads\jan2001.txt"
3) You will be prompted for the 'Remote-File' name. This is the name of the file on the mainframe. Enter the fully qualified name in single quotes (') and depress the enter key. For example, 'scb.test.j027.upload'.
4) You will now see the transfer statistics displayed on the screen. You know your file has finished uploading when the 'FTP' prompt is re-displayed on the screen.

Example of Retrieving a File from the Mainframe (GET)

1) Enter the word 'get' (without the quotes) and depress the enter key.
2) You will be prompted for the 'Remote-File' name. This is the name of the file on the mainframe. Enter the fully qualified name in single quotes (') and depress the enter key. For example, 'scb.test.j027.download'.
3) You will be prompted for the 'Local-File' name. This is the name of the file to be sent to your PC or File Server. Enter the fully qualified name in double quotes (") and depress the enter key. For example, "c:\download\jan2001.txt".
4) You will now see the transfer statistics displayed on the screen. You know your file has finished downloading when the 'FTP' prompt is re-displayed on the screen.

2. LIDS Main Menu

The **LIDS Main Menu** provides the navigational path for all on-line processes and for correcting Batch submitted errors.

LIDS **LOCAL INMATE DATA SYSTEM (LIDS)** **V.02212000**
MAIN MENU

JAIL: _____

1. SYSTEM MAINTENANCE (CB)
2. DOC MAINTENANCE (DOC/CB)
3. COMMITMENT MAINTENANCE
4. FORMS MAINTENANCE
5. INQUIRY
6. REIMBURSEMENT MAINTENACE
7. DNA SAMPLING
8. RECONCILIATION TOOLS
9. EXPUNGEMENT TOOLS

X. EXIT LIDS GENERAL BROADCAST MESSAGES

NO GENERAL BROADCAST MESSAGES
OPTION

HELPFUL HINTS – Main Menu

- Provides users with a navigational path for both the on-line process and correcting batch submitted errors
- LIDS Main Menu lists those sub-menus that you are authorized to access
- Ability to access non-authorized sub-menus
- Questions relating to LIDS access should be directed to the Compensation Board 804-786-0786
- Prior to selecting an option it may be necessary to select 'N' to read broadcast messages
  - ✓ Select 'N' to read the next message
  - ✓ Once there are no more broadcast messages, select your screen option listed below
- Options:
  - ✓ Option '3', Commitment Maintenance provides a means to confine inmates in LIDS on-line as well as provides you with screens that allows updating inmate data if needed
  - ✓ Option '4', Form Maintenance provides a means to request reports to balance monthly submissions
  - ✓ Option '5', Inquiry provides a means to inquire on all inmate information
  - ✓ Option '6', Reimbursement Maintenance provides a means to certify, approve and make adjustments to prisoner records as well as review quarterly voucher information
  - ✓ Option '8', Reconciliation Tools provides a means to balance Inmate Head Count and Financial Count by Payment Category
  - ✓ Option '9', Expungement tools provides a means to pull offense information that pertains to a prisoner if ordered by the court or un-expungement if ordered to open the offense information for viewing of others
  - ✓ Option 'X' - provides the path to exit LIDS

3. Commitment Maintenance Menu

Option #3, Commitment Maintenance Menu provides a navigational path for maintaining all LIDS jail inmate information tables. It provides a mechanism for recording confinements, releasing prisoners, and updating/changing prisoner's current confinement, browsing prisoner information and the capability to view DNA sampling information.

Navigational Path:

- **LIDS Main Menu - Enter Option '3', Commitment Maintenance**

```
LMN2                    LOCAL INMATE DATA SYSTEM (LIDS)                    2002-12-10
V.07082002              COMMITMENT MAINTENANCE MENU                 10.39.03

JAIL 550     CHESAPEAKE CITY JAIL
PRISONER INFO: SSN: 555555555   DATE OF BIRTH: 09191959   OR   APPROXIMATE AGE: __
NAME: LAST: FORD_________   FIRST: HARRISON      MID:______      SUF ___
COMMIT DATE:  ________      COMMIT TIME:  ______
RELEASE DATE:  ________     RELEASE TIME:  ______     RELEASE REASON:  __
NON-CONSECUTIVE DAYS:   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ______________________________ FIRST ____________ MID ________ SUF ___

OPTION:  1_

1. CONFINE PRISONER                    2. UPDATE PRISONER INFO
3. UPDATE CONFINEMENT INFO             4. UPDATE OFFENSE INFO
5. ADD ADDITIONAL OFFENSES             6. RELEASE PRISONER
7. DELETE OFFENSE                      8. ADD PRISONER ALIAS NAME
9. BROWSE BY PRISONER NAME             A. CORRECT PENDING ERRORS
B. TRANSFER STATUS                     C. BROWSE BY PRISONER ALIAS NAME
D. UPDATE SSN                          E. SUBMIT BATCH JOB
F. RE-COMMIT NO NEW CHARGES            G. DELETE CONFINEMENT
H. REMOVE RELEASE INFO                 I. RECORD ALIAS SSN
J. UPDATE DNA INFO                     K. UPDATE DATA INTEGRITY ERRORS

JAIL BROADCAST MESSAGES:
Error Message:   PRISONER 555555555 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511
```

HELPFUL HINTS – OPTION '3', Commitment Maintenance

- There are two (2) means of submitting inmate data to LIDS, on-line **OR** batch up-loading from a private Jail Management System (JMS)
- LIDS was designed to edit data input
  - ✓ On-line data input is edited
  - ✓ Will not allow you to proceed until edited data is corrected
  - ✓ Batch up-load data is edited at the back end of the process
  - ✓ Batch up-load jails receive an error report that must be corrected before certifying and approving monthly LIDS submission
- Sources for verifying inmate Social Security Number (SSN) by name, date of birth and sex:
  - ✓ Contact local Social Security Administration (SSA)
  - ✓ Contact Department of Motor Vehicles
  - ✓ Search through Livescan
  - ✓ Search through VCIN
  - ✓ Search using the CCRE (also known as the SID) or FBI number

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '3', Commitment Maintenance

- LIDS was designed to assign inmate generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN
  - ✓ If booking the inmate on-line, select Option #1 – Confine Prisoner
    - ➢ On first screen (Prisoner Information) enter the digit #9, nine times (example: 999999999)
    - ➢ On second screen the SSN is generated
      - o The first digit will be #9
      - o The next three will represent your facility's FIPS code (example: 760)
      - o The remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
    - ➢ Record the SSN in the inmate file
    - ➢ Weekenders that do not have a SSN and a generated SSN was established, use the first generated SSN for every weekend confinement
    - ➢ Frequent customers of your facility (bad check writers, local drunks, etc.) that do not have a SSN and a generated SSN was established, use generated SSN each time inmate is confined
- Birth Date Format is MMDDYYYY
- Day count - LIDS computes reimbursements
  - ✓ Total Days - **do not** count the commit date and **do** count the release date
  - ✓ State Days – **do** count the commit date and **do not** count the release date
- Updates on-line <u>and</u> batch up-load inmate data
  - ✓ <u>Updating prisoner information:</u>
    - ➢ <u>Helps eliminate audit finding,</u> i.e., prevents over payments
    - ➢ <u>Helps eliminate errors</u>, i.e., didn't forget to update and no adjustments are needed
    - ➢ <u>Helps eliminate overlaps</u>, i.e., prevents calls from the receiving jail
  - ✓ <u>Not updating prisoner information:</u>
    - ➢ <u>Causes over-reimbursements</u>, i.e., audit findings for not releasing the prisoner
    - ➢ <u>Causes error</u>, i.e., requires an adjustment if report was approved (more work)
    - ➢ <u>Causes overlaps</u>, i.e., if you forget to release a prisoner from LIDS that has been transferred to another jail (Reason Confined '35'), you will most likely receive a call from that jail indicating that you have an overlap
- **The <u>Code of Virginia</u> § 53.1-116 and the Appropriation Act, Chapter 899 Item 63 K., requires a record to be maintained of incarceration in LIDS after the court or magistrate has issued one of the following (Refer to <u>LIDS Audit Guide</u>):**
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, that ordered the Sheriff to confine person to jail for a specified period
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" charges the sheriff with authority and responsibility of committing person
  - ✓ Department of Corrections Parole Board Warrant
  - ✓ Court Order that authorized Sheriff to take custody of a specified body, or
  - ✓ US Marshal (Federal or Military) form that authorized Sheriff to take custody of a federal prisoner
  - ✓ A standard arrest warrant or personal recognizance form according to Supreme Court of Virginia **<u>does not</u>** carry the authority for a prisoner to be recorded to LIDS
  - ✓ Court issued inmate transfer
  - ✓ Continuance Order, Form DC 355 01/00
  - ✓ **Contempt of Court Order and Certificate of Conviction (<u>Code of Virginia,</u> § 18.2-456, §18.2-458, and §19.2-267)**
- **The Committal Order and the Warrant should agree**
  - ✓ **<u>If they disagree</u>**, contact the magistrate office to resolve the issue
  - ✓ Follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
  - ✓ Audit staff verify the data found in LIDS to the commitment order when conducting on-site audits

COMMITMENT MAINTENANCE MENU (Continued)

Option #1, Confine Prisoner – Screen #1, Prisoner Information provides a means to identify the prisoner confined in jail. The Prisoner Information Screen #1 is the first of three (3) screens required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - Enter Option '1' - Confine Prisoner**

```
LCP1                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0022497
                                  CONFINE PRISONER
                              ** PRISONER INFORMATION**

JAIL: 550    PRISONER ID _____________  SSN: 555555555    SID _________
             LAST                FIRST      MIDDLE   SUFFIX
NAME:  FORD              HARRISON

DATE OF BIRTH: 09191959  APPROX AGE ___ DATE APPROX AGE RECORDED _________
RACE: W SEX: M HEIGHT: 05 08 WEIGHT: 155 HAIR COLOR: BRO EYE COLOR: BLU

COUNTRY OF BIRTH ___COUNTRY OF CITIZENSHIP___IMMIGRATION ID NUMBER___
SCARS  MARKS AND TATTOOS_____________________________________________________
_____________________________________________________________________________

MEDICAL ALTER FLAG ___          DNA SAMPLE __   DNA DRAWN DATE _____
MEDICAL ALTER COMMENTS _____________________________________________________
_____________________________________________________________________________

INVENTORY OF POSSESSIONS_____________________________________________________

  **COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION
   CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)

CORRECT PRISONER INFORMATION
```

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #1, Prisoner Information:

- Prisoner Information is the first of three screens that needs to be completed in order to confine a prisoner on-line within LIDS
- Required data fields
  - ✓ Race
  - ✓ Sex
  - ✓ Hair Color
  - ✓ Eye Color
- LIDS was designed to assign inmate generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN
  - ✓ If booking the inmate on-line, select Option #1 – Confine Prisoner
    - ➢ On the first screen (Prisoner Information) enter the digit #9 nine times (example: 999999999)
    - ➢ On the second screen you will receive the generated SSN
      - o The first digit will be #9
      - o The next three will represent your facility's FIPS code (example: 760)
      - o The remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #1, Prisoner Information:

- ✓ **IF** you find out through the SSN verification process that the inmates SSN is incorrect or you need to update the generated SSN, follow the following steps:
  - ➢ Select Option 'D' – SSN Change Utility
  - ➢ Inquire to ensure you have selected the correct Inmate
  - ➢ Update the SSN
  - ➢ Record the SSN in his inmate file
- ✓ Weekenders that do not have a SSN and a generated SSN was established, use the generated SSN every weekend confined
- ✓ Frequent customers of your facility (bad check writers, local drunks, etc.) that do not have a SSN and a generated SSN was established use the generated SSN for each confinement

- All required fields on the Prisoner Information screen will be edited
- Optional fields will be edited when data is entered in the field
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process, the generic 'Highlighted fields in error' message will be returned to the screen
- All corrections must be made before the system will go to the next screen
- To make the job easier, make sure all the prisoner information is available to confine a prisoner in LIDS
- See the Reference Code Section of this manual for the back-up LIDS worksheet
  - ✓ Could be utilized if all systems go down and it is necessary to work from paper to maintain confinements and releases from jail
- For all DNA questions, see the LIDS DNA Tracking System Section
- When all fields associated with the Prisoner Information screen have successfully passed the edit process, the Current Confinement Information Screen #2, will be displayed (See next page/screen)

COMMITMENT MAINTENANCE MENU (Continued)

Option #1, Confine Prisoner – Screen #2, Confinement Information provides a means to identify the prisoner's confinement period in jail. The Confinement Information Screen is the second (2nd) of three (3) screens that you are required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - Enter Option '1' - Confine Prisoner**
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) have successfully passed the edit process, the Confinement Information, Screen #2 will be displayed**

```
LCA3                    LOCAL INMATE DATA SYSTEM (LIDS)          V.04062000
 2000-05-23                              CONFINE PRISONER
                                  **CONFINEMENT INFORMATION**

 JAIL 550    PRISONER ID _____________   SSN 555555555   SID _________
 PRISONER NAME: HARRISON                 FRED        -    ___
 COMMITMENT DATE 05202000          TIME 120000   REASON CONFINED 10
 RELEASE DATE  _____  TIME  _____ REASON RELEASED  ___          TRANS JAIL ___
 HOUSING STATUS ___ FACILITY LOCATION ___ INSURANCE NUMBER _________ GROUP ___
 DETAINERS _   JAIL NUM (1-5) ___ ___ ___ ___ ___
 DOC INMATE NUMBER ______ DOC COMPLIANCE STATUS ___ HOLDING FOR LOC 810
 GOOD TIME:  EXEMPLARY   YEARS  ___0   MONTHS  ___0   DAYS  ___0
                STATUTORY:  YEARS  ___0   MONTHS  ___0   DAYS  ___0
               JUDICIAL:   YEARS      ___0   MONTHS  ___0   DAYS  ___0

 ALERT FLAG  _
 COMMITMENT COMMENTS
 ____________________________________________________________________________

 CURRENT LOCATION
   **COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION
    CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
```

HELPFUL HINTS – OPTION '1' Confine Prisoner - Screen #2, Confinement Information

- This is the second (2nd) screen to be completed in order to confine a prisoner on-line within LIDS
- Required Data Fields:
  - ✓ Commitment Date
  - ✓ Time
  - ✓ Reason Confined
  - ✓ 'Holding For Loc' - Holding for Other Locality:
    - ➢ Utilized for Billing Purposes
    - ➢ Holding for locality data field defaults to the City and County jails and are required to update if holding inmate(s) for another locality
    - ➢ **Regional Jails** are **required** to input the **FIPS** code that identifies the Holding Locality that will be billed
- All required data fields in LIDS are edited
- Data fields failing the edit process will be highlighted and the cursor will be placed on the error field until corrected
- Commit and release date should be entered in MMDDYYYY format
  - ✓ MM denotes the month (01 - 12)
  - ✓ DD denotes the day (01 - 31)
  - ✓ YYYY denotes the year (for example, 2000).

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '1' Confine Prisoner - Screen #2, Confinement Information

- Commit and release time should be entered in military (HHMMSS) format
  - ✓ HH denotes the hour (00 - 23)
  - ✓ MM denotes the minute (00 - 59)
  - ✓ SS denotes the second (00 - 59)
- **The Code of Virginia § 53.1-116 and the Appropriation Act, Chapter 899 Item 63 K., requires a record to be maintained of incarceration in LIDS after the court or magistrate has issued one of the following (Refer to LIDS Audit Guide):**
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, that ordered the Sheriff to confine person to jail for a specified period
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" charges the sheriff with authority and responsibility of committing person
  - ✓ Department of Corrections Parole Board Warrant
  - ✓ Court Order that authorized Sheriff to take custody of a specified body, or
  - ✓ US Marshal (Federal or Military) form that authorized Sheriff to take custody of a federal prisoner
  - ✓ A standard arrest warrant or personal recognizance form according to Supreme Court of Virginia **does not** carry the authority for a prisoner to be recorded to LIDS
  - ✓ Court issued inmate transfer
  - ✓ Continuance Order, Form DC 355 01/00
  - ✓ **Contempt of Court Order and Certificate of Conviction (Code of Virginia, § 18.2-456, §18.2-458, and §19.2-267)**
- **The Committal Order and the Warrant should agree**
  - ✓ **If they disagree**, contact the magistrate's office to resolve issue
  - ✓ Follow the magistrate's directive on the commitment order since that provides the legal authority to commit individual to jail
  - ✓ Audit staff verify the data found in LIDS to commitment order when conducting on-site audits
- Do I update the Reason Confine Code if the offender was originally confined as '10' Awaiting trial and during his confinement they were convicted or sentenced?
  - ✓ YES, (See Next Section - Offense Information)
- Reason Confined Codes are broken down in the following categories (See Code Section of User Guide):
  - ✓ Awaiting Trial – Adult and Juvenile
  - ✓ Adult Sentenced - NO Charges Pending
  - ✓ Adult Sentenced - HAS Charges Pending
  - ✓ Adult Sentenced – Miscellaneous
- LIDS computes reimbursements based on the data input at month end
  - ✓ Total Day Count Rule – **do not** count commit date, but **do** count release date
  - ✓ State Day Count Rule- **do** count commit date, but **don't** count release date
- Any data field requiring input of a reference code, invoke one of the following PF Keys to get help determining which code to use:
  - ✓ Invoked by depressing the PF1 key.
  - ✓ Canceled by depressing the PF3 key.
  - ✓ To substitute the value/code invoked by depressing the PF17 key (Shift F5). This feature will return selected value to the screen.
- It was brought to our attention that localities incorrectly updated Holding for Jurisdiction. If the offender is not your prisoner, the record should be updated to the correct jurisdiction where prisoner is being held.

HELPFUL HINTS – OPTION '1' Confine Prisoner - Screen #2, Confinement Information

- Effective 7/1/2000, the Holding Jurisdiction field was added for billing purposes, as jails needed a means to identify other jurisdictional jails
  - ✓ **Jails (City and County)-** LIDS defaults the Holding Jurisdiction to your Jail number
    - ➢ If the offender is NOT your prisoner, update "Holding for LOC" to reflect the Holding Jurisdiction.
  - ✓ **Regional Jail** – Must input Holding Jurisdiction's FIPS Code
  - ✓ A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance, Option M
- Effective 7/1/1999, localities were given capability to confine and release prisoner on the confinement screen. If the situation fits, it is not necessary to go to Option #6 to Release a Prisoner
- Reason Release Code '35', Transferred to another Jail, requires a Jail FIPS Code representing the jail inmate was transferred to
- Effective 7/1/1999 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states Reason Confine Code '78', the District of Columbia or the Federal Government Reason Confine Code '73', for more than 48 hours, the following fields become required and will be utilized by DOC to collect the necessary data in accordance with the Appropriations Act Language of the Virginia Acts of Assembly.
  - ✓ '<u>Housing Status</u>' - Utilize to report the prisoners Unit Security Level by indicating:
    - ➢ 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
  - ✓ '<u>Facility Location</u>' - Utilize to report the prisoners Security Classification by indicating:
    - ➢ 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
  - ✓ '<u>Current Location</u>' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
    - ➢ Other States (if used Reason Confined Codes '78' and '79')
    - ➢ Washington D.C. (if you used Reason Confined Code '73')
    - ➢ Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (if you used Reason Confined Code '73')
- Confinements that equal less than 1 Day
  - ✓ Confinements in LIDS less than 1 day are reflected as 1 day.
    - ➢ Example 3 hours = 1 day for reimbursement purposes
    - ➢ To acknowledge we committed for 3 hours make note on the comment screen that confinement time equaled 3 hours or in inmate file recorded as 1 day vs. 3 hours
    - ➢ Current language does not stipulate a limit on time of confinement that is reimbursable
- Overlap Confinements - To prevent overlap confinements, do not book out prisoner if they are transported to another jurisdiction (example: Court) for the day. The jurisdiction picking up the prisoner for the day (court) should not book the prisoner in LIDS/jail. In the case mentioned above, the only time the inmate should be booked in and out of LIDS/jail would be if inmates stays over night.
  - ✓ **<u>Prompt attention to overlaps is imperative due to loss of revenue in one facility and the overpayment in another facility</u>**
  - ✓ It is very important that the commit date and time and release date and time be verified for accuracy
  - ✓ This is an audit issue
  - ✓ Compensation Board (CB) recommends that each LIDS Technician cross train staff member(s) on LIDS to ensure that overlaps do not occur and resolved in a timely manner

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '1' Confine Prisoner - Screen #2, Confinement Information

- Late Confinements require Financial Adjustment
  - ✓ When a prisoner is confined in LIDS ***AFTER*** the monthly report is approved, you should:
  - ✓ Confine prisoner in LIDS (Option #1, Confine Prisoner - 3 screens)
  - ✓ Print screen that indicates that an adjustment is required, **OR**
  - ✓ Record in a log that an adjustment is required so the adjustor may make the financial adjustment if you have not been given authority
  - ✓ Continue providing necessary information (3 screens) to confine the prisoner
  - ✓ If the adjustment indicated is not made on the screen, a message will appear on the Possible Error Report that a financial adjustment is needed
  - ✓ If the adjustment is not made that was indicated on the screen, there will be an increase in the Average Daily Population (ADP)
- Medical Alert Flag
  - ✓ If LIDS detects a 'Y' Yes in the Medical Alert Flag data field, the locality has provided information and it is not viewable
  - ✓ If it is necessary to view the medical information, it is recommended that the user ask the medical staff to go onto LIDS and check for comments
  - ✓ NOTE: Compensation Board staff are unable to view medical comments
- After all fields have successfully passed the edit process, the Prisoner Offense Screen will be displayed
- **Warrant/Commitment Order Conflict**
  - ✓ Auditors were recently asked by several LIDS users what paperwork to use in instances where the warrant and the commitment order conflict as to the nature of the charge – state or local
  - ✓ The proper procedure is to follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
  - ✓ Audit staff will verify data found in LIDS to the commitment order when conducting audits
  - ✓ The warrant and commitment order should agree
  - ✓ If not, contact your magistrate's office to resolve the issue
- **Effective April 1, 2003 the Local Inmate Data System (LIDS) was updated to provide a per diem reimbursement for inmates committed to a local emergency medical and/or hospital while in the custody of the jail.**

  Procedures:
  - ✓ **Release** prisoner from LIDS utilizing Release Reason '**45,** to Local Emergency Medical and/or Hospital', **THEN**
  - ✓ **Re-Book** prisoner 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 User 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.

Usable Reason Confined and Reason Released Data Field Combinations

The following spreadsheet is provided to give you a crosswalk from Reason Confine Codes to valid Reason Release Codes within LIDS. An error message will be received if you utilized any combination that is not listed. See next Page.

COMMITMENT MAINTENANCE MENU (Continued)

		Release Reason																																							
RC	**A/J**	**10**	**16**	**18**	**19**	**20**	**21**	**22**	**23**	**25**	**30**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**55**	**56**	**57**	**58**	**59**	**60**	**62**	**70**
Juvenile Awaiting Trial																																									
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Juvenile - Tried - Unsentenced																																									
14	J		Y	Y	Y				Y	Y	Y				Y	Y	Y					Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Juvenile Sentenced as an Adult - no pending charges																																									
39	J	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y		Y	Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
Juvenile Sentenced as an Adult - with pending charges																																									
63	J		Y	Y	Y				Y	Y					Y	Y		Y	Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult Awaiting Trial																																									
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	A		Y	Y	Y	Y	Y		Y	Y		Y	Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y									Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Adult - Tried - Unsentenced																																									
14	A		Y	Y	Y			Y	Y	Y	Y	Y			Y	Y						Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Adult - no pending charges																																									
20	X	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y		Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Pending Charges																																									
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y			Y	Y					Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
53	X		Y	Y	Y				Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
56	X		Y	Y	Y				Y	Y					Y	Y			Y		Y				Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
59	X		Y	Y	Y				Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
62	X		Y	Y	Y				Y	Y			Y		Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
87	X		Y	Y	Y				Y	Y					Y	Y			Y				Y		Y					Y	Y	Y	Y	Y					Y	Y	Y
89	X		Y	Y	Y				Y	Y					Y	Y			Y					Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Miscellaneous																																									
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
71	X		Y	Y					Y	Y			Y		Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
72	X		Y	Y					Y	Y					Y	Y		Y							Y					Y	Y	Y	Y	Y					Y	Y	Y
73	X		Y	Y			Y		Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
74	X		Y	Y	Y		Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
75	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
78	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
79	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
80	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
85	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
90	X								Y	Y			Y						Y																						

COMMITMENT MAINTENANCE MENU (Continued)

Option #1, Confine Prisoner – Screen #3, Offense Information identifies all offenses associated with a specific prisoner held in jail. Offense information will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - Enter Option '1' - Confine Prisoner**
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) and the Current Confinement Information Screen #2 (mentioned previously) have successfully passed the edit process the Offense Information - Screen #3 will be displayed**

```
LCA4              LOCAL INMATE DATA SYSTEM (LIDS)          V1.1012497
                    CONFINE PRISONER -  OFFENSE INFORMATION

 JAIL 550    PRISONER ID _____________   SSN 555555555    SID _________
 PRISONER NAME HARRISON, FRED
 REASON CONFINED 10  REASON RELEASED __   RELEASE DATE/TIME _____ ____   PAYMENT STATUS LD
 HOUSING STATUS _____   FACILITY LOCATION _______ CURRENT LOCATION _____
 OFFENSE CODE: LAR2359F9        OFFENSE TYPE: A
 OFFENSE  DATE: 02202000        OFFENSE SEQUENCE NUMBER :  1
 ARREST DATE _________   TIME ______
 ARRESTING OFFICER  ________________________________
 ASSISTING OFFICER  ________________________________
COURT JURISDICTION  041   COURT TYPE (JUV) _   DOCKET NUMBER _____________
CONVICTION DATE  _________
SENTENCE DATE _________   OFFENSE AS SENTENCED _________      OFFENSE TYPE _
SENTENCE LENGTH: YEARS ___0  MONTHS ___0  DAYS ___0  CONCURRENT SENTENCE: N
OFFENSE DISPOSITION   __   DISPOSITION DATE   _________

                              DONE:  Y  (Y/N)

**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN
     ALL OFFENSES HAVE BEEN ENTERED ENTER  "Y" IN "DONE"
    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
 ENTER OFFENSE INFORMATION
```

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- Third (3rd) and last screen that needs to be completed to confine a prisoner on-line within LIDS
- Required Data Fields (See highlighted fields on previous page):
  - ✓ Offense Code
  - ✓ Offense Type
  - ✓ Offense Date
  - ✓ Court Jurisdiction
- Available resources to locate required data code fields:
  - ✓ Compensation Board Website, www.scb.state.va.us **OR**
  - ✓ In the Reference Section of this LIDS User Guide (excluding VCC Codes) **OR**
  - ✓ LIDS Help Button by utilizing 'F1'
- The Offense screen is broken down into two (2) sections
  - ✓ Top section of the screen should reflect the offender's arresting information/data fields
  - ✓ Bottom section of the screen should reflect sentencing information/data fields, if applicable
- Try to enter the most serious offense first so that the most serious offense is 'Sequence #1'
- **ONCE** the input of all offenses are completed, select 'Y' Yes I'm done inputting all offenses
- **IF** a 'Y' for 'Done' is not entered when entering the last offense, Control 'Z' to back out and the last sequence number will not take as long as no information was entered
- Clear Screen - Returns you to Commitment Maintenance Menu

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- Input the proper Offense Type:
  - ✓ Offense Type 'A' means that the offense was committed on or after 1/1/1995
  - ✓ Offense Type 'B' means that the offense was committed before 1/1/1995
  - ✓ Offense Type 'M' = Misdemeanor offense
  - ✓ Offense Type 'O' = Local Ordinance Violation
- Three (3) different Warrants:
  - ✓ Warrant (local - pink) - local ordinance
    - ➢ If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is $0
  - ✓ Warrants (state - gold) - misdemeanor
    - ➢ If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is $8 per day
  - ✓ Warrants (state - green) - felony
    - ➢ If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is $8 per day
- Effective 7/1/1999, required to input VA Crime Codes (VCC) when recording Offense information
- Effective July 1, 1999, most Serious Offense is NO longer required
- VCC Codes are located on the Compensation Boards website at http://www.scb.state.va.us
- LIDS computes reimbursements based on data input at the end of the month
  - ✓ Total Day Count Rule - **don't** count the commit date, but **do** count the release date
  - ✓ State Day Count Rule- **do** count the commit date, but **don't** count the release date
- Do I update offense information? Yes.
  - ✓ Update the Reason Confine Code '10' Awaiting trial/not sentenced on multiple charges to Reason Confine Code '14' Convicted but not sentenced if inmate has been convicted and not sentenced
    - ➢ Post the Conviction Date
    - ➢ Post the DNA sampling information in the LIDS DNA Sampling Tracking System. **OR**
  - ✓ **IF** Sentenced, update the following (See Code Section):
    - ➢ Reason Confine Code
    - ➢ Sentenced Date
    - ➢ Offense as Sentenced
    - ➢ Offense Type
    - ➢ Conviction Date (effective 7/1/2001)
    - ➢ Sentence Length
    - ➢ Concurrent/Non-Concurrent Sentence
      - o Each Offense will default to 'N' Non-Concurrent
      - o **IF** the additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent, and the offenses that runs concurrent should be 'C' Concurrent
  - ✓ **If** Sentenced with Pending Charges (See Code Section):
    - ➢ Use the proper sentenced type based on 'M', 'A', 'B' or 'O'
    - ➢ Use the proper Reason Confined Code based on the most serious type offense and sentence length
    - ➢ **IF** offender has **any pending charges,** select one of the Reason Confine Codes for '**HAS Pending Charges'**
      - o Parole Violator is not considered as 'Has Additional Charges' - they are existing charges
      - o **IF** a Parole Violator is committed with additional charges, inmate should be confined utilizing Reason Confined Code for 'Sentenced HAS Pending Charges'
    - ➢ **IF** the offender has no pending charges, select one of the Reason Confined Codes for 'Sentenced NO Pending Charges'
    - ➢ Enter all other sentenced offenses
    - ➢ You must update the pending charge once the offender is sentenced.

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **An inmate is committed on his 18th birthday, but was sentenced in the Juvenile court system to Department of Juvenile Justice for an indeterminate period:**
  - ✓ **Question:** "How should inmate be confined and released if he's going to Dept. of Juvenile Justice, and how should the sentence be entered into LIDS?"
  - ✓ **Answer:** Commit using a Reason Confine Code 20 - Adult Serving Sentence, no additional felony charges pending. Enter Sentence Date and 0700 Years (Indeterminate - Youthful Offender). Use Reason Release Code 30 - To Serve at Dept. of Juvenile Justice.

- **An inmate is committed to one life sentence plus 20 years.**
  - ✓ Question: What sentence length should be entered in LIDS?
  - ✓ Answer: **0620** in the LIDS Years data fields

- **Special Sentence Codes**
  - ✓ **'0500' = Adult - Indeterminate Sentence in the year data field within LIDS**
  - ✓ '0600' = Life Sentence in the year data field within LIDS
  - ✓ '0700' = Indeterminate Youthful Offender in the year data field within LIDS
  - ✓ '0800' = Two or More Life Sentences in the year data field within LIDS
  - ✓ '0900' =Death Sentence in the year data field within LIDS

- **It was brought to our attention that local users were using the disposition code 'SE' State Sentence with a 'M' Misdemeanor and/or 'O' Ordinance charges**
  - ✓ This is ***NOT*** valid
  - ✓ CB updated the edit process within LIDS that produces an error message says "DISPOSITION SE IS NOT VALID WITH MISDEMEANOR OR ORDINANCE CHARGES", if a disposition code of 'SE' State Sentence with a offense type of 'M' Misdemeanor and/or 'O' Ordinance was entered
  - ✓ If the error message mentioned above appears, please check the sentencing and offense information for accuracy

- **Several LIDS users attempted to use VCC Statute §18.2-96, entitled PETIT LARCENY—THIRD CONVICTION, VCC Code LAR-2369-F6**
  - ✓ However, the END DATE of this statute was 6/30/96
  - ✓ The Statute that applies (START DATE) effective 7/1/96 is §18.2-104, entitled PETIT LARCENY—THIRD OR SUBSEQUENT CONVICTION, VCC Code LAR-2369-F6
  - ✓ The codes used on the warrant are for the crimes that he committed, but since this is the offender's third larceny offense, it is elevated to a felony
  - ✓ This VCC code is used for all felony and larceny misdemeanors that are elevated to a felony for a third offense

- **Court Ordered Transportation Order**
  - ✓ When a DOC inmate is booked into jail via Court Ordered Transportation Order to appear in court, and is returned to DOC, provide the following sentencing information
    - ➢ VCC Code = Prisoners - for use by LIDS only
    - ➢ Disposition Code = 'SE' State Sentence
    - ➢ Disposition Date
      - o Since this information is not available, for **DOC inmates only input the Date Confined**

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **For court appearance to serve as a witness (DOC Inmates), Reason Confine Code 35**

  - ✓ Several LIDS Technicians brought to our attention that they are having difficulty receiving sentencing information on DOC inmates that are being held as a material witness in jail
    - ➢ LIDS requires sentencing information/disposition on sentenced inmates
      - o LIDS provides two means of recording sentencing information:
        - ▪ Input sentence length and sentence date**, OR**
        - ▪ Input a disposition code and disposition date
    - ➢ If the DOC prisoner is being held as a material witness, you could use disposition code **'SE'** State Sentence with the **PRI VCC code**, and input the disposition date
    - ➢ Disposition date
      - o Would be the last date they were sentenced on a felony charge which made them state responsible and all charges are adjudicated
        - ▪ If the prisoner was originally confined in jail after 12/1/1996 and released as a '33' DOC inmate, then you should be able to locate the prisoner's sentencing information in LIDS **OR**
      - o If the sentencing information is not available on LIDS, then it would be necessary to contact your DOC representative **OR**
        - • For **DOC inmates only input the Date Confined**

- **Appeals**

  - ✓ **Reason Confine Code '14', Convicted But Not Sentenced/Post Trial**
    - ➢ If the Judge **postpones execution of a sentence** pending the appeal, then the inmate's confinement should be regarded as Reason Confined Code '14' (Convicted but not Sentenced/Post Trial.)
      - o The inmate's offense record in LIDS should also be marked with a Disposition Code 'AP' (Appeal) to distinguish that this conviction is under appeal until overturned by a higher court

      OR
  - ✓ **Reason Confine Code '23', Appealing Sentence**
    - ➢ However, the **execution of the sentence is not postponed**, then an inmate with a sentence should be coded as Reason Confine Code '23' (Appeal) with their sentencing information and/or Disposition Code 'AP' (Appeal)
      - o This will also distinguish that this inmate's sentence is under appeal until overturned by a higher court

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Nonviolent DCJS Alternative To Incarceration Program** The Department of Criminal Justice Services (DCJS) is in the process of developing a new pilot program for alternative sentencing for nonviolent misdemeanants and local-responsible felons who are serving a six month or less sentence in jail
  - ✓ The Local Inmate Data System (LIDS) will be updated, **effective July 1, 2003**, to accept inmate data when the inmate is released from LIDS to the new Nonviolent DCJS Alternative to Incarceration Program
  - ✓ **LIDS Reporting Procedures, effective July 1, 2003:**
    - ➢ Prisoner's confinement record in LIDS should be updated when they are released to an approved Nonviolent DCJS Alternative Program by:
      - o Releasing the prisoner on LIDS by utilizing Release Code:**'46' Diverted to Nonviolent DCJS Alternative Program with a Facility Number**
  - ✓ Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly**, Compensation Board (CB) (157), Item # 67**

    L. The Compensation Board is authorized to transfer to the Department of Criminal Justice Services an amount not to exceed $1,500,000 from this Item for reimbursement to localities for inmates who participate in the Community Corrections pilot program established pursuant to Item 432 C 4 of this act. Localities shall be reimbursed at a rate of $4 per inmate day. Information concerning all inmates participating in this program shall be maintained in the Local Inmate Data System for the duration of their participation in the program.

  - ✓ Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly**, Department of Criminal Justice Services (DCJS) (140), Item # 432**

    The Secretary of Public Safety, with the assistance of the Department of Criminal Justice Services and the Compensation Board, shall develop a pilot program for alternative sentencing of nonviolent misdemeanants and local-responsible felons pursuant to §53.1-131 and §9.1-173, et. seq., Code of Virginia, for offenders who are serving six months or less in jail. The program shall be piloted in localities only upon approval by the local Community Criminal Justice Board established pursuant to §9.1-178, Code of Virginia. The fiscal agent for participating local community corrections programs shall be reimbursed at a rate of $4 per inmate day for each inmate participating in the alternative sentencing program, pursuant to Item 67 L of this act. The Secretary of Public Safety shall provide a report to the Chairmen of the House Appropriations and Senate Finance Committees by December 1, 2003, as to the progress of implementation of the pilot program.

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **DOC Held by Agreement, Reason Confine Code '70'**

  - ✓ What do I do in LIDS if a state responsible (SR) inmate requested to stay in the local jail and Department of Corrections (DOC) agreed to not transfer the inmate (e.g., DOC Approved on the 14th of the month) to a SR bed in DOC:
    - ➢ Prisoner is currently confined as Reason Confine Code '20' Serving Sentence
    - ➢ Release the inmate from LIDS utilizing release code '23' Change in Status
    - ➢ Rebook the inmate in LIDS as '70' Held at the Request of the Jail
      - o '20' Serving Sentence = When the inmate is SR and 90 days has passed, the reimbursement is $14 and the payment status is 'FD' Felon Days
      - o '70' Held at the Request of the Jail = When the SR inmate has requested to remain in the jail and DOC has agreed then the payment is $8 per day and the payment status is 'HA' Jail Cadre – By Agreement or Request
  - ✓ Result:
    - ➢ If prisoner's record is updated by booking the inmate out and back in LIDS as stated above, the month end status will be:
      - o Locality would receive $14 per day until the 14th of the month (Status change happened in LIDS on the 14th of the month)
      - o On the 14th of the month, locality would receive $8 per day for the remaining of the month or until they are released from jail
      - o If prisoner's record is not updated in LIDS as stated above, locality will receive $8 per day for the entire month and a clerical error will be reflected on your next audit and you will be under paid.

- **Judge Orders Community Service Time:**

  - ✓ Offenders that are ordered by the Judge to serve community time in a community-based probation program (Community Service, Substance Abuse, etc.) in jurisdictions where one has been established under the Comprehensive Community Corrections Act are *non-payable* programs by the Compensation Board
  - ✓ Sentences do not involve jails unless inmate is sentenced to confinement with probation to follow
  - ✓ Offenders are **not sentenced to confinement in jail,** so they **should not be booked in LIDS**
  - ✓ Non-Payable - See the Reimbursement Rate section of this LIDS Users Guide

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Alternative Programs, Reason Confine Codes:**
  '80' Home Electronic Monitoring AND
  '85' Supervised Work Program:

  - ✓ Payment - The Alternative Program is for prisoners housed in a local facility
  - ✓ Not intended for prisoners sentenced to Community Service or placed on probation
  - ✓ No payment shall be made unless the program has been approved by Department of Corrections (DOC) or Department of Criminal Justice Service (DCJS)
  - ✓ Once the Compensation Board (CB) receives notification from DOC that an Alternative program has been approved, the LIDS reimbursement process can start from the approved date at $8 per day if the inmate has been sentenced as a local responsible (LR) inmate
  - ✓ If the Sheriff chooses to place a prisoner in an approved Alternative Program that is pre-trial/awaiting trial, post-trial/convicted but not sentenced or that is state responsible (SR), the prisoner will be captured in LIDS as non-reimbursable
  - ✓ The Appropriation Language and Code Section 53.1-131.2 for Alternative Programs can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Update the Prisoner's confinement record in LIDS when placed into an approved Alternative Program by:
       - Releasing the prisoner on LIDS by utilizing Release Code:
         - '47' Diverted to Supervised Work Experience Program, OR
         - '55' Diverted to Electronic Surveillance Program, THEN
       - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
         - '80', Home Electronic Monitor Alternative Program OR
         - '85' Supervised Work Alternative Program
    2. Effective July 1, 2002: As a result of needing 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 Alternative program by the Sheriff), if the following conditions are detected by LIDS, the confinement will be non-payable:
       - Reason Confine Code '80' HEM, **OR**
       - Reason Confine Code '85', Supervised Work Program **AND**
       - Sentenced as a State Responsible Inmate **OR** placed in '80' or '85' as Unsentenced/Pre-Trial **AND** Reflects Disposition Code '**CR**' Court Order Release (Sentenced) **OR**
       - Reflects Disposition Code '**CU**' Court Order Release (Not Sentenced/Pre-trial) **AND**
       - Disposition Date is provided, **THEN** the confinement equals a Non-Payable Alternative Confinement Prisoner's confinement record in LIDS should be updated when prisoner completes the Alternative Program by:
       - Releasing prisoner on LIDS by utilizing Release Code:
         - '59', Released from Alternative Program **OR**
    3. Update prisoner's confinement record in LIDS when they violate his/her Alternative program and they still have time to serve in jail by:
       - Releasing prisoner on LIDS by utilizing Release Code:
         - '23' Confinement change within facility or violated program **THEN**
       - Re-book inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
         - '20', Serving Sentence **OR**
         - '50', Serving Sentence, Has pending charges

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Work Release, Reason Confine Code '26':**

  - ✓ Payment for Work Release is intended to be made for prisoners that have been convicted and sentenced to confinement in jail **OR**
  - ✓ Payment for Work Release is intended for prisoners that are being held in jail pending completion of a pre-sentence report, and if it appears to the court that such offender is a suitable candidate for work release, assign offender to a work release program under the supervision of a probation officer, the office of the Sheriff or the administrator of a local or regional jail or a program designated by the court
  - ✓ Work Release (WR) Offenders are released during the day to an approved Work Release employer and he/she returns to jail at night for confinement
  - ✓ Sheriff must request Department of Corrections (DOC) to keep State Responsible offenders if they want to place them in the jail's Work Release program
    - ➢ Update LIDS Reason Confine Code from '20' Serving Sentence to '26' Work Release and/or Work Release Jail Contract Bed
  - ✓ Reimbursement rate for Work Release prisoners is $8.00 per day
  - ✓ The Appropriation Language and Code Section 53.1-131 for Work Release can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Update prisoner's confinement record in LIDS when they are placed in the Work Release program by:
       - ➢ Releasing the prisoner utilizing Release Code '23', Confinement change within facility Or Violated program
       - ➢ Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
         - o '26', Work Release/Work Release Jail Contract Bed Program,
           - ▪ Also captured are State Responsible Inmates that the Sheriff/Superintendent has requested DOC to keep in jail, **OR**
         - o '56', Work Release – Has Pending Charges
    2. Update prisoner's confinement record in LIDS when they **complete** the Work Release program by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Code '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS when they **violate** his/her Work Release program and they have time to serve in jail by:
       - ➢ Releasing the prisoner on LIDS by utilizing Release Code '23' Confinement change within facility or violated program, **THEN**
       - ➢ Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
         - o '20', Serving Sentence, **OR**
         - o '50', Serving Sentence, Pending charges

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Weekender/Non-Consecutive Days - Reason Confine Code '29':**

  - ✓ Payment for Weekender/Non-Consecutive Days is intended for prisoners that have been convicted and sentenced to confinement in jail and court imposed his/her time to be served on weekends or non-consecutives days
  - ✓ Prisoners are booked in LIDS for each confinement period (Weekend/Non Consecutive Days)
  - ✓ If the prisoner is assigned a generated Social Security Number (SSN) in LIDS due to the fact that he does not have a SSN, use the first generated SSN (example 900199999) each time he/she is booked into jail to serve weekend/non-consecutive days
  - ✓ Reimbursement Rate is $8.00 per day
  - ✓ The Appropriation Language and Code **Section 53.1-131.1** for Weekender/Non-Consecutive Days can be found under the Reimbursement Rate section of this LIDS User Guide
  - ✓ **Procedures:**
    1. Update prisoner's confinement record in LIDS when they are **placed** in Weekender/Non-Consecutive Days by:
       - Currently confined – Release the prisoner on LIDS by utilizing Release Code '23' Confinement change within facility or violated program
       - Re-book, if currently confined, in LIDS on the same day he/she was released to be confined/placed in Weekender/Non-Consecutive Days, **OR** book the inmate in jail/LIDS if he/she reports to jail to serve time as a Weekender/Non-Consecutive Days by utilizing Reason Confine Code:
         - '29', Weekender/Non-Consecutive Days, **OR**
         - '56', Weekender/Non-Consecutive Days – Has Pending Charges
       - Release prisoner from jail/LIDS when they complete their weekender/non-consecutive days but have not completed their full sentence to be served by utilizing Release Code:
         - '40', Sentence Served – Weekends and Non-consecutive days, **OR**
    2. Update prisoner's confinement record in LIDS when they **complete** the Work Release program by utilizing Release Code '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS when they **violate** his/her Work Release program and they still have time to serve in jail by:
       - Releasing the prisoner on LIDS by utilizing Release Code:
         - '23' Confinement change within facility/violated program, **THEN**
       - Re-book the inmate in LIDS the same day they violated utilizing Reason Confine Code:
         - '20', Serving Sentence, **OR**
         - '50', Serving Sentence, Pending charges

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Jail Contract Bed Program - Reason Confine Code '26'**

  - ✓ Jail Contract Bed Program is intended for state responsible prisoners that Department of Corrections (DOC) transferred from a DOC facility to a jail
  - ✓ Local or regional jails receiving funds from the Compensation Board shall give priority to the housing of inmates in order of local responsible, state responsible, and state contract inmates
  - ✓ Jail must enter into agreements with the Director, Department of Corrections, to house state responsible offenders/Jail Contract Bed offenders
  - ✓ Such agreements shall be entered into for a period of one year, subject only to the limitations of available funding
  - ✓ Pursuant to such Jail Contract Bed agreements, the Compensation Board is authorized to reimburse localities an amount not to exceed $14 per state felon day, which shall be in addition to any such amounts otherwise authorized
  - ✓ Any such funds received by the localities as a result of this provision shall be used for the maintenance and operation of the local or regional facility

  - ✓ **Procedures:**
    1. Update prisoner's confinement record in LIDS when they are **placed** in a Jail Contract Bed by:
       - ➢ Booking the inmate in jail/LIDS on the same day he/she was released by DOC utilizing Reason Confine Code:
         - o '26', Work Release/Work Release Jail Contract Bed Program (WRJCB)
           - ▪ DOC enters prisoner's WRJCB start date in LIDS
           - ▪ LIDS will detect prisoner's WRJCB start date and reason confine code '26'
           - ▪ Reimbursement for WRJCB prisoners is a total of $28 per day
    2. Update prisoner's confinement record in LIDS when they **complete** the WRJCB program by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Code:
         - o '39', Sentence Served, **OR**
    3. Update prisoner's confinement record in LIDS when they **violate** his/her WRJCB program and will be returned to DOC by:
       - ➢ Releasing the prisoner on LIDS utilizing Release Code:
         - o '33', To Serve Sentence Department of Corrections

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Jail Contract Bed Program/Offender Re-entry Program (JCBOREP)**

✓ On April 1, 2002, the Department of Corrections (DOC) developed a program to initiate pre-release partnerships with local jails to provide re-entry transition services to offenders
- Pre-release transition services are being provided to offenders from 45 - 90 days prior to their release and continued through their first 45 days following release
- Selected offenders leave DOC and return to local jails to participate in this program
- Then DOC will swap an inmate that is State Responsible and intake that inmate into DOC

✓ **During Phase I of the program**, offenders will participate in daily workshops for a period of 45 days These sessions will include classes such as Life Skills, Cognitive Thinking, Employability Skills, Substance Abuse, Anger Management, Money Management and Domestic Violence

✓ **During Phase II of the program**, offenders identified by the DOC Classification Unit as being suitable for work release will participate in a 45-day work release program, and will also participate in twice-weekly programming.

✓ **During Phase III of the program**, offenders released from the local jail after having served there sentence and will transition back into the community. Offenders will be provided support and assistance during this phase, and will also participate in twice-weekly programming.

PROCEDURES

✓ In order to make this program more attractive to the jails, since they are DOC state responsible inmates when they are placed in a jail the following has been established instead of Reason Confine Code '70', Held by Agreement (cadre inmates):
- **Phase I**
  - Jail should confine inmate using reason confine '90', DOC Transition Re-Entry Program
  - Once 45 days in Phase I is completed, the jail should release the prisoner
  - Release Reason code'23', Confinement change within facility
  - Payment = $6 state responsible bonus in addition to the $8 per diem or $14 per diem
- **Phase II**,
  - Recommit inmate as Reason confine '26', Work Release Jail Contract Bed Inmates
  - Payment = additional JCB per diem ($14 per day) or $28 per diem for JCB Status

If you have an interest in participating in the new JCB Program, contact Charlene Moxley, DOC Transition Program Manager - MotleyCB@vadoc.state.va.us or (804) 674-3131 ext. 1505

PHASE	REASON CONFINED	RELEASE REASON	REIMBURSEMENT
Phase I - First 45 Days Must provide sentencing information or Disposition 'SE' (State Sentence) & Date	90 (Offender Re-Entry Program (OREP))	23 (Confinement change within facility OR Violated Program)	$14
		25 (To Furlough)	$14
		33 (To serve sentence DOC)	$14
Phase II - Last 45 Days Must provide sentencing information or Disposition 'SE', (State Sentence) & Date	26 (Work Release and/or Work Release Jail Contract Bed Inmates)	25 (To Furlough)	$28
		33 (To serve sentence DOC)	$28
		39 (Sentenced Served)	$28
Phase III		Released back into the community	

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- **Day Reporting Center**

  - ✓ If inmate is sentenced to suspended time awaiting release to a Day Reporting Center, use
    - ➢ Reason Confined code '20' Serving Sentence
    - ➢ Disposition Code 'SS' suspended sentence (when applicable)
    - ➢ Release reason code '58' Day Reporting Center

- **Diversion Center**

  - ✓ If inmate is sentenced and awaiting release to a Diversion Center, use
  - ✓ Reason Confined code '76' Diversion Center
  - ✓ Disposition Code 'SS', Suspended Sentence (when applicable)
  - ✓ Release Code '44' To Diversion Center

- **Detention Center**

  - ✓ If inmate is sentenced and awaiting release to a Detention Center, use
  - ✓ Reason Confined code '48' Detention Center
  - ✓ Disposition Code 'SS', Suspended Sentence (when applicable)
  - ✓ Release reason '43' To Detention Center.

- **Other Treatment Program**

  - ✓ If a situation arises where an inmate is sentenced to suspended time upon completion of certain programs and the programs are not considered Diversion, Detention Programs, Boot Camp or Day Reporting then utilize the following in LIDS, if applicable:
    - ➢ Reason Confine Code 20, Serving Sentence
    - ➢ Disposition Code 'DT' Deferred Treatment and date it was ordered to satisfy the charge
    - ➢ Release Code
      - o '36' State Hospital (State operated hospital such as Central State Mental Hospital)
      - o '42' To Comprehensive Community Corrections Act Program
      - o '45' To Emergency Medical and/or Hospital (Local Hospital)
      - o '48' To Treatment Facility
      - o '57' To Pre-release Program

COMMITMENT MAINTENANCE MENU (Continued)

Option #2, Update Prisoner Information Screen allows a local jail facility to update prisoner specific information while the prisoner is currently confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '2'- Update Prisoner Information**

```
LPU1              LOCAL INMATE DATA SYSTEM (LIDS)          V1.1121096

                  **UPDATE PRISONER INFORMATION**

JAIL 550    PRISONER ID            SSN 555555555   SID _________
            LAST                FIRST       MIDDLE    SUFFIX
NAME   HARRISON          FRED
LAST REASON CONFINED 10     LAST PAYMENT STATUS  LD
DATE OF BIRTH 09191959   APPROX AGE ___ DATE APPROX AGE RECORDED 05082001
RACE W SEX M HEIGHT _0 _0 WEIGHT __0 HAIR COLOR BRO EYE COLOR BRO

COUNTRY OF BIRTH __ COUNTRY OF CITIZENSHIP __ IMMIGRATION ID NUMBER _________
SCARS  MARKS AND TATTOOS
_____________________________________________________________________________

MEDICAL ALERT FLAG       DNA SAMPLE _      DNA DRAWN DATE
MEDICAL ALERT COMMENTS
INVENTORY OF POSSESSIONS

  **CHANGE DESIRED INFORMATION AND PRESS ENTER**
   CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

UPDATE PRISONER INFORMATION
```

HELPFUL HINTS - OPTION '2', Update Prisoner Information

- Updates prisoner information
- Required Field:
  - ✓ SSN
- Effective July 1, 2001, DNA drawn date data fields became required fields if the offender was convicted on a Felony Charge
- Effective January 1,2003, in accordance with HB 892 and SB 535, DNA analysis upon arrest for a violent felony as defined in §19.2-297.1 or a violation of §18.2-89, §18.2-90, §19.2-91 or §18.2-92 shall have a saliva or tissue sample taken for DNA analysis (Division of Forensic Science) to determine identification characteristics specific to the person.
  - ✓ Suggested that procedures be set up to insure that a staff member (Booking, Medical, etc.) records the DNA sampling drawn date
- See the DNA Section of this LIDS Users Guide for more detailed information
- Effective 7/1/99, the CB added the 'Payment Status' field in LIDS
  - ✓ Added to give you a quick code to determine payment status
  - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- If changes need to be made to desired prisoner information field/fields, do so and press Enter
- A message will be received that the update is completed
- Clear Screen to return to the Commitment Maintenance Menu (Option #3)
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #3, Update Confinement Information Screen allows the local jail facility to update prisoner information relating to the current confinement for a specific prisoner.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '3' - Update Current Confinement Information**

```
LCU2                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.1120296

            **UPDATE CURRENT CONFINEMENT  INFORMATION*
JAIL 001    PRISONER ID _____________  SSN 555555555    SID _________
 PRISONER NAME HARRISON                FRED
 COMMITMENT DATE  05202000   TIME  120000   REASON CONFINED  10
 RELEASE DATE  ________  TIME  _______   REASON RELEASED  __  TRANS JAIL __
 HOUSING STATUS ___ FACILITY LOCATION ___ INSURANCE NUMBER ________ GROUP ___
 DETAINERS _  JAIL NUM (1-5) ___ ___ ___ ___ ___
 DOC INMATE NUMBER ______ DOC COMPLIANCE STATUS ___ HOLDING FOR LOC 001
 GOOD TIME: EXEMPLARY:  YEARS  ____   MONTHS  ____   DAYS  ____
                STATUTORY:  YEARS  ____   MONTHS  ____   DAYS  ____
                JUDICIAL:   YEARS  ____   MONTHS  ____   DAYS  ____

 ALERT FLAG  _
 COMMITMENT COMMENTS
 ____________________________________________________________________________

 CURRENT LOCATION
 ____________________________________________________________________________

  **COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
```

OR

```
LCD1            LOCAL INMATE DATA SYSTEM (LIDS)            V.08172001
2001-08-28    ** CONFINEMENT INFORMATION PICKLIST**    TOTAL CONFINEMENTS:   11

JAIL  _001 SSN 555555555  HARRISON ,FRED

SEL JAIL     COMMITTED          RSN       RELEASED      RLSE  NUM   PAYM
    NUM   DATE          TIME    CNF    DATE     TIME     RSN   OFFNS  STAT

 X  001    05202000     12.00.00  50    ________ ________  __    6     LD
 _  059    03272000     18.15.00  10    03282000 06.30.00  35    1     LD
 _  013    03172000     20.24.00  50    03272000 18.11.00  35    6     LD
 _  013    01152000     04.36.00  10    01152000 13.15.00  19    3     LD
 _  013    06251998     19.05.00  10    06251998 21.15.00  19    2     LD
 _  059    05061998     11.10.00  20    05291998 00.01.00  39    1     LD

>>>>>>>>>>>>>>>>>>>>>>>>>UPDATE CONFINEMENT INFORMATION <<<<<<<<<<<<<<<<<<<<
OPTION=>  _    "X" IN SEL TO VIEW CONFINEMENT/"O" IN SEL TO VIEW OFFENSES
NO MORE CONFINEMENTS
```

HELPFUL HINTS - OPTION '3', Update Current Confinement Information

- Updates Confinement Information for inmates that have been confined in LIDS/Jail
- Required Field:
  - ✓ SSN
- Effective October 2001, the CB developed an Confinement Information Picklist
  - ✓ The Picklist provides you with a means to update a specific confinement if the offender has multiple confinements in LIDS

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '3', Update Current Confinement Information

- Procedures to update the new Confinement Information Picklist:
  - ✓ From the Main Menu select Option #3, Commitment Maintenance Screen
  - ✓ Enter offender's Social Security Number
  - ✓ Select Option #3, Update Confinement Information
  - ✓ Enter an "X' in the blank provided to the left of the confinement to be updated, **OR**
  - ✓ Enter "O" to view the offense for the desired confinement
  - ✓ If additional confinements exist other than what appears on your screen, the option to select "N" Next Page will be given
- Frequently used to update data that has caused an overlap with another jail
  - ✓ Normally involves where the Commit date or Commit time is incorrect
  - ✓ The procedure that should be followed to prevent overlap confinements is to not book out prisoner if another jurisdiction picks up prisoner (example: Court) and returns prisoner that day. The jurisdiction picking up the prisoner should not book prisoner in their jail. The only time you book out and they book in is when prisoner stays over night.
- When updated enter 'Y' to update or 'N' to not update
- If a message is received from LIDS indicating that a Financial Adjustment needs to be posted, please contact your financial adjuster
  - ✓ The reason this type of message is received is that data fields were updated ***after*** your monthly approval
  - ✓ If the adjustment is not done, the quarterly reimbursement will either be understated or overstated
  - ✓ Recommend that procedures be established that will ensure the posting of adjustments
    - ➢ Non-compliance will result in Audit finding if the adjustment is not made
    - ➢ Recommend making a copy of the screen that indicates that a financial adjustment needs to be made, **OR**
    - ➢ Set up a procedure to note that a financial adjustment is needed by
      - o Note the Prisoner's Social Security Number;
      - o Note the Prisoner's Name;
      - o Note the Commit Date; and
      - o Note the Commit Time for the screen that was updated
      - o Give the noted information to your adjuster so a Financial Adjustment can be completed (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4)
- **IF** updating data fields during the report month, a message will be received that a Financial Adjustment needs to be made
- A message that the update is completed will be received
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Confinement data refer to the Commitment Maintenance, Confinement Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #4, Update Offense Information Screen allows a local jail facility to update offense information for a specific prisoner while prisoner is confined. The first screen shown below will be the pick list screen if the offender has multiple offenses. If the offender confined has only one offense, the second screen listed below will be received.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '4' - Update Offense Information**

```
LSI1            LOCAL INMATE DATA SYSTEM (LIDS)          V1.0100697
                OFFENSE INFORMATION PICK LIST
 SSN: 555555555  Name: HARRISON, FRED                    REASON CONFINED: 10

 COMMIT DATE/TIME  04052001   20:07:00  RELEASE DATE/TIME _________  _________
 SEL OFFENSE  SEQ  TYP OFFN.DTE  DISP  DOCKET    CRT. DATE  SENTENCE    COURT
 _ MURO924F1  0001  F    01042000  __   ____________ ________ ___________  550
 _ JUS4829M2  0002  M    04052001  __   ____________ ________ ___________  550
 _ ORD9966S9  0003  O    04052001  __   ____________ ________ ___________  550
 _ NEW        0004  _    ________  __   ____________ ________ ___________  ___


 OPTION=>  _     "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
 "1"=RETURN TO PRISONER SCREEN;              " 2"=RETURN TO CONFINEMENT SCREEN;
 "N"=NEXT PAGE OF OFFENSES;                  "P"=PREVIOUS PAGE OF OFFENSES     'A' ALAIS SSN
```

OR

```
LOU2            LOCAL INMATE DATA SYSTEM (LIDS)          V1.1120496
                UPDATE OFFENSE INFORMATION

JAIL 550    PRISONER ID _____________   SSN 555555555    SID ___
PRISONER NAME:  HARRISON, FRED
COMMIT DATE/TIME: 01152003  070100
REASON CONFINED: 10        PAYMENT STATUS LD       RELEASE REASON ___
OFFENSE CODE: MUR0924F1          OFFENSE TYPE:  A
HOMICIDE/MURDER
OFFENSE DATE: 01042000       OFFENSE SEQUENCE NUMBER    1

ARREST DATE _________   TIME ______
ARRESTING OFFICER  ________________________________
ASSISTING OFFICER  ________________________________

COURT JURISDICTION  560  COURT TYPE (JUV) _   DOCKET NUMBER _____________
SENTENCE DATE _________  OFFENSE AS SENTENCED ____        OFFENSE TYPE _
HOMICIDE/MURDER
SENTENCE LENGTH: YEARS ____  MONTHS ____  DAYS ____  CONCURRENT SENTENCE  N_
OFFENSE DISPOSITION __        DISPOSITION DATE  _________
                                          NEXT  N   (N/P/U)
   CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
"N" = NEXT OFFENSE  "P" = PREVIOUS OFFENSE  "U" = UPDATE OFFENSE
```

HELPFUL HINTS - OPTION '4', Update Offense Information

- Utilized to update Offense Information
- Required Field:
  - ✓ SSN
- Utilized to update offender information from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date

HELPFUL HINTS - OPTION '4', Update Offense Information

- Utilized if the need to add a new offense is detected when working within this option
- Offense screen is broken down into two (2) sections
  - ✓ Top section reflects the arresting information concerning that offense
  - ✓ Bottom section reflects sentencing information concerning that offense, if it applies
- Update Offense Screen:
  - ✓ Type in SSN
  - ✓ Commit Date and Time are required, if it is a prior approved month update
  - ✓ Select Option #4
    - ➢ If the offender has a single (1) offense, the offense screen will appear for updates
    - ➢ If the offender has multiple offenses, a pick list will be received that lists all offenses that can be updated
      - o Place an 'X' to the left of the offense to be updated ('Select' column), **OR**
      - o **IF** a new offense needs to be added, place the 'X' beside 'NEW'
      - o Press Enter
      - o Update data fields
      - o Input 'U' in the Option field to Update data fields, **OR**
      - o Input 'D' in the Option field to Delete the Offense
        1. A message asking if you want to delete this offense will be received, press Enter again
      - o A message that the Offense has been updated will be received, added or deleted
      - o Back out to see the update on the Offense Pick List
      - o If additional offenses need to be updated, repeat the same process above
- **IF** offender was committed to jail awaiting trial and is now Sentenced, update the following:
  - ✓ Reason Confined Code (See Code Section)
    - ➢ Awaiting Trial
    - ➢ Adult Sentenced - NO Charges Pending
    - ➢ Adult Sentenced - HAS Charges Pending
    - ➢ Adult Sentenced – Miscellaneous,
  - ✓ Sentenced Date
  - ✓ Offense as Sentenced
  - ✓ Offense Type
  - ✓ Sentence Length
  - ✓ Concurrent Sentence
- Each Offense screen defaults to 'N' Non-Concurrent
  - ✓ **IF** additional offense is 'C' Concurrent, the first offense must be 'N' Non-Concurrent and additional offenses that are to run concurrent should be changed to reflect 'C' Concurrent
- Once the offender is sentenced, the pending charge must be updated
  - ✓ If all charges are adjudicated, update the Reason Confined Codes to a Sentenced No Pending Charges Code
- **IF** updating data fields during the report month that affect a prior report month, a message that you need to make a Financial Adjustment will be received
  - ✓ Follow in-house procedure to make note that a Financial Adjustment is required
    - ➢ Error message will indicate that a Financial Adjustment needs to be posted, please contact your financial adjuster or set up procedures to ensure adjustments are completed
- Once updated, select 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If selected 'U' Update and press Enter, a message that the offense has been updated will be received
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #5, Add Additional Offenses Screen allows a local jail facility to add additional offenses for a specific prisoner during prisoner's confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '5' - Add Additional Offenses**

```
LOA2            LOCAL INMATE DATA SYSTEM (LIDS)          V1.0071296
          CONFINE PRISONER – ADD ADDITIONAL OFFENSES

JAIL 550    PRISONER ID ____________   SSN: 555555555    SID _________
PRISONER NAME:  HARRISON, FRED
REASON CONFINED 10 REASON RELEASED __ RELEASE DATE/TIME _______ ______
OFFENSE CODE  _________  OFFENSE TYPE _      PAYMENT STATUS  LD
OFFENSE DATE _______      OFFENSE SEQUENCE NUMBER    2
ARREST DATE  ________   TIME ______
ARRESTING OFFICER  ________________________________
ASSISTING OFFICER  ________________________________

COURT JURISDICTION  ___   COURT TYPE (JUV)    DOCKET NUMBER ____________
CONVICTION DATE  ________
SENTENCE DATE ________  OFFENSE AS SENTENCED    _________   OFFENSE TYPE _
SENTENCE LENGTH: YEARS ____   MONTHS ____   DAYS ____ CONCURRENT SENTENCE _
OFFENSE DISPOSITION    __   DISPOSITION DATE   ________
                            DONE  N   (Y/N)

  **COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN
    ALL OFFENSES HAVE BEEN ENTERED ENTER  "Y" IN "DONE"
   CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)

ENTER OFFENSE INFORMATION
```

HELPFUL HINTS - OPTION '5', Add Additional Offenses

- Adds additional Offenses
- Required Field to access screen:
  - ✓ SSN
- Required Data Fields within the Add Additional Offense option:
  - ✓ Offense Code
  - ✓ Offense Type
  - ✓ Offense Date
  - ✓ Court Jurisdiction
  - ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section), the following must be provided:
    - ➢ Sentenced Date
    - ➢ Offense as Sentenced
    - ➢ Offense Type
    - ➢ Conviction Date (Effective 7/1/2001)
    - ➢ Sentence Length
    - ➢ Concurrent Sentence
- Frequently used if it is detected during the weekly desk audit that an offense needs to be added
- July 1, 2001, DNA drawn date data fields became required fields if offender was Convicted on a Felony Charge
  - ✓ Suggested that procedures be set up to insure that staff member(s) (Booking, Medical, etc.) records the DNA sampling drawn date
- Press Enter and a message that the offense has been added will be received
- If additional information is needed concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #6, Release Prisoner Screen allows a local jail facility to release a prisoner from his/her current confinement prior to certifying and approving your month submission.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '6' - Release Prisoner**

```
LRU3                    LOCAL INMATE DATA SYSTEM (LIDS)          V1.0071796
                              **RELEASE PRISONER**

 JAIL: 001  SSN: 123456789  SID: _____  PRISONER ID:

 PRISONER NAME: DOE  RICKI

REASON CONFINED  10     COMMIT DATE  (MMDDYYYY) :  03202000      TIME (HHMMSS) 120000

 REASON RELEASED  35     TRANSFERRED TO JAIL  810

 RELEASE/TRANSFER DATE (MMDDYYYY)  )  03202000      TIME (HHMMSS)  170000

 RELEASE COMMENTS
_____________________________________________________________________

RELEASE RECORDED – CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU
```

HELPFUL HINTS - OPTION '6', Release Prisoner

- Releases offenders from their current confinement during current month
  - ✓ Enter SSN and enter Option #6
  - ✓ Verify that this is the correct
    - ➢ Offender
    - ➢ Commitment date and time
    - ➢ Enter Required data fields:
      - o Reason Released (See Code Section)
      - o **If** '35', Transferred to Jail, enter in FIPS Code (See Code Section) for the jail that he/she was transferred to for holding
      - o Release Date
      - o Release Time
      - o Release Comments
      - o Press Enter
- Before releasing prisoner from LIDS, check the screen to ensure the data fields are correct
- If during the month you find out that the wrong release date and/or time for an inmate was entered, follow the steps below to correct the information entered in incorrectly:
  - ✓ Commitment Maintenance, Option #3
  - ✓ Enter the inmate's SSN, Commit Date, and Commit time
  - ✓ Select Option #6, Release Prisoner
  - ✓ Type over incorrect release information
  - ✓ Press Enter to update
- **IF** prisoner is released after the report month that they were released from jail, an error message that you need to make a Financial Adjustment will be received
  - ✓ Follow in-house procedures to make note that a Financial Adjustment is required
    - ➢ Error message indicates that a Financial Adjustment needs to be posted. Please contact your financial adjuster or set up procedures to ensure adjustments are completed

HELPFUL HINTS - OPTION '6', Release Prisoner

- **Effective April 1, 2003 the Local Inmate Data System (LIDS) was updated to provide an per diem reimbursements for inmates committed to a local emergency medical and/or hospital while in the custody of the jail.**

  Procedures:

  ✓ **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 User 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.

- If additional information is needed concerning the input of Confinement data, refer to the Commitment Maintenance, Confinement Information section of this LIDS User Guide

- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

Option #7, Delete Offense Information Screen allows a local jail facility to delete offense information for a specific prisoner while prisoner is confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '7' - Delete Offense**

```
LOD2            LOCAL INMATE DATA SYSTEM (LIDS)          V1.0121696
                DELETE OFFENSE INFORMATION

PRISONER NAME:  HARRISON, FRED
JAIL: 550    PRISONER ID: ____________   SSN: 666666666    SID _________
COMMIT DATE/TIME  01152003    RELEASE DATE/TIME:  011552003
REASON CONFINED: 10  PAYMENT STATUS LD  RELEASE REASON 35
OFFENSE CODE: MUR0924F1    OFFENSE TYPE:  A
OFFENSE DATE: 12011996    OFFENSE SEQUENCE NUMBER:  1

ARREST DATE _________   TIME ______
ARRESTING OFFICER  ________________________________
ASSISTING OFFICER  ________________________________

 COURT JURISDICTION  810   COURT TYPE (JUV) _   DOCKET NUMBER ____________
 CONVICTION DATE  ________
 SENTENCE DATE _________  OFFENSE AS SENTENCED     _________ OFFENSE TYPE _

 SENTENCE LENGTH: YEARS ____  MONTHS ____  DAYS ____ CONCURRENT SENTENCE  N
 OFFENSE DISPOSITION    __   DISPOSITION DATE  _________
                            NEXT  N   (N/P/U/D)

    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
 "N"=NEXT OFFENSE  "P"=PREVIOUS OFFENSE  "U"=UPDATE OFFENSE "D"=DELETE OFFENSE
OFFENSE CODE <MUR0924F1> OFFENSE TYPE <A> SEQ NO. <001> WAS DELETED
```

HELPFUL HINTS - OPTION '7', Delete Offense

- Frequently used when weekly audit is performed and note that too many offenses were recorded in LIDS
- Deletes offense during the current month
  - ✓ If offender has a single (1) offense, offense screen appears that you can delete
    - ➢ Check first to make sure the correct offense that you wish to delete appears
      - o 'N' go to next Offense
      - o 'P' go to Previous Offense
    - ➢ To Delete an offense, enter Option 'D' Delete Offense
    - ➢ Press Enter
    - ➢ The message ' Are you sure you want to Delete?' will appear
    - ➢ To Delete, enter to confirm
    - ➢ A message that the offense has been deleted will appear
  - ✓ If the offender has multiple offenses, a pick list that lists all offenses that you can delete will appear
    - ➢ Place an 'X' to the left of the offense that is to be delete ('Select' column), **OR**
    - ➢ Press Enter and input 'D' in the Option field to Delete the Offense
    - ➢ A message asking if you want to delete this offense will appear, press Enter again
    - ➢ A message that the Offense has been deleted will appear
    - ➢ Back out to see that the offense has been deleted from the Offense Pick List
    - ➢ If additional need to be deleted, repeat the same process above
- Clear Screen - Returns you to Commitment Maintenance Menu
- If you need additional information concerning the input of Offense data refer to the Commitment Maintenance, Offense Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #8, Add Prisoner Alias Name Screen allows you to add name records for a specific prisoner. These names are 'also known as' (AKA) or alias names. In order to add alias names, the prisoner must be currently confined in your jail facility. Up to 12 alias names can be recorded on a screen. The screen will initially return all alias names that have been recorded in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - Enter Option '8' - Add Prisoner Alias Name**

```
                    LAA1          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0070896
                                  PRISONER ALIAS NAME (S)
     LOCAL JAIL: 001 ACCOMACK COUNTY JAIL

JAIL   SSN        NAME: LAST, FIRST, MIDDLE    CONFINEMENT          L/UPDATE
001    123456789        DOE, RICKI             CONFINED IN 001      2003-07-24

C    ALIAS: LAST NAME          FIRST      MIDDLE   SUFX   L/UPDATE
C          DOE                JOHN       FRED             2002-07-24
_          SMITH              JOHN                        1996-07-24
_          JONES              JOHN                        1996-07-24
_          JOHN               JOHN                        1996-09-16
_
_   ___________________________ ___________ ________ ____ __________
_   ___________________________ ___________ ________ ____ __________
_   ___________________________ ___________ ________ ____ __________

 OPTIONS: ENTER 'A' ADD, 'C' CHANGE, OR 'D' DELETE ALIAS NAME(S)
UPDATE SUCCESSFUL……..
```

HELPFUL HINTS - OPTION '8', Add Prisoner Alias Name

- Utilized to Add, Change or Delete Prisoner's Alias Name
- Frequently used when you learn the prisoner has an alias name
  - ✓ Enter the Inmate's SSN
  - ✓ Select Option #8, Add Prisoner Alias Name
- At the far left of the Add Prisoner Alias screen, enter
  - ✓ 'A' to add an Alias Name for the prisoner, **OR**
  - ✓ 'C' to change an Alias Name for the prisoner, **OR**
  - ✓ 'D' to delete an Alias Name for the prisoner
  - ✓ Press Enter and a message that the update is completed will appear
  - ✓ Also note that on the screen to the far right of the line that was updated will be a date that represents when the line of data was last updated
- Clear Screen - Returns to Commitment Maintenance Menu
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option #9, Browse Prisoner by Name Screen allows searching for a prisoner by name. The screen also provides inquiry capabilities to view prisoner, alias, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '9' -Browse By Prisoner Name**

```
LPB1                                LOCAL INMATE DATA SYSTEM (LIDS)          V1.1092696
                                    PRISONER BROWSE BY PRIMARY NAME

NAME: LAST          FIRST     MIDDLE
        JONES       BRUCE     W.
  JAIL  T                                                S              HAIR EYE MED
C NUM P   SSN   NAME (LAST, FIRST MI)      DOB/AGE   X HGT  WGT COL COL FLG
_ 087 B 1234756789 JONES, ANTONIO LAMONT 1975-08-31 M  ____  ___ ___ ___    N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-06-19 RELEASE
_ 013 B 987654321 JONES, BRUCE W           023 YEARS  M  ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
_ 240 O 147852369 JONES, BRUCE W           023 YEARS  M  ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTO0-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
_ 710 O 369852147 JONES, BRUCE W           023 YEARS  M  ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01
_ 087 B 654789321 JONES, DALROYCE, JR      1958-03-07  M  ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-09-24 RELEASE 1996-09-24

OPTION=> N   N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU

ENTER TO THE LEFT OF JAIL NUM "A"(ALIAS NM); "C"(CONF);"O"(OFFN);"P"(PRIS)
```

HELPFUL HINTS - OPTION '9', Browse Prisoner By Name

- Utilized to browse by prisoner name
- Utilized to search information on a prisoner when SSN is unknown
- Utilized to determine if there is a duplicate confinement
  - ✓ When the prisoner's name is pulled up, the same prisoner has been booked into LIDS for the same time period but under a different SSN may be found
  - ✓ Example:
    - ➢ First shift books offender into LIDS entering in SSN - **1**23456789
    - ➢ Second shift checks LIDS (Option #2, Inquiry on Confinement Information by SSN) to see if the inmate has been booked into LIDS under offender's correct SSN - **2**23456789
    - ➢ Because second shift does not see booking in LIDS, they precede to book the offender into LIDS under his/her correct SSN – 223456789
    - ➢ Finding: Offender is booked in LIDS under two (2) different SSN's
      - o Incorrect SSN - 123456789
      - o Correct SSN - 223456789
  - ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify the offender confinement prior to booking on the second shift, the possibility of duplicate confinements in LIDS would be reduced
  - ✓ If not detected, locality will be overpaid every day until the incorrect SSN/booking is deleted
    - ➢ Discovered during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
    - ➢ Discovered after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment

HELPFUL HINTS - OPTION '9', Browse Prisoner By Name

- Enter the desired prisoner's name on the Commitment Maintenance Screen and select Option '9',
  - ✓ Press Enter
  - ✓ At the left of prisoner's name, enter one of the four (4) means to browse prisoner information
    - ➢ Enter 'P' to browse prisoner's detailed information as entered in LIDS
    - ➢ Enter 'C' to browse the confinement detailed information as entered in LIDS
    - ➢ Enter 'O' to browse the offense detailed information as entered in LIDS
    - ➢ Enter 'A' to browse the Alias Name information as entered in LIDS
- If an error is detected, any detailed prisoner information from the Browse Screen cannot be updated Go back to the Commit Maintenance screen and select the proper option to update the incorrect data
- Enter one of the three options to browse for additional prisoners:
  - ✓ 'N' Next Page
  - ✓ 'P' Previous Page or
  - ✓ 'R' Return to Menu
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option 'A', Correct Pending Errors – Screen #1, Pending Prisoner Information provides batch jails a means to correct Prisoner Information errors submitted during the batch upload. This is the first (1st) of three (3) screens. All available information will be pre-filled from the pending area of the LIDS database.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**

Correct Pending Errors - Screen #1, Prisoner Information

```
LCP1                                LOCAL INMATE DATA SYSTEM (LIDS)          V1.0022497

                                        CONFINE PRISONER
                                   **PENDING PRISONER INFORMATION**

JAIL: 009    PRISONER ID ____________ SSN: 123456789    SID __________
          LAST              FIRST       MIDDLE    SUFFIX
NAME:  WOOD              BARRY       RANDALL
DATE OF BIRTH: 11101956  APPROX AGE ___ DATE APPROX AGE RECORDED ________
RACE: W SEX: M HEIGHT: 05 08 WEIGHT: 155 HAIR COLOR: BRO EYE COLOR: BLU
COUNTRY OF BIRTH ___COUNTRY OF CITIZENSHIP___IMMIGRATION ID NUMBER___
SCARS  MARKS AND TATTOOS_____________________________________________

MEDICAL ALTER FLAG ___          DNA SAMPLE __   DNA DRAWN DATE _____
MEDICAL ALTER COMMENTS _____________________________________________
INVENTORY OF POSSESSIONS_____________________________________________

  **COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION
    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)

CORRECT PRISONER INFORMATION
```

Correct Pending Errors – Screen #2, Confinement Information:

```
LCP2                                LOCAL INMATE DATA SYSTEM (LIDS)          V.05032001
2001-05-09                                CONFINE PRISONER            TOTAL ERRORS:   1
                                              * PENDING INFORMATION CORRECTION *

NAME: SMITH, FRANK        TO DELETE CONFINEMENT, TYPE DELETE HERE-> ______
JAIL 710    PRISONER ID __________   SSN 00000001
COMMITMENT DATE  12192000    TIME  130600      REASON CONFINED    10
RELEASE DATE-->  12202000    TIME  152300      REASON RELEASED    19
                      TRANSFER TO JAIL ___
HOUSING STATUS  ___ FACILITY LOCATION ___ HELD FOR LOCALITY: 710
DETAINERS _   JAIL NUM (1-5) ___ ___ ___ ___ ___
DOC INMATE NUMBER 000000 DOC COMPLIANCE STATUS ___
GOOD TIME: EXEMPLARY:  YEARS  ___0   MONTHS  ___0   DAYS  ___0
                STATUTORY:  YEARS  ___0   MONTHS  ___0   DAYS  ___0
              JUDICIAL:   YEARS  ___0   MONTHS  ___0   DAYS  ___0
ALERT FLAG  _
COMMITMENT COMMENTS
275943_____________________________________________________________

CURRENT LOCATION
_____________________________________________________________

  **COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;
    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
```

OPTION 'A', Correct Pending Errors - Continued

Correct Pending Errors – Screen #3, Offense Information:

```
LSI1                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0100697

                              PENDING OFFENSE INFORMATION PICK LIST
 SSN: 000000001   SMITH, FRANK REASON CONFINED: 10

 SEL OFFENSE  SEQ  TYP OFFN.DTE  DISP  DOCKET    CRT. DATE  SENTENCE    COURT
  _ MURO924F1  0001  F    01042000  __   ____________ ________ ___________  550
  _ JUS4829M2  0002  M    04052001  __   ____________ ________ ___________  550
  _ FTA5020M1  0003  O    04052001  __   ____________ ________ ___________  550
  _ NEW        0004  _    ________  __   ____________ ________ ___________  ___


 OPTION=>  _      "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
 "1"=RETURN TO PRISONER SCREEN;                " 2"=RETURN TO CONFINEMENT SCREEN;
 "N"=NEXT PAGE OF OFFENSES;                    "P"=PREVIOUS PAGE OF OFFENSES      'A' ALAIS SSN
```

```
LCP3                    LOCAL INMATE DATA SYSTEM (LIDS)          V1.0031297

LCP3                    LOCAL INMATE DATA SYSTEM (LIDS)          V.05042001
2001-05-09                        CONFINE PRISONER
TOTAL ERRORS:   1     * PENDING OFFENSE INFORMATION *
NAME: MILLER, CHRISTOPHER FRANK
JAIL 710    PRISONER ID 000000425019   SSN 123456789    CCRE
REASON CONFINED 10 RELEASE REASON 19                 DELETE OFFENSE N
OFFENSE CODE FTA5020M1    OFFENSE TYPE  O
OFFENSE DATE 11272000   OFFENSE SEQUENCE NUMBER    1
FAIL TO APPEAR IN COURT FOR MISDEMEANOR OFFENSE
ARREST DATE  12192000   TIME 112500
ARRESTING OFFICER   MCALOOSE,MARK
ASSISTING OFFICER   ______________________________
COURT JURISDICTION  710   COURT TYPE  _    DOCKET NUMBER  ___________
CONVICTION DATE ________
OFFENSE SENTENCE DATE  ________      OFFENSE AS SENTENCED   _________

SENTENCE LENGTH: YEARS  ____  MONTHS  ____  DAYS  ____  OFFENSE TYPE
CONCURRENT SENTENCE _      OFFENSE DISPOSITION   __   DISP. DATE ________
                                DONE  Y   (Y/N)
 OFFENSE #    1 INCOMPATIBLE OFFENSE CODE (FTA5020M1) OFFENSE TYPE (O)
```

HELPFUL HINTS - OPTION 'A', Correct Pending Errors

- Option 'A', Correct Pending Errors is utilized by **batch** jails
- To correct the Pending Error, the screens listed below within Option 'A' must be completed
  - ✓ Prisoner information, screen #1
  - ✓ Confinement information, screen #2
  - ✓ Offense information, screen #3
  - ✓ If a particular inmate record is incorrect, enter the SSN and select Option 'A'
- Utilizing the download error file provides a means to read error messages
- Optional fields will only be edited when something is entered in the field
- Failed data fields will be highlighted and the cursor will be placed on the first field in error
- **VERY IMPORTANT**: If errors are corrected online utilizing this option, the Jail Management System (JMS) must be updated
  - ✓ If the JMS is not updated, the same errors will be sent to LIDS
  - ✓ We strongly suggest updating the JMS first and resubmitting the data to LIDS
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS User Guide

COMMITMENT MAINTENANCE MENU (Continued)

Option 'B' Prisoner Transfer Status Screen lists all prisoners that are ready for transfer to the Department of Corrections (DOC) either based on DOC receipt of the complete and final court order and the 60 days for intake has passed or that DOC has not received the complete and final court order and 90 days has passed for intake into DOC.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'B' - Transfer Status**

LCS2 LOCAL INMATE DATA SYSTEM (LIDS) V.03232000
2001-05-09 **TRANSFER STATUS**

JAIL: **710 NORFOLK CITY JAIL**

SSN	LAST NAME	LATEST SENTENCE	BONUS DATE	TRANSFER DATE	DAYS UNTIL RESPONSIBLE
111111111	SMITH	06252000	08262000		-318
222222222	COE	07122000	08132000		-301
333333333	LEE	09032000	11042000		-248
444444444	SMITH	09102000	11112000		-241
555555555	SCHULTZ	09142000	11152000		-237
666666666	WEBB	10182000	12192000		-203

NEXT N (N/P/R) MORE..

"N" = NEXT PAGE "P" = PREVIOUS PAGE "R" = RETURN TO MENU

HELPFUL HINTS - OPTION 'B', Prisoner Transfer Status

- Provides a screen which lists all prisoners housed in your facility that are DOC inmates ready to be transferred to DOC/ready to ride inmates
- Prisoners are listed in descending order by anticipated transfer date
- Prisoners having an anticipated transfer date in the past will have their entry highlighted on the data screen
- Enter one of the following to move through the transfer status screen:
  - ✓ 'N' Next Screen
  - ✓ 'P' Previous Screen
  - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

Option 'C' Browse by Prisoner Alias Name Screen provides another means to search for a prisoner's confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'C' - Browse by Prisoner Alias Name**

```
LPB2                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0121096

                                  PRISONER BROWSE  BY ALIAS NAME

NAME: LAST              FIRST       MIDDLE
HARRISON
  JAIL T                                                    S                HAIR EYE MED
C NUM P   SSN          ALIAS (LAST, FIRST MI)      DOB/AGE   X HGT  WGT COL  COL FLG
_ 087  B   123456789   HAUSER, CHARLES E          1970-07-30  M ____ ___ ___ ___  N
ALIAS  1 SCAR/TATTOO-> _____________________ COMMIT 1996-12-05 RELEASE 1997-01-07
_ 085  B   222222222   HAUSLEY, TESSIE M          1963-11-10  F ____ ___ ___ ___  N
ALIAS  1 SCAR/TATTOO-> _____________________ COMMIT 1997-03-11 RELEASE 1997-03-11
_ 465  B   333333333   HAWKINS, DAVID R           1972-12-11 M ____ ___ ___ ___  N
ALIAS  1 SCAR/TATTO0-> _____________________ COMMIT 1997-03-21 RELEASE 1997-03-22
_ 087  B   444444444   HAWTHORNE, AL              1955-11-25 M ____ ___ ___ ___  N
ALIAS  1 SCAR/TATTOO-> _____________________ COMMIT 1996-12-09 RELEASE
_ 059  B   555555555   HAYES, SERGIO E            1974-10-19 M 6.00 205 BLK BRO  N
ALIAS  1 SCAR/TATTOO-> _____________________ COMMIT 1997-02-28 RELEASE
_ 087  B   666666666   HAYNES, KIMBERLEY D        1964-09-11 F ____ ___ ___ ___  N

OPTION=> N   N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU
ENTER TO THE LEFT OF JAIL NUM "A" (ALIAS NM); "C" (CONF); "O" (OFFN); "P" (PRIS)
```

HELPFUL HINTS - OPTION 'C', Browse By Prisoner Alias Name

- Utilized to browse by prisoner **alias** name
- Frequently used when a prisoner has an alias name
- Frequently used when prisoner information needs to be searched and the SSN is unavailable
- If browsing by prisoner **alias** name and one of the three (3) options listed below is entered, LIDS goes directly to the prisoner's primary name and offender information
- Enter the prisoner's **alias** name to browse on the Commitment Maintenance Screen and select Option 'C',
  - ✓ Press Enter
  - ✓ At the left of the prisoner's **alias** name, enter one of the four (4) means to browse that prisoner information
    - ➢ Enter 'A' to browse detailed **alias** information as entered in LIDS
    - ➢ Enter 'P' to browse detailed **prisoner's** information as entered in LIDS
    - ➢ Enter 'C' to browse **confinement** detailed information as entered in LIDS
    - ➢ Enter 'O' to browse **offense** detailed information as entered in LIDS
- Detailed prisoner information cannot be updated from the Browse Screen if an error is detected
- To update the incorrect data, go back to the Commitment Maintenance screen and select the proper option
- Enter one of the three options to browse for additional prisoners:
  - ✓ 'N' Next Page
  - ✓ 'P' Previous Page or
  - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

Option 'D', SSN Change Utility provides the mechanism for changing a SSN for a specific confinement. Use this screen to update the prisoner's Social Security Number.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'D' - SSN Change Utility**

```
LND1                    LOCAL INMATE DATA SYSTEM (LIDS)                    V1.1043097
                              **SSN CHANGE UTILITY**

      JAIL 560  CLIFTON FORGE CITY JAIL
 CURRENT SSN: 666666666
 NAME: LAST HARRISON          FIRST FRED      MID JAMES   SUF _____
REASON CONFINED: 10  COMMIT DATE:  03202000  COMMIT TIME:  120000   PAYMENT STATUS LD
 REASON RELEASED: __    RELEASE DATE: _________     RELEASE TIME: ______
CHANGE SSN TO: 121212123   REASON FOR CHANGE:  3   (1=KEYED IN ERROR,
                                                     2=SSN UNKNOWN AT COMMIT,
                                                     3=PRISONER SUPPLIED AKA SSN)
            ENTER OPTION HERE = _U__
OPTIONS:  "I"=INQUIRE, "U"=UPDATE
 MORE..PRESS ENTER FOR NEXT CONFINEMENT
   SSN CHANGED
HINT:   SELECTING OPTION #3 (PRISONER SUPPLIED AKA SSN) LINKS THE AKA SSN TO OPTION "I" RECORD
ALIAS  SSN
```

HELPFUL HINTS - OPTION 'D', Social Security Number Change Utility

- Verifies prisoner Social Security Number (SSN) and matches inmate's name, date of birth and sex:
  - ✓ Check LIDS to see if inmate's SSN has been verified by the Social Security Administration (SSA)
  - ✓ Contact your local Social Security Administration (SSA)
  - ✓ Contact Department of Motor Vehicles
  - ✓ Search in Livescan
  - ✓ Search in VCIN
  - ✓ Search using the CCRE (also known as the SID) or FBI number
- Utilized to update a prisoner's SSN if incorrectly entered in LIDS
- Utilized to update a prisoner's SSN if the SSN unknown at the time of booking
- Utilized to update a prisoner's SSN if prisoner provided an AKA SSN at time of booking
  - ✓ Must first enter in the Current SSN as entered in LIDS incorrectly
  - ✓ Select Option 'D' and press Enter
  - ✓ Next select 'I' (Inquire) to ensure proper prisoner, SSN, Commit date and time
  - ✓ Tab and enter required fields to update SSN:
    - ➢ Change SSN to (enter in correct SSN)
    - ➢ Enter Reason for Change:
      - o 1 = Keyed in error
      - o 2 = SSN unknown at Commit
      - o 3 = Prisoner supplied AKA SSN
        1. If select #3, the old/supplied SSN will be posted to Option 'I'-Alias SSN Maintenance screen as an Alias SSN
  - ✓ Lastly, select option 'U' for Update SSN
- Clear Screen - Returns you to Commitment Maintenance Menu
- Be sure to update Local Jail Management System when a SSN is changed on LIDS.
- Be sure to update the inmate's file to reflect the changed SSN so that when audited the file and LIDS reflect updated SSN

COMMITMENT MAINTENANCE MENU (Continued)

Option 'E', Submit Batch Job allows the batch job to be submitted under LIDS instead of through TSO1. This option should be utilized once you have cleared all pending errors.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'E' - Submit Batch Job**

```
LAJ9-1                          LOCAL INMATE DATA SYSTEM (LIDS)

                                BATCH JOB SUBMISSION

 JAIL: 001          ACCOMACK COUNTY JAIL

      OPTIONS

A….UPLOAD PROCESSING/PENDING MERGE
B….MONTHLY JAIL SUMMARY REPORT       DATES:  START _________      END

 Z.....OTHER  ____________________________________________________________
   ENTER THE FULL DATASET NAME IE: SCB.PROD.LIDS.JCLLIB(SCBJ001)

 ENTER OPTION: A
            CLEAR SCREEN TO RETURN TO LIDS MAIN MENU
JOB SCBU001 HAS BEEN SUBMITTED FOR EXECUTION
```

HELPFUL HINTS - OPTION 'E', Submit Batch Job

- The Submit Batch Job allows the batch job to be submitted within LIDS instead of through TSO1.
- This option will save time by not having to back all the way out to submit your batch job
- This option should be utilized once all pending errors are cleared
- Option 'A' submits batch job. This is the only valid option
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

Option 'F', Re-Commit with No New Charges allows confinement of a prisoner using information from a previous confinement

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'F' - Re-Commit No New Charges**

```
LMN2                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.0030797

                              COMMITMENT MAINTENANCE MENU

JAIL 560  CLIFTON FORGE CITY JAIL
PRISONER INFO: SSN: 956000008   DATE OF BIRTH: 09191959   OR  APPROXIMATE AGE: __
NAME: LAST: HARRISON            FIRST: FRED       MID: JAMES       SUF ___
COMMIT DATE:  01152003   COMMIT TIME:  090000      COMMIT REASON:  10
RELEASE DATE: _________   RELEASE TIME: _______   RELEASE REASON:  __
NON-CONSECUTIVE DAYS:   ESTIMATED NUMBER OF CONFINEMENTS:  _____
ALIAS: LAST ________________________ FIRST ____________ MID _________ SUF ___

OPTIONS:  F
1. CONFINE PRISONER                      2. UPDATE PRISONER INFO
3. UPDATE CURRENT CONFINEMENT INFO       4. UPDATE OFFENSE INFO
5. ADD ADDITIONAL OFFENSES               6. RELEASE PRISONER
7. DELETE OFFENSE                        8. ADD PRISONER ALIAS NAME
9. BROWSE BY PRISONER NAME               A. CORRECT PENDING ERRORS
B. TRANSFER STATUS                       C. BROWSE BY PRISONER ALIAS NAME
D. SSN CHANGE UTILITY                    E. SUBMIT BATCH JOB
F. RE-COMMIT NO NEW CHARGES              G. DELETE CONFINEMENT
H. UN-RELEASE PRISONER                   I. ALIAS SSN
J. NOT AVAILABLE                         K. UPDATE DATA INTEGRITY ERRORS

JAIL BROADCAST MESSAGES

 Error Message:

ONE PRISONER FOUND WITH MATCHING NAME.  CONTINUE WITH CONFINEMENT?
```

HELPFUL HINTS - OPTION 'F', Re-Commit No New Charges

- Only the commitment date and time can be changed
- This option is only valid **IF** prisoner has no new charges from the last time he was committed **AND** if the previous reason release code is equal to:
  - ✓ '23' Confinement change within facility or violated program
  - ✓ '25' Furlough
  - ✓ '35' Transferred to other jail
  - ✓ '36' Released to State Hospital
  - ✓ '37' Held in a Local Emergency Medical and/or Hospital
  - ✓ '40' Serving Sentence - Weekenders
  - ✓ '41' Serving Sentence – Work Release
  - ✓ '45' Released to Hospital,
  - ✓ '47' Diverted to supervised work experience program
  - ✓ '48' To Treatment Facility
  - ✓ '55' Diverted to electronic surveillance program
  - ✓ '59' Released from Alternative Program OR
- Clear screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

Option 'G', Delete Confinement allows deletion of a confinement entered in error during the report month.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'G' - Delete Confinement**

```
LRD1                          LOCAL INMATE DATA SYSTEM (LIDS)          V.12062001

2001-12-17                    DELETE CONFINEMENTS     TOTAL CONFINEMENTS:   2
JAIL: 620    SSN: 1111111119        NAME: SMITH,  BRYANT

SEL      COMMITTED     RSN      RELEASED          RLSE  NUM      PAYM
       DATE      TIME   CNF    DATE     TIME       RSN   OFFNS    STAT

D      08032000   16.00.00  20   ________  ________   __    1        LD
_      07252000   09.00.00  80   08032000  15.59.00   70    1        NH

OPTION=>  D

"N"=NEXT PAGE OF CONFINEMENTS; P=PREVIOUS PAGE OF CONFINEMENTS
TO DELETE A CONFINEMENT: ENTER A "D" IN THE SELECTION FIELD
```

HELPFUL HINTS - OPTION 'G', Delete Confinement

- Utilized to Delete a Confinement **during the report month** and prior to the monthly approval process
- The delete confinement screen was changed to allow the deletion of multiple confinements at one time
  - ✓ This change was at the request of the LIDS Advisory Committee and is now available
- Delete Confinement:
  - ✓ From the Commitment Maintenance Screen the current SSN must be entered
  - ✓ Select Option 'G' and press Enter
  - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
  - ✓ The delete screen will now be displayed with a pick list of all confinements for this inmate in your facility
  - ✓ Those confinements having 'ADJT' to the right of the Selection field can only be deleted by those designated as adjusters for your facility.
  - ✓ Those confinements that **do not** have 'ADJT' can be deleted by all LIDS personnel in your facility
  - ✓ Enter ' D' Delete beside the confinements that need to be deleted.
  - ✓ Press Enter
  - ✓ 'Do you want to delete this confinement?' message is received, which ensures the confinement should be deleted
  - ✓ Press Enter to delete the confinement
- Clear Screen - Returns to the Commitment Menu
- If during the process the system indicates that the confinement cannot be deleted from this option, go to Reimbursement Maintenance, Option #6 from the main menu, Option #12, Delete Confinement within Reimbursement Maintenance
  - ✓ The reason the system may not allow deletion is that the confinement was reported in a prior month, and by deleting the confinement a financial adjustment will be necessary

COMMITMENT MAINTENANCE MENU (Continued)

Option 'H', Un-Release Prisoner provides the means to un-release a prisoner that was released during the current report month.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'H' – Un-Release Prisoner**

```
LAU1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12031999

2000-05-23              **UN-RELEASE PRISONER**  DATE: CERTIFIED  APPROVED
                                  06301999  06301999
JAIL 001  SSN 111111111  SID:        PRISONER ID

PRISONER NAME JONES              ALICE

COMMIT DATE (MMDDYYYY) 05202000 TIME (HHMMSS) 120000

REASON RELEASED: 19  TRANSFERRED TO JAIL:

OLD RELEASE DATE (MMDDYYYY) 05212000     TIME (HHMMSS)  120000

COMMENTS:
_____________________________________________________________________

NOTE : Highlighted fields need to be cleared out if you wish to un-release the prisoner during the current month.
```

HELPFUL HINTS - OPTION 'H', Un-Release Prisoner

- Option 'H', Un-Release Prisoner gives the capability to undo a release that was input in error
- **IF** you need to un-release a prisoner from a previous month that has been certified and approved, the prisoner must be un-released through Option #4 – Adjust Monthly Prisoner Status
- Required Fields:
  - ✓ From the Commitment Maintenance screen Select Option 'H'
    - ➢ Enter the prisoner's Primary SSN
  - ✓ From the Un-Release Screen to un-release the prisoner during the current month, **clear out/space out** the following fields:
    - ➢ Reason Released
    - ➢ Transferred To Jail (If applicable)
    - ➢ Old Release Date (MMDDYYYY)
    - ➢ Time (HHMMSS)
- A message that the prisoner has been un-released will appear

COMMITMENT MAINTENANCE MENU (Continued)

Option 'I', Alias SSN, adds, changes or deletes an Alias SSN for prisoners confined in jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'I' – Alias SSN**

```
LSU1            LOCAL INMATE DATA SYSTEM (LIDS)          V.04182000
05-22-2000              ALIAS SSN MAINTENANCE

 JAIL: 015  AUGUSTA COUNTY JAIL
PRISONER'S PRIMARY SSN:  222222222  NAME: JONES, SAM

ACTION    ALIAS SSN    ENTERED BY    DATE        COMMENTS (2ND LINE)
 A         223344557    SCB001       05232000
  PRIMARY SSN VERIFIED THROUGH DMV ON 5/20/2000 BY SCB001
 _          _________    _____________  __________
_____________________________________________________________________
 _          _________    _____________  __________
_____________________________________________________________________
 _          _________    _____________  __________
_____________________________________________________________________
 _          _________    _____________  __________
_____________________________________________________________________
 _          _________    _____________  __________
_____________________________________________________

ACTION: A= ADD; D= DELETE; U= UPDATE

OPTION:  __  N =NEXT PAGE; P = PREVIOUS PAGE; R =RETURN TO MENU

MESSAGE:  UPDATE  SUCCESSFUL
```

HELPFUL HINTS - OPTION 'I', Alias SSN

- Alias SSN screen gives an additional means to monitor and track inmate population by Alias SSN
- Alias SSN is linked to the prisoner's Primary SSN
  - ✓ Action
    - ➢ Enter either Add, Delete or Update
  - ✓ Alias SSN
    - ➢ Enter the prisoner's Alias SSN
  - ✓ Comments (2nd Line)
    - ➢ Enter comments to identify method utilized to verify primary SSN Non-Required Fields
  - ✓ Entered By
    - ➢ Entered in by LIDS based on who's Logon-ID is being used to enter the Alias SSN
  - ✓ Date
    - ➢ Enter in by LIDS based on date Alias was Added/Deleted/Updated Options
  - ✓ **N** = Next Page
  - ✓ **P** = Previous Page
  - ✓ **R** = Return To Menu

OPTION 'J', DNA Status Update Screen was deleted effective January 1, 2003

- **See the LIDS DNA Tracking System Section within this User Guide if you have DNA questions**

COMMITMENT MAINTENANCE MENU (Continued)

Option 'K', Data Integrity Validation, provides a means to flag confinements that appear to be correct that are listed on the Data Integrity Report that batch jails receive each month. Data Integrity Report lists confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information. If they are true errors, they should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS. If they are correct, flag them through Option 'K' – Data Integrity Validation as being correct entries.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'K' – Data Integrity Validation**

```
LCU3-A          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-18
V.12272001          DATA INTEGRITY VERIFICATION            13.48.21

JAIL: 770 ROANOKE CITY JAIL

OPTION: 1

1. VERIFY DATE OF BIRTH (REQUIRES SSN)
2. VERIFY COMMIT DATE AND TIME (REQUIRES SSN, COMMIT DATE, AND COMMIT TIME)
3. VERIFY OFFENSE DATES (REQUIRES SSN, COMMIT DATE, COMMIT TIME,
                AND OFFENSE SEQUENCE NUMBER

SSN: 2222222222  COMMIT DATE: _________ TIME: ______ OFFENSE  SEQ #: ___
```

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- Effective December 2001, the Data Integrity Validation screen became available to flag that entries in LIDS have been validated by the local jail
- Data Integrity Report lists confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information
- If they are true errors, they should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS
- If they are correct, flag them through Option 'K' – Data Integrity Validation as being correct entries
- **How to Correct Errors Listed on the Report**
  - ✓ **Age Greater than 75 at Commit - I**f the inmate was really over age 75 at time of commitment, access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information).
  - ✓ **Age Greater than 75 at Offense Date** – If the inmate was really over age 75 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- **How to Correct Errors Listed on the Report (Continued)**

  - ✓ **Age Less than 10 at Commit** – If the inmate was under the age of 10 at the time of commitment, please access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth, or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information).

  - ✓ **Age Less than 10 Offense Date** – If the inmate was under the age of 10 at the time the crime was committed, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Arrest Date is Less Than Offense Date** – To correct the Arrest Date, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Update Offense Information). If the Offense Date was recorded in error and this is causing the error, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Birth Date or (Approximate Age and Date Approximate Age Recorded) are Required** – To record the birth date or the Approximate Age, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

  - ✓ **Confined Longer than 5 Years** – If the inmate has been confined to jail for more than five (5) years, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the commit date/time or the release date/time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Conviction Date Before Offense Date** – To correct either the Conviction or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Offense Date More than 30 Years Before Commit** – If the offense date is more than 30 years prior to the commit date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct the Offense Date or the Commitment Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Offense Date More than 30 Years Before Conviction Date** – To correct either the Offense or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

HELPFUL HINTS - OPTION 'K', Data Integrity Validation

- **How to Correct Errors Listed on the Report (Continued)**

  - ✓ **Offense Date More than 30 Years before Sentence Date** – If the offense date is more than 30 years prior to the Sentence Date, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Offense or Sentence Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Race Code is Invalid** - To correct the Race Code, access the Commitment Maintenance Menu specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

  - ✓ **Release and Commit Are the Same** – The release date and time should be different than the commit date and time. This error means the date as well as the time in HH:MM:SS format are the same. If the commit and release information are the same, access the Commitment Maintenance, Option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release is Before Commit** – To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release Reason is Required** – To record or correct the release reason, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Release Reasons Requires Release Date and Time** – To record the Release Date/Time or to correct the Release Reason, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Released Before LIDS Started** – To correct this error the confinement must be deleted. To delete the confinement, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '12' (Delete Confinement/Post Adjustment). Note – As the confinement pre-dates LIDS, no adjustment will be posted.

  - ✓ **Sentence Date Before Conviction Date –** To correct either the Sentence or Conviction Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Sentence Date Before Offense Date** – To correct either the Sentence or Offense Date, access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '4' (Adjust Monthly Prisoner Status).

  - ✓ **Sex Code Must be F or M** – To correct the Sex Code, access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Time and use Option '2' (Update Prisoner Information).

4. Forms Maintenance

Option #4, Forms Maintenance Menu facilitates the production of on-line query reports. These reports cannot be directly printed to a printer. To print the reports, use your screen print option or download when appropriate. First decide what type of report you desire, and then decide the sequence that is needed once you are at the desired screen.

Navigational Path

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**

```
LMN5-A                    LOCAL INMATE DATA SYSTEM (LIDS)          2003-02-11
SCBM99                    FORMS MAINTENANCE                          15.04.52
                                JAIL: ___                          V.02032003
OPTION:

A. VIEW EXISTING REPORTS                  B. OFFLINE REPORTS, QUERIES AND FILES
C. DRUNK IN PUBLIC                        D. OUT-OF-STATE CONTRACT PRISONERS
E. CURRENT JAIL ROSTERS                   F. MONTHLY JAIL SUMMARY
G. COMMITTED DURING PERIOD                H. LIST BY REASON RELEASED
I. RELEASED DURING PERIOD                 J. HELD BY AGREEMENT
K. PRETRIAL REPORT                        L. PRETRIAL RELEASE
M. HELD FOR JURISDICTION                  N. HOUSED IN ANOTHER JAIL
O. JAIL CONTRACT BED LIST                 P. LIST BY REASON CONFINED
Q. MONTHLY BILLING REPORT - FEDS ONLY     R. MONTHLY BILLING REPORT
S. VOUCHER COMPARISON                     T. MONTH ACTIVITY COMPARISON
U. MONTHLY SCHOOL DISTRICT CENSUS         V. PRE-TRIAL CONFINEMENTS
W. PRE-TRIAL RELEASES                     X. SEARCH BY LOCAL ID
Y. SOCIAL SECURITY BOUNTY PAYMENTS        Z. AVERAGE AGE OF INMATES     *

                    SELECT OPTION THEN PRESS ENTER
                       OR CLEAR KEY TO EXIT

*NEW Effective 2/2003 – Option Z
```

HELPFUL HINTS – OPTION '4', FORM MAINTENANCE

- Produces on-line query reports
- Balances monthly submissions
- Prepares for LIDS Audits performed by CB staff
- Enter one of the following Options:
  - ✓ 'A' View Existing Reports
    - ➢ Provides a means to return to and review every requested report
  - ✓ 'B' Offline Reports, Queries and Files
    - ➢ Provides a means to download reports or files
    - ➢ Must record the COMPLETE file name to be downloaded
      - o Example: SCB.TEST.J013.CURRTJRA.RTF

HELPFUL HINTS – OPTION '4', FORM MAINTENANCE

- ✓ 'C' Drunk in Public
  - ➢ Provides a means to view Drunk in Public population
- ✓ 'D' Out-Of-State Contract Prisoners
  - ➢ Provides a means to view Out-of-State Contract population
- ✓ 'E' Current Jail Roster
  - ➢ Provides a means to view Current Jail Roster
- ✓ 'F' Monthly Jail Summary
  - ➢ Provides a means to view monthly statistics
- ✓ 'G' Committed During Period
  - ➢ Provides a means to view inmates Committed during a certain period
- ✓ 'H' List by Reason Released
  - ➢ Provides a means to view inmates released for a specific reason released
- ✓ 'I' Released During Period
  - ➢ Provides a means to view inmates Released during a certain period
- ✓ 'J' Held by Agreement
  - ➢ Provides a means to view inmates Held by Agreement during a certain period
- ✓ 'K' Pretrial Reports
  - ➢ Provides a means to view inmates held on Pretrial during a certain period
- ✓ 'L' Pretrial Release
  - ➢ Provides a means to view inmates Released on Pretrial status
- ✓ 'N' Housed in another Jail
  - ➢ Provides a means to view inmates Housed in another Jail during a certain period
- ✓ 'O' Jail Contract Bed List
  - ➢ Provides a means to view the population that was placed in a Jail Contract Bed
- ✓ 'P' List by Reason Confined
  - ➢ Provides a means to view inmates confined during a certain period for a specific reason confined
- ✓ 'Q' Burglar/Sex Offender Report
  - ➢ Provides a means to view your Burglar/Sex Offender population
- ✓ 'R' Monthly Billing Report
  - ➢ Provides a means to help with your monthly billings
- ✓ 'S', Voucher Comparison
  - ➢ Provides a means to view Quarterly Reimbursements
- ✓ Screen 'T', Month Activity Comparison
  - ➢ Provides a means to view monthly prisoner activity
  - ➢ Monthly Commits
  - ➢ Monthly Releases
- ✓ Screen ' U', Monthly School District Census
  - ➢ Provides a means to collect data concerning school District Census
- ✓ Screen ' V', Pre-Trial Confinements
  - ➢ Provides a means to collect pre-Trial Commits
- ✓ Screen ' W', Pre-Trial Releases
  - ➢ Provides a means to collect pre-Trial Releases
- ✓ Screen 'X', Search By Local ID
  - ➢ Provides a means to search by Local ID
- ✓ Screen 'Y', Social Security Bounty Payments
  - ➢ Provides a means to search Security Bounty Payments
- ✓ Screen 'Z', Average Age of Inmates
  - ➢ Provides a means to view average age of male and female inmates

Forms Maintenance (Continued)

Option 'A' View Existing Reports provides a means return to and review every report requested from Option #B, Offline Reports, Queries and Files from the Form Maintenance Menu.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'A', View Existing Reports**

```
LPS2-1          LOCAL INMATE DATA SYSTEM (LIDS)          V.04022003

                    OPTION 'A' - REPORTS INDEX

 S   DATE      TIME   USER-ID     TITLE            JAIL:  001
 V   05162003  135408 SCB1111     CURRENT CONFINES BY NAME  CNT = 281
___  ________  ______ ________     ____________________________________



 V = VIEW REPORT OR   D = DELETE   OR   P = PRINT (BATCH) REPORT
  ENTER = NEXT JAIL          F3 = EXIT    F7 = PREV SCREEN          F8 = NEXT SCREEN
```

HELPFUL HINTS – SCREEN 'A', VIEW EXISTING REPORTS

- This screen should be utilized after requesting to view reports
  - ✓ When downloading, make sure to record the complete 'File Name'.
- 'A' View Existing Reports
  - ✓ Provides a means to view every requested report that has not been deleted
- Provides the following information
  - ✓ Date the report submitted
  - ✓ Time of the day the report submitted
  - ✓ User requested the report
  - ✓ AND the title of the report requested
- The following options are available
  - ✓ V = VIEW REPORT, **OR**
  - ✓ D = DELETE, **OR**
  - ✓ P = PRINT (BATCH) REPORT
- Recommend that reports be deleted at least once a month if no longer needed
- OR Clear Screen - Returns to Commitment Maintenance Menu

Forms Maintenance (Continued)

Screen 'B' Offline Reports, Queries and Files provides a means to download reports or files.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'B', Offline Reports, Queries and Files**
- **Screen 'B', Offline Reports, Queries and Files to the File Name Screen**

```
LMN5-A          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.21.39
                   JAIL: 760              V.06072002
OPTION: B

A. VIEW EXISTING REPORTS                  B. OFFLINE REPORTS, QUERIES AND FILES
C. DRUNK IN PUBLIC                        D. OUT-OF-STATE CONTRACT PRISONERS
E. CURRENT JAIL ROSTERS                   F. MONTHLY JAIL SUMMARY
G. COMMITTED DURING PERIOD                H. LIST BY REASON RELEASED
I. RELEASED DURING PERIOD                 J. HELD BY AGREEMENT
K. PRETRIAL REPORT                        L. PRETRIAL RELEASE
M. HELD FOR JURISDICTION                  N. HOUSED IN ANOTHER JAIL
O. JAIL CONTRACT BED LIST                 P. LIST BY REASON CONFINED
Q. MONTHLY BILLING REPORT - FEDS ONLY     R. MONTHLY BILLING REPORT
S. VOUCHER COMPARISON                     T. MONTH ACTIVITY COMPARISON
U. MONTHLY SCHOOL DISTRICT CENSUS         V. E-TRIAL CONFINEMENTS
W. PRE-TRIAL RELEASES                     X. SEARCH BY LOCAL ID
Y. SOCIAL SECURITY BOUNTY PAYMENTS        Z. AVERAGE AGE OF INMATES

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
```

B. OFFLINE REPORTS, QUERIES AND FILES MENU

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                   JAIL # 760             V.06072001
OPTION: _

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES R.  R. LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM        T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES

            SELECT OPTION THEN PRESS ENTER
              OR CLEAR KEY TO EXIT
```

HELPFUL HINTS – SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

- Provides a means to download reports or files
- Enter Option
- Press Enter

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99                FORMS MAINTENANCE                 16.23.36
                    JAIL # 760              V.06072001
OPTION: A

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES       R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM            T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT         V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M
                CURRENT JAIL ROSTER FILE

>>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBCJR2 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.
                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'A', Current Jail Roster File

- Select Option #4, Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'A', Current Jail Roster File
- Press Enter
- The next screen represents the report
  - ✓ Download
    - ➢ Must record the **COMPLETE FILE NAME** to be downloaded
      - o Example: **SCB.USER.J760.LSTB2**
  - ✓ Press Enter to Continue

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: A

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES       R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM            T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT         V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                  FORMS MAINTENANCE                 16.36.05
                  JAIL # 760              V.06172002
        REPORT/FILE: CONFINEMENTS FOR PERIOD FILE
 PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
 SCBM99M

              CONFINEMENTS FOR PERIOD FILE

 >>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

 FILE SCB.USER.J760.LSTBCON2 WILL BE CREATED FOR YOU.

 YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.


              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'B', CONFINEMENTS FOR PERIOD FILE

- Select Option #4 Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'B', Confinements for Period, Press Enter
- Fill in the blank fields to identify requested time period
- Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: A

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                 16.41.04
                JAIL # 760              V.06072002
        REPORT/FILE: RELEASES FOR PERIOD FILE
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

                RELEASES FOR PERIOD FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBCON1 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'C', Releases for Period

- Select Option #4, Form Maintenance from the Main Menu
- Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'C', Releases for Period, Press Enter
- Fill in the blank fields to identify requested time period
- Record the file name listed on the screen and download

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                   JAIL # 760              V.06072001
OPTION: A

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES       R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM            T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT         V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE              16.49.13
                JAIL # 760              V.06072002
        REPORT/FILE: MONTHLY FINANCIAL DETAIL FILE


MONTH: 04     YEAR: 2003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M


                MONTHLY FINANCIAL DETAIL FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.USER.J760.LSTBFIN1 WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.


                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'D', Monthly Financial Detail

- Build monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'D', Monthly Financial Detail, Press Enter
- Fill in the blank fields to identify requested time period
- Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                    JAIL # 760              V.06072001
OPTION: A

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                 16.52.25
                JAIL # 001              V.06072002
        REPORT/FILE: INSURANCE REPORT AND FILE
PERIOD BEGIN DATE (MMDDYYYY): 09012001 PERIOD END DATE (MMDDYYYY): 09302001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M

                    INSURANCE REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.USER.J001.BINSUR00.RTF FOR PRINTING ON YOUR SYSTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD SCB.USER.J001.BINSUF02 FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'E', Insurance Report and File

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'E', Insurance Report and File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: F

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
                FORMS MAINTENANCE                 16.55.33
                JAIL # 760              V.06072002
        REPORT/FILE: POSSIBLE ERRORS REPORT
PERIOD BEGIN DATE (MMDDYYYY): 05012003 PERIOD END DATE (MMDDYYYY): 05312003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.06072002
SCBM99M
                          POSSIBLE ERRORS REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED
FILE SCB.USER.J760.BDUPLR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'F', Possible Error Report

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'F', Possible Errors Report, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99                FORMS MAINTENANCE                 16.23.36
                     JAIL # 760              V.06072001
OPTION: G

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                 11.33.30
                 JAIL # 770              V.01142002
          REPORT/FILE: OUT OF COMPLIANCE FILE


MONTH: 01      YEAR: 2003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M                 OUT OF COMPLIANCE FILE

>>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTOCOMP WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM

PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'G', Out of Compliance File

- Build monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'G', Out of Compliance File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: H

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                 11.42.01
                 JAIL # 770              V.01142002
          REPORT/FILE: HISTORIC JAIL ROSTER FILE


MONTH: 01 DAY: 21 YEAR: 2003 HOUR: 12 MINUTE: 00
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M
                          HISTORIC JAIL ROSTER FILE

>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTJHISR WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.
                 PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'H', Historic Jail Roster File

- Build monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'H', Historic Jail Roster File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: I

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

            SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

OR CLEAR KEY TO EXIT

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                 12.07.43
                JAIL # 770              V.01142002
          REPORT/FILE: INMATES THAT REQUIRE A DNA SAMPLE

MONTH: 01      YEAR: 2003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                DNA SAMPLE REQUIRED REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.PROD.J770.DNARLIST.RTF FOR PRINTING ON YOUR SYSTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

YOU MAY DOWNLOAD SCB.PROD.J770.BDNARF01 FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'I', Inmates That Require a DNA Sample

- Build monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'I', Inmates That Require a DNA Sample, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: J

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-21
                FORMS MAINTENANCE                 12.11.57
                JAIL # 770              V.01142002
        REPORT/FILE: JAIL ROSTER FOR THE PERIOD
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01212003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                JAIL ROSTER FOR PERIOD FILE

>>>>>>>>>>>>>>>>> NO VIEWABLE REPORT WILL BE CREATED. <<<<<<<<<<<<<<<<<<<<<<<<<

FILE SCB.PROD.J770.LSTJROSP WILL BE CREATED FOR YOU.

YOU MAY DOWNLOAD THIS FILE FOR PROCESSING ON YOUR SYSTEM.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'J', Jail Roster for Period File

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'J', Jail Roster for Period File, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: K

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

            SELECT OPTION THEN PRESS ENTER
                 OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-22
                FORMS MAINTENANCE                 14.41.10
                JAIL # 770              V.01142002
        REPORT/FILE: ADP COMPARISON REPORT & FILE

MONTH: 01       YEAR: 2003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

            MONTHLY ADP COMPARISON REPORT AND FILE

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE, DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.PROD.J770.ADPCOMPR.RTF FOR PRINTING ON YOUR SYTEM.
BE SURE YOU SAVE THE FILE WITH THE "RTF" ENDING.

YOU MAY DOWNLOAD FILE.SCB.USER.J770.ADPCOMPR.RTF
                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'K', Monthly ADP Comparison

- Build monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'K', Monthly ADP Comparison, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A', View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                   JAIL # 760              V.06072001
OPTION: L

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 09.51.25
                 JAIL # 770              V.01142002
        REPORT/FILE: SSN VERIFICATION REPORT


 MONTH: 01        YEAR: 2003
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
 SCBM99M

              VERIFICATION RESULTS REPORT

 YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
 COMPLETED YOU MAY VIEW THE REPORT ONLINE, DOWNLOAD THE REPORT OR FILE.

 YOU MAY DOWNLOAD SCB.PROD.J770.SSNLIST1.RTF FOR PRINTING ON YOUR SYTEM.
 BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                 PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'L', SSN Verification Report

- Build your monthly file before selecting the report for Confinements for Period
  - ✓ Reimbursement Maintenance, Option #6, Main Menu
  - ✓ Selecting Option #2, Create Monthly File
- Select Option #4 Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'L' Verification, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: M

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-D          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 09.59.54
                JAIL # 770              V.01142002
        REPORT/FILE: INMATE DATA INFORMATION REPORT

OPTION: 3          1 = 1 CONFINEMENT ONLY    2 = ALL CONFINEMENTS THIS JAIL
                   3 = ALL CONFINEMENTS

INCLUDE PAYMENT HISTORY: N          Y = YES          N = NO

INMATES SSN: _________

COMMIT DATE (MMDDYYYY): _________ TIME (HHMMSS): ______
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                INMATE DATA INFORMATION REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE, DOWNLOAD THE REPORT OR FILE.

YOU MAY DOWNLOAD SCB.USER.J770.BIDIR.RTF FOR PRINTING ON YOUR SYTEM.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'M', Inmate Data Information Report

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'M', Inmate Data Information Report, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99                FORMS MAINTENANCE                 16.23.36
                     JAIL # 760              V.06072001
OPTION: N

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                DOWNLOADABLE FILE REPORT

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, YOU CAN USE
THE VIEW EXISTING REPORTS OPTION TO VIEW THE REPORT.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'N', Currently Available Download Files

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'N', Currently Available Download Files, Press Enter
- The report might take 10 – 15 minutes to execute under Option 'A' View Existing Reports
- In Option 'A', View Existing Reports, Select 'V' View and Enter
- **File Names to be Downloaded**

File Name	Report Title
SCB.PROD.Jnnn.DOWNLOAD	- BATCH PROCESSING REPORTS
SCB.PROD.Jnnn.ACTIVITY.RTF	- MONTHLY ACTIVITY COMPARISON REPORT
SCB.PROD.Jnnn.ADPCOMPR	- ADP COMPARISON FILE
SCB.PROD.Jnnn.ADPCOMPR.RTF	- ADP COMPARISON REPORT
SCB.PROD.Jnnn.BDNARF01	- DNA REQUIRED FILE
SCB.PROD.Jnnn.BDUPLR00.RTF	- POSSIBLE ERRORS REPORT
SCB.PROD.Jnnn.BIDIR.RTF	- INMATE DATA INFORMATION REPORT
SCB.PROD.Jnnn.BINSUF02	- TRIGON INSURANCE FILE
SCB.PROD.Jnnn.BINSUR00.RTF	- TRIGON INSURANCE REPORT
SCB.PROD.Jnnn.BSCANR01.RTF	- DATA INTEGRITY ERRORS

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB.PROD.Jnnn.BSCANR02.RTF - APPROVAL DATA INTEGRITY ERRORS
SCB.PROD.Jnnn.BSUMMR00.RTF - JAIL SUMMARY REPORT
SCB.PROD.Jnnn.COMMITPA.RTF - COMMITTED DURING PERIOD REPORT BY SSN
SCB.PROD.Jnnn.COMMITPB.RTF - COMMITTED DURING PERIOD REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.COMMITPC.RTF - COMMITTED DURING PERIOD REPORT BY NAME
SCB.PROD.Jnnn.COMMITPD.RTF - COMMITTED DURING PERIOD REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.COMMITPE.RTF - COMMITTED DURING PERIOD REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.COMMITPF.RTF - COMMITTED DURING PERIOD REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.COMMITPG.RTF - COMMITTED DURING PERIOD REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.CURRTJRA.RTF - CURRENT JAIL ROSTER REPORT BY SSN
SCB.PROD.Jnnn.CURRTJRB.RTF - CURRENT JAIL ROSTER REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.CURRTJRC.RTF - CURRENT JAIL ROSTER REPORT BY NAME
SCB.PROD.Jnnn.CURRTJRD.RTF - CURRENT JAIL ROSTER REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.CURRTJRE.RTF - CURRENT JAIL ROSTER REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.DNARLIST.RTF - DNA REQUIRED REPORT
SCB.PROD.Jnnn.DRUNKPBA.RTF - DRUNK IN PUBLIC REPORT BY SSN
SCB.PROD.Jnnn.DRUNKPBB.RTF - DRUNK IN PUBLIC REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.DRUNKPBC.RTF - DRUNK IN PUBLIC REPORT BY NAME
SCB.PROD.Jnnn.DRUNKPBD.RTF - DRUNK IN PUBLIC REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.DRUNKPBE.RTF - DRUNK IN PUBLIC REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.DRUNKPBF.RTF - DRUNK IN PUBLIC REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.DRUNKPBG.RTF - DRUNK IN PUBLIC REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.HELDBAGA.RTF - HELD BY AGREEMENT REPORT BY SSN
SCB.PROD.Jnnn.HELDBAGC.RTF - HELD BY AGREEMENT REPORT BY NAME
SCB.PROD.Jnnn.HELDFORA.RTF - HELD FOR JURISDICTION REPORT BY SSN
SCB.PROD.Jnnn.HELDFORB.RTF - HELD FOR JURISDICTION REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.HELDFORC.RTF - HELD FOR JURISDICTION REPORT BY NAME
SCB.PROD.Jnnn.HOUSEDJA.RTF - HOUSED IN ANOTHER JAIL REPORT BY SSN
SCB.PROD.Jnnn.HOUSEDJB.RTF - HOUSED IN ANOTHER JAIL REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.HOUSEDJC.RTF - HOUSED IN ANOTHER JAIL REPORT BY NAME
SCB.PROD.Jnnn.HOUSEDJD.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.HOUSEDJE.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.HOUSEDJF.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE RELEASED ASCENDING

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB.PROD.Jnnn.HOUSEDJG.RTF - HOUSED IN ANOTHER JAIL REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.JCBLISTA.RTF - JAIL CONTRACT BED LIST REPORT BY SSN
SCB.PROD.Jnnn.JCBLISTB.RTF - JAIL CONTRACT BED LIST REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.JCBLISTC.RTF - JAIL CONTRACT BED LIST REPORT BY NAME
SCB.PROD.Jnnn.JCBLISTD.RTF - JAIL CONTRACT BED LIST REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.JCBLISTE.RTF - JAIL CONTRACT BED LIST REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.JCBLISTF.RTF - JAIL CONTRACT BED LIST REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.JCBLISTG.RTF - JAIL CONTRACT BED LIST REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.LOCALIDS.RTF - SEARCH BY LOCAL ID
SCB.PROD.Jnnn.PTADMISA.RTF - PRETRIAL CONFINEMENTS REPORT BY SSN
SCB.PROD.Jnnn.PTADMISB.RTF - PRETRIAL CONFINEMENTS REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PTADMISC.RTF - PRETRIAL CONFINEMENTS REPORT BY NAME
SCB.PROD.Jnnn.PTADMISD.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.PTADMISE.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PTRLSESA.RTF - PRETRIAL CONFINEMENTS REPORT BY SSN
SCB.PROD.Jnnn.PTRLSESB.RTF - PRETRIAL CONFINEMENTS REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PTRLSESC.RTF - PRETRIAL CONFINEMENTS REPORT BY NAME
SCB.PROD.Jnnn.PTRLSESD.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.PTRLSESE.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PTRLSESF.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.PTRLSESG.RTF - PRETRIAL CONFINEMENTS REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.LSTBCJR2 - CURRENT JAIL ROSTER FILE
SCB.PROD.Jnnn.LSTBCON1 - CONFINEMENTS FOR PERIOD FILE
SCB.PROD.Jnnn.LSTBCON2 - RELEASES FOR PERIOD FILE
SCB.PROD.Jnnn.LSTBFIN1 - MONTHLY FINANCIAL DETAIL FILE
SCB.PROD.Jnnn.LSTJHISR - HISTORIC JAIL ROSTER FILE
SCB.PROD.Jnnn.LSTJROSP - JAIL ROSTER FOR PERIOD FILE
SCB.PROD.Jnnn.LSTOCOMP - TRANSFER STATUS FILE
SCB.PROD.Jnnn.MONBILLF.RTF - MONTHLY BILLING REPORT
SCB.PROD.Jnnn.MONBILLX.RTF - MONTHLY BILLING REPORT - FEDS ONLY
SCB.PROD.Jnnn.MONJSUMC.RTF - MONTHLY JAIL SUMMARY REPORT
SCB.PROD.Jnnn.PRETRIAA.RTF - PRETRIAL REPORT BY SSN
SCB.PROD.Jnnn.PRETRIAB.RTF - PRETRIAL REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.PRETRIAC.RTF - PRETRIAL REPORT BY NAME

Forms Maintenance (Continued)

- **File Names to be Downloaded**

File Name Report Title

SCB. SCB.PROD.Jnnn.PRETRIAD.RTF - PRETRIAL REPORT BY DATE CONFINED ASCENDING
PROD.Jnnn.PRETRIAE.RTF - PRETRIAL REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.PRETRIAF.RTF - PRETRIAL REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.PRETRIAG.RTF - PRETRIAL REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.PRETRIRA.RTF - PRETRIAL RELEASE REPORT BY SSN
SCB.PROD.Jnnn.PRETRIRC.RTF - PRETRIAL RELEASE REPORT BY NAME
SCB.PROD.Jnnn.REACONnn.RTF - LIST BY REASON CONFINED REPORT - REASON CONFINED nn
SCB.PROD.Jnnn.REARELnn.RTF - LIST BY REASON RELEASED REPORT - RELEASE REASON nn
SCB.PROD.Jnnn.RELEASPA.RTF - RELEASED DURING PERIOD REPORT BY SSN
SCB.PROD.Jnnn.RELEASPB.RTF - RELEASED DURING PERIOD REPORT BY LOCAL PRISONER ID
SCB.PROD.Jnnn.RELEASPC.RTF - RELEASED DURING PERIOD REPORT BY NAME
SCB.PROD.Jnnn.RELEASPD.RTF - RELEASED DURING PERIOD REPORT BY DATE CONFINED ASCENDING
SCB.PROD.Jnnn.RELEASPE.RTF - RELEASED DURING PERIOD REPORT BY DATE CONFINED DESCENDING
SCB.PROD.Jnnn.RELEASPF.RTF - RELEASED DURING PERIOD REPORT BY DATE RELEASED ASCENDING
SCB.PROD.Jnnn.RELEASPG.RTF - RELEASED DURING PERIOD REPORT BY DATE RELEASED DESCENDING
SCB.PROD.Jnnn.SCHOOLCN.RTF - MONTHLY SCHOOL DISTRICT INMATE CENSUS REPORT
SCB.PROD.Jnnn.SSNLIST1.RTF - SSA VERIFICATION REPORT
SCB.PROD.Jnnn.SSNPAYNT.RTF - SOCIAL SECURITY BOUNTY PAYMENTS
SCB.PROD.Jnnn.VOUCHCP1.RTF - VOUCHER COMPARISON REPORT WITH PREVIOUS QUARTER
SCB.PROD.Jnnn.VOUCHCP2.RTF - VOUCHER COMPARISON REPORT WITH PREVIOUS YEAR
SCB.PROD.Jnnn.BPRINR01.RTF - PRE-RELEASE PROGRAM REPORT
SCB.PROD.Jnnn.BPRINF00 - PRE-RELEASE PROGRAM FILE

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: O

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 10.17.10
                JAIL # 770              V.01142002
        REPORT/FILE: DATA INTEGRITY ERRORS
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M


                DATA INTEGRITY ERRORS

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.PROD.J770.BSCANR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.


                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'O', Data Integrity Error Report

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'O', Data Integrity Errors, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: P

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 13.57.24
                          JAIL # 770              V.09162002
        REPORT/FILE:  LEGISLATIVE CHANGES/SERVING 12 MONTHS
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

                  JAIL NUMBER:  770 SEQ  S = SSN/N = NAME:  S

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
 SCBM99M


LEGISLATIVE CHANGES/SERVING 12 MONTHS

 YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
 COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
 PRINTING ON YOUR SYSTEM.

 THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
 SEE WHEN IT HAS COMPLETED.
 FILE SCB.USER.J770.BM012R00.RTF WILL BE CREATED FOR YOU.
 BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.


                 PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'P', Legislative Changes/Serving 12 Months

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'P', Legislative Changes/Serving 12 Months, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                   JAIL # 760              V.06072001
OPTION: Q

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                          FORMS MAINTENANCE                 13.57.41
                                JAIL # 770                V.09162002
        REPORT/FILE: LEGISLATIVE CHANGES/PENDING CHARGES
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

                                                JAIL NUMBER:  770 SEQ  S = SSN/N = NAME:  S

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                LEGISLATIVE CHANGES/PENDING CHARGES

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.USER.J770.BPCHGR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

              PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'Q', Legislative Changes/Pending Charges

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'Q', Legislative Changes/Pending Charges, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                   JAIL # 760              V.06072001
OPTION: R

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                          FORMS MAINTENANCE                 10.17.10
                                JAIL # 770                V.01142002
        REPORT/FILE: LEGISLATIVE CHANGES/SR CHARGES
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

                                          JAIL NUMBER:  770 SEQ  S = SSN/N = NAME:  S

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                LEGISLATIVE CHANGES/STATE RESPONSIBLE CHARGES

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.USER.J770.BSRINR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'R', Legislative Changes/SR Inmates

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'R', Legislative Changes/SR Charges, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99               FORMS MAINTENANCE                 16.23.36
                   JAIL # 760              V.06072001
OPTION: S

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                     FORMS MAINTENANCE                 10.17.10
                          JAIL # 770              V.01142002
        REPORT/FILE: DOC INMATE PRE-RELEASE PROGRAM
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

                                          JAIL NUMBER:  770 SEQ  S = SSN/N = NAME:  S

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
SCBM99M

                DOC INMATE PRE-RELEASE PROGRAM

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
SEE WHEN IT HAS COMPLETED.
FILE SCB.USER.J770.BPRINR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'S', DOC Inmate Pre-Release Program

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'S', DOC Inmate Pre-Release Program, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: T

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2002-01-24
                FORMS MAINTENANCE                 10.17.10
                JAIL # 770              V.01142002
        REPORT/FILE: FELONY CHARGES WITH PEND MIS/ORD CHARGES
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 01242003

                                        JAIL NUMBER:  770 SEQ  S = SSN/N = NAME:  S

                                SELECT DISPOSITIONS:  __ __ __ __ __ DEFAULT:  "ALL"

      REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.01142002
 SCBM99M

FELONY CHARGES WITH PEND MIS/ORD CHARGES

 YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS
 COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR
 PRINTING ON YOUR SYSTEM.

 THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO
 SEE WHEN IT HAS COMPLETED.
 FILE SCB.PROD.J770.BSCANR00.RTF WILL BE CREATED FOR YOU.
 BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

HELPFUL HINTS – Option 'T', Felony Charges with Pending Mis/Ord. Charges

- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'T', Felony Charges with Pending Mis/ORD Charges, Press Enter
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: U

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

                SELECT OPTION THEN PRESS ENTER
                     OR CLEAR KEY TO EXIT
```

```
                    FFENSE RELEASE REPORT        V.01282003
R001-590     MISDEMEANOR OFFENSE RELEASE REPORT              PAGE    1

          XTRACT DATES: FROM 05/01/2003 TO 05/15/2003

                111111111  04252000 101000                          60
                222222222  05242001 152200                          90


 ILLIAMS, JACQUELINE CAR 333333333  06132001 114800                 90
LDEWICK, CYNTHIA DAWN  444444444  02262002 124500                   40

                555555555  06252001 091100                          10
                     LE 666666666  03062002 130500                  10
     EVELYN FAUSTIEN  777777777  06172001 224300          273
```

HELPFUL HINTS – Option 'U' Misdemeanor Offense Release Report

- The purpose of this report is to provide local jails with a report that will help them keep in compliance with Section 53.1-116 (iii), Code of Virginia
- Reflects an estimated time of release based on 50% of their Misdemeanor sentence being served
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'U', Misdemeanor Offense Release Report
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

SCREEN 'B', OFFLINE REPORTS, QUERIES AND FILES

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-06-17
SCBM99              FORMS MAINTENANCE                 16.23.36
                  JAIL # 760              V.06072001
OPTION: V

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 MONTHS
Q.  LEGISLATIVE CHANGES/PENDING CHARGES         R.  LEGISLATIVE CHANGES/SR CHARGES
S.  DOC INMATE PRE-RELEASE PROGRAM              T.  FELONY CHARGES WITH PEND MIS/ORD CHARGES
U. MISDEMEANOR OFFENSE RELEASE REPORT           V. INMATES SERVING 12 MONTHS OR LESS

              SELECT OPTION THEN PRESS ENTER
                   OR CLEAR KEY TO EXIT
```

```
PS2-2          INMATES SERVING 12 MONTHS OR LESS REPORT        V.01282003
               R001-590   INMATES SERVING 12 MONTHS OR LESS REPORT      PAGE    1

                    XTRACT DATES:  FROM  05/14/2003  TO  05/15/2003

                                111111111  09262000  083000                    120

   ALLWORTH, JAKIEA ALTIS 222222222  03022001 114500                           360
                                333333333  04252000 101000                     60
                               444444444  07102001 143900                     210


                            555555555  12192000 141100                         120
                                666666666  08312001 133900                       0
 JOHNSON, SAMUEL AUTHUR   777777777  11161999 203400                            360
```

HELPFUL HINTS – Option 'V' Inmates Serving 12 Months or Less

- The purpose of this report is to provide you with a report that will list local responsible (LR) inmates confined in your jail that have a sentence of 12 months or less for the purposes
- Will help with determining who you need to do time computation
- Select Option #4, Form Maintenance from the Main Menu, Press Enter
- Select Option 'B', Offline Report, Queries and Files, Press Enter
- Select Option 'V', Inmates Serving 12 Months or Less Report
- Fill in the blank fields to identify requested time period, Press Enter
- View Report – Back out and select Option 'A' View Existing Reports within Forms Maintenance
- Download - Record the file name listed on the screen and download

Forms Maintenance (Continued)

Option 'C', Drunk in Public provides a means to view your Drunk in Public population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'C' Drunk in Public**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2003-05-16
 SCBM99              FORMS MAINTENANCE                 10.32.56
                   JAIL # 001                V.05102003
        REPORT/FILE: OPTION 'C' - DRUNK IN PUBLIC

MONTH: 01 YEAR: 1999


 SEQUENCE ORDER: A
 A. BY SSN                                  B. BY LOCAL PRISONER ID
 C. BY NAME
 D. BY DATE CONFINED EARLIEST FIRST         E. BY DATE CONFINED LATEST FIRST
 F. BY DATE RELEASED EARLIEST FIRST         G. BY DATE RELEASED LATEST FIRST

 ENTER VALID MONTH/YEAR
```

```
LPS2-2      JAIL 001 DRUNK IN PUBLIC COUNT    7 DAYS    37    V.04022003
              FOR MONTH   01/1999 AS PRODUCED ON 05182003
        SSN   COMMIT.DATE.TIME    INMATE NAME (LAST,FIRST,MIDDLE)     DAYS   DOLS

211111111  12251998    210800    VICTORY, BOOTH                        31     248
211333339  01031999    205000    BONDS, JAMES                           1       8
244444444  01021999    231000    MEARS, JIM                             1       8
566666666  01231999    104600    DOE, JOHN                              1       8
   TOTAL DAYS DRUNK IN PUBLIC                                           34     272

 F2                F3        F4
DELETE             EXIT      PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'C', DRUNK IN PUBLIC

- Provides a means to view your Drunk in Public population
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order
- Once in the report screen utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F4' Prints the report

Forms Maintenance (Continued)

Screen 'D', Out-Of-State Contract Prisoners provides a means to view your Out-of-State Contract population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'D', Out-Of-State Contract Prisoners**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2003-05-16
SCBM99                          FORMS MAINTENANCE                        10.37.11
                                     JAIL # 710                          V.05102003
        REPORT/FILE: OUT-OF-STATE CONTRACT PRISONERS

MONTH: 02 YEAR: 2003
ENTER VALID MONTH/YEAR
```

```
2003-05-24                REPORT OF OUT-OF-STATE CONTRACT PRISONERS      JAIL SUMMARY
                                REPORT DATE: FEBRUARY  2003

 VIEW    JAIL  JAIL NAME                      COUNT MONTHLY STATUS
  Y      710  NORFOLK CITY JAIL                 10    APPROVED
  _      ___  ____________________________________________ _______
  _      ___  ____________________________________________ _______

 OPTION 1 (1 REPORT VIEW / ENTER "Y" LEFT OF JAIL;  CLEAR TO RETURN TO MENU)
```

```
LPI3                      LOCAL INMATE DATA SYSTEM (LIDS)                V1.1081199
2003-05-24                REPORT OF OUT-OF-STATE CONTRACT PRISONERS      JAIL DETAIL
                                REPORT DATE: FEBRUARY  2003
JAIL: 710     JAIL NAME: NORFOLK CITY JAIL
RESN   SSN        PRISONER NAME          CUR LOC        HOUSING  FACILITY        DAYS HELD
 73  077777778      GILLIS, JIM           NORFOLK        MAX      MED             12
 73  091111111      DUNCAN, MIKE          NORFLK         MED      MAX             16
 73  102222222      TYSON, JAMES          NORFOLK        MED      MAX             16
 73  177777771      LEVENITE, TOM         NORFOLK        MED      MAX             29
 73  214444444      OBRIEN, WAYNE         NORFOLK        MED      MED             2
 73  314444444      DAILEY, TOM           NORFOLK        MAX      MAX             29
 73  325555555      SHIPP, BRUCE          NORFOLK        MAX      MAX             26
 73  336666666      CLARK, JOE            NORFOLK        MIN      MED             29
 73  387777777      WADE, OLIVER          NORFOLK        MAX      MAX             2
 __  _________  ___________________________ _______ ________ ________ _________

 OPTION J            "J" VIEW NEXT JAIL            CLEAR MAIN MENU
```

HELPFUL HINTS – SCREEN 'D', OUT-OF-STATE CONTRACT PRISONERS

- Provides a means to view your Out-of-State Contract population
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order
- Place a 'Y' next to the Jail to view
  - ✓ Enter
- Once in the report screen, utilize the following:
  - ✓ 'J' View Next Jail, OR
  - ✓ Clear Screen to return to main menu

Forms Maintenance (Continued)

'E', Current Jail Roster provides a means to view Current Jail population

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'E', Current Jail Roster**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)          2003-05-16
SCBM99                          FORMS MAINTENANCE                     10.38.13
                                   JAIL # 001                         V.05102003
                  REPORT/FILE:

SEQUENCE ORDER: A
A. BY SSN                                B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST       E. BY DATE CONFINED LATEST FIRST
PRESS ENTER TO CONTINUE
```

```
LPS2-2                    JAIL 001 CURRENT CONFINES BY SSN      CNT=  105      V.04022003
                                  AS OF 05162003 143924
 SSN        COMMIT-DATE-TIME      RC        LOCAL-ID          DNA        NAME
111111111   02252003  201900      10                           Y         FERN, JAMES
666666638   06151999  005600      50                           Y         SMITH, JIM
888888888   07132001  103456      20                                     MARTIAN, KAREN
 F2            F3        F4       F6        F8        F10
DELETE        EXIT      PRINT     LAST      NEXT      NEXT
REPORT                            PAGE      PAGE      SCREEN
```

HELPFUL HINTS – SCREEN 'E', CURRENT JAIL ROSTER

- Provides a means to view your Current Jail Roster
- **<u>Recommend that internal headcount be balanced to the Current Jail Roster report on a daily bases</u>**
- Balance to your internal head count report
- Required Field: Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F4' Prints page
  - ✓ 'F6' Takes to Last page
  - ✓ 'F8' Takes to next page of information
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information concerning prisoner

Forms Maintenance (Continued)

Screen 'F', Monthly Jail Summary lists monthly prisoner statistics

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'F', Monthly Jail Summary**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2003-05-16
SCBM99                          FORMS MAINTENANCE                          10.39.27
                                     JAIL # 680                            V.05102003
        REPORT/FILE: MONTHLY JAIL SUMMARY

PERIOD BEGIN DATE (MMDDYYYY): 04012003 PERIOD END DATE (MMDDYYYY): 04302003
```

```
SCBBSUMM-R001-680                      LIDS JAIL SUMM                    PAGE    1
PRODUCTION                        B.R.R.J.- LYNCHBURG          DATE  5/22/00 TIME 10:35:49
                          EXTRACT DATES: FROM 04/01/2003 TO 04/30/2003
DESCRIPTION     IN CUSTODY   RELEASED    TOTAL    TOTAL COMMITS
FEMALES          28           66         94
MALES            107          268        375
*** TOTALS ***   135          334        469        314
WHITES           26           126        152
BLACKS           108          207        315
HISPANICS        1            0          1
OTHERS           0            1          1
*** TOTALS ***   135          334        469
FELONY           122          107        229
MISDEMEANOR      13           178        191
ORDANANCE        0            49         49
*** TOTALS ***   135          334        469
```

HELPFUL HINTS – SCREEN 'F', Monthly Jail Summary

- Provides a means to view Monthly Jail Summary
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____
- The following categories are examples of areas summarized on Screen 'F' Monthly Jail Summary:
  - ✓ Pretrial – Commitments
  - ✓ Pretrial Releases
  - ✓ Convicted Commitments
  - ✓ Federal Commitments
  - ✓ Convicted Releases
  - ✓ Appeals
  - ✓ Convicted Days
  - ✓ Pretrial Days
  - ✓ United States Marshall
  - ✓ Gender
  - ✓ Race
  - ✓ Charges
  - ✓ Reason
  - ✓ Alternative

Forms Maintenance (Continued)

Screen 'G', Committed During Period provides a on-line report that list inmates confined to a jail facility during a specified period.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'G', Committed During Period**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)                2003-05-16
SCBM99                     FORMS MAINTENANCE                      10.40.29
                     JAIL # 001                                  V.05102003
        REPORT/FILE: COMMITTED DURING PERIOD

PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999

SEQUENCE ORDER: C
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST         E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST         G. BY DATE RELEASED LATEST FIRST
```

```
LPS2-2          JAIL 001 CONFINED 07011999 AND 07311999  CNT=   10      V1.0120396
                                AS OF 12011999 075152
 NAME                           SSN          COMMIT          REASON     LOCAL-ID
ALLEN, TOM                      222222222    10211996 180000 80
FORD, HENRY                     131313131    12021996 140000 29
GODFREY, EARSEY W               151515151    01031997 141700 10

 F2      F3     F4      F6      F8      F10     F12
DELETE  EXIT   PRINT   LAST    NEXT    NEXT    SCROLL
REPORT                PAGE    PAGE    SCREEN  RIGHT
```

HELPFUL HINTS – SCREEN 'G', COMMITTED DURING PERIOD

- Provides a means to view inmate population confined during a specific time period
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Screen 'H', List By Reason Released lists inmates released for a specific reason released.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'H', List By Reason Released**

```
LMN5-C                LOCAL INMATE DATA SYSTEM (LIDS)                    2003-02-07
                            FORMS MAINTENANCE                            08.59.23
                            JAIL # 041                V.02032003

                      REPORT/FILE: LIST BY REASON RELEASED

MONTH: 01      YEAR: 2003

REASON RELEASED: 39

SEQUENCE ORDER: C
A. BY SSN                    B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST     E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST     G. BY DATE RELEASED LATEST FIRST
```

```
LPS2-2      JAIL 041 RELEASED FOR REASON (39) COUNT( 150)     V.06212001
        FOR MONTH 01/2003 AS PRODUCESD ON 02072003 090256
 NAME                          SSN          COMMIT          RSN     DOLS LOCAL-ID
ALLEN, JOHN D                  222222222    01092003 125000 20      8    057420
ALLEN, TEIGEN D                333333333     01032003 190000 29     16     043515
ANDERSON, STEPHEN B, JR        444444444    01102003 200000 29      8    045527
BARFIELD, ROBERT D             555555555    12182002 180800 20     16    049861
BEAM, JESSE B                  666666666    01252003 074500 29      8    057238
BRYAN, JOHN K                  777777777    12182002 163800 26     224   037460
BURKE, MICHAEL A               888888888    01152003 204000 20     64    33448
 F2      F3   F4          F10      F12
DELETE EXIT  PRINT       NEXT     SCROLL
REPORT                  SCREEN    RIGHT
```

HELPFUL HINTS – SCREEN 'H', LIST BY REASON RELEASED

- Option 'H', List by Reason Released is pulled from the financial tables within LIDS
- Must Create File First = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **Recommend that this report be run prior to approving monthly LIDS Submission**
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

Forms Maintenance (Continued)

Screen 'I', Released During Period lists prisoners who have been released from a jail facility during a specified time period.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'I', Released During Period**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    2003-05-16
SCBM99                          FORMS MAINTENANCE                            10.41.22
                                  JAIL # 001          V.05102003
            REPORT/FILE: RELEASED DURING PERIOD

PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999

SEQUENCE ORDER: C
A. BY SSN                                B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST       E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST       G. BY DATE RELEASED LATEST FIRST

VERIFY PERIOD BEGIN/END DATES
```

```
LPS2-2      JAIL 001   RELEASED BETWEEN 07011999 AND 07311999   V1.0120396
                 AS OF 05131997 075304      CNT(24)
 NAME                          SSN          COMMIT          REASON  LOCAL-ID
 ALLEN, MICHAEL D              222222222    10211996 180000   80
 BEAMON, LAMONT                333333333    01261997 170000   10
 BRENNER, CHARLES F            444444444    01071997 141500   22
 BROWN, DAVID W                555555555    01011997 024500   10
 BROWN, EDWARD D, JR           666666666    01211997 163000   10
 BUNNY, EASTER                 777777777    01011997 120000   29
 GODFREY, EARSEY W             121221212    01031997 141700   10
 HAMM, AUSTIN                  131313131    12011996 120000   10
 HUFFMAN, RONNIE LEE           151515151    10191996 163000   11
 JENKINS, JARVIS L             161616161    01211997 000500   10

  F2          F3    F4      F6        F8        F10        F12
 DELETE       EXIT  PRINT   LAST      NEXT      NEXT       SCROLL
 REPORT                     PAGE      PAGE      SCREEN     RIGHT
```

HELPFUL HINTS – SCREEN 'I', RELEASED DURING PERIOD

- Provides a means to view inmate population released during a specific time period
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exit the report
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Screen 'J', Held by Agreement lists state responsible inmates that are held in the jail at the request of the Sheriff/Superintendent.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'J', Held by Agreement**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2000-05-16
SCBM99                    FORMS MAINTENANCE              10.42.30
                           JAIL # 465                    V.05102000
                   REPORT/FILE: HELD BY AGREEMENT
MONTH: 01 YEAR: 2000

SEQUENCE ORDER: C
A. BY SSN
C. BY NAME
```

```
LPS2-2                HELD BY AGREEMENT 01012000 - 01312000     CNT=   11   V.04022000
AS OF 05222000 105102

SSN          NAME                 COMMIT DATE/TIME     RLSE DATE/TIME  RSN JAIL

222222222    DANIEL, JAMES B      01102000 195746      26              465
888888888    ROACH, DICK          01212000 190615      26              465

TOTAL COUNT FOR JAIL 465  IS    2

 F2          F3     F4                F12
DELETE       EXIT   PRINT             SCROLL
REPORT                                RIGHT
```

HELPFUL HINTS – SCREEN 'J', HELD BY AGREEMENT

- Provides a means to view your state responsible inmate population held under Reason Confined Code '70' Held by Agreement
- Sheriff/Superintendent entered into agreement with DOC to keep these inmates in their jail
  - ✓ Example:
    - ➢ Inmate is state responsible – Type 'A' or 'B' Offense
    - ➢ Great cook/worker
    - ➢ Sheriff/Superintendent enters into an agreement with DOC
    - ➢ Inmate will serve his/her time in the local jail instead of in DOC/State Institution
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY): _____
  - ✓ Period End Date (MMDDYYYY): _____
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exit the report
  - ✓ 'F4' Print page
  - ✓ 'F12' Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Screen 'K', Pretrial Report lists prisoners who are in a pretrial status.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'K', Pretrial Report**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2000-05-16
SCBM99                          FORMS MAINTENANCE                         10.44.06
                          JAIL # 001              V.05102000
                          REPORT/FILE: PRETRIAL REPORT

MONTH: 01 YEAR: 2003


SEQUENCE ORDER: C
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST         E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST         G. BY DATE RELEASED LATEST FIRST


ENTER VALID MONTH/YEAR
```

```
LPS2-2                    JAIL 001 PRE-TRIAL REPORT COUNT   92 DAYS 1,613          V.04022000
                               FOR MONTH   01/2002 AS PRODUCESD ON 05222002

 SSN       COMMIT.DATE.   TIME   FEL MIS  INMATE NAME(LAST,FIRST,MIDDLE   DAYS   DOLS
911133333  10031999       043500   4  0    SMITH, TOMMY                     31    248
333445555  12171999       122700   1  0    BAILEY, JIM                      31    248
233333333  06091999       143000   0  0    BAILEY, PAUL                     31    248
911111111  01312000       001800   0  1    BART, TIM                         1      8
222222224  01022000       221000   0  1    BAUMGARDNER, ROSE                 5     40
233533333  01012000       040500   0  1    BURKE, PAUL                       1      8
900111111  09071999       160000   2  0    CEPHAS, JANE                     31    248
244444444  11011999       170000   3  0    CHANDLER, TOM                    31    248
555555545  09141999       214500   5  0    COSTON, JOEL                     31    248

 F2        F3      F4              F6      F8              F10
DELETE     EXIT    PRINT           LAST    NEXT            NEXT
REPORT                             PAGE    PAGE            SCREEN
```

HELPFUL HINTS – SCREEN 'K', PRE-TRIAL REPORT

- Provides a means to view inmate population who are in a pretrial status
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F4' Goes to end of the report
  - ✓ 'F6' Goes to last page of the report
  - ✓ 'F8' Goes to next page of information
  - ✓ 'F10' Scroll to next screen of prisoners

Forms Maintenance (Continued)

Screen 'L', Pretrial Release lists prisoners in a pretrial status that have been released.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'L', Pretrial Release**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2000-05-16
SCBM99                          FORMS MAINTENANCE                          10.44.55
                                     JAIL # 001                           V.05102000
        REPORT/FILE: PRETRIAL RELEASE
MONTH:  02 YEAR:  2003
SEQUENCE ORDER: A
A. BY SSN
C. BY NAME

ENTER VALID MONTH/YEAR
```

```
LPS2-2          PRE-TRIAL RELEASE  02012002 - 02292002   CNT=   715          V.04022002
                                   AS OF 05242002 130614
  SSN          NAME                COMMIT DATE/TIME          RLSE DATE/TIME  RSN JAIL
191919191 SIMMONS, TIM             02282000 222500           10 02282000 231100  19  710
818181818 VIAR, JANE               02032000 162500           10 02032000 212400  19  710
771717171 MCAULEY, DICK            02202000 230500           10 02212000 005800  19  710
616161616 BROWN, TOM               02272000 233400           10 02282000 032600  19  710
515151515 HANNAH, TOM              02062000 015500           10 02062000 110500  19  710
414141414 ARTATES, TOM             02052000 005500           10 02052000 013100  19  710
313131313 SHEPARD, PAUL            02112000 005700           10 02112000 014300  19  710
212121212 ROBINSON, JANE           02152000 120400           10 02152000 131400  19  710
121212121 GOINS, TOM               02092000 185800           10 02102000 020600  19  710
111111111 OBRYANT, PAUL            02022000 130600           10 02052000 225700  19  710
222222222 RICKS, RICHARD           02102000 213200           10 02112000 033500  19  710
333333333 WHITFIELD, BETTY         02162000 151600           10 02162000 164600  19  710
444444444 BROWN, JIM               02162000 061800           10 02162000 185200  19  710
555555555 AHRENS, PAUL             02192000 081100           10 02192000 083300  19  710
  F2        F3        F4        F6        F8          F10       F12
 DELETE    EXIT      PRINT     LAST      NEXT        NEXT      SCROLL
 REPORT                        PAGE      PAGE        SCREEN    RIGHT
```

HELPFUL HINTS – SCREEN 'L, PRETRIAL RELEASE

- Provides a means to view inmate population who are in a pretrial status that have been released
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exit the report
  - ✓ 'F4' Go to the end of the report
  - ✓ F'6' Go to the last page of the report
  - ✓ 'F8' Go to the next page of information
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information

Forms Maintenance (Continued)

Section 'M', Held for Jurisdiction report lists inmates confined for a specific jurisdiction in another jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'M', Housed for Jurisdiction**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2002-05-16
SCBM99                          FORMS MAINTENANCE                         10.45.51
                                     JAIL # 001                          V.05102002
        REPORT/FILE: HELD FOR JURISDICTION

MONTH: _01_ YEAR: _2003___
JURISDICTION (FIPS CODE): ___ JAIL NUMBER: ___
SEQUENCE ORDER: C
A. BY SSN                 B. BY LOCAL PRISONER ID
C. BY NAME

ENTER VALID MONTH/YEAR
```

```
LPS2-2          FIPS CODE 001 HOUSED BETWEEN 01012003 AND 01312003          V1.0120396
                                AS OF 05132002  075426   CNT(17)
 NAME                          SSN              COMMIT              REASON  LOCAL-ID
BEAMON, TOM                    111111111        01262000 170000              10
BRENNER, TOM                   222222222        01072000 141500              22
 PARKS, TOM                    333333333        01242000 124000              10
 F2            F3              F10      F12
DELETE         EXIT            NEXT     SCROLL
REPORT                       SCREEN     RIGHT
```

HELPFUL HINTS – SCREEN 'M', HELD FOR JURISDICTION

- Produces on-line query reports for prisoners Housed for other Jurisdictions
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
  - ✓ Sequence Order: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Section 'N', Housed In Another Jail lists prisoners in other jails for the jurisdiction specified.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Section 'N', Housed In Another Jail**

```
 LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    2002-05-16
SCBM99                          FORMS MAINTENANCE                             10.46.42
                                     JAIL # 001                               V.05102002
                        REPORT/FILE: HOUSED IN ANOTHER JAIL
PERIOD BEGIN DATE (MMDDYYYY): 07012000 PERIOD END DATE (MMDDYYYY): 07312000
JURISDICTION (FIPS CODE):  013  JAIL NUMBER: ___

SEQUENCE ORDER: C
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST         E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST         G. BY DATE RELEASED LATEST FIRST


ENTER VALID MONTH/YEAR
```

```
LPS2-2     FIPS CODE 013    HOUSED BETWEEN 01012003 AND 01312003   V1.0120396
                              AS OF 05131997 075820     CNT (4)

 NAME                    SSN          COMMIT                 REASON  LOCAL-ID
BUNNY, EASTER            111111111    01012000 120000        29
WAYNE, JOHN              222222222    01162000 120000        29
HUSSEIN, SADAM           666666666    01212000 120000        29
LADEN, BIN               888888888    01012000 120000        0


  F2            F3                    F12
DELETE         EXIT                  SCROLL
REPORT                               RIGHT
```

HELPFUL HINTS – SCREEN 'N', HOUSED IN ANOTHER JAIL

- Produces on-line query reports for prisoners Housed in another Jail
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
  - ✓ Jurisdiction (FIPS Code): ___
  - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Screen 'O', Jail Contract Bed List lists inmates receiving contract bed per diem for a specific month and year.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'O', Jail Contract Bed List**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    2002-05-16
SCBM99                     FORMS MAINTENANCE                                   10.47.46
                                 JAIL # 001                                   V.05102002
                          REPORT/FILE: JAIL CONTRACT BED LIST

MONTH: _01_ YEAR: _1999__

SEQUENCE ORDER: C
A. BY SSN                                   B. BY LOCAL PRISONER ID
C. BY NAME                                   D. BY DATE CONFINED EARLIEST FIRST
E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST          G. BY DATE RELEASED LATEST FIRST
```

```
LPS2-2                    JAIL 001 CONTRACT BED LIST - COUNT (178)                V1.0120396
                          FOR MONTH  01/1999 AS PRODUCESD ON  05122003

 SSN          INMATE NAME (LAST,FIRST,MIDDLE)   START        END          DAYS  $$$
111111111  ALLEN, TOM                           09171996                   030  420
222222222  BRATTON,  JANE                       12021997     04081998      007  098

 F2        F3      F4                F10
DELETE    EXIT    PRINT             NEXT
REPORT                              SCREEN
```

HELPFUL HINTS – SCREEN 'O', JAIL CONTRACT BED LIST

- The information provided on Screen 'O', Jail Contract Bed List is pulled from the financial tables within LIDS
- **Create File** = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **Run the Jail Contract Bed List report prior to approving your monthly LIDS Submission**
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

Forms Maintenance (Continued)

Option ‘ P’, List by Reason Confined lists inmates confined for a specific reason confined.

Navigational Path:

- **LIDS Main Menu - Enter Option ‘4’ - Form Maintenance**
- **Option ‘4’ Form Maintenance to Screen ‘P’ - List by Reason Confined**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    2000-05-
16SCBM99                          FORMS MAINTENANCE
10.48.28
                                  JAIL # 001                                 V.05102003
                     REPORT/FILE: LIST BY REASON CONFINED

MONTH: 4   YEAR: 1999

REASON CONFINED:  10

SEQUENCE ORDER: C
A. BY SSN                                B.  BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST       E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST       G. BY DATE RELEASED LATEST FIRST


ENTER VALID MONTH/YEAR
```

```
LPS2-2          JAIL 001        CONFINED FOR REASON (10) COUNT(  649)        V1.0120396
                                FOR MONTH 04/1998 AS PRODUCESD ON 05121998 102719
NAME                            SSN          COMMIT            DOLLARS LOCAL-ID
ADAMS, VICKI                    999999999    04061998 201200   008     31852
ADKINS, KATHY                   888888888    04131998 023400   008     39591
AMOS, ALICE                     777777777    04031998 215700   008     39482
ANDERSON, TOM                   666666666    04231998 224100   032     32028
ANDERSON, TOM, JR               555555555    04111998 161100   008     01584
BAILEY, KEITH                   121212121    04081998 195700   008     08359

 F2      F3      F4              F10      F12
DELETE  EXIT    PRINT           NEXT     SCROLL
REPORT                          SCREEN   RIGHT
```

HELPFUL HINTS – SCREEN ‘P’, LIST BY REASON CONFINED

- Option ‘P’, List by Reason Confined is pulled from the financial tables within LIDS
- Must Create File First = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **Recommend report be run prior to approving your monthly LIDS Submission**
- Required fields are:
  - ✓ Date
  - ✓ Month
  - ✓ Sequence Order

Forms Maintenance (Continued)

Screen 'Q', Monthly Billing Report – Feds only provides a means to view offenders that have been arrested on a *Federal Warrant*.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'Q' – Monthly Billing Report – FEDS Only**

```
 LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-05-22
SCBM99                          FORMS MAINTENANCE                                  09.30.48
                                     JAIL # 510                                   V.05162001
                 REPORT/FILE: MONTHLY BILLING REPORT - FEDS ONLY


MONTH: 08       YEAR: 2000


ENTER VALID MONTH/YEAR
```

```
     LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)
SCBM99M

YOUR REPORT/FILE: MONTHLY BILLING REPORT - FEDS ONLY
MAY BE VIEWED ONLINE OR YOU MAY DOWNLOAD
SCB.USER.J510.MONBILLF.RTF FOR PRINTING. BE SURE TO
SAVE THE FILE WITH THE .RTF AT THE END OF THE FILE NAME.
```

```
   LPS2-2          JAIL 510     FEDERAL BILLING REPORT FOR 2000/08                    V.10172000
                                     AS OF 2001-05-22-09.31.4
HELD FOR                                  COUNT    DAYS
   881 US MARSHALL                          2       62
   *** FINAL TOTAL                          2       62


 F2            F3            F4        F6        F8                F10        F12
DELETE        EXIT          PRINT     LAST      NEXT              NEXT       SCROLL
REPORT                                PAGE      PAGE              SCREEN     RIGHT
```

HELPFUL HINTS – SCREEN 'Q', MONTHLY BILLING REPORT – FED ONLY

- Produces on-line query reports on prisoners held for the FEDS
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __
- Once in the report screen, utilize the following:
  - ✓ 'F2' Deletes the report
  - ✓ 'F3' Exits the report
  - ✓ 'F4' Prints the report
  - ✓ 'F6' Goes to the last page
  - ✓ 'F8' Goes to the next page
  - ✓ 'F10' Scroll to the next screen of prisoners
  - ✓ 'F12' Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

Screen 'R', Monthly Billing Report provides a means to view monthly billings.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'R' – Monthly Billing Report**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2001-05-22
SCBM99                          FORMS MAINTENANCE                        12.52.36
                                     JAIL # 510                          V.05162001
      REPORT/FILE: MONTHLY BILLING REPORT


MONTH: _08_      YEAR: _2000___


ENTER VALID MONTH/YEAR
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.05162001
SCBM99M
                                MONTHLY BILLING REPORT
                                IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD.J510.MONBILLX.RTF
FOR  PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


              PRESS ENTER TO CONTINUE
```

```
LPS2-2                    JAIL 510  HELD FOR BILLING REPORT FOR 2000/08   V.10172000
                                    AS OF 2001-05-22-12.53.5
HELD FOR                        COUNT   DAYS
  013 ARLINGTON                   1      3
  510 ALEXANDRIA                  1     25
  881 US MARSHALL                 2     62
  *** FINAL TOTAL                 4     90

 F2        F3        F4        F6        F8        F10       F12
DELETE EXIT        PRINT     LAST      NEXT      NEXT      SCROLL
REPORT                       PAGE      PAGE      SCREEN    RIGHT
```

HELPFUL HINTS – SCREEN 'R', MONTHLY BILLING REPORT

- Produces on-line query reports on prisoners held in your jail for another jurisdiction
- Required fields are:
  - ✓ Month: __
  - ✓ Year: __

Forms Maintenance (Continued)

Screen 'S', Voucher Comparison provides a means to view Quarterly Reimbursements to localities for holding prisoners confined in jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'S' – Quarterly Comparison**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    11.22.32
SCBM99                          FORMS MAINTENANCE                           V.06202001
                                     JAIL # ???
                         REPORT/FILE: VOUCHER COMPARISON
FISCAL YEAR: 2001    QUARTER:  4

COMPARE WITH: 1

OPTIONS:  1  = PREVIOUS QUARTER    OR    2 = SAME QUARTER PREVIOUS YEAR
ENTER FISCAL YEAR, QUARTER AND OPTION
```

```
LMN5-M                          LOCAL INMATE DATA SYSTEM (LIDS)
SCBM99M
                                     VOUCHER COMPARISON
                                     IS AVAILABLE FOR VIEWING

YOU MAY DOWNLOAD SCB.PROD.J???.VOUCHCP1.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING
                    PRESS ENTER TO CONTINUE
```

```
LPS2-2              QTRLY VOUCHER COMPARISON    JAIL: ???  QTR: 4                V.10172000
                          QUARTERLY VOUCHER COMPARISON
JAIL NUMBER: ???                FY QTR                 FY QTR
                        ******* 2001  3 ******   ******* 2001  4 ******
                        DAYS    DOLLARS          DAYS    DOLLARS        % CHANGE
LOCAL RESPONSIBLE       15,384  123,072.00       14,788  118,304.00        3.87-
STATE RESPONSIBLE        7,092   56,736.00        5,994   47,952.00       15.48-
FELON (BONUS DAYS)       2,942   17,652.00        2,870   17,220.00        2.45-
ALTERNATE HEM              148    1,184.00           54      432.00       63.51-
ALTERNATE SWE              462    3,696.00          558    4,464.00       20.78
JCB                       0.00       0.00         0.00
FEDERAL                   0.00       0.00         0.00
ORDINANCE                 0.00       0.00         0.00
OTHER STATE                 53     424.00           21      168.00       60.38-
HEM                       0.00       0.00         0.00
MILITARY                  0.00       0.00         0.00
CONTRACT/TRANSIENT        0.00       0.00         0.00
FED OH RECOV              0.00       0.00
ADJUSTMENTS               383-   3,098.00-        121-    984.00-
TOTAL                  25,698 199,666.00       24,164 187,556.00
 F2        F3      F4
DELETE     EXIT    PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'S', QUARTERLY VOUCHER COMPARISON

- Produces on-line query reports on quarterly reimbursements
- Required fields are:
  - ✓ Fiscal Year
  - ✓ Quarter
  - ✓ Compare with:
    - ➢ 1 = Previous Quarter
    - ➢ 2 = Same Quarter Previous Year

Forms Maintenance (Continued)

Screen 'T', Month Activity Comparison provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'T' – Month Activity Comparison**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2003-02-11
                                FORMS MAINTENANCE                          13.35.11
                                     JAIL # 510                          V.02032003
        REPORT/FILE: JAIL ACTIVITY COMPARISON


 MONTH: 02        YEAR: 2003
```

```
     LMN5-M                LOCAL INMATE DATA SYSTEM (LIDS)                V.02032003
SCBM99M

                          MONTH ACTIVITY COMPARISON
                            IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD.J510.ACTIVITY.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

```
 LPS2-2          MONTHLY JAIL ACTIVITY SUMMARY   JAIL: 510  02/2003          V.06212001
                          MONTHLY JAIL ACTIVITY SUMMARY
 JAIL NUMBER: 510                   MO/YEAR                  MO/YEAR
                            ******* 01/2003  ******   ******* 02/2003  ******
                                   COUNTS                   COUNTS              % CHANGE
IN AT BEGINNING OF MONTH              436                      457                 4.82
COMMITS DURING MONTH                  731                      206                71.82-
RELEASES DURING MONTH                 710                      230                67.61-
IN AT END OF MONTH                    457                      433                 5.25-
                                COMPARED TO PREVIOUS YEAR
                            ******* 02/2002  ******   ******* 02/2003  ******
IN AT BEGINNING OF MONTH              409                      457                11.74
COMMITS DURING MONTH                  828                      206                 75.12-
RELEASES DURING MONTH                 812                      230                71.67-
IN AT END OF MONTH                    425                      433                 1.88

 F2              F3        F4
DELETE           EXIT      PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'T', MONTH ACTIVITY COMPARISON

- Produces on-line query reports on monthly prisoner activity
- Compares monthly commits to previous month commits
- Compares monthly releases to previous month releases
- Required fields are:
  - ✓ Period Begin Date
  - ✓ Period End Date

Forms Maintenance (Continued)

Screen 'U', Monthly School District Census provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'U' – Month School District Census**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)          2001-12-17
                       FORMS MAINTENANCE                     15.12.10
                            JAIL # 001                     V.12072001
      REPORT/FILE: SCHOOL DISTRICT MONTHLY CENSUS


MONTH: 11      YEAR: 2001
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)          V.120720
SCBM99M


                 MONTHLY SCHOOL DISTRICT INMATE CENSUS
                       IS AVAILABLE FOR VIEWING.

 YOU MAY DOWNLOAD SCB.USER.J001.SCHOOLCN.RTF
 FOR PRINTING ON YOUR SYSTEM.
 BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


            PRESS ENTER TO CONTINUE
```

```
LPS2-2                 MONTHLY INMATE SCHOOL DISTRICT CENSUS          V.06212001
   JAIL NUMBER: 001 NOVEMBER 2001
     MALE       FEMALE       MALE       FEMALE
   UNDER 18    UNDER 18     18-22       18-22
      0          0           0          0
 ASIAN/PACIFIC  AMERICAN INDIAN     BLACK     HISPANIC      WHITE
      0          0           0          0          0
         IN JAIL LONGER THAN 10 DAYS
     MALE       FEMALE       MALE       FEMALE
   UNDER 18    UNDER 18     18-22       18-22
      0          0           0          0


 F2        F3      F4      F6        F8       F10
DELETE    EXIT    PRINT   LAST      NEXT     NEXT
REPORT                    PAGE      PAGE     SCREEN
```

HELPFUL HINTS – SCREEN 'U', MONTH SCHOOL DISTRICT CENSUS

- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Month
  - ✓ Year

Forms Maintenance (Continued)

Screen 'V', Pre-Trial Confinements provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'V' – Pre-Trial Confinements**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2001-12-17
                                FORMS MAINTENANCE                          15.22.35
                                     JAIL # 760                          V.12072001
        REPORT/FILE: PRE-TRIAL CONFINEMENTS
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001


                JAIL NUMBER: ___


SEQUENCE ORDER: A
A. BY SSN                                B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST       E. BY DATE CONFINED LATEST FIRST
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12072001
SCBM99M

                          PRE-TRIAL CONFINEMENTS
                          IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD.J760.PTADMISA.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.

                PRESS ENTER TO CONTINUE
```

```
LPS2-2          JAIL 760 CONFINED 05012001 AND 05312001 CNT=    8          V.06212001
                              AS OF 12172001 152326
  SSN       COMMIT DATE/TIME    NAME                          LOCAL ID      OFFENSE
111111111   05222001   014200      Mouse, Mickey                76666       NAR3022F5
222222222  05012001   090000       Mouse, Minnie                            BUR2211F3
333333333   05102001   090000      Mouse, Sampson                           ASL7606F6
444444444   05102001   090000      Mouse, Harry                             MUR0925F2
555555555   05102001   090000      Mouse, Kathryn                           ASL7606F6
666666666  05102001   090000       Mouse, Mary                              WPN5207F5
777777777   05102001   090000      Mouse, Ralph                             UR2214F2
888888888   05102001   090000      Mouse, Benton                            LAR2318F6

 F2        F3      F4      F6      F8          F10
DELETE     EXIT    PRINT   LAST    NEXT        NEXT
REPORT                     PAGE    PAGE        SCREEN
```

HELPFUL HINTS – SCREEN 'V', Pre-Trial Confinements

- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY)
  - ✓ Period End Date (MMDDYYYY)

Forms Maintenance (Continued)

Screen 'W', Pre-Trial Releases provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'W' – Pre-Trial Releases**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                    2001-12-17
                                FORMS MAINTENANCE                              15.46.09
                                     JAIL # 760                              V.12072001
                         REPORT/FILE: PRE-TRIAL RELEASES
PERIOD BEGIN DATE (MMDDYYYY): 05012001 PERIOD END DATE (MMDDYYYY): 05312001


                 JAIL NUMBER: ___


SEQUENCE ORDER: A
A. BY SSN                                  B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST         E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST         G. BY DATE RELEASED LATEST FIRST
```

```
 LMN5-M                   LOCAL INMATE DATA SYSTEM (LIDS)                V.12072001
SCBM99M


                          PRE-TRIAL RELEASES
                          IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.USER.J760.PTRLSESA.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.



                 PRESS ENTER TO CONTINUE
```

```
 LPS2-2                JAIL 760 RELEASED  05012001 – 05312001      CNT=    1                V.06212001
                              AS OF 12172001 154638
  SSN       COMMIT DATE/TIME          OFFENSE          RSN    RLSE DATE/TIME      RSN   LOCAL ID   JAIL
333333333   05222001 014200           NAR3022F5        10     05242001 151000     19        76666



 F2        F3        F4        F6        F8        F10                F12
DELETE    EXIT      PRINT     LAST      NEXT      NEXT               SCROLL
REPORT                        PAGE      PAGE      SCREEN             RIGHT
```

HELPFUL HINTS – SCREEN 'W', Pre-Trial Releases

- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Period Begin Date (MMDDYYYY)
  - ✓ Period End Date (MMDDYYYY)

Forms Maintenance (Continued)

Screen 'X', Search By Local ID provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'X' – Search By Local ID**

```
LMN5-C                    LOCAL INMATE DATA SYSTEM (LIDS)                2001-12-17
                                FORMS MAINTENANCE                          15.52.05
                                     JAIL # 760                            V.12072001
                      REPORT/FILE: SEARCH BY LOCAL ID


              ENTER 1 TO 6 LOCAL IDS BELOW

_76666_____ ___________ ___________ ___________ ___________ ___________
```

```
LMN5-M                    LOCAL INMATE DATA SYSTEM (LIDS)                V.12072001
SCBM99M


                              SEARCH BY LOCAL ID
                             IS AVAILABLE FOR VIEWING.

 YOU MAY DOWNLOAD SCB.USER.J760.LOCALIDS.RTF
 FOR PRINTING ON YOUR SYSTEM.
 BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


                  PRESS ENTER TO CONTINUE
```

```
LPS2-2                    SEARCH BY LOCAL ID                             V.06212001
          JAIL NUMBER: 760 LOCAL ID: 76666                    PAGE    1
                     DATE OF BIRTH  S R       HAIR          EYE
  SSN    OR APPROX AGE X C HGT  WGT       COLOR         COLOR  SCARS & MARKS
333333333            02/13/1958        M B                  BLK            BLUE
LEO, ROBERT E
76666      COMMIT 07/07/2001 01:00:00 10   RELEASED 07/07/2001 13:42:00 19
76666      COMMIT 09/10/2001 13:10:00 29   RELEASED 09/10/2001 13:14:00 40

 END OF REPORT FOR LOCAL ID: 76666
  F2         F3          F4
DELETE   EXIT       PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'X', Search By Local ID

- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ LOCAL ID: 76666

Forms Maintenance (Continued)

Screen 'Y', Social Security Bounty Payments provides a means to view monthly prisoner activity.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'Y' – Social Security Bounty Payments**

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)                2001-12-17
                     FORMS MAINTENANCE                            16.03.08
                          JAIL # 760                            V.12072001
        REPORT/FILE: SSA BOUNTY PAYMENTS


 DETAIL OR SUMMARY _ ENTER D OR S
 BEGIN MONTH AND YEAR: __ ____ END MONTH AND YEAR: __ ____
```

```
LMN5-M          LOCAL INMATE DATA SYSTEM (LIDS)                V.12072001
SCBM99M

                     SSA BOUNTY PAYMENTS
                   IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD.J760.SSNAPAYT.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.


          PRESS ENTER TO CONTINUE
```

```
LPS2-2                   SOCIAL SECURITY BOUNTY PAYMENTS            V.06212001
  JAIL NUMBER: 001 SSA FACILITY: VA0112              PAGE   1
 DATE     SSN    COMMIT   AMOUNT  LOCAL ID    NAME
12062002 222222222 10212002  400.00            CHERRYPICKER, JOHNNY B.
12062002 COUNT     1 TOTAL   400.00


 F2              F3        F4
DELETE          EXIT      PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'Y', Social Security Bounty Payments

- Produces on-line query reports on monthly prisoner activity
- Required fields are:
  - ✓ Enter 'D' Detail OR 'S' Summary
  - ✓ Enter Begin Month and Year (MMYYYY)
  - ✓ Enter End Month and Year (MMYYYY)

Forms Maintenance (Continued)

Screen 'Z', Average Age of Inmates provides a means to view the average age of male and female inmates.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'Z' – Average Age of Inmates**

```
LMN5-C                LOCAL INMATE DATA SYSTEM (LIDS)                    2003-02-11
                              FORMS MAINTENANCE                            15.22.32
                                   JAIL # 001                            V.02032003
        REPORT/FILE: AVERAGE INMATE AGE
PERIOD BEGIN DATE (MMDDYYYY): 01012003 PERIOD END DATE (MMDDYYYY): 02112003


                     JAIL NUMBER: 001
```

```
LMN5-M            LOCAL INMATE DATA SYSTEM (LIDS)                        V.02032003
SCBM99M

                          AVERAGE INMATES AGE
                          IS AVAILABLE FOR VIEWING.

YOU MAY DOWNLOAD SCB.PROD.J001.AVERAGEI.RTF
FOR PRINTING ON YOUR SYSTEM.
BE SURE TO SAVE THE FILE WITH THE ".RTF" ENDING.
```

```
LPS2-2                    AVG AGE 001 DATE 01012003 - 02112003 CNT=   232                V.06212001
                                   AS OF 02112003 152435
                                   TOT      AVG      TOT      AVG      TOT      AVG
 JAIL     NAME                     SEX      NUM      AGE      SEX      NUM      AGE      NUM   AGE
 001 ACCOMACK COUNTY JAIL           M        202      32       F        30       33       232   32


 F2        F3        F4
DELETE    EXIT      PRINT
REPORT
```

HELPFUL HINTS – SCREEN 'Z', Average Age of Inmates

- Report generates average of age of male and female inmates
- Required fields are:
  - ✓ Enter Period Begin Date (MMDDYYYY)
  - ✓ Enter Period End Date (MMDDYYYY)

5. INQUIRY MENU

- The Inquiry Menu provides the navigational path for all LIDS requests for information. Allows viewing of prisoner, confinement, offense, financial, insurance and Social Security Number (SSN) information.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**

```
LMN4                    LOCAL INMATE DATA SYSTEM (LIDS)          V.12032002
                              INQUIRY MENU

      JAIL
PRISONER SSN: _________ DOC INMATE CODE: ______ INSURANCE NUMBER: _________
NAME: LAST ______________________________ FIRST _____________ MID ________ SUF ___
COMMIT DATE: ________      COMMIT TIME: ______
MONTH:  __     YEAR: ____              VOUCHERS: FISCAL YEAR ____ QUARTER  _

OPTIONS:
1. PRISONER INFORMATION                          D. SOCIAL SECURITY VERIFICATION BY SSN
2. CONFINEMENT INFORMATION                       E. SOCIAL SECURITY VERIFICATION BY NAME
3. OFFENSE INFORMATION                           F.  JAIL CERTIFY/APPROVAL HISTORY LIST
4. BROWSE PRISONER BY NAME
5. BROWSE PAYMENT STATUS BY CONFINEMENT
6. PRIOR MONTHLY FINANCIALS AS REPORTED
7. BROWSE PRISONER BY ALIAS NAME
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS
9. PRIOR MONTHLY FINANCIALS AS ADJUSTED
A. BROWSE ALIAS SSN BY PRIMARY SSN
B. REVIEW VOUCHERS
C. INSURANCE NUMBER INQUIRY

ENTER DESIRED OPTION => __
```

HELPFUL HINTS – OPTION #5, INQUIRY MENU

- LIDS archives prisoner information
- If the offender has more than one Confinement, a LIDS Picklist will be received
- Inquiry screens allow updating prisoner information -- the following must be selected:
  - ✓ From the Main Menu Option #3, Commitment Maintenance and then select the proper option to update the information
  - ✓ From the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information or Option #12 Delete Confinement
- You have **7 means to view/browse** prisoner information
  1. Social Security Number (SSN)
     - ➢ Option #1, Prisoner Information
     - ➢ Option #2, Confinement Information
     - ➢ Option #3, Offense Information
     - ➢ Option 'D', Social Security Verification by SSN

HELPFUL HINTS – OPTION #5, INQUIRY MENU (CONTINUED)

2. Prisoner Name
   - Option # 4, Browse Prisoner by Name
     - Utilized when SSN is unknown for the prisoner
     - Utilized to determine if you have a duplicate confinement
       1. Example: May find that the prisoner has been booked into LIDS with a different SSN for the same confinement date and time:
          a) First shift books the inmate in LIDS with SSN of 123456789
          b) Second shift looks to see if inmate was booked in as SSN 223456789
       2. Result if not detected/corrected
          a) Second shift thinks he is not booked in LIDS - Correct SSN did not appear
          b) Second shift books inmate under correct SSN
          c) If they had used Option #9, Browse Prisoner by Name, they would have noted that the incorrect SSN was used by the booking officer on the first shift
          d) If not detected, the result will be an overpayment until the incorrect SSN/booking is deleted
       3. Procedure - Browse prisoner by name, Option #4
          a) Enter complete name
          b) Left of the prisoner's name, enter 1 of 4 means to browse prisoner information
             i. 'P' to browse the prisoner's detailed Prisoner Information
             ii. 'C' to browse the prisoner's confinement information
             iii. 'O' to browse the prisoner's offense information
             iv. 'A' to browse the prisoner's alias name
   - Option 'E', Social Security Verification by Name
     - All prisoners confined in LIDS that have had a Social Security Verification by Name
3. By SSN, Confinement Date and Time
   - Option #5, Browse Payment Status by Confinement
     - This option is utilized to view the financial status for a specific prisoner confinement
     - **NOTE: When inquiring on an inmate's SSN, and you receive the message "NO INFORMATION CAN BE RETRIEVED FOR THIS INMATE", the message means that the record has been expunged.**
4. By Month and Year
   - Option #6, View Prisoner Status File for Prior Months
     - Allows inquiry of financial report months that have been approved for payment
     - Allows inquiry of monthly Average Daily Populations (ADP)
   - Option #8, Browse Out-Of-Compliance Payment Status
     - Allows viewing the funding that was disbursed for Out-Of-Compliance inmates
   - Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
     - Allows inquiry of financial report months after adjustments have been realigned
     - Allows inquiry of adjusted monthly Average Daily Populations (ADP)
5. By Alias Name
   - Option #7, Browse Prisoner by Alias Name
     - Is linked to the prisoner's primary name and SSN
6. By Alias SSN
   - Option 'A', Alias SSN by Primary SSN
     - Is linked to the prisoner's primary name and SSN
7. By Insurance Number
   - Option #C, allows viewing commitment information using the Prisoner's Insurance number
     - Is linked to the prisoner's primary name and SSN

- Option 'B', Review Vouchers
  - ✓ Provides a means to view vouchers
- Option 'F', Jail Certify/Approval History List
  - ✓ Provides a means to view your Certification and Approval History

Inquiry Menu (Continued)

The Prisoner Information screen allows viewing of prisoner demographic information. All users, regardless of where the prisoner is confined, can access this screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquire Menu to Screen #1 Prisoner Information**

```
LPI1                                    LOCAL INMATE DATA SYSTEM (LIDS)          V.09192000
2001-05-24                                  *** PRISONER INFO INQUIRY ****
JAIL 630    PRISONER ID 000009908198   SSN 555555555     SID ___________
        LAST                FIRST       MIDDLE    SUFFIX
NAME   ABBOTT           STEVE
LAST CONFINE DATE   12271999   TIME  090000   LAST RELEASE DATE    ________   TIME_________
LAST REASON CONFINED 20.      LAST REASON RELEASED __
MOST RECENT PAYMENT STATUS  FD
DATE OF BIRTH 03041967  APPROX AGE __ DATE APPROX AGE RECORDED
RACE W SEX M HEIGHT 05 11 WEIGHT 160 HAIR COLOR BRO EYE COLOR HAZ
COUNTRY OF BIRTH  __   COUNTRY OF CITIZENSHIP __   IMMIGRATION ID NUMBER  ___
SCARS  MARKS AND TATTOOS _____________________________________________________
_____________________________________________________________________________
____________________
MEDICAL ALERT FLAG  __  DNA SAMPLE  ___ DNA DRAWN DATE  ________
MEDICAL ALERT COMMENTS
_____________________________________________________________________________
INVENTORY OF POSSESSIONS
                OPTION   ___
ENTER A "R" IN THE OPTION FIELD TO RETURN TO THE BROWSE OR PREVIOUS MENU
   CLEAR SCREEN TO RETURN TO PREVIOUS MENU
```

HELPFUL HINTS - OPTION #1, PRISONER INFORMATION INQUIRY

- Allows viewing of Prisoner Information when needed
- Procedure
  - ✓ Enter in the Social Security Number (SSN) for the desired prisoner information
  - ✓ Select Option #1, Prisoner Information
  - ✓ **IF** the prisoner's SSN is unknown, select Option #4, Browse Prisoner by Name
- Inquiry will not allow updating of any prisoner information. Back out and select:
  - ✓ From the Main Menu Option #3, Commitment Maintenance, and then select Option needed to update the information
  - ✓ Prior month Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance, and then select Option #4, Adjust Prisoner Information or Option #12 Delete Confinement
- For additional information concerning the input of Prisoner data, refer to the Commitment Maintenance, Prisoner Information section of this LIDS User Guide
- For additional information concerning, the input of DNA data, refer to the LIDS DNA Tracking System Section within this LIDS User Guide
- Clear Screen - Returns to Inquiry Menu

Inquiry Menu (Continued)

Inquiry Confinement Information screen is allows viewing a prisoner's confinement history. All confinements recorded in LIDS can be viewed, with the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - Enter Option '5'- Inquire Menu**
- **Option '5' – Inquire Menu to Option '2' Confinement Information**

```
LCI1                          LOCAL INMATE DATA SYSTEM (LIDS)        V.11282000
2001-05-24                    **CONFINEMENT INFORMATION**            OFFENSES:
JAIL NAME: RAPPAHANNOCK REGIONAL JAIL
JAIL 630   PRISONER ID 000009999999  SSN 555555555   SID _________
 PRISONER NAME:  Name: HARRISON, FRED                    PAYMENT STATUS FD
COMMITMENT DATE  12271999   TIME  133100     REASON CONFINED   20
RELEASE DATE  _________     TIME  ______     REASON RELEASED   ___
HOUSING STATUS MED FACILITY LOCATION CLS INSURANCE NUMBER _________ GROUP ___
DETAINERS N  JAIL NUM (1-5) ___ ___ ___ ___ ___ TRANSFERRED TO JAIL ___
DOC INMATE NUMBER ______ DOC COMPLIANCE STATUS ___HOLDING FOR LOC ___
GOOD TIME: EXEMPLARY:        YEARS ____  MONTHS ____  DAYS ____
                STATUTORY:  YEARS ____  MONTHS ____  DAYS ____
                JUDICIAL:    YEARS ____  MONTHS ____  DAYS ____
JCB CONTRACT DATES - START: ________ END: ________   COURT ORDER:  ________
ALERT FLAG _
COMMITMENT COMMENTS ____________________________________________________________
CURRENT LOCATION  ______________________________________________________________
                          PREV  R
CLEAR/ENTER KEY RETURNS TO PREVIOUS SCREEN
"R" = RETURN / "O" = OFFENSES
```

OR

```
LCD1                          LOCAL INMATE DATA SYSTEM (LIDS)                V.12042002
2001-08-28          *         * CONFINEMENT INFORMATION PICKLIST**     TOTAL CONFINEMENTS :  1
JAIL  630   SSN 555555555   HARRISON   FRED
COMMIT DATE/TIME  12271999  133100                    RELEASE DATE/TIME  __________

SELECTL   COMMITTED          RSN      RELEASED     RLSE    NUM       PAYM
   NUM    DATE     TIME      CNF    DATE    TIME   RSN     OFFNS     STAT
X  630    12271999 13.31.00  20                            1         LD

OPTION=>  _    "X" IN SEL TO VIEW CONFINEMENT/"O" IN SEL TO VIEW OFFENSES
NO MORE CONFINEMENTS
```

HELPFUL HINTS - OPTION #2, CONFINEMENT INFORMATION INQUIRY

- Inquiry allows viewing of Confinement Information
- Procedure
  - ✓ Enter in the Social Security Number (SSN) of the desired prisoner information
  - ✓ Select Option #2, Confinement Information
  - ✓ **IF** the prisoner's SSN is unknown, select Option #4, Browse Prisoner by Name
- Inquiry will not allow any prisoner information to be updated
- To update go back to the Main Menu and select either Option #3, Commitment Maintenance or if a prior month Confinement select Option #6, Reimbursement Maintenance
- LIDS archives all prisoner confinements
  - ✓ The earliest confinement will always be shown first
    - ➢ Enter 'N' moves to the prisoner's next confinement
    - ➢ Enter 'P' moves to the prisoner's previous confinement
    - ➢ Enter 'R' Returns you to Inquiry Menu
- For additional information concerning the input of Confinement data, refer to the Commitment Maintenance, Confinement Information section of this LIDS User Guide
- Clear Screen - Returns to the Inquiry Menu

Inquiry Menu (Continued)

Offense Information Inquiry screen allows the viewing of all offenses associated with a specific prisoner. All offenses recorded in LIDS can be viewed. Offense information will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '3' Offense Information**

```
LOI1                                LOCAL INMATE DATA SYSTEM (LIDS)          V.03202001
2001-05-24                          DISPLAY OFFENSE  INFORMATION
JAIL 630    PRISONER ID 000009908198   SSN 555555555    SID _________
 PRISONER NAME:   ABBOTT, STEVE
 COMMIT DATE/TIME:  12271999 133100   RELEASE DATE/TIME: _________ ______
REASON CONFINED 20      PAYMENT STATUS  FD              REA. RELEASE ___
OFFENSE CODE:  NAR3035F5   OFFENSE TYPE A
OFFENSE DESCRIPTION SALE FOR ACCOMMODATION
OFFENSE DATE 07051999    OFFENSE SEQUENCE NUMBER    1
ARREST DATE _________   TIME ______
ARRESTING OFFICER  ____________________________
ASSISTING OFFICER  ____________________________

COURT JURISDICTION  630   COURT TYPE (JUV) _   DOCKET NUMBER _____________
CONVICTION DATE _________
SENTENCE DATE 02152000 OFFENSE AS SENTENCED NAR3035F5  SENTENCE TYPE A
SENTENCE LENGTH: YEARS 0000 MONTHS 0006 DAYS 0000 CONCURRENT SENTENCE N
OFFENSE DISPOSITION:  __ DISPOSITION DATE:  _________
                    NEXT  N   (N/P/R)

   CLEAR KEY OR OPTION "R" TO RETURN TO  THE PREVIOUS SCREEN
"N" = NEXT OFFENSE  "P" = PREVIOUS OFFENSE  "R" =  RETURN
```

```
LRI2                                LOCAL INMATE DATA SYSTEM (LIDS)          V.05212001
 2001-05-24 JAIL: 630                OFFENSE INFORMATION PICK LIST          PAYMENT STATUS:  LD
 SSN 555555555   Name: ABBOTT, STEVE                                        REASON CONFINED 20
 COMMIT DATE/TIME  12271999   133100    RELEASE DATE/TIME  _______ _____
 PAYABLE LENGTH    0/   0/   0   <- (YRS/MOS/DAYS) ->   TOTAL LENGTH    0/   0/   0

 SELECT   OFFENSE       SEQUENCE   TYPE   OFFN.DATE   DISP   CRT. DATE    SENTENCE     CF   CRT
  x       NAR3035F5       0001       A      07051999    SS     02152000     0/   0/   0/     N      630
  _       NAR3038F9       0002       A      07071999    SS     02152000     0/   0/   0/     N      630
  _       FAM3805M1       0003       M      07071999    SS     12271999     0/   0/   0/     N      630

 "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR INQUIRY
 OPTION=>   _   "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
                "C"=OFFENSES FOR NEXT CONFINEMENT
```

HELPFUL HINTS - OPTION #3, OFFENSE INFORMATION INQUIRY

- Allows viewing Offense Information of prisoners confined in jail
- Procedure
  - ✓ Enter in the Social Security Number (SSN) for the desired prisoner information
  - ✓ Select Option #3, Offense Information
  - ✓ **IF** the prisoner's SSN is unknown, select Option #4, Browse Prisoner by Name
- To update go back to the Main Menu and select either Option #3, Commitment Maintenance or if a prior month Confinement select Option #6, Reimbursement Maintenance
- Provides historical offense information as arrested and/or sentenced
  - ✓ Displayed in commitment date order with the most recent confinement listed first
  - ✓ **IF** trying to find a previous confinement to look at its offense information:
    - ➢ Enter 'N' moves to the prisoner's next confinement
    - ➢ Enter 'P' moves to the prisoner's previous confinement
    - ➢ Enter 'R' Returns to Inquiry Menu
- For additional information concerning the input of Offense data, refer to the Commitment Maintenance, Offense Information section of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

Browse Prisoner by Name screen allows searching for a prisoner by name instead of by SSN, and provides the capability to view prisoner, alias, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquiry Menu to Option '4' Browse Prisoner by Name**

```
LPB1                    LOCAL INMATE DATA SYSTEM (LIDS)          V1.1092696
                              PRISONER BROWSE BY PRIMARY NAME

NAME: LAST        FIRST      MIDDLE
      JONES       BRUCE      W
  JAIL  T                                          S              HAIR EYE MED
C NUM P   SSN   NAME (LAST, FIRST MI)      DOB/AGE   X HGT  WGT COL COL FLG
_ 087 B 111111111 JONES, ANTONIO LAMONT 1975-08-31 M  ____   ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____ COMMIT 1996-06-19 RELEASE
_ 013 B 222222222 JONES, BRUCE W            023 YEARS  M  ____  ___ ___  ___  N

OPTION=> N   N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU
ENTER TO THE LEFT OF JAIL NUM "A"(ALIAS NM);  "C"(CONF); "O"(OFFN); "P"(PRIS)
```

HELPFUL HINTS - OPTION #4, BROWSE PRISONER BY PRIMARY NAME

- Utilized to view/search information of a prisoner the SSN is unknown, **OR**
- Utilized to search/determine if there are Duplicate Confinements
  - ✓ **Procedure** - Browse prisoner by name, Option #4
    - ➢ Enter complete name, if possible
    - ➢ At the left of the prisoner's name, enter one of the four (4) means to browse that prisoner information:
      - o 'P' to browse the prisoner's detailed Prisoner Information
      - o 'C' to browse the prisoner's confinement information
      - o 'O' to browse the prisoner's offense information
      - o 'A' to browse the prisoner's alias name
  - ✓ **Example - Duplicate Confinement:**
    - ➢ First shift books inmate in LIDS with an **incorrect SSN 123456789**
    - ➢ Second shift books inmate in LIDS using the **proper SSN 223456789** that was not booked by the 1st shift
      - o Second shift thinks they were not booked in LIDS because they did not detect the SSN
      - o Should use Option #4, Browse Prisoner by Name prior to booking the inmate in LIDS
      - o Helps identify that the inmate was booked in LIDS with an incorrect SSN
    - ➢ If not discovered, overpayment will result until the incorrect SSN/booking is deleted
      - o If detected during the report month, delete the incorrect confinement in LIDS utilizing Commitment Maintenance, Option 'G', Delete Confinement
      - o If discovered after report month, delete the confinement in LIDS using Reimbursement Maintenance, Option #12, Delete Confinement/Post Adjustment
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance, Prisoner, Confinement or Offense information sections of this LIDS User Guide
- For additional information concerning, the input of DNA data, refer to the LIDS DNA Tracking System Section within this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The Browse Payment Status by Confinement screen allows viewing payments by confinement, and provides the ability to view the type of payment that will be received.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '5' Browse Payment Status by Confinement**

```
LPS1                          LIDS - JAIL FACILITY PAYMENT STATUS        V1.0050197
JAIL 560                          MONTH OF  APRIL      2001
SSN 555555555 NAME HARRISON, FRED     COMMIT DATE 04011997 TIME 120000
                                                                  -ADJUSTMENT-
                                        *DAYS*   *DOLLARS*        *DAYS*  *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL---------->  1 $    8   0 $    0       0 $    0   0 $    0
PAYMENTS (TOTAL DAYS) STATE---------->  0 $    0   0 $    0       0 $    0   0 $    0
PAYMENTS (OUT OF STATE)------------->   0 $    0   0 $    0       0 $    0   0 $    0
PAYMENTS ALTERNATIVE (HEM)---------->   0 $    0   0 $    0       0 $    0   0 $    0
PAYMENTS ALTERNATIVE (WORK RELEASE)->   0 $    0   0 $    0       0 $    0   0 $    0
PAYMENTS - STATE FELON DAYS--------->   0 $    0   0 $    0       0 $    0   0 $    0
PAYMENTS - JAIL CONTRACT BED-------->   0 $    0   0 $    0       0 $    0   0 $    0
NON-PAYMENT (FEDERAL)--------------->   0 $    0   0 $    0       0 $    0   0 $    0
NON-PAYMENT (ORDINANCE)------------->   0 $    0   0 $    0       0 $    0   0 $    0
NON-PAYMENT (MILITARY)-------------->   0 $    0   0 $    0       0 $    0   0 $    0
NON-PAYMENT (HEM)------------------->   0 $    0   0 $    0       0 $    0   0 $    0
CONTRACT (OUT OF STATE)------------->   0 $    0   0 $    0       0 $    0   0 $    0
PRIVATE TRANSPORTS ---------------->    0 $    0   0 $    0       0 $    0   0 $    0
ADJUSTMENTS POSTED THIS MONTH------->   0 $    0   0 $    0       0 $    0   0 $    0
TOTAL---(INCLUDES ADJUSTMENTS)------>   1 $    8

VOUCHER NO.
    DATE

SCREEN OPTION _    (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)
```

Helpful Hints - Option '5' Browse Payment Status by Confinement

- Allows viewing the Payment Status by Confinement
- Procedure:
  - ✓ Enter the prisoner's SSN to browse on the Payment Status Screen
  - ✓ Select Option '5', Browse Payment Status by Confinement
  - ✓ Press Enter
- No updates can be made to detailed prisoner information from the Inquiry Screen
- Go back to the Main Menu to update and select either Option #3, Commitment Maintenance or if a prior month Confinement, select Option #6, Reimbursement Maintenance
  - Screen Options:
  - ✓ N=Next Month
  - ✓ P=Previous Month
  - ✓ R=Previous Screen
- For additional information concerning the input of Confinement data, refer to Commitment Maintenance, Confinement information section of this LIDS User Guide
- If additional information is needed concerning the input of Confinement data, refer to Commitment Maintenance, Confinement Information section of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The Browse Prisoner Status File For Prior Months screen allows viewing of prior month payments as approved, and provides inquiry capabilities to view the detail summary screen or the review screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '6' Prior Monthly Financials as Reported**

```
LCI2-1                    LIDS - FINANCIAL INQUIRY SUMMARY                    V.10252002
JAIL 810 VIRGINIA BEACH CORRECTION. ENDING 12312002   DAYS 31   COUNT  3,148
                                          COUNT   *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->   2,139   27,336   $  218,688.00
PAYMENTS (TOTAL DAYS) STATE----------->   198     4,484    $   35,872.00
PAYMENTS (OUT OF STATE)--------------->   0       0        $        0.00
PAYMENTS ALTERNATIVE (HEM)------------>   16      277      $    2,216.00
PAYMENTS ALTERNATIVE (WORK RELEASE)--->   0       0        $        0.00
PAYMENTS - STATE FELON DAYS----------->   53      762      $    4,572.00
PAYMENTS - JAIL CONTRACT BED---------->   0       0        $        0.00
NON-PAYMENT (FEDERAL)----------------->   22      454      $    9,538.54-
NON-PAYMENT (ORDINANCE)--------------->   764     2,453    $        0.00
NON-PAYMENT (MILITARY)---------------->   0       0        $        0.00
NON-PAYMENT (HEM)--------------------->   8       160      $        0.00
NON-PAYMENT (CONTRACT INMATES)-------->   0       0        $        0.00
NON-PAYMENT (PRIVATE TRANSPORTS)------>   0       0
FEDERAL PRISONER OVERHEAD RECOVERY---->                    $        0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->                    $      128.00-
TOTAL---------------------------------->  3,200   35,926   $  251,681.46

  MONTHLY ADP:  1,120     DOC RATED CAPACITY:    590

STARTING COMMITMENT DATE: _________   -OR- STARTING WITH SSN:  __________
SCREEN OPTION  2   (2=DET SUM;  3=REV/UPD;   4=ADJ SUM;  5=ADJ DETAIL;  6=RECOVERY SUM)
```

Option #2 – Financial Detailed Summary:

```
LCI2-2                    LOCAL INMATE DATA SYSTEM (LIDS)                     V.10252002
                                FINANCIAL DETAIL SUMMARY
                          MONTH OF  DECEMBER  2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. CONFINEMENT COUNT  3,148
  COMMIT   RELEASE     TOT/ST   SSN          NAME                          RS RS
FLG DATE    DATE       DAYS                  (LAST FIRST MI)               CF RL
Y 12052002 12062002    00  00   111111111    ACOME, RIGOBERTO PERE         10 18
Y 11222002 _________   31  00   222222222    COVEY, SHAWN E                26 __
_ 12062002 12062002    00  00   333333333    LAVOIE, JOSEPH WAYNE          10 19
Y 12262002 12272002    00  00   444444444    ENNINGS, SABRINA ANN          10 19
_ 12282002 12282002    00  00   555555555    CARNRIKE, ANTHONY MICH        10 19
_ 11202002 12052002    05  00   666666666    CONNORS, JASON NEIL           10 19
_ 12282002 12282002    00  00   777777777    KNIGHT, JOSEPH ROGER          10 19
_ 12132002 12132002    01  00   111111112     BLOW, DAVID ROBERT           10 18
_ 07102002 _________   00  00   222222223    HASSON, ALI RAM               73 __

REVIEW ALL ON PAGE  3     (Y/N) SCN OPTION  3  (N=NXT PGE   P=PREV PGE   1=SUMM   3=REVIEW)
MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE
```

Option '6' Prior Monthly Financials as Reported (Continued)

Option #3 – Prisoner Status Review:

```
LCI2-3                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.10252002
                                      PRISONER STATUS REVIEW
                                MONTH OF  DECEMBER  2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. CONFINEMENT COUNT  3,148
SSN111111111  NAME: JACOME, RIGOBERTO PEREZ
COMMIT DT/TM  12052002  0416 REASON CONF: 10        COURT ORDER DATE: ________
RELEASE DT/TM 12062002  0203 REASON REL.: 18  TR./JAIL     BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001    OFFEN TYPE:  O
MOST RECENT SENT DATE  ________  CUM.SENT.LGTH (Y): 000 (M) 000 (D)   000
BONUS START DATE:      ________   PENDING CHARGES:      DOC COMP. ST:
    DAYS: __  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS:              $ 0              $ 0     $ 0       $ 0

*******************************************************************************
SSN: 222222222  NAME: COVEY, SHAWN E
COMMIT DT/TM  11222002  1358 REASON CONF: 26        COURT ORDER DATE: ________
RELEASE DT/TM ________ ____ REASON REL.: __  TR./JAIL     BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001   OFFEN TYPE:   A
MOST RECENT SENT DATE  10012002  CUM.SENT.LGTH (Y): 000 (M) 012 (D)   010
BONUS START DATE:      12302002    PENDING CHARGES:      DOC COMP. ST:
TOTAL DAYS: 31  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $248          $ 0              $ 0     $ 0       $ 0

SCREEN OPTION  1    (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)
```

USER NOTE: SELECT OPTION #1 SUMMARY SCREEN IF YOU WISH TO VIEW OPTION #4, JAIL ADJUSTMENT SUMMARY

Option #4 – Jail Adjustment Summary:

```
LCI2-4                          LIDS - JAIL ADJUSTMENT SUMMARY                     V.10252002
JAIL 810 VIRGINIA BEACH CORRECTION. ENDING 12312002  DAYS 31   COUNT  3,148
                                          COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->   2      16-      $    128-
PAYMENTS (TOTAL DAYS) STATE----------->   0      0        $    0
PAYMENTS (OUT OF STATE)--------------->   0      0        $    0
PAYMENTS ALTERNATIVE (HEM)------------>   0      0        $    0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->   0      0        $    0
PAYMENTS - STATE FELON DAYS----------->   0      0        $    0
PAYMENTS - JAIL CONTRACT BED---------->   0      0        $    0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->   0      0        $    0
BONUS DAYS OUT OF COMPLIANCE - 91-120->   0      0        $    0
BONUS DAYS OUT OF COMPLIANCE - OVER-120   0      0        $    0
NON-PAYMENT (FEDERAL)---------------->    0      0        $    0
NON-PAYMENT (ORDINANCE)-------------->    0      0        $    0
NON-PAYMENT (MILITARY)--------------->    0      0        $    0
NON-PAYMENT (HEM)-------------------->    0      0        $    0
NON-PAYMENT (CONTRACT INMATES)-------->   0      0        $    0
NON-PAYMENT (PRIVATE TRANSPORTS)------>   0      0
ADJUSTMENTS WITH NO FINANCIAL IMPACT-->   1
TOTAL--------------------------------->   3      16-      $    128-

SCREEN OPTION  5   (1=CERT. SUMMARY; 2=DETAIL SUM; 3=REVIEW/UPD; 5=ADJ DETAILS)
```

Option '6' Prior Monthly Financials as Reported (Continued)

Option #5 – Adjustment Detail:

```
LCI2-5                    LOCAL INMATE DATA SYSTEM (LIDS)                    V.10252002
                                ADJUSTMENT DETAILS
                        MONTH OF  DECEMBER  2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. ADJUSTMENT COUNT      2

PAY COMMIT  RELEASE   TOT/ST      SSN              NAME                          SUBMISSION
STS  DATE    DATE       DAYS                       (LAST FIRST MI)               DATE
    11132002 11142002   00 00    111111111        HARRIS, RICHARD THURMA        11302002
Y   11132002 11142002 -  16 00    111111111        HARRIS, RICHARD THURMA        11302002
 _ ________ ________  __ __ ________ ____________________ ________
 _ ________ ________  __ __ ________ ____________________ ________
 _ ________ ________  __ __ ________ ____________________ ________
 _ ________ ________  __ __ ________ ____________________ ________
SCREEN OPTION  J   (N=NEXT PAGE /P=PREV PAGE /1=CERT SUMMARY /J=JAIL PAY STS=Y)
NO MORE DATA...
```

Option 'J' – Jail Facility Payment Status:

```
LPS1                      LIDS - JAIL FACILITY PAYMENT STATUS                V.01282003
JAIL 810                        MONTH OF  NOVEMBER      2002
SSN 111111111 NAME HARRIS, RICHARD THURMAN   COMMIT DATE 11132002 TIME 150000
                                                        -ADJUSTMENT-
                                          *DAYS*  *DOLLARS*      *DAYS*  *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL---------->    17      $    136       16-     $    128-
PAYMENTS (TOTAL DAYS) STATE--------->     0       $    0         0       $    0
PAYMENTS (OUT OF STATE)------------->     0       $    0         0       $    0
PAYMENTS ALTERNATIVE (HEM)---------->     0       $    0         0       $    0
PAYMENTS ALTERNATIVE (WORK RELEASE)->     0       $    0         0       $    0
PAYMENTS - STATE FELON DAYS--------->     0       $    0         0       $    0
PAYMENTS - JAIL CONTRACT BED-------->     0       $    0         0       $    0
NON-PAYMENT (FEDERAL)--------------->     0       $    0         0       $    0
NON-PAYMENT (ORDINANCE)------------->     0       $    0         0       $    0
NON-PAYMENT (MILITARY)-------------->     0       $    0         0       $    0
NON-PAYMENT (HEM)------------------->     0       $    0
CONTRACT (OUT OF STATE)------------->     0       $    0         0       $    0
PRIVATE TRANSPORTS ----------------->     0       $    0         0       $    0
ADJUSTMENTS POSTED THIS MONTH------->                            16-     $    128-
TOTAL---(INCLUDES ADJUSTMENTS)------>     1 $     8
VOUCHER NO.                 DATE

SCREEN OPTION  R   (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)

USER NOTE:  SELECT OPTION 'R' PREVIOUS SCREEN IF YOU WISH TO VIEW THE RECOVERY SUMMARY
```

Option #6 – Recovery Summary:

```
LCI2-6                    LIDS - RECOVERY SUMMARY                            V.10252002

JAIL 810 VIRGINIA BEACH CORRECTION. ENDING 12312002   DAYS 31   COUNT  3,148

                                                      *DOLLARS*

FEDERAL PRISONER OVERHEAD RECOVERY---->               $      0.00
CONTRACT INMATE OVERHEAD RECOVERY----->               $      0.00

TOTAL--------------------------------->               $      0.00

SCREEN OPTION  1   (1=CERT. SUMMARY)
```

Inquiry Menu (Continued)

Helpful Hints - Option '6' Prior Monthly Financials as Reported

- Option #6, Prisoner Status File for Prior Months allows viewing of financial detailed information
- No detailed prisoner information can be updated from the Inquiry Screen
- Allows viewing of the payment status in commitment order
  - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order **OR**
- Allows viewing of the payment status on a specific prisoner by entering the SSN **OR**
- Procedures:
  - ✓ Select Option #6, Prisoner Status File
  - ✓ Select Option #2, Detailed Summary' to view the monthly summary
    - ➢ Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners to view selected inmates detailed information **OR**
    - ➢ Tab to the bottom of the page and place a 'Y' in the space ' Review all On Page __ (Y/N)' to view all the inmates listed on the screen
      - o When selecting 'Y' all on page to view the prisoners on that page
      - o To view prisoners, repeat the same process by selecting 'Y' all on page
        1. To view the next page of inmates, select 'N' = Next Page
        2. To view the previous page of inmates, select 'P' = Previous Page
        3. To return to the summary page, select option '1' = Summary **OR**
        4. To review the detail of the prisoners that a 'Y' was placed beside or if selected to view all on page, select option '3'
  - ✓ Select '3', Review screen for the selected month
    - ➢ Summary of all offenses and provides the financial overview for selected prisoners
      - o To view the next page of inmates, select 'N' = Next Page
      - o To return to the summary page, select option '1' = Summary **OR**
      - o To view the detail summary of an inmate, select '2' Detail Summary
  - ✓ Select '4', Adjustment Summary' screen supports adjustments made by the locality for the selected month
    - ➢ Reflect the financial status of an adjustment made by the locality that impacted a prior month
      - o To go back to the summary page, select option '1' = Summary **OR**
      - o To view the detail summary of an inmate, select '2' Detail Summary
      - o To review the detail of the prisoners where a 'Y' was placed beside or if selected to view all on page, select option '3'
      - o To view the detailed financial information for the monthly adjustment summary, select option '5', Adjustment Details
  - ✓ Select '5', Adjustment Detail screen supports the detailed information on each adjustment
    - ➢ Provides a list of prisoners and the adjustment dollars for the report month selected
      - o To view the next page of prisoners, select 'N' = Next Page
      - o To view the previous page of prisoners, select 'P' = Previous Page
      - o To return to the summary page, select option '1' = Summary **OR**
      - o To view the Jail Payment status, select Option 'J' = Jail Payment
  - ✓ Select '6', Recovery Screen supports prisoners confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
    - ➢ Provides a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
      - o To return to the summary page, select option '1' = Summary
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance, Prisoner, Confinement or Offense information sections of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates, and defined the methodology, which is utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS and is only provided to explain the dollar amount reimbursed on a quarterly basis. It screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS *	Option #6 ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X
PAYMENTS (OUT OF STATE)---------->	$8	FO	X
PAYMENTS ALTERNATIVE (HEM)---------->	$8	NH	
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	$8	NH	
PAYMENTS - STATE FELON DAYS---------->	$6	FD	
PAYMENTS - JAIL CONTRACT BED---------->	$14	CB, CW	
NON-PAYMENT (FEDERAL)---------->	$0	FE	X
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X
NON-PAYMENT (MILITARY)---------->	$0	MI	X
NON-PAYMENT (HEM)---------->	$0	NH	
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X
FEDERAL PRISONER OVERHEAD RECOVERY---->	$	$-	
ADJUSTMENTS POSTED DURING THIS PERIOD->	$	$	
TOTAL---------->	$	$	

DOC RATED CAPACITY: 70

* **CATEGORIES USED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

Helpful Hints - Option '6' Prior Monthly Financials as Reported - Financial Screen Explanation

- **Fiscal Year** = 4 charter data field
  - **2004** = July 1, 2003 – June 30, 2004
  - **Quarters** — **Reimbursed**
  - ✓ 1st Quarter = March, April, May — July
  - ✓ 2nd Quarter = June, July, August — October
  - ✓ 3rd Quarter = September, October, November — January
  - ✓ 4th Quarter = December, January, February — April
  - **Payments (Total Days) Local = $8 per inmate day OR**, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be **$22 per inmate day**:
  - ✓ Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as Local Responsible (**LD**) Inmates **IF:**
    - Proper Committal papers
    - Arrested on a state warrant
    - Awaiting Trial/Pre Trial **OR**
    - Convicted but not sentenced/Post Trial **OR**
    - Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, Committed **on or after** January 1, 1995 ('A' Type Felon), is
      - Twelve (12) months or less **OR** Less than One (1) year, **OR**Any person convicted of one or more felony offenses and sum of consecutive effective Sentences for felonies **and** misdemeanants, committed **before** January 1, 1995 ('B' Type Felon), is Two (2) years or less **AND**Utilized Reason Confine Codes:Juvenile Awaiting Trial (10, 11, 12, 13, 14, 16, 17, 18, 19)
      - Adult Awaiting Trial (10, 11, 12, 13, 14)
    - Adult sentenced on a felony and/or misdemeanor charges
      - No Charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
      - Has Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
    - Adult sentenced-miscellaneous (reason confine code 72)

Helpful Hints - Option '6' Prior Monthly Financials as Reported - Financial Screen Explanation

- **Payments (Total Days) State = $8 per diem OR** if the **State Responsible (SD) Inmates** inmate is housed and maintained in a jail farm not under the control of the Sheriff, the rate shall be $**22 per inmate day**
  - ✓ Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as State Responsible (**SD**) Inmates **IF:**
    - ➢ Proper Committal papers
    - ➢ Arrested on a state warrant
    - ➢ DOC inmates that remain incarcerated in a local correctional facility at the request of the locality
    - ➢ Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, Committed **on or after** January 1, 1995 ('A' Type Felon), is:
    - ➢ More than twelve (12) months **OR**
    - ➢ One (1) year or more, **OR**
    - ➢ Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, Committed **before** January 1, 1995 ('B' Type Felon), is:
    - ➢ More than (2) years **AND**
  - ✓ Used Reason Confine Codes:Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76, 90
    - ➢ Adult Sentenced, Has Charges Pending (50,53, 56, 59, 62, 63, ,87, 89)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem**: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders
  - ✓ Fully sentenced **AND**
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem:** Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release.
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders
  - ✓ Fully sentenced **AND**
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem**: Offenders in this category are State Responsible (FD)
  - ✓ With All Pending Charges Adjudicated
    - ➢ $8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day - on and after the 61st day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within 30 days after the order being issued, **OR**
    - ➢ $8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the 91st day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within 30 days after the order being issued. **AND**
  - ✓ Used Reason Confine Codes:Adult sentenced-no charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76,90)

Helpful Hints - Option '6' Prior Monthly Financials as Reported - Financial Screen Explanation

- **Payments – Jail Contract Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (CB) inmates that are placed into a JCB Work Release (JCBWR) Bed by the Department of Corrections.
  - ✓ Contract with Department of Corrections to hold JCB Inmates **AND**
  - ✓ Adult sentenced - No charges pending (26)
- **Non-payment (Federal) = $0 per diem**: (Effective 7/1/2002) The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.
  - ✓ Offenders in this category are held for Federal Authority **OR** District of Columbia **AND**
    - ➢ Their Reason Confine Code is' 73'Held for Federal Authority/District of Columbia
- **Non-payment (Ordinance) = $0 per diem:** Offenders in this category are arrested on a local or town warrant (pink).
  - ✓ Committal and pink local warrant reflect local offender
  - ✓ This includes ordinance violators that are either awaiting trail or sentenced (Offense Type 'O').
  - ✓ Offenders in this category can be either an adult awaiting trail (10) or an adult sentenced-no additional felony charges pending (20).
- **Non-payment (Military) = $0 per diem:** Offenders in this category are held for military authority and are NOT arrested on a state warrant.
  - ✓ Offenders in this category are coded as a reason confine code 75.
- **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, the locality is NOT approved to participate in an Alternative program or the court placed the offender in the program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
- **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out of state contract inmates who have **NOT** been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner. The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.
  - ✓ Offenders in this category are coded as a reason confine code 78
- **Non-payment (Private Transport) = $0 per diem:** Offenders in this category are held for out of state holds and/or overnight transports.
  - ✓ These inmates have **NOT** been arrested on a Virginia State warrant.
  - ✓ The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.
  - ✓ Offenders in this category are coded as a reason confine code 79
- **Federal Prisoner Overhead Recovery**: (Through 6/30/2002) The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. See appropriate Appropriation Acts.

Helpful Hints - Option '6' Prior Monthly Financials as Reported - Financial Screen Explanation

- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - Payments (Total Days) Local
    - Payments (Total Days) State
    - Payments (Out of State)
    - Non-Payment (Federal)
    - Non-Payment (Ordinance)
    - Non-Payment (Military)
    - Contract (Out of State)
    - Private Transports
- **DOC Rated Capacity:** A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space

Inquiry Menu (Continued)

The Browse Prisoner By Alias Name screen allows you to search for a prisoner by alias name instead of by SSN. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option '7', Browse Prisoner by Alias Name**

```
LPB1                          LOCAL INMATE DATA SYSTEM (LIDS)          V1.1092696
                                      PRISONER BROWSE BY ALIAS NAME
NAME:   LAST                  FIRST                MIDDLE
        JONES                 BRUCE                W
    JAIL  T                                          S            HAIR EYE MED
C   NUM P   SSN        NAME (LAST, FIRST MI)       DOB/AGE   X HGT  WGT COL COL FLG
_   087   B  233333333  JONES, ANTONIO LAMONT     1975-08-31  M ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-06-19 RELEASE
_   013   B   444444444  JONES, BRUCE W                023 YEARS  M ____  ___ ___ ___   N
ALIAS   0 SCAR/TATTOO-> _____________________ COMMIT 1996-04-01 RELEASE 1996-04-01


OPTION=> N   N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU
ENTER TO THE LEFT OF JAIL NUM "A" (ALIAS NM); "C" (CONF); "O" (OFFN); "P" (PRIS)
```

HELPFUL HINTS - OPTION #7, PRISONER BROWSE BY ALIAS NAME

- Use when it is necessary to search prisoner information and only their Alias Name is known
- Prisoner Browse By Alias Name is linked to the inmate's primary SSN, Name and any Alias SSN information provided when booked in the facility
- Procedure
  - ✓ Enter the prisoner's Alias Name you wish to browse and select Option '7',
  - ✓ Enter
  - ✓ At the left of the prisoner's name which you wish to browse, enter one of the three (3) means to browse that prisoner information:
    - ➢ Enter 'A' to browse the prisoner's Alias Name information as entered in LIDS
    - ➢ Enter 'C' to browse the confinement detailed information as entered in LIDS
    - ➢ Enter 'O' to browse the offense detailed information as entered in LIDS
    - ➢ Enter 'P' to browse the prisoner's detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if an error is detected
  - ✓ Go back to the Main Menu screen and select the proper option to update the data, which is found to be incorrect
- Enter one of the three options to browse for additional prisoners:
  - ✓ 'N' Next Page
  - ✓ 'P' Previous Page or
  - ✓ 'R' Return to Menu
- For additional information concerning the input of Prisoner data, refer to Commitment Maintenance, Prisoner, Prisoner information sections of this LIDS User Guide
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The Browse Prisoner By Alias Name screen allows searching of the prisoner by alias name instead of by SSN. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' – Inquiry Menu**
- **Option '5' - Inquiry Menu to Option '8' Browse Out of Compliance Status**

```
LPS3                          LOCAL INMATE DATA SYSTEM (LIDS)                    V1.0042997
 DATE: 05-12-1998             OUT OF COMPLIANCE PAYMENT STATUS
                 PERIOD: 01/1996 THRU: 03/1998
 JAIL NUMBER: 770   SSN: 22222222 COMMITMENT DATE: 01161997 TIME: 135600
   REPORT     POSTED  VOUCHER    VOUCHER   $TOTAL  $TOTAL  $TOTAL   PERIOD
   PERIOD     DATE    NUMBER     DATE     OVR 60  OVR 90  OVR 120   TOTAL

   01311997   ________ ________ ________    0       0       0       0
   02281997   ________ ________ ________    0       0       0       0
   03311997   ________ ________ ________    0       0       0       0
   04301997   ________ ________ ________    0       0       0       0
   05311997   ________ ________ ________    0       0       0       0
   06301997   ________ ________ ________    0       0       0       0
   07311997   ________ ________ ________    0       0       0       0
   08311997   ________ ________ ________    0       0       0       0
   09301997   ________ ________ ________    0       0       0       0
   10311997   ________ ________ ________    0       0       0       0
   11301997   ________ ________ ________    0       0       0       0
   12311997   ________ ________ ________    0       0       0       0
 TOTALS FOR THIS PERIOD:------------>      0       0       0       0
 TOTALS: JAIL FACILITY       TOTAL DAYS:       TOTAL DOLLARS:
B. REVIEW VOUCHERS          STATE DAYS:       STATE DOLLARS:
C. INSURANCE NUMBER INQUIRY

 MORE DATA..PRESS ENTER TO REVIEW..
 ENTER DESIRED OPTION --> N "N" NEXT PAGE "P" PREVIOUS PAGE "R" PREVIOUS SCREEN
```

HELPFUL HINTS - OPTION #8, BROWSE OUT OF COMPLIANCE STATUS

- The Browse Out Of Compliance Payment Status, Option #8, was developed to track reimbursement paid to localities for out of compliance DOC (State) inmates.
- Payments were made in accordance with Section 53.1-20, Code of Virginia and in accordance with the Acts of Assembly from 1/1996 through 3/1998
- Allows viewing the Out of Compliance Status for a specific prisoner's confinement
  - ✓ Over 60 days = $1 per day
  - ✓ Over 90 days = $3 per day
  - ✓ Over 120 days = $6 per day
- The prisoner's SSN, Commitment date and commitment time must be provided.
- Detailed prisoner information cannot be updated from the Inquiry Screen. Back out and go to the Commitment Maintenance Screen, Option '3' and select the proper option to update
- Enter 'N' to move to the prisoner's next confinement
- Enter 'P' to move to the prisoner's previous confinement
- Enter 'R' to Returns you to Inquiry Menu

Inquiry Menu (Continued)

The Browse Prisoner Status File For Prior Months screen allows viewing the prior month payments as approved, and provides inquiry capabilities to view the detail summary screen or the review/update screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option '9' Prior Monthly Financials as Adjusted**

```
LCI2-1          LIDS -  JAIL FINANCIAL  SUMMARY          V1.1032597
          MONTH OF  APRIL    1997 NUMBER OF DAYS  30
 JAIL 770 LOCATION ROANOKE CITY JAIL    CONFINEMENT COUNT     9
                                          COUNT  *DAYS*  *DOLLARS*
 PAYMENTS (TOTAL DAYS) LOCAL----------->   4      91     $   1,312
 PAYMENTS (TOTAL DAYS) STATE----------->   1      30     $     240
 PAYMENTS (OUT OF STATE)--------------->   1      30     $     240
 PAYMENTS ALTERNATIVE (HEM)------------>   0       0     $       0
 PAYMENTS ALTERNATIVE (WORK RELEASE)--->   0       0     $       0
 PAYMENTS - STATE FELON DAYS----------->   1      30     $     180
 PAYMENTS - JAIL CONTRACT BED---------->   0       0     $       0
 NON-PAYMENT (FEDERAL)----------------->   1      30     $       0
 NON-PAYMENT (ORDINANCE)--------------->   1      30     $       0
 NON-PAYMENT (MILITARY)---------------->   1      30     $       0
 NON-PAYMENT (HEM)--------------------->   0       0     $       0
 NON-PAYMENT CONTRACT (OUT OF STATE)----->  0       0     $       0
 NON-PAYMENT PRIVATE TRANSPORTS------------> 0     0     $       0
FEDERAL PRISONER OVERHEAD RECOVERY----→                   $       0
 TOTAL--------------------------------->  10     225     $   1,972

ADJ TOTAL INCLUDED IN ABOVE CATEGORIES>D          46-     $     584
 STARTING COMMITMENT DATE: ________   -OR- STARTING WITH SSN:  _________
 SCREEN OPTION _   (2=DETAIL SUM; 3=REVIEW/UPD.; 4=ADJ. SUM; 5=ADJ DETAIL;   6=RECOVERY SUM)
```

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

- The Browse Prisoner Status File For Prior Months, Option #9 with Adjustments Relating to Submission screen allows viewing monthly payments as adjusted.
- Detailed prisoner information cannot be updated from the Inquiry Screen
- Allows viewing the adjusted payment status in commitment order
  - ✓ Enter Starting Commitment Date **or** leave blank desire not to view commitment order **OR**
- Allows you to view the payment status on a specific prisoner by entering the SSN **OR**
- If you need a navigational path through Option #9, see option #6, Prior Months Financial as Reported
- For additional information concerning the input of Prisoner, Confinement or Offense data, refer to Commitment Maintenance section of this LIDS User Guide
- Clear Screen - Returns to the Inquiry Menu

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, PRIOR MONTHLY FINANCIALS AS ADJUSTED

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which is utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS and is only provided to explain the dollar amount reimbursed on a quarterly basis. The screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	Opt #6 ADP	Opt. #9 ADJ. ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X	X
PAYMENTS (OUT OF STATE)----------	$8	FO	X	X
PAYMENTS ALTERNATIVE (HEM)---------->	$8	NH		X
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	$8	NH		X
PAYMENTS - STATE FELON DAYS---------->	$6	FD		
PAYMENTS - JAIL CONTRACT BED---------->	$14	CB, CW		
NON-PAYMENT (FEDERAL)---------->	$0	FE	X	
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X	
NON-PAYMENT (MILITARY)---------->	$0	MI	X	
NON-PAYMENT (HEM)---------->	$0	NH		
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X	
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X	
FEDERAL PRISONER OVERHEAD RECOVERY---->	$	$		
ADJUSTMENTS POSTED DURING THIS PERIOD->	$	$		
TOTAL---------->	$	$		

DOC RATED CAPACITY: 70

* **CATEGORIES USED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

** **CATEGORIES USED TO PULL ADJUSTED ADP TO HELP DETERMINE STAFFING NEEDS**

Financial Screen Explanation

- To obtain the definition for each reimbursement category mentioned above, see Option #'6' - Prior Monthly Financials as Reported
- The difference between Option #9, Prior Monthly Financials as Adjusted and Option #6, Prior Monthly Financials as Reported/Approved is where Option #9 reflects the monthly status after all adjustments have been completed for the requested month. Option #6 is the status as approved before spreading adjustments to prior financial months.
- Option #9, Prior Monthly Financials as Adjusted also reflect Adjusted ADP Categories
- ADP is one of the tools utilized to help determine staffing need
- ADP is pulled from the following categories because they are based on the average number of **BODIES** sitting in your jail and in an approved Alternative Programs that have a financial impact
  - ✓ Payments (Total Days) Local
  - ✓ Payments (Total Days) State
  - ✓ Payments (Out of State)
  - ✓ Payments (Alternative-HEM)
  - ✓ Payments (Alternative-Work Release)

Inquiry Menu (Continued)

The Browse Alias SSN by Primary SSN screen allows viewing all alias SSN's that have been recorded in LIDS for a specific inmate.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'A' Browse Alias SSN's by Primary SSN**

```
LSU2                          LOCAL INMATE DATA SYSTEM (LIDS)          V.11012000
05-29-2001                              ALIAS SSN INQUIRY
  JAIL
PRISONER`S PRIMARY SSN: 111111111  NAME:  Smith, Fred

ALIAS SSN    ENTERED BY    DATE      COMMENTS (2ND LINE)

222222222    SSA       04-18-2001
1998-05-04
__________   ________  __________
_____________________________________________
__________   ________  __________
_____________________________________________
__________   ________  __________


_ N=NEXT PAGE;P=PREVIOUS PAGE;R=RETURN TO MENU

NO UPDATES ENCOUNTERED…
```

HELPFUL HINTS - OPTION #10, BROWSE ALIAS SSN

- In order to browse alias SSN, it is mandatory to search using the primary SSN for an inmate
- The alias SSN is linked to the prisoner's primary SSN
- Browsing by Alias SSN viewing any Alias SSN's entered for an inmate
  - ✓ If an inmate is booked with no SSN, it is required to book them in utilizing all 9's for the SSN
  - ✓ Once you establish/verify that they have a SSN, update the SSN
  - ✓ **IF** Option #3 AKA SSN is chosen when updating the generated SSN, the generated SSN becomes one of the Alias SSN's that will be found on this option
- If additional information is needed concerning the input of Prisoner data, refer to Commitment Maintenance, Prisoner Information section of this LIDS User Guide

Inquiry Menu (Continued)

The Review Vouchers screen allows viewing voucher information for a specific fiscal year and quarter.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'B' – Review Vouchers**

```
LPS2-2                    VOUCHERS                V.06212001
SCBOLMN4-R001-00 ?-00005080                LIDS VOUCHER RECAP FOR 2-20
V.02112003                          ?   COUNTY JAIL
                                   ********TOTAL******* *******  06/2002******+*******072002
                                            DAYS     DOLLARS   DAYS     DOLLARS    DAYS
TOTAL STATE DAYS (LOCAL)                    6,882    55,056.00 2,061    16,488.00  2,221
TOTAL STATE DAYS (STATE)                    1,190    9,520.00  519      4,152.00   436
TOTAL STATE DAYS (O. STATE)                 0        0.00                0          0.00        0
TOTAL ALTERNATIVE (HEM)                     0        0.00                0          0.00        0
TOTAL ALTERNATIVE (SWE)                     0        0.00                0          0.00        0
FELON                                       206      1,236.00            60         360.00      134
JAIL CONTRACT BED                           0        0.00                0          00          0
CONTRACT (OUT OF STATE)                     0        0.00                0          0.00        0
FEDERAL                                     0        0.00                0          0.00        0
FED OVERHEAD RECOVERY (-)                   0        0.00                0          0.00        0
 TOTAL DOLLARS                                       65,812.00           0          21,000.00   0
06/2002 2002-06-24-10.14.20.662531 SCB00 ?0  Sheriff
07/2002 2002-08-05-09.52.19.862053 SCB00 ?0  Sheriff
08/2002 2002-09-05-09.02.45.233750 SCB0010  Sheriff

 F2        F3        F4        F10                 F12
DELETE    EXIT      PRINT     NEXT      SCROLL
REPORT              SCREEN              RIGHT
```

```
LPS2-2                    VOUCHERS                V.06212001
IDS VOUCHER RECAP FOR 2-2003                                PAGE    1
  ?  COUNTY JAIL                RUN DATE  2/14/03 TIME 10:12:11
***06/2002******+*******07/2002****** *******      08/2002****** ****          ADJUSTMENTS*****
AYS    DOLLARS   DAYS    DOLLARS                   DAYS    DOLLARS             DAYS    DOLLARS
061    16,488.00 2,221   17,768.00                 2,492   19,936.00           108     864.00
519    4,152.00  436     3,488.00                  235     1,880.00            0       0.00
 0     0.00      0       0.00                      0       0.00                0       .00
 0     0.00      0       0.00                      0       0.00                0       0.00
 0     0.00      0       0.00                      0       0.00                0       0.00
 60    360.00    134     804.00                    12      72.00               0       0.00
 0     0.00      0       0.00                      0       0.00                0       0.00
 0     0.00      0       0.00                      0       0.00                0       0.00
 0     0.00      0       0.00                      0       0.00                0       0.00
 0     0.00      0       0.00                      0       0.00                0       0.00
 0     21,000.00 0       22,060.00                 0       21,888.00           0       864.00

 F2                  F3        F4        F10       F11
DELETE               EXIT      PRINT     NEXT      SCROLL
REPORT                                   SCREEN    LEFT
```

HELPFUL HINTS - OPTION #B, VIEW VOUCHERS

- Required Fields
  - ✓ **Fiscal Year** = 4 charter data field
    - ➢ **<u>2003</u>** = July 1, 2002 – June 30, 2003
  - ✓ **Quarter** = 1 charter data field
    - ➢ **1**st Quarter = March, April and May — Reimbursed in July
    - ➢ **2**nd Quarter = June, July and August — Reimbursed in October
    - ➢ **3**rd Quarter = September, October and November — Reimbursed in January
    - ➢ **4**th Quarter = December, January and February — Reimbursed in April
- Can be utilized to help project Per Diem needs for the upcoming budget cycle
- Scroll right (F12) to view the complete voucher screen

Inquiry Menu (Continued)

The Insurance Number Inquiry screen allows viewing commitment information for a specific inmate using the Insurance Number assigned by LIDS and the jail's insurance provider. This feature is most helpful when there are questions relating to actual insurance coverage. To use this feature, enter the nine-digit insurance number in the field labeled 'Insurance Number'.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'C' – Insurance Number Inquiry**

```
LRV1                    LOCAL INMATE DATA SYSTEM (LIDS)                    V.09212000
2001-05-29                    INSURANCE NUMBER INQUIRY

INSURANCE NUMBER: 877000053              TOTAL COMMITMENTS: 001
NAME: SMITH, ALICE          SSN: 111111111 BIRTHDATE: 03202000   SEX: F
 JAIL  FACILITY      COMMIT              RELEASED            RELEASE REASON
 550   GRP# 940   06022000 12.00.00                    __

OPTION=>  _  "N"=NEXT PAGE "P"=PREVIOUS PAGE

END OF LIST...
```

HELPFUL HINTS - OPTION #C, INSURANCE NUMBER INQUIRY

- Required Fields
  - ✓ Insurance Number
- Utilized to view Insurance Number Information (Anthem) on an offender
- LIDS is programmed to assign an Insurance Number for a jail if the jail has notified the Compensation Board that they want to use LIDS to assign Anthem Insurance Numbers for billing purposes
  - ✓ LIDS will assign an Insurance Number to an inmate the first time they are confined in their jail
  - ✓ Each time the inmate is confined in their jail, LIDS will assign the same insurance number that was assigned the first time they were confined in their jail
  - ✓ If the same inmate is transferred to another jail and that jail participates, and it's the first time he has been in Jail #2, LIDS will assign an insurance number for that jail which will be different from Jail #1

Inquiry Menu (Continued)

The Social Security Verification by SSN screen allows viewing the verification status as received from the Social Security Administration.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'D' – Social Security Verification by SSN**

```
LPS2-2                          SSA VERIFICATION REPORT SEARCH BY SSN        V.10172000

**DATE** ***SSN*** *********LAST NAME*******FIRST**** *MIDDLE SEX *DOB***

05041998      2222222222      SHIPMAN          ALICE      M          04131970
SSN DID NOT VERIFY. SSA LOCATED AND VERIFIED A DIFFERENT SSN (234567890).


 F2                 F3        F4          F10
DELETE  EXIT      PRINT      NEXT
REPORT                              SCREEN
```

HELPFUL HINTS - OPTION #D, SOCIAL SECURITY VERIFICATION BY SSN

- The Social Security Verification by SSN screen allows viewing the verification status as received from the Social Security Administration
- The verification status assists with determining the correct SSN for the specific inmate
- In order to use this feature, specify the first five positions of the SSN along with a partial name
- Inmates that have had their SSN verified by SSA will have passed the following criteria:
  - ✓ Name matched
  - ✓ Date of Birth matched
  - ✓ Sex matched
- In order to use this feature, specify the SSN

Inquiry Menu (Continued)

The Social Security Verification by Name screen allows viewing the verification status as received from the Social Security Administration if the inmate's primary name is available. The verification status will assist in determining the correct SSN for the specific inmate.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'E' – Social Security Verification by Name**

```
LPS2-2                          SSA VERIFICATION REPORT SEARCH BY NAME                V.10172000

 **DATE** ***SSN*** *********LAST NAME******* FIRST**** MIDDL********SEX ******DOB***

 05041998      111111111        SHIPMAN            BILLY     G              M         10261934
 SSN VERIFIED ON NAME, DOB, AND SEX.


  F2              F3       F4                        F10
 DELETE           EXIT     PRINT                     NEXT
REPORT                                               SCREEN
```

HELPFUL HINTS - OPTION #E, SOCIAL SECURITY VERIFICATION BY NAME

- The Social Security Verification by Name screen allows viewing the verification status as received from the Social Security Administration
- The verification status will assist in determining the correct SSN for the specific inmate
- Inmates that have had their Name and SSN verified by SSA will have passed the following criteria:
  - ✓ Name matched
  - ✓ Date of Birth matched
  - ✓ Sex matched

Inquiry Menu (Continued)

The Social Security Verification by Name screen allows you to view the verification status as received from the Social Security Administration if the inmate's primary name is available. The verification status will assist in determining the correct SSN for the specific inmate.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquiry Menu**
- **Option '5' - Inquiry Menu to Option 'F' – Jail Certify/Approval History List**

LAJ6 LOCAL INMATE DATA SYSTEM (LIDS) V.02122003
2003-02-19 **JAIL CERTIFY/APPROVAL HISTORY LIST** 10.56.24

JAIL: 001 JAIL NAME: ACCOMACK COUNTY JAIL

MONTH END DATE	CERTIFIED DATE	CERTIFIED BY	APPROVAL DATE	APPROVED BY	VOUCHER NUMBER	VOUCHER DATED
01312003	02042003	SCB0011	02042003	SCB0010	HAS NOT BEEN VOUCHERED	
12312002	01042003	SCB0011	01042003	SCB0010	HAS NOT BEEN VOUCHERED	
11302002	12032002	SCB0011	12052002	SCB0010	00003652	01182003
10312002	11042002	SCB0011	11042002	SCB0010	00003652	01182003
09302002	10052002	SCB0011	10102002	SCB0010	00003652	01182003
08312002	09022002	SCB0011	09042002	SCB0010	00003572	10172002
07312002	08122002	SCB0011	08122002	SCB0010	00003572	10172002
06302002	07042002	SCB0011	07052002	SCB0010	00003572	10172002

PAGE OPTION: **N** (N/P) N=NEXT PAGE P=PREVIOUS PAGE

HELPFUL HINTS - OPTION #F, JAIL CERTIFY/APPROVAL HISTORY LIST

- The Jail Certify/Approval History List screen allows viewing the each report month that has been certified and approved
- Provides the date that each report month was certified ***and*** approved and by whom
- Provides voucher number and date
- Procedure:
  - ✓ Select Option 'F', Jail Certify/Approval History List
    - ➢ Current report month will be listed first
    - ➢ Other report months will be listed in reverse order back to December 1996
- If additional information is needed concerning the inputting Prisoner data by report month, refer to Inquiry, Option #6, Prior months Financial as reported within this LIDS User Guide
- Option:
  - ✓ 'N' Next page- If wish to view additional months, if applicable
  - ✓ 'P' Previous page – If wish to view the previous page, if applicable
- Clear Screen - Returns you to the Inquiry Menu

6. Reimbursement Maintenance

Option #6, Reimbursement Maintenance Menu provides the navigational path for those processes associated with prisoner reimbursement.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

```
LMN3                          LOCAL INMATE DATA SYSTEM (LIDS)        V.0311199
                              REIMBURSEMENT MAINTENANCE MENU

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH __        YEAR  ____
PRISONER SSN: _________ COMMIT DATE: ________   COMMIT TIME: ______
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: ___
      ENTER OPTION HERE =>  _1_
```

HELPFUL HINTS - OPTION #6, REIMBURSEMENT MAINTENANCE

- Reimbursement Maintenance is a secured environment accessible to individuals that have proper authority
- Option #1, Create Monthly Prisoner File is used to create AND recreate the financial file
- Option #2, Certify Monthly Prisoner Status File
  - ✓ **Utilized to view current financial file prior to Certification**
    - ➢ Each time Option #2 is selected, Option #1first to Create or Re-create File
    - ➢ **IF** Option #1, Create Monthly Prisoner File is NOT selected prior to selecting Option #2, Certify Monthly Prisoner File, the file will not capture any updates since your last update
      - o 1st time the monthly prisoner file is created, a message will appear that it's been created
      - o 2nd time and thereafter, recreate the file to pull in all updates
    - ➢ **Do not** input Certification log-on **IF** the financial record is viewed during the month
  - ✓ **Utilized to Certify Monthly Prisoner Status File**
    - ➢ Select Option #1, Re-create the Monthly Prisoner File/Submission
    - ➢ Secondly, select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter Month and Year
    - ➢ Chief Jailer is the Certifier and should review financial data prior to Log-on ID# Certification
- Option '3' provides Sheriff/Superintendent a means to Approve monthly submission by 10th working day
- Option '4' provides localities a means to make adjustments in LIDS concerning prisoner data
- Options '5', '6', '8', '9', '10' and '11' are utilized by the Compensation Board
- Option '7' provides a means to review quarterly voucher information
- Option '12' is used by the locality to delete confinements that require financial adjustments
  - ✓ Once the systems detects a deleted confinement, it also makes the financial adjustment
- Clear Screen - Returns to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

Option #1, Create Monthly Prisoner Status File provides a means to create a record for each confinement. Create monthly prisoner status file every time the monthly submission is viewed. It must be utilized *prior* to certifying the monthly prisoner file to the Compensation Board.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '1' Create Monthly Prisoner Status**

```
LMN3                    LOCAL INMATE DATA SYSTEM (LIDS)          V.0311199
                          REIMBURSEMENT MAINTENANCE MENU

 1. CREATE MONTHLY PRISONER STATUS FILE
 2. CERTIFY MONTHLY PRISONER STATUS
 3. APPROVE MONTHLY PRISONER STATUS
 4. ADJUST MONTHLY PRISONER STATUS
 5. CERTIFICATION/APPROVAL STATUS
 6. GENERATE VOUCHERS
 7. REVIEW VOUCHERS
 8. RECORD PRE-LIDS ADJUSTMENTS
 9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH:  _01_        YEAR :  _2002
PRISONER SSN: _________ COMMIT DATE: ________  COMMIT TIME: ______
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: ___

     ENTER OPTION HERE =>  _1_

  MESSAGE:  Monthly Status File Has Been Created

  MESSAGE WHEN FILE IS RE-CREATED:  Monthly File Has Been Recreated, Do You Wish To Recreate, Hit Enter
```

HELPFUL HINTS - OPTION #1, CREATE MONTHLY STATUS FILE

- When monthly financial file is created or re-created, these actions cause LIDS to pull **all** of the latest updates and adjustments into a current financial file for review
- **Utilized to view your current financial file prior to Certification**
  - ✓ Used to re-create file **anytime during the month** to check anticipated payment figures
    - ➢ Each time Option #2 is selected, choose Option #1 ***first*** to Create **OR** Re-create File
    - ➢ **IF** Option #1, Create Monthly Prisoner File is not selected prior to selecting Option #2, Certify Monthly Prisoner Status File, the file will not capture any data updates since the last file was created
    - ➢ **Do not** input Certification log-on **IF** current prisoner file is viewed during the month
- **Utilized to Certify Monthly Prisoner Status File**
  - ✓ This file **must** be created for the Certification and Approval process by the **tenth (10th) working day of the following month** for the previous month's activity
    - ➢ Select Option #1 to Re-create Monthly Prisoner File/Submission
    - ➢ Select Option #2, Certify Monthly Prisoner Status File
    - ➢ Enter in Month and Year
    - ➢ Chief Jailer is the Certifier and should review financial data prior to Log-on ID# Certification
- Clear Screen - Returns to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

Option #2, Certify Monthly Prisoner Status provides a means to review, validate and certify the monthly Prisoner Status File. Once the chief jailer has certified the monthly Prisoner Status file, the file will be 'locked' and cannot be updated directly.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '2' -Certify Monthly Prisoner Status**
- **Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary**

```
LCU1-1                    LIDS - JAIL CERTIFICATION SUMMARY                    V1.1032697

          MONTH OF:  APRIL 2000   NUMBER OF DAYS:  30
JAIL 560 LOCATION: CLIFTON FORGE CITY JAIL    CONFINEMENT COUNT: 9

THE ADP YOU HAVE ENTERED DEVIATES MORE THAN 10 PERCENT (PLUS OR MINUS) FROM THE PREVIOUS MONTH OR THE
PREVIOUS YEAR. PLEAE VERIFY THE INFORMATION SUBMITTED FOR THIS MONTH IS BOTH ACCURATE AND COMPLETE
PRIOR TO CERTIFYING THIS INFORMATION.

CURRENT MONTH'S ADP =
PREVIOUS MONTH'S ADP =                    VARIANCE =
PRIOR YEAR'S ADP FOR SAME MONTH =         VARIANCE =

TO CERTIFY THIS MONTH, PLEASE ENTER 'Y' IN THE FIELD BELOW.
ADP HAS BEEN REVIEWED AND IS BOTH ACCURATE AND COMPLETE ___
```

Option '2'- Certify Monthly Prisoner Status**, Screen Option #1 – Jail Certification Summary:**

```
LCU1-1          LIDS - JAIL CERTIFICATION SUMMARY          V1.1032697
          MONTH OF:  APRIL 2000   NUMBER OF DAYS:  30
JAIL 560 LOCATION: CLIFTON FORGE CITY JAIL    CONFINEMENT COUNT:    9

                                                   COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->            4      91       $    728
PAYMENTS (TOTAL DAYS) STATE----------->            1      30       $    240
PAYMENTS (OUT OF STATE)--------------->            1      30       $    240
PAYMENTS ALTERNATIVE (HEM)------------>            0      0        $      0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->            0      0        $      0
PAYMENTS - STATE FELON DAYS----------->            1      30       $    180
PAYMENTS - JAIL CONTRACT BED---------->            0      0        $      0
NON-PAYMENT (FEDERAL)----------------->            1      30       $      0
NON-PAYMENT (ORDINANCE)--------------->            1      30       $      0
NON-PAYMENT (MILITARY)---------------->            1      30       $      0
NON-PAYMENT (HEM)--------------------->            0      0        $      0
NON-PAYMENT CONTRACT (OUT OF STATE)---->           0      0        $      0
NON-PAYMENT PRIVATE TRANSPORTS---------->         0      0        $      0
RECOVERIES---------------------------->            0
ADJUSTMENTS POSTED DURING THIS PERIOD                     46-      $  - 584
TOTAL--------------------------------->                   10    225 $    804

CERTIFICATION PASSWORD:
STARTING COMMITMENT DATE: _________    -OR- STARTING WITH SSN:  __________
SCREEN OPTION  2   (2=DETAIL SUM; 3=REVIEW; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)
```

- Utilized to Certify monthly submission to the Compensation Board
- Utilized to View detailed financial file any time during the month
- Select Create/Re-create (Option #1) prior to selecting Option #2, Certify Monthly Prisoner File
- Allows viewing the payment status in commitment order by entering Starting Commitment Date
- Allows viewing the payment status on a specific prisoner by entering the SSN
- Once the monthly Prisoner Status File has been 'CERTIFIED', it **cannot** be directly modified.
- Allows viewing of total days, dollar, Average Daily Population (ADP) and adjustments reported for the month
- **IF** the LIDS system detects a plus or minus of 10 percent as a variance in your monthly ADP, it will be required to verify that the data is correct as reported prior Certification
  - ✓ **If 'Y'** is entered in the field labeled 'ADP has been reviewed, and is accurate as listed', proceed to certify the file by the **tenth (10th) working day of the following month** for the previous months activity
  - ✓ **When the clear key is depressed, or 'N'** is entered in the field labeled 'ADP has been reviewed and is accurate as listed', the financial file **cannot** be certified **until** the data has been updated

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status**, Screen Option #2 – Financial Detailed Summary:**

```
LCI2-2                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.10252002
                                FINANCIAL DETAIL SUMMARY
          MONTH OF  DECEMBER 2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. CONFINEMENT COUNT  3,148
   COMMIT   RELEASE      TOT/ST   SSN          NAME                          RS RS
FLG DATE    DATE         DAYS                  (LAST FIRST MI)               CF RL
Y 12052002 12062002      00  00   111111111    ACOME, RIGOBERTO PERE         10 18
Y 11222002 ________      31  00   222222222    COVEY, SHAWN E                26 __
_ 12062002 12062002      00  00   333333333    LAVOIE, JOSEPH WAYNE          10 19
Y 12262002 12272002      00  00   444444444    ENNINGS, SABRINA ANN          10 19
_ 12282002 12282002      00  00   555555555    CARNRIKE, ANTHONY MICH        10 19
_ 11202002 12052002      05  00   666666666    CONNORS, JASON NEIL           10 19
_ 12282002 12282002      00  00   777777777    KNIGHT, JOSEPH ROGER          10 19
_ 12132002 12132002      01  00   111111112    BLOW, DAVID ROBERT            10 18
_ 07102002 ________      00  00   222222223    HASSON, ALI RAM               73 __

REVIEW ALL ON PAGE  _3_    (Y/N) SCN OPTION _3_ (N=NXT PGE   P=PREV PGE   1=SUMM   3=REVIEW)
MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE
```

HELPFUL HINTS – SCREEN OPTION #2, FINANCIAL DETAIL SUMMARY

- Select Option #2, Detailed Summary to view the monthly summary
  - ✓ Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners to view selected inmates detailed information, **OR**
  - ✓ Tab to the bottom of the page and place a 'Y' in the space ' Review all on Page __ (Y/N)' to view all the inmates listed on the screen
    - ➢ When selecting 'Y' all on page, only the inmates on that page can be viewed
    - ➢ To view other inmates, repeat the same process of selecting 'Y' all on page
      - o To view the next page of inmates, select 'N' = Next Page
      - o To view the previous page of inmates, select 'P' = Previous Page
      - o To return to the summary page, select option '1' = Summary **OR**
      - o To review the prisoners detail where a 'Y' was placed or if all on one page was selected, choose option '3'

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status, **Screen Option #3 – Prisoner Status Review:**

```
LCI2-3                    LOCAL INMATE DATA SYSTEM (LIDS)                    V.10252002
                          PRISONER STATUS REVIEW
          MONTH OF  DECEMBER  2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. CONFINEMENT COUNT  3,148
SSN111111111  NAME: JACOME, RIGOBERTO PEREZ
COMMIT DT/TM  12052002  0416 REASON CONF: 10       COURT ORDER DATE: ________
RELEASE DT/TM 12062002  0203 REASON REL.: 18  TR./JAIL    BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001    OFFEN TYPE:  O
MOST RECENT SENT DATE  ________  CUM.SENT.LGTH (Y): 000 (M) 000 (D)   000
BONUS START DATE:        __________  PENDING CHARGES:      DOC COMP. ST:
    DAYS: __  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS:             $ 0             $ 0     $ 0      $ 0

*****************************************************************************
SSN: 222222222  NAME: COVEY, SHAWN E
COMMIT DT/TM  11222002  1358 REASON CONF: 26       COURT ORDER DATE: ________
RELEASE DT/TM ________  ____ REASON REL.: __  TR./JAIL    BKLOG ST.DT ________
MOST SERIOUS OFFENSE CODE:          OFFENSE DATE: 01010001   OFFEN TYPE:   A
MOST RECENT SENT DATE  10012002  CUM.SENT.LGTH (Y): 000 (M) 012 (D)   010
BONUS START DATE:     12302002    PENDING CHARGES:      DOC COMP. ST:
TOTAL DAYS: 31  STATE DAYS: 00  BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $248          $ 0             $ 0     $ 0      $ 0

SCREEN OPTION  1    (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)

USER NOTE:  SELECT OPTION #1 SUMMARY SCREEN TO VIEW OPTION #4, JAIL ADJUSTMENT SUMMARY
```

HELPFUL HINTS – SCREEN OPTION #3, REVIEW

- Select '3', Review screen for selected month
  - ✓ Summary of all offenses and provides the financial overview for selected prisoners
    - ➢ To view the next page of inmates, select 'N' = Next Page
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the detail summary of an inmate, select Option '2' Detail Summary

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status, Screen Option #4 – Jail Adjustment Summary:

LCI2-4 LIDS - **JAIL ADJUSTMENT SUMMARY** V.10252002
JAIL **810 VIRGINIA BEACH CORRECTION**. ENDING **12312002** DAYS 31 COUNT 3,148

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL---------->	2	16-	$ 128-
PAYMENTS (TOTAL DAYS) STATE---------->	0	0	$ 0
PAYMENTS (OUT OF STATE)---------->	0	0	$ 0
PAYMENTS ALTERNATIVE (HEM)---------->	0	0	$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0	0	$ 0
PAYMENTS - STATE FELON DAYS---------->	0	0	$ 0
PAYMENTS - JAIL CONTRACT BED---------->	0	0	$ 0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->	0	0	$ 0
BONUS DAYS OUT OF COMPLIANCE - 91-120->	0	0	$ 0
BONUS DAYS OUT OF COMPLIANCE - OVER-120	0	0	$ 0
NON-PAYMENT (FEDERAL)---------->	0	0	$ 0
NON-PAYMENT (ORDINANCE)---------->	0	0	$ 0
NON-PAYMENT (MILITARY)---------->	0	0	$ 0
NON-PAYMENT (HEM)---------->	0	0	$ 0
NON-PAYMENT (CONTRACT INMATES)-------->	0	0	$ 0
NON-PAYMENT (PRIVATE TRANSPORTS)------>	0	0	
ADJUSTMENTS WITH NO FINANCIAL IMPACT-->	1		
TOTAL---------->	3	16-	$ 128-

SCREEN OPTION **5** (1=CERT. SUMMARY; 2=DETAIL SUM; 3=REVIEW/UPD; **5=ADJ DETAILS**)

HELPFUL HINTS – SCREEN OPTION #4, ADJUSTMENT SUMMARY

- Select '4', Adjustment Summary screen which supports adjustments made by the locality for the selected month
  - ✓ Reflects the financial status of an adjustment made by the locality that impacted a prior month
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the detail summary of an inmate, select Option '2' Detail Summary
    - ➢ To review the detail of the prisoners where a 'Y' was placed or if you selected to view all on page, select option '3'
    - ➢ To view the detailed financial information for the monthly adjustment summary, select Option '5' Adjustment Details

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status, **Screen Option #5 – Adjustment Detail:**

```
LCI2-5                    LOCAL INMATE DATA SYSTEM (LIDS)                    V.10252002
                                ADJUSTMENT DETAILS
          MONTH OF  DECEMBER  2002 NUMBER OF DAYS  31
JAIL 810 LOCATION VIRGINIA BEACH CORRECTION. ADJUSTMENT COUNT      2

PAY COMMIT  RELEASE   TOT/ST      SSN          NAME                          SUBMISSION
STS DATE    DATE      DAYS                     (LAST FIRST MI)               DATE
_   11132002 11142002 00 00      111111111    HARRIS, RICHARD THURMA        11302002
Y   11132002 11142002 -  16 00   111111111    HARRIS, RICHARD THURMA        11302002
_ ________ ________ __ __ ________ ____________________ ________
_ ________ ________ __ __ ________ ____________________ ________
_ ________ ________ __ __ ________ ____________________ ________
_ ________ ________ __ __ ________ ____________________ ________
SCREEN OPTION  J   (N=NEXT PAGE /P=PREV PAGE /1=CERT SUMMARY /J=JAIL PAY STS=Y)
NO MORE DATA...
```

HELPFUL HINTS – SCREEN OPTION #5, ADJUSTMENT DETAIL SCREEN

- Option '5', Adjustment Detail screen supports the detailed information on each adjustment
  - ✓ Provides a list of prisoners and the adjustment dollars for the report month selected
    - ➢ To view the next page of inmates, select Option 'N' = Next Page
    - ➢ To view the previous page of inmates, select Option 'P' = Previous Page
    - ➢ To return to the summary page, select Option '1' = Summary **OR**
    - ➢ To view the Jail Payment status select Option 'J' = Jail Payment

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status, **Screen Option 'J' – Jail Facility Payment Status:**

LPS1 LIDS - **JAIL FACILITY PAYMENT STATUS** V.01282003
JAIL 810 MONTH OF **NOVEMBER 2002**
SSN **111111111** NAME **HARRIS, RICHARD THURMAN** COMMIT DATE 11132002 TIME 150000

			-ADJUSTMENT-	
	DAYS	*DOLLARS*	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL--------->	17	$ 136	16-	$ 128-
PAYMENTS (TOTAL DAYS) STATE--------->	0	$ 0	0	$ 0
PAYMENTS (OUT OF STATE)---------->	0	$ 0	0	$ 0
PAYMENTS ALTERNATIVE (HEM)---------->	0	$ 0	0	$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)->	0	$ 0	0	$ 0
PAYMENTS - STATE FELON DAYS--------->	0	$ 0	0	$ 0
PAYMENTS - JAIL CONTRACT BED-------->	0	$ 0	0	$ 0
NON-PAYMENT (FEDERAL)---------->	0	$ 0	0	$ 0
NON-PAYMENT (ORDINANCE)---------->	0	$ 0	0	$ 0
NON-PAYMENT (MILITARY)---------->	0	$ 0	0	$ 0
NON-PAYMENT (HEM)---------->	0	$ 0		
CONTRACT (OUT OF STATE)---------->	0	$ 0	0	$ 0
PRIVATE TRANSPORTS ---------->	0	$ 0	0	$ 0
ADJUSTMENTS POSTED THIS MONTH------->			16-	$ 128-
TOTAL---(INCLUDES ADJUSTMENTS)------>	1 $ 8			

VOUCHER NO. DATE

SCREEN OPTION **R** (N=NEXT MONTH; P=PREVIOUS MONTH; **R=PREVIOUS SCREEN**)

USER NOTE: SELECT OPTION 'R' PREVIOUS SCREEN TO VIEW THE RECOVERY SUMMARY

HELPFUL HINTS – SCREEN OPTION J, JAIL FACILITY PAYMENT STATUS SCREEN

- Option 'J', Jail Facility Payment Status screen supports the detailed information on each monthly adjustment
  - ✓ Provides monthly each category that was adjusted
    - ➢ To view the next page of inmates, select Option 'N' = Next Page
    - ➢ To view the previous page of inmates, select Option 'P' = Previous Page
    - ➢ To view the Jail Payment status, select Option 'J' = Jail Payment

Reimbursement Maintenance (Continued)

Option '2' Certify Monthly Prisoner Status (Continued)

Option '2'- Certify Monthly Prisoner Status, **Screen Option #6 – Recovery Summary:**

```
LCI2-6                    LIDS - RECOVERY SUMMARY                    V.10252002

JAIL 810 VIRGINIA BEACH CORRECTION. ENDING 12312002  DAYS 31   COUNT  3,148

                                                      *DOLLARS*

FEDERAL PRISONER OVERHEAD RECOVERY---->               $      0.00
CONTRACT INMATE OVERHEAD RECOVERY----->               $      0.00

TOTAL---------------------------------->              $      0.00

SCREEN OPTION   1  (1=CERT. SUMMARY)
```

HELPFUL HINTS - OPTION #6, RECOVERY SUMMARY FILE

- Option '6', Recovery Screen supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
  - ✓ Provides a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
    - ➢ To return to the summary page, select Option '1' = Summary
- Clear Screen - Returns to the Reimbursement Maintenance Menu
- Sheriff/Superintendent must then log-in, select Option '3' to Approve monthly submission

Reimbursement Maintenance (Continued)

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which is used by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002.

The following financial screen is not available on LIDS and is only provided to explain the dollar amount reimbursed on a quarterly basis. It screen also explains which categories are captured to calculate the Average Daily Population (ADP) that was pulled from your monthly Approval.

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	Opt #6 ADP	Opt. #9 ADJ. ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X	X
PAYMENTS (OUT OF STATE)----------	$8	FO	X	X
PAYMENTS ALTERNATIVE (HEM)---------->	$8	NH		X
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	$8	NH		X
PAYMENTS - STATE FELON DAYS---------->	$6	FD		
PAYMENTS - JAIL CONTRACT BED---------->	$14	CB, CW		
NON-PAYMENT (FEDERAL)---------->	$0	FE	X	
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X	
NON-PAYMENT (MILITARY)---------->	$0	MI	X	
NON-PAYMENT (HEM)---------->	$0	NH		
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X	
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X	
FEDERAL PRISONER OVERHEAD RECOVERY---->	$			
ADJUSTMENTS POSTED DURING THIS PERIOD->	$			
TOTAL---------->	$			

DOC RATED CAPACITY: 70

* **CATEGORIES USED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

** **CATEGORIES USED TO PULL ADP UTILIZED TO HELP DETERMINE STAFFING NEEDS**

Financial Screen Explanation

- To obtain the definition for each reimbursement category mentioned above for Option #'6' - Prior Monthly Financials as Reported, see the Inquiry section of this LIDS User Guide
  - ✓ Option #6, Prior Monthly Financials reflects data as Reported/Approved
  - ✓ Option #6 is the status as approved before spreading adjustments to prior financial months
- To obtain the definition/difference for Option #9, Prior Monthly Financials as Adjusted, see the Inquiry Section of this LIDS User Guide
  - ✓ Option #9 reflects the monthly status after all adjustments have been completed for the requested month
- Average Daily Population (ADP) is one of the tools utilized to help determine staffing needs

Reimbursement Maintenance (Continued)

Option #3, Approve Monthly Prisoner Status screen validates and approves the monthly Prisoner Status File

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6'- Reimbursement Maintenance to Option '3' -Approval**
- **Option '3'- Approval, Screen #1 - Jail Approval Summary**

```
LAP1-1                    LIDS - JAIL   APPROVAL    SUMMARY                    V1.1032597

          MONTH OF  APRIL     1997 NUMBER OF DAYS  30   COUNT 9
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL
                                                   COUNT  *DAYS*   *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----------->            4        91  $     728
PAYMENTS (TOTAL DAYS) STATE----------->            1        30  $     240
PAYMENTS (OUT OF STATE)--------------->            1        30  $     240
PAYMENTS ALTERNATIVE (HEM)------------>            0         0  $       0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->            0         0  $       0
PAYMENTS - STATE FELON DAYS----------->            1        30  $     180
PAYMENTS - JAIL CONTRACT BED---------->            0         0  $       0
NON-PAYMENT (FEDERAL)----------------->            1        30  $       0
NON-PAYMENT (ORDINANCE)--------------->            1        30  $       0
NON-PAYMENT (MILITARY)---------------->            1        30  $       0
NON-PAYMENT (HEM)--------------------->            0         0  $       0
NON-PAYMENT CONTRACT (OUT OF STATE) --->           0         0  $       0
NON-PAYMENT PRIVATE TRANSPORTS ---------->         0         0  $       0
RECOVERIES---------------------------->                      $       0
ADJUSTMENTS POSTED DURING THIS PERIOD                   46-  $     584
TOTAL--------------------------------->            10      225  $   1,972

  APPROVAL   PASSWORD:            APPROVAL INDICATOR:   N  <= "Y" "N" "R
STARTING COMMITMENT DATE: _________    -OR- STARTING WITH SSN:   __________

SCREEN OPTION _   (2=DETAIL SUM; 3=REVIEW/UPD; 4=ADJ. SUM; 5=ADJ DETAIL;  6=RECOVERY SUMMARY
```

- **The following screen will be displayed after the Approval password and indicator have been entered.**

```
LAP1-5                    LIDS - JAIL APPROVAL SCREEN                    V.02291998

          MONTH OF  AUGUST    1999 NUMBER OF DAYS  31

 JAIL 770 LOCATION ROANOKE CITY JAIL


 I CERTIFY THAT ALL INMATE INFORMATION PROVIDED HEREIN IS ACCURATE AND COMPLETE TO THE
BEST OF MY KNOWLEDGE.  I AUTHORIZE THE COMPENSATION BOARD TO ACT AS MY AGENT TO TAKE
ALL APPROPRIATE ACTION TO SHARE SUCH INFORMATION WITH THE SOCIAL SECURITY
ADMINISTRATION, AS COMTEMPLATED BY 42 U. S. C. 1381, ET SEQ
 FOR THE BENEFIT OF ROANOKE (CITY)

                    APPROVAL INDICATOR   Y

 PRESS ENTER TO APPROVE; CLEAR SCREEN TO EXIT WITHOUT APPROVING
```

HELPFUL HINTS - OPTION #3, APPROVE MONTHLY STATUS FILE

- Create/Recreate (Option #1) and Certify Monthly Prisoner File (Option #2) must be done prior to the Sheriff/Superintendent approving the monthly LIDS submission to the Compensation Board
- Option #3, Approve Monthly Status File provides the Sheriff/Superintendent with an electronic method to either view, reject or approve the monthly Financial LIDS submission
  - ➢ To view the monthly LIDS Financial submission, do not provide or fill in the Approval Password
  - ➢ To reject the monthly LIDS Financial submission, select 'r' Reject and the Certification screen will be unlocked to make necessary adjustments to the monthly submission
  - ➢ If the Sheriff/Superintendent wants to approve the Monthly Financial Submission, fill in the Approval Password and approve
    - o All monthly records are locked once approved
- You may go in and out of this option as long as you have not provided the Sheriff/Superintendent's Approval
- This screen allows viewing the total days and dollars figures associated with each category
- Selecting Option #3 is the last necessary step to submit monthly financial LIDS submissions to the Compensation Board for reimbursement
  - **<u>Procedures:</u>**
  - ✓ Sheriff or Superintendent is responsible for the approval process
  - ✓ System forces the Sheriff/Superintendent to view adjustment, Option #4, prior to approval
  - ✓ When ready to approve, enter Approval Password (Logon-ID)
  - ✓ Place a '**Y**' in the Approval Indicator space indicating that '**YES**', monthly LIDS submission is ready to be approved
  - ✓ A message indicating that the monthly submission has been approved will be received
  - ✓ **<u>OR</u>**
  - ✓ Enter "**N**" - **No** - NOT ready to approve monthly submission
    - ➢ Once the Sheriff/Superintendent views monthly submission and decides that he/she does **not** want to approve the submission, place an 'N' in the Approval Indicator space indicating that 'NO', the monthly submission is not ready to approve
    - ➢ **<u>OR</u>**
  - ✓ Enter a '**R**'- **Reject** –if you detect a problem with the monthly submission and desire to un-do the certification process so that staff members make some changes/updates prior to the approval process
- Allows viewing the payment status in commitment order by entering Starting Commitment Date
- Allows viewing the payment status on a specific prisoner (Enter Starting SSN)
- Clear Screen - Returns to the Inquiry Menu
- Any changes necessary <u>after the Sheriff approves his report</u> will be treated as an <u>adjustment</u>
  (See Next Section - Option '4' - Adjust Monthly Prisoner Status)

Reimbursement Maintenance (Continued)

Option #4, Adjust Monthly Prisoner Status makes adjustments to prior report month offender records.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '4' - Adjust Monthly Prisoner Status**

```
LMN3              LOCAL INMATE DATA SYSTEM (LIDS)          V.02112003
2003-03-03          REIMBURSEMENT MAINTENANCE                13.14.05


1.  CREATE MONTHLY PRISONER STATUS FILE
2.  CERTIFY MONTHLY PRISONER STATUS
3.  APPROVE MONTHLY PRISONER STATUS
4.  ADJUST MONTHLY PRISONER STATUS
5.  CERTIFICATION/APPROVAL STATUS
6.  GENERATE VOUCHERS
7.  REVIEW VOUCHERS
8.  RECORD PRE-LIDS ADJUSTMENTS
9.  CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH 06         YEAR   2001
PRISONER SSN: 222222222 COMMIT DATE: 06222001   COMMIT TIME: 210000
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER ________
JAIL NUMBER: 810

PRISONER SSN MUST BE ENTERED..
       ENTER OPTION HERE =>  4
```

ENTER

```
AJ1-A              LOCAL INMATE DATA SYSTEM (LIDS)          V.02062003
 2003-03-03          JAIL FACILITY ADJUSTMENT POSTING
 JAIL NUMBER: 810   ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
 SSN: 222222222      NAME: SMITH, CRYSTAL LEE
 COMMITMENT DATE: 06222001 TIME: 210000     UPDATE PRISONER DEMOGRAPHICS?: N
   RELEASE DATE: 06242001 TIME: 191000  RELEASE REASON: 40    TRANS TO JAIL: ___
 ---------------------------------------------------------------------------------------------------------------------------------
 A  REPORT  ADJUSTED REA O  SENTENCE   TOTAL   TOTAL      PAYMENT
 J  DATE      DATE        CON C  LENGTH       DAYS  DOLLARS     STATUS
    YR /MO /DA
 A  06302001                 29    M   000/001/000    2          16.00             LD



COMMENTS (REQUIRED): Confinement date corrected
OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
ENTER A IN ADJ/IND TO POST AN ADJUSTMENT
```

ENTER

OPTION #4, ADJUST MONTHLY PRISONER STATUS (CONTINUED)

```
LAJ1-B                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.02062003
2003-03-03                 OFFENSE PICK LIST
SSN 222222222    SMITH, CRYSTAL LEE                LOCAL ID 00-001925
COMMIT DATE: 06222001   TIME: 210000   REASON CONFINED: 29
------------------------- SUBMISSION MONTH 06/2001 -------------------------
 "X" PLACED NEXT TO OFFENSE WILL SELECT OFFENSE
SELECT  OFFENSE     SEQ TYPE MS OFFN-DATE  SENT-DATE SENTENCE-LTH  COURT DISP
 _x   FTA5020M1       1    M          06202000       06192001    0/  0/ 30            810      __
  _    ADD NEW         2    _   _ ________  ________  ___________  ___  __
  _   _________ ____ _   _ ________  ________  ___________  ___  __

OPTION -> _ "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
           CLEAR SCREEN TO RETURN TO PREVIOUS SCREEN
```

ENTER

```
LAJ1-C                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.02062003
 2003-03-03                     OFFENSE INFORMATION SCREEN

 JAIL NUMBER: 810 SSN: 222222222 COMMITMENT DATE: 06222001    TIME: 210000
 RELEASE DATE: 06242001 TIME: 191000 RELEASE REASON: 40 TRANS TO JAIL:
 NAME: SMITH, CRYSTAL LEE        REASON CONFINED: 29
 ------------------------- SUBMISSION MONTH 06/2001 -------------------------

 SEQUENCE:    1    OFFENSE CODE: FTA5020M1  OFFENSE TYPE: M MOST SERIOUS: _
 FAIL TO APPEAR IN COURT FOR MISDEMEANOR OFFENSE

 OFFENSE DATE: 06202000    COURT JURISDICTION 810   COURT TYPE (JUV) _
 CONVICTION DATE: ________
 SENTENCE DATE: 06192001     OFFENSE AS SENTENCED  FTA5020M1   TYPE: M
 FAIL TO APPEAR IN COURT FOR MISDEMEANOR OFFENSE

 SENTENCE LENGTH:  YEARS:  __0  MONTHS:  __0  DAYS:  __30   CONCURRENT  N

 OFFENSE DISPOSITION: __   DISPOSITION DATE: ________

 DOCKET: _____
 HOUSING STATUS ___ FACILITY LOCATION ___ CURRENT LOCATION _____
```

ENTER

```
LAJ1-A                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.02062003
 2003-03-03          JAIL FACILITY ADJUSTMENT POSTING
 JAIL NUMBER: 810   ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
 SSN: 222222222    NAME: SMITH, CRYSTAL LEE
 COMMITMENT DATE: 06222001 TIME: 210000    UPDATE PRISONER DEMOGRAPHICS?: N
   RELEASE DATE: 06242001 TIME: 191000  RELEASE REASON: 40 TRANS TO JAIL: ___
 ---------------------------------------------------------------------------
 A  REPORT  ADJUSTED REA  O  SENTENCE   TOTAL   TOTAL        PAYMENT
 J  DATE      DATE        CON C  LENGTH      DAYS    DOLLARS     STATUS
            YR /MO /DA
 _ 06302001 03032003       29    M   000/000/030    2          16.00              LD




 COMMENTS (REQUIRED): CONFINEMENT DATE CORRECTED
 OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
  ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT
 ADJUSTMENTS COMPLETED
```

HELPFUL HINTS - OPTION #4, ADJUST MONTHLY PRISONER STATUS

- Provides a means to make Adjustments that may or may not have a Financial Impact
- Top portion of the screen provides a means to update confinement information
  - ✓ Example: Prisoner was released on 6/24/2001
  - ✓ Enter Release date
  - ✓ Enter Release time
  - ✓ Enter Release reason
  - ✓ Enter 'A' at the far left to Post an Adjustment
  - ✓ Tab to comments and enter the reason the adjustment is being made
  - ✓ Press Enter and the system will display a posted date that reflects when the adjustment was posted
- Bottom Portion of the screen provides a means to update offense information
  - ✓ Example: Missed updating sentencing information
  - ✓ Enter 'A' at the far left of the month the adjustment is to be posted
  - ✓ Tab to comments and enter the reason the adjustment is being made
  - ✓ Press Enter and the Offense screen or the Offense Pick List will appear
- Screen options
  - ✓ 'N' moves to the next page
  - ✓ 'O' moves to the Offense Update Screen
  - ✓ 'J' moves to the Jail Payment Status for the adjustment
  - ✓ Clear Screen - Returns to the Reimbursement Maintenance Menu
- Effective 7/1/1999, the Adjust Monthly Prisoner Status Screens were revised
  - ✓ They were revised to provide LIDS users a means to make adjustments to offender records that reflect incorrect information on multiple offenses.
- Utilized to update Offense Information for those inmates confined in prior months
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to update/satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized if a new offense needs to be added
- Use this option if a message was received from LIDS indicating that a Financial Adjustment needs to be made, please contact your financial adjuster.
  - ✓ You will receive this type of message if information was updated *after* your approval
  - ✓ If an adjustment is NOT made, the quarterly reimbursement will be either understated or overstated
  - ✓ It would also result in an Audit finding once audited if an adjustment is NOT made. Suggestion:
    - ➢ Make a copy of the screen that indicates that a financial adjustment needs to be made and give to adjustor, **OR**
    - ➢ Note the Prisoner's Social Security Number; Name; Commit Date; and Commit Time
    - ➢ Give the noted information or copy of the screen to the adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
    - ➢ **IF** deleting an offense, a message will appear asking if you want to delete this offense, press Enter again
      - o A message will be received that the Offense has been updated or added or deleted
    - ➢ Back out to see the update on the Offense Pick List
    - ➢ If additional offenses need to be updated, repeat the same process above
- Once updated, enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- A message will appear that the update is completed
- Clear Screen - Returns to Commitment Maintenance Menu, Option #3
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS User Guide

Reimbursement Maintenance (Continued)

Option #7, Review Vouchers allows local jail facilities to view the voucher created for **quarterly** per diem payments.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '7' Review Vouchers**

```
LMN3                                    LOCAL INMATE DATA SYSTEM (LIDS)
V.01202000
                                                REIMBURSEMENT MAINTENANCE
JAIL NUMBER: 001
1.  CREATE MONTHLY PRISONER STATUS FILE
2.  CERTIFY MONTHLY PRISONER STATUS
3.  APPROVE MONTHLY PRISONER STATUS
4.  ADJUST MONTHLY PRISONER STATUS
5.  CERTIFICATION/APPROVAL STATUS
6.  GENERATE VOUCHERS
7.  REVIEW VOUCHERS
8.  RECORD PRE-LIDS ADJUSTMENTS
9.  CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH __        YEAR  ____
PRISONER SSN: _________ COMMIT DATE: _____   COMMIT TIME: ______
VOUCHERS: FISCAL YEAR:  2000 QUARTER:  4     STARTING NUMBER _________

      ENTER OPTION HERE =>7_
```

```
LPS2-2                                   VOUCHERS                                   V.01182000
 SCBOLMN3-R001-001- 0000?                LIDS VOUCHER RECAP FOR 4th Qrt-2000
                                          ? COUNTY JAIL
                                 ********TOTAL******* *******12/1999*************      01
                                          DAYS     DOLLARS   DAYS     DOLLARS     DAYS
 TOTAL STATE DAYS (LOCAL)                 9,000    64,000.00 4,000    32,000.00   2,500
 TOTAL STATE DAYS (STATE)                 2,000    16,000.00  700     5,600.00    650
 TOTAL STATE DAYS (O. STATE)              0        0.00      0        0.00        0
 TOTAL ALTERNATIVE (HEM)                  0        0.00      0        0.00        0
 TOTAL ALTERNATIVE (SWE)                  0        0.00      0        0.00        0
 FELON                                    400      2,400.00  200      1,200.00    200
 OUT OF COMPLIANCE 61 -                   90       0.00      0        0.00        0
 OUT OF COMPLIANCE 91 -                   120      0.00      0        0.00        0
 OUT OF COMPLIANCE                        121+     0.00      0        0.00        0
 JAIL CONTRACT BED                        0        0.00      0        0.00        0
 FED OVERHEAD RECOVERY (-)                0        0.00      0        0.00        0
  TOTAL DOLLARS                           0        82,400.00 0        38,800.00   0
 12/1999 2000-04-11-12.07.00.359196 SCB00?0  Sheriff
 01/2000 2000-02-04-14.22.50.850656 SCB00?0  Sheriff
 02/2000 2000-03-14-13.58.50.050645 SCB00?0  Sheriff
  F2          F3      F4      F6      F8      F10                F12
 DELETE      EXIT    PRINT   LAST    NEXT    NEXT               SCROLL
 REPORT                      PAGE    PAGE    SCREEN             RIGHT
```

```
LPS2-2                                   VOUCHERS                                   V.01182000
IDS VOUCHER RECAP FOR 4-2000                          PAGE    1
  ? COUNTY JAIL                 RUN DATE  5/ 8/00 TIME 10:26:47
***12/1999******+***************01/2000****** **    *********   02/2000*****************   ADJUSTMENTS*
AYS    DOLLARS                   DAYS     DOLLARS                DAYS     DOLLARS          DAYS     DOLLARS
933    23,464.00                 2,000    16,000.00              2,000    16,000.00        0        0.00
958     7,664.00                 650      5,200.00               650      5,200.00         0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
200     1,200.00                 100      600.00                 100      600.00           0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0          0.00                 0        0.00                   0        0.00             0        0.00
 0     31,836.00                 0        21,800.00              0        21,800.00        0        0.00
 SHERIFF
SHERIFF
SHERIFF
 F2          F3      F4      F10                F11
DELETE      EXIT    PRINT   NEXT               SCROLL
REPORT              PAGE    SCREEN             LEFT
```

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #7, REVIEW VOUCHERS

- Used to review vouchers created for quarterly per diem payments
- Vouchers can be viewed back to the 3rd quarter of FY1997.
  - ✓ The first month jail facilities submitted Inmate Data to LIDS was report month - December 1996
  - ✓ The first quarter jail facilities may review vouchers in LIDS is for the 3rd quarter in FY1997
- **Procedures:**
  - ✓ Select Option #7, Review Vouchers
  - ✓ Tab and input:
    - ➢ Vouchers Fiscal Year
      - o 2003 (Example: July 2002 through July 2003 = FY2003)
    - ➢ Quarter
      - o 1st Quarter = March, April, May
      - o 2nd Quarter = June, July, August
      - o 3rd Quarter = September, October, November
      - o 4th Quarter = December, January, February
    - ➢ The Voucher number will be assigned by CB so leave blank
    - ➢ Press Enter to view the requested quarterly voucher screens
- Used to track and project yearly revenue based on quarterly per diem payments
  - ✓ 1st Quarter Payment processed by CB around July 15th
  - ✓ 2nd Quarter Payment processed by CB around October 15th
  - ✓ 3rd Quarter Payment processed by CB around January 15th
  - ✓ 4th Quarter Payment processed by CB around April 15th

Reimbursement Maintenance (Continued)

Option #12, Delete Confinement/Post Adjustment allows a confinement entered in error for a prior month to be deleted where per diem payments have been made.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' - Reimbursement Maintenance to Option '12' - Delete Confinement/Post Adjustment**

```
LRD1            LOCAL INMATE DATA SYSTEM (LIDS)          V.12062001

2001-12-17            DELETE CONFINEMENTS     TOTAL CONFINEMENTS:   2
JAIL: 620    SSN: 1111111119          NAME: SMITH,  BRYANT

SEL      COMMITTED     RSN      RELEASED        RLSE  NUM      PAYM
       DATE      TIME   CNF    DATE    TIME        RSN   OFFNS    STAT

 D     08032000   16.00.00  20   ________  ________   __     1        LD
 _     07252000   09.00.00  80   08032000  15.59.00   70     1        NH


OPTION=>  D
"N"=NEXT PAGE OF CONFINEMENTS; P=PREVIOUS PAGE OF CONFINEMENTS
TO DELETE A CONFINEMENT: ENTER A "D" IN THE SELECTION FIELD
```

HELPFUL HINTS - OPTION #12, DELETE CONFINEMENT/POST ADJUSTMENT

- Used to Delete a Confinement **after** the report month has been approved
- Used to automatically post an adjustment if the prisoner's confinement is deleted by utilizing Option #12, Delete Confinement/Post Adjustment
- The delete confinement screen has been changed to allow the deletion of multiple confinements at one time
  - ✓ This change was at the request of the LIDS Advisory Committee and is now available for your use
- **Procedures:**
  - ✓ Select Option #12
  - ✓ Enter Current SSN
  - ✓ Press Enter
  - ✓ Select Option 'I' (Inquire) to ensure the proper prisoner, SSN, Commit date and time
  - ✓ The delete screen will be displayed with a pick list of all confinements for this inmate in your facility
  - ✓ Not all LIDS personnel in your facility can delete those confinements that have 'ADJT'
  - ✓ Enter ' D' Delete beside the confinements that need to be deleted
  - ✓ Press Enter
  - ✓ A message 'Do you want to delete this confinement?' will appear, and gives one more chance to check to make sure the confinement should be deleted
  - ✓ **IF** confinement should be deleted, press Enter again and a message that the confinement has been deleted will appear
    - ➢ LIDS is programmed to post the adjustment once the confinement is deleted
    - ➢ It is not necessary to post an adjustment - Option #4, Adjust Monthly Prisoner Status
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

7. Division of Forensic Science Main Menu

Developed for and Utilized by Department of Department of Criminal Justice Services, Virginia Division of Forensic Science

8. Reconciliation Tools

Option '8', Reconciliation Tools provides users with the tools needed to balance inmate activity, financial count by payment for a specified period, and balance Out of State Contract Inmate Report.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**

```
LBI1                    LOCAL INMATE DATA SYSTEM (LIDS)                V.05131999
                              RECONCILIATION TOOLS MENU

   1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
   2. FINANCIAL COUNT BY PAYMENT CATEGORY
   3. REPORT OF OUT OF STATE CONTRACT PRISONERS

   JAIL NUMBER   760
   STARTING COMMIT DATE  01012001  AND TIME   000000
   ENDING COMMIT DATE    01312001   AND TIME  235959
   MONTH  __              AND YEAR  ____
      OPTION  1
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS

- **Before viewing inmate data for a specific time period, the '<u>Create' your monthly file</u> must be created under the Reimbursement Maintenance option by selecting Option #1 - Create Monthly File**
  - ✓ Must be completed in order to capture current inmate data files and repeat each time you reconcile
- The Reconciliation Tool section of the <u>LIDS User Guide</u> was implemented on July 1, 1999
  - ✓ Option #1 - Should be utilized to balance the overall Inmate Head Count to the manual report and/or Jail Management System (JMS) headcount report
  - ✓ Option #2 - Should be utilized to balance the monthly financial count by payment category
  - ✓ Option #3 - Used to balance Out of State Contract Inmate
- Recommend that a Headcount reconciliation be the first step in reconciling inmate data
  - ✓ Helps verify that prisoner information in LIDS is correct
  - ✓ Helps ensure that the Tuesday Report inmate information is reported correctly twice a month
  - ✓ Help prevent possible Audit Findings
  - ✓ Recommend that reconciliation be done *at least* twice a month
    - ➢ Set up internal procedures
- <u>Jail Number</u>
  - ✓ Defaults to jail number
- <u>Starting Commit Date/Time</u>
  - ✓ Information will be pulled from the date entered through the ending date and time enter-ed
  - ✓ Date must be entered for Option #1 in MMDDYYYY format
  - ✓ Time must be entered for Option #1 in HHMMSS format
  - ✓ Starting time for a day would be entered as 000000
- <u>Ending Commit Date/Time</u>
  - ✓ This is the ending commit date/time used by Option #1
  - ✓ Ending time for a day would be entered as 235959
- <u>Month</u>
  - ✓ This is the Month from 01 – 12
- <u>Year</u>
  - ✓ This is the Year
  - ✓ Must be entered for Option #2

Reconciliation Tools (Continued)

Option #1, Overall Head Count for a Specific Period provides a screen to break down inmate flow for reconciling a specific period

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '1' - Overall Head Count For A Specific Period**

```
LJI1                          LOCAL INMATE DATA SYSTEM (LIDS)                V.05131999
                                  RECONCILIATION - HEADCOUNT

JAIL 760        RICHMOND
STARTING DATE/TIME 01012001 000000 ENDING DATE/TIME 01312001 235959

_  BEGINNING HEADCOUNT (JAIL)                                  5
_  BEGINNING HEADCOUNT (ALTERNATIVE PROGRAMS)                  0
Y     TOTAL BEGINNING HEADCOUNT                                5

_  NEW COMMITMENTS (JAIL)                                      1
_  NEW COMMITMENTS (ALTERNATIVE PROGRAMS)                      0
_     TOTAL NEW COMMITMENTS                                    1

_  NEW RELEASES (JAIL)                                         0
_  NEW RELEASES (ALTERNATIVE PROGRAMS)                         0
_     TOTAL NEW RELEASES                                       0

_  ENDING HEADCOUNT (JAIL)                                     6
_  ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)                     0
_     TOTAL ENDING HEADCOUNT                                   6

OPTION  1        1 = SCREEN VIEW
     (FOR OPTION "1", ALSO ENTER "Y" TO THE  LEFT OF THE CATEGORY FOR VIEWING)
```

BEGINNING HEADCOUNT SCREEN:

```
LJI1                          LOCAL INMATE DATA SYSTEM (LIDS)
                              BEGINNING HEADCOUNT (JAIL) = 5                   V.05131999
RECONCILIATION - HEADCOUNT FOR 01012001 000000 THRU 01312001 235959

JAIL 760        RICHMOND
  SSN            LAST/FIRST NAME                  COMMIT DT/TM       RELEASE DT/TM     PS/RC  LOCAL ID
 222222222       PENDERGRASS  BILL                2000-07-25-16.54.00                  LD/10
 223333333       SAUNDERS     BILL                1997-04-08-17.18.00                  LD/10
 223444444       TURNER       BILL                1999-04-10-20.05.00                  LD/10
 224444444       WILLIAMS     BILL                1997-07-05-18.45.00                  LD/10
 266666666       JOHNSON      BILL                2000-10-02-22.00.00                  LD/10
F2               F3      F4      F10
DELETE           EXIT    PRINT   NEXT
REPORT                           SCREEN
```

NEW COMMIT SCREEN:

```
LJI1                          LOCAL INMATE DATA SYSTEM (LIDS)
                              NEW COMMITMENTS = 1                              V.05131999
RECONCILIATION - HEADCOUNT FOR 01012001 000000 THRU 01312001 235959
JAIL 760        RICHMOND
  SSN            LAST/FIRST NAME                  COMMIT DT/TM       RELEASE DT/TM     PS/RC  LOCAL ID

 333333333       WILLIAMS     BILL                2001-01-21-10.03.00                  LD/10

F2               F3      F4      F10
DELETE           EXIT    PRINT   NEXT
REPORT                           SCREEN
```

Reconciliation Tools (Continued)

OPTION '8'- RECONCILIATION TOOLS, OPTION #1-HEADCOUNT REPORTS

NEW RELEASE SCREEN:

```
LJI1                    LOCAL INMATE DATA SYSTEM (LIDS)
                        NEW RELEASES = 0                                    V.05131999
RECONCILIATION - HEADCOUNT FOR 01012001 000000 THRU 01312001 235959

JAIL 760      RICHMOND
  SSN         LAST/FIRST NAME                COMMIT DT/TM     RELEASE DT/TM     PS/RC  LOCAL ID


F2            F3      F4      F10
DELETE        EXIT    PRINT   NEXT
REPORT                        SCREEN
```

ENDING HEADCOUNT SCREEN:

```
LJI1          LOCAL INMATE DATA SYSTEM (LIDS)
              ENDING HEADCOUNT (JAIL) = 6                                   V.05131999
RECONCILIATION - HEADCOUNT FOR 01012001 000000 THRU 01312001 235959

JAIL 760      RICHMOND
  SSN         LAST/FIRST NAME                COMMIT DT/TM     RELEASE DT/TM     PS/RC  LOCAL ID
 222222222    PENDERGRASS   BILL             2000-07-25-16.54.00                LD/10
 223333333    SAUNDERS      BILL             1997-04-08-17.18.00                LD/10
 223444444    TURNER        BILL             1999-04-10-20.05.00                LD/10
 224444444    WILLIAMS      BILL             1997-07-05-18.45.00                LD/10
 266666666    JOHNSON       BILL             2000-10-02-22.00.00                LD/10
 333333333    WILLIAMS      BILL             2001-01-21-10.03.00                LD/10
F2            F3      F4      F10
DELETE        EXIT    PRINT   NEXT
REPORT                        SCREEN
```

HELPFUL HINTS – OPTION '8', RECONCILIATION TOOLS, OPTION #1 – HEADCOUNT REPORT

- Before viewing inmate data for a specific time period, **'Create' your monthly file** *must* be done under the Reimbursement Maintenance option selecting Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files
  - ✓ Repeat each time reconciliation is done
- Recommend that a Headcount reconciliation be completed before a Financial reconciliation is performed
- Recommend that the monthly reconciliation be documented and maintained until audited by the Compensation Board
- Recommend that a Headcount reconciliation be completed at least twice a month
- Recommend that procedures be set up
- Headcount reconciliation helps:
  - ✓ Verify that prisoner information in LIDS is correct
  - ✓ Ensure that the Tuesday Report is reported correctly twice a month
  - ✓ Prevent possible Audit Findings
- To view all inmates for a specific category
  - ✓ Enter Option of '1'
  - ✓ Place a 'Y' to the left of the desired category

Reconciliation Tools (Continued)

HELPFUL HINTS -OPTION # '8', RECONCILIATION TOOLS, OPTION #1 – HEADCOUNT REPORT

- Jail head count is defined by the categories:
  - ✓ Local Responsible
  - ✓ State Responsible
  - ✓ Out of State Responsible
  - ✓ Jail Contract Bed; Federal
  - ✓ Ordinance and
  - ✓ Military reason confined
- Alternative Program head count is defined by the categories:
  - ✓ Alternative (HEM)
  - ✓ Alternative (Work Release) and
  - ✓ Non-payment (HEM)
- When your Jail **Headcount is different from LIDS**, we **recommend the following:**
  - ✓ Compare Jail Management Reports (JMS) and/or Manual Headcount Report for the inmate activity time period being reconciled to LIDS
  - ✓ Verify starting Inmate Headcount activity against LIDS for the inmate activity time period being reconciled to LIDS
  - ✓ Compare utilizing the LIDS, Forms Maintenance Option 'A', Current Jail Roster File Report or Option 'H', Historic Jail Roster, which ever applies for the time period you are reconciling
  - ✓ **Compare** the LIDS **New Commitment File Reports** within Option #4, Forms Maintenance
    - ➢ Viewable Report = Option 'G', Committed during Period File
    - ➢ Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File**Compare** utilizing the **LIDS New Release File Reports** within Option #4, Forms Maintenance
    - ➢ Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File
  - ✓ **Other LIDS Forms Management Tools** that can be used to balance your Headcount activity:
    - ➢ Viewable Reports:
      - o 'D' Out-of-State Contract Prisoners
      - o 'J' Held by Agreement
      - o 'O' Jail Contract Bed List
      - o 'Q' Monthly Billing Report – Fed OnlyOffline Reports, Queries and Files
      - o 'H' Historic Jail Roster'S' DOC Inmate Pre-Release Program•After related inmate activity has been adjusted in either the Jail Management System (JMS) or LIDS, the adjusted totals should be used to determine if the calculated head counts match•When the Headcount is balanced, move on to reconciling the Financial picture for the same time period by selecting Option #2 - "Financial Count by Payment Category."

Reconciliation Tools (Continued)

Option #2, Financial Count by Payment Category provides a means to reconcile LIDS days by category in the same manner used to reconcile head count.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '2' - Financial Count By Payment Category**

```
LBI1                          LOCAL INMATE DATA SYSTEM (LIDS)                V.05131999
                              RECONCILIATION TOOLS MENU

   1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
   2. FINANCIAL COUNT BY PAYMENT CATEGORY
   3. REPORT OF OUT OF STATE CONTRACT PRISONERS

   JAIL NUMBER   760
   STARTING COMMIT DATE _________  AND TIME _____
   ENDING COMMIT DATE   _________  AND TIME _____
   MONTH  01            AND YEAR  2003

VIEWING SEQUENCE:A      A=COMMITMENT DATE AND TIME
                        B=NAME (LAST, FIRST, MIDDLE)
      OPTION  2
```

```
LCI2-1                        LIDS - RECONCILIATION TOOLS                    V.05181999
                              FINANCIAL COUNTY BY PAYMENT CATEGORY

JAIL                    ENDING          DAYS 31   COUNT     3
                                      COUNT  *DAYS*      *DOLLARS*   *SELECT*
PAYMENTS (TOTAL DAYS) LOCAL----------->    4    39      $    312.00      Y
PAYMENTS (TOTAL DAYS) STATE----------->    0     0      $      0.00      _
PAYMENTS (OUT OF STATE)--------------->    0     0      $      0.00      _
PAYMENTS ALTERNATIVE (HEM)------------>    0     0      $      0.00      _
PAYMENTS ALTERNATIVE (WORK RELEASE)--->    0     0      $      0.00      _
PAYMENTS - STATE FELON DAYS----------->    0     0      $      0.00      _
PAYMENTS - JAIL CONTRACT BED---------->    0     0      $      0.00      _
NON-PAYMENT (FEDERAL)----------------->    0     0      $      0.00      _
NON-PAYMENT (ORDINANCE)--------------->    0     0      $      0.00      _
NON-PAYMENT (MILITARY)---------------->    0     0      $      0.00      _
NON-PAYMENT (HEM)--------------------->    0     0      $      0.00      _
NON-PAYMENT CONTRACT (OUT OF STATE)---->   0     0      $      0.00      _
NON-PAYMENT PRIVATE TRANSPORTS--------->   0     0                       _
RECOVERIES ---------------------------->                 $      0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->                  $      0.00
TOTAL---------------------------------->   4    39      $    312.00
   MONTHLY ADP:    1     DOC RATED CAPACITY:    0

SCREEN OPTION 1    1 = REVIEW DETAILS (ENTER "Y"  TO THE RIGHT OF DESIRED CATEGORY)
```

```
LNI1                          LOCAL INMATE DATA SYSTEM (LIDS)                V.05131999
                              RECONCILIATION -  FINANCIAL LIST (LOCAL DAYS)
JAIL  760        RICHMOND

MONTH ENDING  01312003
 SSN          LAST/FIRST NAME          COMMIT DT/TM       RELEASE DT/TM      RC  RR  PS   DAYS
111111111     PENDERGRASS  BILL        2002-12-25-16.54.00                   20      LD    30
111111122     PENDERGRASS  JAMES       2003-01-01-16.54.00  2003-01-08-16.54.00  20  39  LD    7
222222222     SAUNDERS     BILL        2003-01-25-16.54.00  2003-01-25-16.54.00  20  39  LD    1
222222222     SAUNDERS     BILL        2003-01-28-16.54.00  2003-01-29-16.54.00  20  39  LD    1

OPTION _     N =  NEXT SCREEN; P = PREVIOUS SCREEN
```

Reconciliation Tools (Continued)

HELPFUL HINTS: OPTION # '8', RECONCILIATION TOOLS, OPTION #2 – FINANCIAL REPORT

- Before viewing inmate data in LIDS for a specific time period, the **'Create' your monthly file** *must* be done under the Reimbursement Maintenance option, select Option #1 - Create Monthly File
- How to Review the detail of each financial category:
  - ✓ Tab to the far right column to the line that you would like to see
  - ✓ Place a 'Y' in that column, then tab to the bottom of the screen
  - ✓ Enter '1" in the Options blank field
  - ✓ Then press the "Enter" key
    - ➢ If you view and try to reconcile ***during the month***, the financial reconciliation tool is a ***projected picture***
  - ✓ If nothing changes within LIDS, it looks at what the picture will look like by the end of the month
  - ✓ If you reconcile after the end of the month and compare the monthly payment status in the financial reconciliation tool to the offense screen in Inquiry, they will read the same
  - ✓ The system is then looking at the month end status, and the two screens will reflect the same payment status
- **Balancing the headcount does not mean that the financial records in LIDS are correct:**
  Example:
  - ✓ Offender's prisoner information was reported in LIDS from 7/1/2002 to when they were released on 3/15/2003 as '50' Sentenced with pending charges
  - ✓ If they had performed the Financial Audit the facility would have found that they were sentenced on the last pending charge on 8/3/2002
  - ✓ Since they did not detect the error the facility lost $906 dollars.

Received $8 per day because of Pending Charges			**$6 Revenue Shortfall – Did not update Sentencing information in LIDS**		
July 2002	$ 240		July 2002	$ 240	
August 2002	$ 248		August 2002	$ 248	(Sentenced 8/3/2002)
September 2002	$ 240		September 2002	$ 240	
October 2002	$ 248		October 2002	$ 248	
November 2002	$ 240		November 2002	$ 240	(11/1/2002 = 91st day)
$180 December 2002	$ 248		December 2002	$ 248	
$186 January 2003	$ 248		January 2003	$ 248	
$186 February 2003	$ 224		February 2003	$ 224	
$168 March 2003	$ 120	(Through 3/15)	March 2003	$ 120	
$186 TOTAL	$2,056		Total Paid	$2,056	**Total Shortfall $906**

Why:
- ➢ **LIDS detected that he had a pending Misdemeanor charge** making him LR **AND**
  - o **LIDS did not reflect that Smith was sentenced on his last charge on 8/3/2002** to 6 months making him State Responsible (SR) **BECAUSE:**
- ➢ **Jail staff forgot to update LIDS** reflecting that he was sentenced on his last outstanding pending charge on 8/3/2002
- ➢ **Revenue Shortfall since November 1, 2002 = $6 per diem in the amount of $906**
- ✓ **Needed Actions**
- ➢ Post adjustment utilizing Option #6, Reimbursement Maintenance – Option #4, Adjust Monthly Prisoner Status to recover the revenue that was lost because of a clerical error where LIDS was not update when all charges were adjudicated
- ➢ Setup Procedures that staff must follow when Reconciling monthly financial records

Reconciliation Tools (Continued)

HELPFUL HINTS: OPTION # '8', RECONCILIATION TOOLS, OPT, #2 – FINANCIAL REPORT

- Recommend each monthly Financial Reconciliation be documented and retained until audited
- The following options within Forms Maintenance, Option #4 is available for use to assist in reconciling the monthly Financial records in LIDS:
  - ✓ Viewable Report that should help identify if the offender is in a correct payable category/status
    - ➢ Option 'D', Out-Of-State Contract Prisoners
    - ➢ Option 'J', Held by Agreement
    - ➢ Option 'O', Jail Contract Bed List
    - ➢ Option 'P', List By Reason Confined
    - ➢ Option 'Q', Monthly Billing Report – Feds Only
    - ➢ Option 'V', Pre-Trial Confinements
  - ✓ Option 'B' Offline Reports, Queries and Files should help identify if the offender is in a correct payable category/status
    - ➢ Option 'D', Monthly Financial Detail File
    - ➢ Option 'F', Possible Errors Report
    - ➢ Option 'G', Out Of Compliance File
    - ➢ Option 'O'. Data Integrity Error Report
    - ➢ Option 'Q', Legislative Changes/Pending Charges
    - ➢ Option 'R', Legislative Changes/SR Inmates
    - ➢ Option 'S', DOC Inmate Pre-Release Program
- Analyze your inmate data:
  - ✓ Perform weekly desk audits by selecting a number of files and checking those files to ensure that the data contained in the hard file agrees with both your Jail Management System (JMS) and LIDS
- Analyze inmate data to ensure that the **Payment Status** is reported correctly in LIDS
  - ✓ **'LD',** Awaiting Trial/Pretrial Inmates = $8 Per Diem with proper committal papers
  - ✓ **'LD',** Post-Trial/Convicted Inmates = $8 Per Diem with proper committal papers
  - ✓ Sentenced Inmates with proper committal papers
    - ➢ **'LD'**, Local Responsible, = $8 Per Diem
    - ➢ **'SD',** State Responsible, = $8 Per Diem
    - ➢ **'FD',** Felon Days/Bonus Start date Passed, = Additional $6 Per Diem
  - ✓ **'FO',** Held for Other State – State Warrant, = $8 Per Diem
  - ✓ **'HA',** Jail Cadre – By Agreement or Request, = $8 Per Diem
  - ✓ **'CB'**, Jail Contract Bed Inmates, = Additional $14 Per Diem, IF they qualify
  - ✓ **'NH',** Electronic Monitoring/Supervised Work Release Inmates, = $8 Per Diem, IF they qualify
  - ✓ **'CW'**, Jail Contract Work Release Inmates, = $8 Per Diem, IF they qualify
  - ✓ **'CI'**, Contract Inmates – Out of State Inmates, = $0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
  - ✓ **'FE'**, Held for Federal, = $0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
  - ✓ **'MI'**, Held for Military, = $0 Per Diem
  - ✓ **'OT'**, Ordinance Violation Only, = $0 Per Diem
- **Highly recommend** that if a Jail Management System (JMS) is used to submit prisoner records to LIDS on a monthly basis, the private vendor should be required to provide a means to capture the same reports in the JMS that LIDS provides
  - ✓ This will provide an important tool needed to compare financial reports between the JMS and LIDS
- Utilized to balance the financial records prior to submitting the monthly LIDS submission to CB
- To scroll to the next screen of inmates, enter Option 'N'.
- To scroll to the previous screen of inmates, enter Option 'P'

Reconciliation Tools (Continued)

HELPFUL HINTS: OPTION # '8', RECONCILIATION TOOLS, OPTION #2 – FINANCIAL REPORT

The Compensation Board developed two forms that may be used to document the reconciliation of head count and days reconciliation process and show approval of the activity by the LIDS Technician's Supervisor. The forms are located in the LIDS Forms section of this LIDS User Guide.
The restructuring for July of 2002 is due to the 2002 General Assembly actions that defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates as well as defined the methodology, which will be used by the Compensation Board to reimburse localities on a quarterly basis for prisoners that are confined in jail or in an approved alternative program effective July 1, 2002.

- The following Budget Language and examples are provided:
  - ✓ **Item 67 – B. 1. - Effective Sentence:**
    - ✓ **convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.**
      - ➢ Felon sentenced to 10 years, 8 years suspended = 2 yrs. Sentence
      - ➢ Misdemeanor sentenced to 13 months, all suspended except 3 months = 3 mos. Sentence
      - ➢ Misdemeanor sentenced to 10 months + misdemeanor sentenced to 3 months all suspended + Felon sentenced to 3 yrs., 2 years suspended = 1 yr., 10 mos. Sentence
      - ➢ Ordinance violator sentenced to 30 days, 20 days suspended = 10 days Sentence
  - ✓ **Item 67 – B. 2. - Local Responsible Inmate (LR)**

    a) any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial;
      - ➢ Offender awaiting trial on misdemeanor charges = LR/ YES Payable
      - ➢ Ordinance violator = LR /NOT Payable
      - ➢ Offender awaiting trial on felony charges = LR/ YES Payable

    b) any person convicted of a misdemeanor ('M' type) offense and sentenced to a term in a local correctional facility; or
      - ➢ 'M' 10 months + 'M' 15 months, 3 month suspended + Charges Dismissed on 3rd 'M' offense = LR / 22 mos. Sentence Length

    c) any person convicted of a felony offense and given an effective sentence of: - Twelve (12) months or less (LR) OLD Language/June 30, 2002 = Combined 'A' or 'B'
      - ➢ Felony Offenses and Misdemeanor 'M' Offenses that net to a 12 month sentence = SR
        - o 'A' Felony 10 months, 2 suspended + 'M' 4 months = 12 mo Sentence /SR
      - ➢ New Language/July 1, 2002 = Any person convicted of a felony offense and given an effective sentence of 12 months or less = LR
        - o 'A' Felony 10 months, 2 suspended + 'M' 4 months = 8 mo Sentences /LR

    OR

      - ➢ **Less than One (1) Year (LR)** 330 days + 12 months, 11 months suspended on a 2nd 'A' felony charge = 330 days + 1 month / LR 12 months + 12 months (2nd 'A' felony charge) to run concurrent = 12 months Sentence/LR. Prisoner went to court after awaiting trial 3 months on a felony offense and when he went to court, the judge ordered 'Time Served' = 0 Sentence / LR

OPTION # '8', RECONCILIATION TOOLS, OPT, #2 – FINANCIAL REPORT

✓ **Item 67 – B. 3. State Responsible Inmate (SR) –**

Any person convicted of one (1) or more felony offenses and

a) The sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is

i. more than twelve (12) months (SR) OR

ii. one (1) year or more (SR),

- Old = June 2002, LIDS Submission A' Felon sentenced to 10 years, all suspended except 12 months = 12 month Sentence / SR
  - 'A' Felon sentenced to 10 years, all suspended except 1 year = 1 year Sentence / SR
- New = July 2002, LIDS Submission 'A' Felon sentenced to 10 years, all suspended except 12 months = 12 month Sentence / LR
  - 'A' Felon sentenced to 10 years, all suspended except 1 year = 1 year Sentence / SR
    - 'A' 12 months + 'A' 10 months (2nd felony) to run concurrent + 'M' 6 mos. = 18 mos. Sentence, 12 mos. Payable Sentence, LR 12 months + 12 months (2nd felony) to run Non-Concurrent + 6 mos. on a misdemeanor charge = 30 mos. Sentence, 24 mos. Payable Sentence, SR 12 months, 2 months suspended + 10 months (2nd charge) to run consecutive + 6 mos. on a misdemeanor charge = 26 mos. Sentence, 20 mos. Payable Sentence, SR 2 months, 2 months suspended + 10 months (2nd felony), 10 months (3rd felony) to run concurrent + 3 months (misdemeanor) + 6 mos. (4th felony) to run consecutive = 19 mos. Sentence, 16 mos. Payable Sentence, SR Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants , committed before January 1, 1995 ('B' Type Felon), is more than two (2) years (SR).

- 12 months + 10 months (2nd felony) to run concurrent + 15 mos. on a misdemeanor charge = 27 mos. Sentence, 27 mos. Payable Sentence, SR 2 year, 2 months, 3 month suspended = 1 yr., 11 mos. Sentence, 1 yr., 11 mos Payable Sentence, LR
- 12 months + 12 months (2nd felony) to run Non-Concurrent + 10 days on a misdemeanor charge = 24 mos., 10 days Sentence, 24 mos., 10 days Payable Sentence, SR 12 months, 2 months suspended + 10 months (2nd felony) to run Consecutive = 20 mos. Sentence, 20 mos. Payable Sentence, LR
- 2 months, 2 months suspended + 10 months (2nd felony), 10 months (3rd felony) to run concurrent + 3 months (misdemeanor) + 1 yr. (4th felony) to run consecutive = 1 yr., 13 mos, Sentence, 1 yr., 13 mos, Payable Sentence, SR
- 'A' 10 months + 'M' 4 months 1 month suspended + 'B' 18 months + 'M' 6 months committed prior to 1/1/95 = 37 mos. , Sentence, 24 mos. Payable Sentence, LR

OPTION # '8', RECONCILIATION TOOLS, OPT, #2 – FINANCIAL REPORT

- ✓ **Item 67 - E. - The following amounts shall be paid** out of this appropriation to compensate localities for the cost of maintaining prisoners in local correctional facilities, as defined by §53.1-1, Code of Virginia, or if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board:

E.1. - For Local Responsible Inmates--$8 per inmate day, or,

July 2002, LIDS Submission

- Committed 7/1/2002 & Released 7/1/2002 = 1 day, $8 Reimbursement Committed 7/1/2002 & Released 7/2/2002 = 1 day, $8 Reimbursement
- Committed 6/20/2002 & Released 7/5/2002 = 5 days, $40 ReimbursementCommitted 7/31/2002 & Released 8/1/2002 = 0 days, $ 0 Reimbursement

E.1. - For Local Responsible Inmates--if the inmate is housed and maintained in a jail farm not under the control of the Sheriff, the rate shall be $22 per inmate day.

July 2002, LIDS Submission

- Committed 7/1/2002 & Released 7/1/2002 = 1 day, $22 ReimbursementCommitted 7/1/2002 & Released 7/2/2002 = 1 day, $22 ReimbursementCommitted 7/31/2002 & Released 8/1/2002 = 0 days, $ 0 Reimbursement

E. 2, For State Responsible (SR) Inmates:

a) Who are being held awaiting trial for **additional felony charges--$8 per inmate day.**

Committed July 1, 2002

Released to DOC on October 10, 2002 ----------

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	10/10/2002
NAR3038F9	A	____	_____			
FAM3805M1	M	10 mos	10/01/ 2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE

$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240

Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $240

Oct. $8 Per Day x 10 Total Days = $ 80 + $6 Per Day x 0 Felon Days = $ 0 = $80

OPTION # '8', RECONCILIATION TOOLS, OPT, #2 – FINANCIAL REPORT

✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

b) With All Pending Charges Adjudicated:

i. $8 per inmate day—for up to sixty (60) days following the mailing by certified letter or electronic transmission to the Department of Corrections of the final court order within thirty days after the order being issued.

Committed July 1, 2002
Released to DOC on September 10, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	9/10/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July	$8	Per Day x	30	Total Days = $	240	+	$6	Per Day x 0	Felon Days = $	0	= $ 240
Aug.	$8	Per Day x	31	Total Days = $	248	+	$6	Per Day x 0	Felon Days = $	0	= $ 248
Sept.	$8	Per Day x	10	Total Days = $	80	+	$6	Per Day x 0	Felon Days = $	0	= $ 80
Oct.	$8	Per Day x	0	Total Days = $	0	+	$6	Per Day x 0	Felon Days = $	0	= $ 0

ii. $14 per inmate day—on and after the 61st day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within 30 days after the order being issued.

Committed July 1, 2002
Released October 20, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002	07/28/2002	9/27/2002	10/20/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:

July	$8	Per Day x	30	Total Days = $	240	+	$6	Per Day x 0	Felon Days = $	0	= $ 240
Aug.	$8	Per Day x	31	Total Days = $	248	+	$6	Per Day x 0	Felon Days = $	0	= $ 248
Sept.	$8	Per Day x	30	Total Days = $	240	+	$6	Per Day x 4	Felon Days = $	24	= $ 264
Oct.	$8	Per Day x	20	Total Days = $	160	+	$6	Per Day x 19	Felon Days = $	114	= $ 274

OPTION # '8', RECONCILIATION TOOLS, OPTION #2 – FINANCIAL REPORT

✓ **Item 67 - E. - The following amounts shall be paid (Continued)**

b) With All Pending Charges Adjudicated:

iii. $14 per inmate day—on and after the 91st day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within 30 days after the order being issued.

Committed July 1, 2002
Released October 20, 2002

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002		10/09/2002	10/20/2002
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:
July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240
Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248
Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240
Oct. $8 Per Day x 20 Total Days = $ 160 + $6 Per Day x 11 Felon Days = $ 66 = $ 226

c) Who remain incarcerated in a local correctional facility at the request of the locality---$8 per inmate day.

Reason Confined Code 70 – Held By Agreement
Committed - July 1, 2002
Released – Not Released

Offense	Type	Disp./ Sent.	Sent. Date	Court. Order	Felon Date	DOC Recd.
NAR3035F5	A	1 yr	07/10/2002			
NAR3038F9	A	SS	12/06/2001			
FAM3805M1	M	10 mos	10/01/2001			

$8 TOTAL DAY COUNT = DON'T COUNT COMMIT DATE, COUNT RELEASE DATE
$6 FELON DAY COUNT = COUNT FELON DATE, NOT RELEASE DATE

Report Month:
July $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240
Aug. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248
Sept. $8 Per Day x 30 Total Days = $ 240 + $6 Per Day x 0 Felon Days = $ 0 = $ 240
Oct. $8 Per Day x 31 Total Days = $ 248 + $6 Per Day x 0 Felon Days = $ 0 = $ 248

Reconciliation Tools (Continued)

Option #3, Report of Out of State Contract Prisoners provides a screen to reconcile prisoner information for a specific period.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '3' – Report of Out Of State Contract Prisoners**

```
LBI1                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.05131999
                                   RECONCILIATION TOOLS MENU

   1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
   2. FINANCIAL COUNT BY PAYMENT CATEGORY
   3. REPORT OF OUT OF STATE CONTRACT PRISONERS

   JAIL NUMBER  760
   STARTING COMMIT DATE _________  AND TIME _____
   ENDING COMMIT DATE   _________  AND TIME _____
   MONTH  12            AND YEAR  2002

VIEWING SEQUENCE:A      A=COMMITMENT DATE AND TIME
                        B=NAME (LAST, FIRST, MIDDLE)
      OPTION  3
```

```
LPI3                          LOCAL INMATE DATA SYSTEM (LIDS)                    V.02282002
2003-01-31                REPORT OF OUT-OF-STATE CONTRACT PRISONERS JAIL SUMMARY
                     REPORT DATE: DECEMBER  2002

VIEW   JAIL  NAME                          COUNT MONTHLY STATUS
 Y     003  ALBEMARLE-CHARLOTTESVILLE REG.                29
 _     013  ARLINGTON COUNTY DETENTION FAC                 59
 _     051  DICKENSON COUNTY JAIL                          1
 _     059  FAIRFAX ADULT DETENTION CENTER                 5
 _     069  CFFW REGIONAL ADULT DET CTR.          32
 _     073  GLOUCESTER COUNTY JAIL                         11
 _     105  LEE COUNTY JAIL                                1

 OPTION _ (1 REPORT VIEW / ENTER "Y" LEFT OF JAIL;  CLEAR TO RETURN TO MENU)
```

```
N LPI3                        LOCAL INMATE DATA SYSTEM (LIDS)                    V.02282002
2003-01-31          REPORT OF OUT-OF-STATE CONTRACT PRISONERS     JAIL DETAIL
                     REPORT DATE: DECEMBER  2002
JAIL: 003     JAIL NAME: ALBEMARLE-CHARLOTTESVILLE REG.
RESN     SSN          PRISONER NAME                  CUR LOC HOUSING  FACILITY DAYS HELD
 74      111111111 JOHNSON, WILLIE                   881   MAX    MAX       31
 74      222222222 HATCHES, ANTHONY                  881   MAX    MAX       31
 74      333333333 JACKSON, KASHIR ABDUL-HA          881   MAX    MAX       12
 74      444444444 JOHNSON, DERRICK                  881   MAX    MAX       31   O OPTION SELECTED
```

HELPFUL HINTS: OPTION # '8', RECONCILIATION TOOLS, OPT, #3 – OUT OF STATE CONTRACT PRISONERS

- Before viewing inmate data for a specific time period, 'Create' your monthly file must be done under the Reimbursement Maintenance option, select Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files
  - ✓ Repeat each time reconciliation is performed
- Report provides a means to reconcile Out-Of-State inmates

9. Expungement Tools

Option #9, Expungement Tools provides a means to remove an offense record from the Local Inmate Data System (LIDS).

Navigational Path:

- **LIDS Main Menu - Enter Option '9', Expunge Offense**

```
LIDS                    LOCAL INMATE DATA SYSTEM (LIDS)          V.05111999
                                  MAIN MENU

      JAIL

      3.  COMMITMENT MAINTENANCE
      4.  FORMS MAINTENANCE
      5.  INQUIRY
      6.  REIMBURSEMENT MAINTENACE
      8.  RECONCILIATION TOOLS
      9.  EXPUNGE OFFENSE
      B.  FORENSIC SCIENCE MAIN MENU
      X.  EXIT LIDS

GENERAL BROADCAST MESSAGES

 NO GENERAL BROADCAST MESSAGES
      OPTION 9
```

HELPFUL HINTS – OPTION '9', EXPUNGE OFFENSE

- The expungement process was implemented in LIDS on 11/28/1999
- An expungement order is ordered by a court order
- When an offense is expunged, no one is allowed to view the offense or who committed the offense
- In other words, when an offense is expunged it is as if the offense never existed
- To un-expunge an offense another court order is necessary
- The expungement process will be an option off the LIDS main menu
- Only the certifier will have access to this option
- When the certifier enters Option '9', they will be taken to the Expungement Menu.

Expungement Tools (Continued)

Screen #1, Expunge Offense provides a means to remove an offense record from the Local Inmate Data System (LIDS).

Navigational Path:

- **LIDS Main Menu – Enter Option '9' to Screen #1, Expunge Offense**

```
LEX1                LOCAL INMATE DATA SYSTEM (LIDS)                V.05111999

                          EXPUNGE OFFENSE


SSN: _________   COMMIT DATE: _________   COMMIT TIME: _______


INDEX NUMBER: _______________

      1.  EXPUNGE OFFENSE

      2.  UN-SEAL EXPUNGED OFFENSE

      OPTION  1
```

HELPFUL HINTS – OPTION '9', EXPUNGE OFFENSE

- Expunge Offense:
  - ✓ Select Option '1', Expunge Offense
  - ✓ Input the inmate's Social Security number
  - ✓ Input the inmate's Commitment Date
  - ✓ Input the inmate's Commitment Time
  - ✓ Press Enter and Option '1' will take you to the offense pick list if the offender has multiple offenses, where you will have the ability to select an offense to expunge, or directly to the offense detail screen if this is the offender's only offense.

Expungement Tools (Continued)

Screen #2, Offense Information provides a means to select and expunge the proper offense as indicated in the Court Order.

Navigational Path:

- **LIDS Main Menu – Enter Option '9' – Expungement**
- **Expungement Menu – Enter Option '1' – Expunge Offense**
- **From Screen #1, Expunge Offense to Screen #2, Offense Information**

```
LRI2                                    LOCAL INMATE DATA SYSTEM (LIDS)
V.0811199
COUNT                                   OFFENSE PICK LIST INFORMATION

SSN 228111111  SMITH, JOHN                    REASON CONFINED 10
COMMIT DATE/TIME  10201999   10:51:00  RELEASE DATE/TIME  11101999   14:17:00

SELECT   OFFENSE    SEQUENCE TYPE OFFN.DATE   CRT. DATE    SENTENCE     COURT
X_        TRE0107F6    0001          A   01011995   ________    ___________     041
_         FED9990F9    0002          A   0101199    ________    ___________     041
_         TRE0108M1    0003          M   10101999   ________    ___________     041
_            NEW       0004   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___
_    _________   ____   _   ________   ________   ___________   ___

OPTION=>  _      "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
"N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
```

HELPFUL HINTS – OPTION '9', EXPUNGE OFFENSE

- The certifier will place an 'X' beside the desired offense
- Press Enter and you will be taken to an offense detail screen where all information relating to the specific offense will be listed.

Expungement Tools (Continued)

Screen #3, Update Offense Information provides a means to identify which offense is to be expunged

Navigational Path:

- **LIDS Main Menu – Enter Option '9' – Expungement**
- **Expungement Menu – Enter Option '1' – Expunge Offense**
- **From Screen #1, Expunge Offense to Screen #2, Offense Information**
- **From Screen #2, Offense Information to Screen #3, Update Offense Information**

```
LOU2                LOCAL INMATE DATA SYSTEM (LIDS)          V.06041999
 1999-06-17            UPDATE OFFENSE INFORMATION
 JAIL 810    PRISONER ID _____________   SSN 228111111     CCRE     690454
 PRISONER NAME:   SMITH, JOHN, JR
 COMMIT DATE/TIME: 10201999  105100     RELEASE DATE/TIME: 11101999   141700

 COURT ORDER DATE FOR EXPUNGEMENT: _____   INDEX NUMBER: _____

 REASON CONFINED 10          PAYMENT STATUS  LD
 OFFENSE CODE TRE0107F6          OFFENSE TYPE  A
 LARCENY
 OFFENSE DATE 04061997        OFFENSE SEQUENCE NUMBER    1
ARREST DATE  ________   TIME ______
 ARRESTING OFFICER  ___________________________________
 ASSISTING OFFICER  ___________________________________
COURT JURISDICTION  810   COURT TYPE (JUV) _   DOCKET NUMBER _____________
 SENTENCE DATE ________  OFFENSE AS SENTENCED ____          OFFENSE TYPE _

 SENTENCE LENGTH: YEARS ____  MONTHS ____  DAYS ____  CONCURRENT SENTENCE  _
 OFFENSE DISPOSITION    __   DISPOSITION DATE  ________
                              NEXT  N   (N/P/U)
    CLEAR SCREEN TO RETURN TO COMMITMENT  MAINTENANCE MENU (LMN2)
 "N" = NEXT OFFENSE  "P" = PREVIOUS OFFENSE  "E" = EXPUNGE OFFENSE
```

HELPFUL HINTS – OPTION '9', EXPUNGE OFFENSE

- The user must enter the date of the court order for the expungement and an index number that will be used to maintain this record. The user will then be prompted with a message stating 'Are you sure you want to expunge this offense, press enter to continue'.
- In addition to the court order date and the index number, LIDS will store the date of the expungement. If the offense to be expunged is the only offense attached to the confinement, then the inmate must be released prior to the expungement-taking place.
- When an offense is expunged, it will be deleted from the Offense Table and written to the Expunged Offense Table. If the confinement was a single offense confinement, the confinement record will be deleted from the Confinement Table and written to the Expunged Confinement Table. If this was the only confinement for the inmate, the Prisoner and Alias records will also be deleted from their corresponding tables and written to their counterpart expungement tables. The financial record(s) attached with the confinement will remain in tact with no changes.
- There will be no direct path to the expungement tables. These tables cannot be queried against or accessed directly via LIDS.

Expungement Tools (Continued)

Option #2, Un-Seal Expunged Offense provides a means to un-seal and expunged offense

Navigational Path:

- **LIDS Main Menu – Enter Option '9' – Expungement**
- **Expungement Menu – Enter Option '2' – Un-seal Expunged Offense**

```
LEX1                    LOCAL INMATE DATA SYSTEM (LIDS)          V.05111999
                                EXPUNGEMENT

SSN: _________  COMMIT DATE: ________  COMMIT TIME: _______

INDEX NUMBER: _____

      1.  EXPUNGE OFFENSE
      2.  UN-SEAL EXPUNGED OFFENSE


      OPTION  2
OFFENSE INFORMATION HAS BEEN MOVED INTO ACTIVE LIDS
```

HELPFUL HINTS – OPTION #2, UN-SEAL EXPUNGE OFFENSE

- To re-open or remove an expungement order, the certifier will enter Option '2' on the Expungement Menu along with the index number.
  - ✓ In order to un-seal an expunged offense you will need a Court Order

- The system will then move the necessary information (offense, confinement, prisoner and alias) from the expunged tables back over to the active LIDS.

- The record will then be deleted from the expunged tables and the certifier will receive a message on the Expungement Menu stating that the offense has been moved into active LIDS.

10. LIDS Reference Codes

- **The Code of Virginia § 53.1-116 and the Appropriation Act, Chapter 899 Item 63 K., requires you to maintain a record of incarceration in LIDS after the court or magistrate has issued one of the following (Refer to LIDS Audit Guide):**
  - ✓ "Disposition Notice" Form # DC 356 11/95 PC, that ordered the sheriff to confine that person to jail for a specified period
  - ✓ "Commitment Order" Form # DC-352 2/95 PC
  - ✓ "Transportation Order" gives sheriff the authority and responsibility of committing person
  - ✓ Department of Corrections Parole Board Warrant
  - ✓ Court Order that authorized the sheriff to take custody of a specified body, or
  - ✓ US Marshal (Federal or Military) gives Sheriff authority to take custody of a federal prisoner
  - ✓ A standard arrest warrant or personal recognizance form according to the Supreme Court of Virginia does not carry the authority for a prisoner to be recorded to LIDS
  - ✓ Court issued inmate transfer
  - ✓ **Contempt of Court Order and Certificate of Conviction** (Code of Virginia, § 18.2-456, §18.2-458, and §19.2-267)
- **The Committal Order and the Warrant should agree**
  - ✓ If they disagree contact the magistrate office to resolve the issue
  - ✓ Follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
  - ✓ Audit staff verity the data found in LIDS to the commitment order when conducting on-site audits
  - ✓ The warrant and commitment order should agree
  - ✓ If not, contact your magistrate's office to resolve the issue

History:

- **July 1, 2003**
  - ✓ No Language changes
- **July 1, 2002**
  - ✓ The 2002 General Assembly session defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates
  - ✓ The 2002 General Assembly also defined the reimbursement for prisoners confined in jail or in an approved alternative program
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence or more
- **July 1, 2001**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365 day sentence
- **July 1, 2000**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365 day sentence
- **July 1, 1999**
  - ✓ The need to capture all offenses committed by an offender necessitated the restructuring of Reason Confine Codes
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 years**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **1 year or more**
    - ➢ $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365 day sentence

Reference Codes (Continued)

History:

- **July 1, 1998**
  - ✓ Updates to allow Electronic Court Order Submission
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than <u>2 years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **<u>1 year or more</u>**
    - ➢ Compensation Board and Department of Corrections agreed that Intake and the $6 Reimbursement for SR Felons would be based on
      - o $6 SR Reimbursement = One year sentence = a 12 month sentence or a 365 day sentence
- **July 1, 1997**
  - ✓ Department of Corrections (DOC) receipt of Final Court order
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than 2 ye**ars
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than <u>6 mos</u>**.
- **December 1, 1996 (LIDS)**
  - ✓ The Compensation Board developed and implemented the statewide Local Inmate Data System (LIDS) effective December 1, 1996
  - ✓ LIDS is a database that houses and archives local prisoner information relating to the confinement and release of prisoners at the offense level
- **July 1, 1996 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ Manual process – Local facilities reported prisoner confinements in jail on manual reports (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)
  - ✓ July 1, 1996 reporting was transferred from Department of Corrections to the Compensation Board (CB)
    - ➢ Compensation Board was given additional funding to develop and implement an automated statewide inmate reporting system (LIDS).
  - ✓ Based on Date of Sentencing
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995 and sentenced to **more than <u>2 years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than <u>six months</u>**
- **July 1, 1995 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ CB received additional funding for one year to help local jails that are housing Out of Compliance DOC Inmates
    - ➢ $1 = more than 90 days
    - ➢ $3 = 91 days to 120 days
    - ➢ $6 = More than 120 days
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ the **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than three years</u>** AND
    - ➢ the **sixty-first day** after the sentencing order for felons sentenced for a **total of more than <u>three years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ the **date of sentencing** for felons sentenced for a **total of more than six months but less than one year**
    - ➢ the **sixty-first day after the date of sentencing** order for felons sentenced for a **total of one year or more**

Reference Codes (Continued)

History:

- **July 1, 1994 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ the **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than four years</u>** AND
    - ➢ the **sixty-first day** after the sentencing order for felons sentenced for a **total of more than <u>four years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ the **date of sentencing** for felons sentenced for a **total of more than six months but less than one year**
    - ➢ the **sixty-first day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1993 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ the **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than five years</u>** AND
    - ➢ the **sixty-first day** after the sentencing order for felons sentenced for a **total of more than <u>five years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ the **date of sentencing** for felons sentenced for a **total of more than six months but less than one year**
    - ➢ the **sixty-first day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1992 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ SR Inmates = Felony offenses committed before 1/1/1995
    - ➢ the **date of sentencing for felons sentenced** for a **total of more than <u>two years but no more than six years</u>** AND
    - ➢ the **sixty-first day** after the sentencing order for felons sentenced for a **total of more than <u>six years</u>**
  - ✓ SR Inmates = Felony offenses committed on or after 1/1/1995 and sentenced to **more than 6 mos.**
    - ➢ the **date of sentencing** for felons sentenced for a **total of more than six months but less than one year**
    - ➢ the **sixty-first day after the date of sentencing** order for felons sentenced for a **total of one year or more**
- **July 1, 1988 – July 1, 1991 (Form DCJ7 - Adult inmates & Form DCJ8 - Juvenile Inmates)**
  - ✓ Funding = **$8.00** per day for Local Responsible (LR) inmates
  - ✓ Funding = **$6.00** per day for State Responsible (SR) inmates
  - ✓ SR Inmates = With more than six months remaining on sentence
- **July 1, 1987 (DCJ7 & DCJ8 Forms)**
  - ✓ LR Funding = **$7.50** per day for Local Responsible (LR) inmates
  - ✓ SR Funding = **$5.50** per day for State Responsible (SR) inmates
  - ✓ SR Inmates = With more than six months remaining on sentence

Reference Codes (Continued)

Reason Confined Codes are utilized to indicate the status of an inmate confined while incarcerated in jail or in an Alternative to Incarceration Program. They are as follows:

Reason Confine Codes: Adult Un-Sentenced

Code	Translation
10	Not serving time on other charges/Pre-Trial
11	Awaiting parole revocation hearing
12	Awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) Not serving time on other charges
14	Convicted but not Sentenced/Post Trial

Reas*on Confine Codes:* Juvenile Un-Sentenced

Code	Translation
10	Juvenile certified as an adult - not serving time on other charges/Pre-Trial
11	Juvenile certified as an adult - awaiting parole revocation hearing
12	Juvenile certified as an adult - awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) not serving time on other charges
14	Convicted but not Sentenced/Post Trial
16	Transferred removed or waived to Circuit Court. Section 16.1-249.D.
17	Charged with a felony or Class 1 misdemeanor delinquent act and detained for safety of child or community by judge or intake officer and awaiting transfer to juvenile facility. For period of 6 hours or less. Section 16.1-249.E
18	Identified as a threat and transferred from a juvenile facility by a judge or by a court order. Section 16.1-249.E.
19	Identified as a threat and transferred from a juvenile facility by the custodian. Section 16.1-249.E1.

Reference Codes (Continued)

Reason Confine Codes: Adult Sentenced - NO Charges Pending

Code	Translation
20	Serving Sentence
23	Appealing Sentence
26	Work Release and/or Work Release Jail Contract Bed Inmates
29	Weekender/Non Consecutive Days
35	For court appearance to serve as a witness (DOC Inmate)
36	Held as a Material Witness (Non-DOC Inmate)
37	**Held in a Local Emergency Medical and/or Hospital**
39	Juvenile Sentenced as an Adult
42	Awaiting Transfer to Boot Camp
48	Detention Center Incarceration Program
76	Diversion Center Incarceration Program
90	**DOC Transition Re-entry Program**

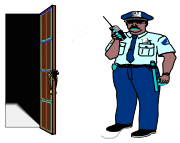
Reason Confine Codes: Adult Sentenced - HAS Charges Pending

Code	Translation
50	Serving Sentence - Pending Charges
53	Awaiting Appeal - Pending Charges
56	Work Release And Work Release Jail Contract Bed Inmates - Pending Charges
59	Weekender/Non-Consecutive Days - Pending Charges
62	For court appearance (DOC Inmate) - Has other charges pending.
63	Juvenile Sentenced as an Adult - Pending Charges
87	Detention Center Incarceration Program - Pending Charges
89	Diversion Center Incarceration Program - Pending Charges

Reason Confine Codes: Adult - Miscellaneous Confinement Codes

Code	Translation
70	DOC Held by Agreement Inmates – At the request of local authority, (SR Inmate)
71	Escapee from Virginia Department of Corrections
72	Fines and Fees (No Sentence)
73	Held for Federal Authority/District of Columbia (Non-Payable- Non State Warrant)
74	Held for Out of State Authority (Payable, Held on State Warrant)
75	Held for Military Authority (Non-Payable)
78	Held for Out of State Contracted Inmates (Non-Payable)
79	Held for Out of State Holds and/or Overnight Transports (Non-Payable)
80	Home Electronic Monitoring Alternative Program ✓ LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced inmates placed in the program by the Courts are Non-Payable (Use disposition code – 'CR', Court Ordered) ✓ SR Sentenced Inmates are Non-Payable ✓ Awaiting Trial Inmates/Pre-Trial Inmates are Non-Payable
85	Supervised Work Program Alternative Program LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced Inmates placed in the program by the Sheriffs are Payable ✓ LR Sentenced inmates placed in the program by the Courts are Non-Payable (Use disposition code – 'CR', Court Ordered) ✓ SR Sentenced Inmates are Non-Payable ✓ Awaiting Trial Inmates/Pre-Trial Inmates are Non-Payable

NEW - 2003



Reference Codes (Continued)

Reasons Released Codes:

Reason Released Codes are utilized in LIDS to identify why an inmate was released from jail. The following definitions are provided as a guide to help you identify the proper Reason Release Code.

Code	Translation	
10	**To Probation -**	Used when inmate is released on Probation/Released by Probation Officer
16	**Time Served –**	Used when court/judge orders that inmate has served enough time to satisfy sentence prior to sentencing and ordered released as Time Served
18	**Court Order –**	Used when a court order orders the inmate released e.g. Support Arrearage, Sentenced/Un-Sentenced
19	**To Bond –**	Used when inmate is Bonded by the Magistrate, Secured Bond, and PR Bond
20	**Not Guilty/Innocent –**	Used when inmate is found Not Guilty/Innocent and released from Custody
21	**Charges Dismissed –**	Used when the Charge is dismissed by the Court and released from Custody
22	**Under Advisement –**	Used when inmate is not sentenced but is released by the court with the understanding that the charge can be bought back to court if more evidence is found
23	**Confinement change within facility OR Violated program –**	Used when the inmate's confinement status needs to be updated OR when he inmate violated his confinement program
25	**To Furlough –**	Used at the time when the inmate is released by the Judge/court for one or two days due to death in family with instructions to return
30	**To Serve Sentence Dept. of Juvenile Justice –**	Used when inmate is released to Juvenile Justice Services
32	**To Parole –**	Used when inmate is released to Parole-DOC parole officer
33	**To Serve Sentence Department of Corrections –**	Used when inmate is sentenced on all charges and is State Responsible and sent to DOC to serve sentence

Reference Codes (Continued)

Reasons Released Codes: (Continued)

Code	Translation	
34	**Sentence - Remainder Suspended –**	Used when the remainder of sentence was suspended
35	**To other jail –**	Used when an inmate is transferred to another jail, overnight or permanently
36	**To state hospital –**	Used when inmate is released to a State/Mental Hospital
37	**To local juvenile facility –**	Used when released to a local juvenile facility
38	**Fine and cost paid –**	Used when no sentence is imposed, however Court cost and fines are imposed
39	**Sentence Served –**	Used when the imposed sentence has physically been served
40	**Serving Sentence - Weekends and Non-consecutive days -**	Used when inmate is serving weekends, non-Consecutive days
41	**Serving Sentence - Work Release -**	Used when inmate has served sentence on a Work Release
42	**To Comprehensive Community Corrections Act Program –**	Used when inmate is released to a Comprehensive Community Corrections Act Program
43	**To Detention Center Incarceration program –**	Used when inmate is released to Detention Center
44	**To Diversion Center Incarceration Program -**	Used when inmate is released to Diversion Center
45	**To Emergency Medical Hospital/Local Medical Center -**	Used when inmate is released from jail overnight but is still in the custody of the jail while committed to an emergency medical hospital/local medical hospital
46	**Diverted to Nonviolent DCJS Alternative Program -**	Used when inmate is released/diverted to the nonviolent DCJS Alternative Program
47	**Diverted to Supervised Work Experience Program -**	Used when inmate is released/diverted to serve sentence in an approved alternative to incarceration program/Supervised Work Experience Program

Reference Codes (Continued)

Reasons Released Codes: (Continued)

Code	Translation	
48	**To treatment facility -**	Used when inmate is released to a Treatment facility that is not specified within these release codes
49	**To Pre-Trial Services Program –**	Used when inmate is released to a pre-trial service program
50	**Escaped -**	Used when inmate has escaped from facility and/or custody
51	**To federal authority**	Used when inmate is released/turned over to Feds.
52	**To out of state authority**	Used when inmate is released/turned over to Out of State Authority
53	**To military authority**	Used when inmate is military and is released/turned over to Military Authority
55	**Diverted to Electronic Surveillance Program**	Used when inmate is released to serve sentence in an approved alternative to incarceration program/Home Electronic Surveillance Program
56	**To Boot Camp**	Used when inmate is sentenced and released to Boot Camp
57	**To Pre-Release program**	Used when inmate is released to a Pre-Release Program
58	**To Day Reporting Program**	Used when inmate is released to a Day Reporting Program
59	**Released from Alternative Program**	Used when inmate is released/complete sentence will in an approved Alternative Program
60	**Died of natural causes**	Used when inmate dies of natural causes while in custody
62	**Died of unnatural causes**	Used when inmate dies of unnatural causes, e.g. suicide, murdered
70	**Released - Above reasons not applicable**	Used when none of the LIDS Reason Release codes apply

NEW - July 1,2003

Reference Codes (Continued)

The spreadsheet on the next page was developed to bill data integrity. It crosswalks usable Reason Confine Codes to Release Codes. An error message will be received if a combination not listed below was used. If it is necessary to utilize a different combination, contact the Compensation Board.

Reference Codes (Continued)

Release Reason																																										
RC	A/J	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70
Juvenile Awaiting Trial																																										
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y								Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Juvenile - Tried - Unsentenced																																										
14	J		Y	Y	Y				Y	Y	Y				Y	Y	Y					Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Juvenile Sentenced as an Adult - no pending charges																																										
39	J	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y		Y	Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
Juvenile Sentenced as an Adult - with pending charges																																										
63	J		Y	Y	Y				Y	Y					Y	Y		Y	Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult Awaiting Trial																																										
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y
11	A		Y	Y	Y	Y	Y		Y	Y		Y	Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y									Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y									Y				Y	Y	Y	Y	Y	Y					Y	Y	Y
Adult - Tried - Unsentenced																																										
14	A		Y	Y	Y			Y	Y	Y	Y	Y			Y	Y						Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
Adult - no pending charges																																										
20	X	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y		Y		Y	Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y	Y				Y	Y	Y
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Pending Charges																																										
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y			Y	Y					Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y
53	X		Y	Y	Y				Y	Y					Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
56	X		Y	Y	Y				Y	Y					Y	Y			Y		Y				Y			Y		Y	Y	Y	Y	Y					Y	Y	Y
59	X		Y	Y	Y				Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
62	X		Y	Y	Y				Y	Y			Y		Y	Y			Y						Y					Y	Y	Y	Y	Y					Y	Y	Y
87	X		Y	Y	Y				Y	Y					Y	Y			Y				Y		Y					Y	Y	Y	Y	Y					Y	Y	Y
89	X		Y	Y	Y				Y	Y					Y	Y			Y					Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
Adult - Miscellaneous																																										
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y			Y			Y	Y	Y	Y					Y	Y	Y	Y	Y					Y	Y	Y
71	X		Y	Y					Y	Y			Y		Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
72	X		Y	Y					Y	Y					Y	Y		Y							Y					Y	Y	Y	Y	Y					Y	Y	Y
73	X		Y	Y			Y		Y	Y					Y	Y			Y	Y					Y					Y	Y	Y	Y	Y					Y	Y	Y
74	X		Y	Y	Y		Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
75	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
78	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
79	X		Y	Y			Y		Y	Y					Y	Y									Y					Y	Y	Y	Y	Y					Y	Y	Y
80	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
85	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y					Y	Y	Y	Y	Y				Y	Y	Y	Y
90	X								Y	Y			Y						Y																						

Reference Codes (Continued)

Type of Offense:

Enter one of the following codes:

- **A** - Felony offense committed on or after 01/01/95 9 (Green State Warrant)
- **B** - Felony offense committed before 01/01/95 (Green State Warrant)
- **M** - Misdemeanor offenses (Gold State Warrant)
- **O** - Local Ordinance Violation (Pink Local Warrant)

Use the following Offense Type when:

A = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed on or after January 1, 1995. Reimbursement for total days is $8 per day. Reimbursement for state days is $6 per day in accordance with the Appropriation Act and Section 53.1-20.1, Code of Virginia

B = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed before January 1, 1995. Reimbursement for total days is $8 per day. Reimbursement for state days is $6 per day in accordance with the Appropriation Act and Section 53.1-20.1, Code of Virginia

M = Use when an offender is arrested on a State Warrant (Gold Warrant) and the offense committed was a misdemeanor. Reimbursement for total days is $8 per day

O = Use when the offender is arrested on a Local Warrant (Pink Warrant) and or City/County Ordinance. Reimbursement for total days is $0

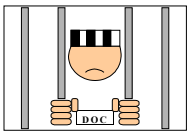
Reference Codes (Continued)

Sentenced Codes:

- **Sentenced codes are utilized to capture special sentencing**
- **Sentenced codes are recorded in the years sentenced data field**
- **Utilize the following Sentenced Codes, when applicable:**

Code	Translation
0500	**Adult - Indeterminate Sentence**
0600	One Life Sentence
0700	Indeterminate-Youthful Offender
0800	Two Or More Life Sentence
0900	Death Sentence

NEW - July 1, 2003



Reference Codes (Continued)

DOC Compliance Status Codes :

- The following DOC Compliance Status Codes may be entered on the confine information screen:

Code	Translation
ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Contract Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant
CPM	Check Prior to Move
AWR	Approved by DOC for Work Release (WR)

Reference Codes (Continued)

Disposition Codes :

- The following Disposition Codes may be used on the offense screen to satisfy one or multiple offenses:

Code	Sentenced	Description	
AM	**Yes**	**Amended**:	To Change or modify/amend charge/sentence
AP	**Yes**	**Appealed**:	To restore to a superior court to review the decision of an inferior court
AR	**Yes**	**Awaiting Parole Revocation**:	To annul, make void, cancel, rescind the parole status of individual, pending a hearing by the Parole Board as to validity of charge (S) of violation of parole conditions
AS	**Yes**	**Awaiting Probation / Show cause Revocation**:	To annul, make void, cancel, rescind the probation status of individual, pending a hearing by the court of jurisdiction as to the validity of charge (s) of violation of conditions of probation
BC	**Yes**	**Boot Camp:**	Youthful Offender is court ordered to participate in and complete a Boot Camp Program
BO	**No**	**Bond**:	To have individual post a bond on charge; not to be held on charge
CC	**Yes**	**Community Corrections:**	To be court ordered to participate in and complete a Community Corrections Program
CE	**No**	**Certified:**	To refer a case to a grand jury to determine whether or not evidence exists to support an felony indictment
CD	**No**	**Charges Dismissed:**	To discharge, to discontinue action or suit
CO	**No**	**Continued Gen.:**	To adjourn or postpone a session, hearing, trail, or other proceeding to a subsequent day or time, higher court
CR	**Yes**	**Court Order Release:**	To be found guilty, with no sentence of jail time imposed, court ordered to an alternative to incarceration program, case continued
CU	**No**	**Court Order Release:**	To have charge not revoked; or to have individual recognized or bonded on charge**,** court ordered to an alternative to incarceration program, release
DN	**Yes**	**Detention Center:**	To be court ordered to participate in and complete a Detention Center Program
DT	**Yes**	**Deferred Treatment:**	To be found guilty, with sentenced postponed pending individual participation in and completing a court ordered Treatment Program
DV	**Yes**	**Diversion Center**	To be court ordered to participate in and complete a Diversion Center Program
FI	**Yes**	**Fined:**	To be found guilty, with a sentence of a fine imposed

Reference Codes (Continued)

Disposition Codes:

Code	Sentenced	Description	
GU	**Yes**	**Guilty**:	To be found guilty with no sentence imposed
IS	**Yes**	**Imposition Sentence:**	To be found guilty, with the imposed sentence suspended for a specified period of time
NC	**No**	**Null Code:**	To have no action taken; disregard charge
NP	**No**	**Nolle Prosequi:**	To be acquitted of charge by commonwealth can be brought back at a later time
NG	**No**	**Not Guilty:**	To declare that the case will not be further prosecuted, found not guilty by the court
PA	**Yes**	**Paroled:**	To be released on charge under conditions of parole
PB	**Yes**	**Plea Bargain:**	Plea barging
PD	**No**	**Parole Dismissed:**	To have capias for Parole Violation on PB-14 for parole violation dismissed or not revoked
PR	**No**	**Probation Dismissed:**	To have capias for Probation Violation on PB-15 for probation violation dismissed or not revoked, lifted by Parole Board
PS	**No**	**Pre-Sentenced:**	To be found guilty, with sentencing portion of hearing continued to another time and date
RE	**No**	**Recognized:**	To be released from incarceration on a charge under one's personal recognizance by court or magistrate (with promise to appear in court on a certain date and time)
SE	**Yes**	**State Sentence:**	To be held on a PB-14 (white Board Warrant); PB-15 (Green Board Warrant) for a Parole violation; or as a Department of Corrections Inmate (returned to the locality as a material witness with no new charges, held locally as a Jail Contract Bed inmate)
SS	**Yes**	**Suspended Sentence:**	To be found guilty, with the execution of the entire sentence postponed/suspended
TH	**No**	**Temporary Hold Only:**	Utilized if a person has to go out to the hospital without a sentence, temporary hold for another, state, or federal inmate being held as a temporary hold only
TS	**Yes**	**Time Served:**	To be found guilty, with sentenced imposed, and it has been determined by the court that the time portion of the sentence has already been satisfied (while awaiting trial in jail), the individual is not to be held on the charge
UA	**No**	**Under Advisement:**	To have court take on action and disregard charge while it takes the case under advisement, individual is not to be held on charge
WA	**No**	**Waived Extradition:**	Signed waiver to be extradited to another state

Reference Codes (Continued)

Payment Status Codes:

- Payment Status Codes are provided by LIDS based on an inmate's reason confine, type of offense, and sentencing information
- They are as follows:

Code	Translation
CB	Jail Contract Bed Inmates
CI	Contract Inmates - Out of State Inmates
CW	Jail Contract Work Release Inmates
FD	Felon Days - Bonus Start Date Passed
FE	Held for Federal
FO	Held for Other State - State Warrant
HA	Jail Cadre - By Agreement or Request
LD	Local Responsible Inmate
MI	Held for Military
NH	Electronic Monitoring/Supervised Work Release Inmate
OR	Ordinance Violation Only
OT	Transients - Overnight Transports
SD	State Responsible

Reference Codes (Continued)

Race Codes :

- Race codes are used to physically describe an inmate confined to your facility
- The Race codes are as follows:

Code	Translation
A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

Reference Codes (Continued)

Sex Codes :

- Sex codes are used to physically describe an inmate
- The Sex codes are as follows:

Code	Translation
F	Female
M	Male

Reference Codes (Continued)

Hair Color Codes:

- Hair Color codes are used to physically describe an inmate confined to your facility
- The Hair Color codes are as follows:

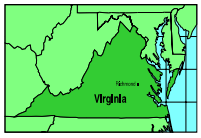
Code	Translation
BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

Reference Codes (Continued)

FBI Eye Color Codes:

- FBI Eye Color codes are used to physically describe an inmate
- The eye color codes are as follows:

Code	Translation
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown



Reference Codes (Continued)

FIPS Codes :

Code	Translation:	Code	Translation:
COUNTY CODES		**COUNTY CODES**	
001	Accomack	085	Hanover
003	Albemarle	087	Henrico
005	Allegheny	089	Henry
007	Amelia	091	Highland
009	Amherst	093	Isle of Wight
011	Appomattox	095	James City
013	Arlington	097	King & Queen
015	Augusta	099	King George
017	Bath	101	King William
019	Bedford	103	Lancaster
021	Bland	105	Lee
023	Botetourt	107	Loudoun
025	Brunswick	109	Louisa
027	Buchanan	111	Lunenburg
029	Buckingham	113	Madison
031	Campbell	115	Mathews
033	Caroline	117	Mecklenburg
035	Carroll	119	Middlesex
036	Charles City	121	Montgomery
037	Charlotte	123	Nasemond
041	Chesterfield	125	Nelson
043	Clarke	127	New Kent
045	Craig	131	Northampton
047	Culpeper	133	Northumberland
049	Cumberland	135	Nottoway
051	Dickenson	137	Orange
053	Dinwiddie	139	Page
057	Essex	141	Patrick
059	Fairfax	143	Pittsylvania
061	Fauquier	145	Powhatan
063	Floyd	147	Prince Edward
065	Fluvanna	149	Prince George
067	Franklin	153	Prince William
069	Frederick	155	Pulaski
071	Giles	157	Rappahannock
073	Gloucester	159	Richmond
075	Goochland	161	Roanoke
077	Grayson	163	Rockbridge
079	Green	165	Rockingham
081	Greensville	167	Russell
083	Halifax	169	Scott

Reference Codes (Continued)

FIPS Codes : Continued

Code	Translation:

COUNTY CODES

171	Shenandoah
173	Smyth
175	Southampton
177	Spottsylvania
179	Stafford
181	Surry
183	Sussex
185	Tazewell
187	Warren
191	Washington
193	Westmoreland
195	Wise
199	York

CITY CODES

510	Alexandria
515	Bedford
520	Bristol
530	Buena Vista
540	Charlottesville
550	Chesapeake
560	Clifton Forge
570	Colonial Heigths
580	Covington
590	Danville
595	Emporia
600	Fairfax
610	Falls Church
620	Franklin
630	Fredericksburg
640	Galax
650	Hampton
660	Harrisonburg
670	Hopwell
678	Lexington
680	Lynchburg
690	Martinsville
700	Newport News
710	Norfolk
720	Norton
730	Petersburg
735	Poquoson
740	Portsmouth
750	Radford

CITY CODES

760	Richmond (City)
764	Richmond (Manchester)
770	Roanoke (City)
775	Salem
780	South Boston
790	Staunton
800	Suffolk
810	Virginia Beach
820	Waynesboro
830	Williamsburg
840	Winchester

Reference Codes (Continued)

FIPS Codes : Continued

Code	Translation:	Code	Translation:

JAIL FARM CODES

220	Danville City Jail Farm
250	Newport News City Jail Farm

REGIONAL CODES		SERVING
003	Albemarle/Charlottesville Regional (open 10/74)	Albemarle, Charlottesville, Nelson
069	Clarke/Frederick/Winchester Regional (open 3/91)	Clarke, Fauquier, Frederick, Winchester
119	Middle Peninsula Regional (open 4/75)	Essex, King & Queen, King William, Mathews, Middlesex
135	Piedmont Regional (open 5/88)	Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, Prince Edward
137	Central Virginia Regional (open 9/90)	Fluvana, Greene, Louisa, Madison, Orange
153	Prince William Manassas Regional (open 4/82)	Prince William, Manassas, Manassas Park
163	Rockbridge Regional (open 7/88)	Rockbridge, Buena Vista, Lexington
165	Rockingham/Harrisonburg Regional	Rockingham, Harrisonburg
193	Northern Neck Regional (open 6/95)	Richmond Co., Westmoreland, Town of Warsaw, Northumberland
460	Pamunkey Regional (open 3/98)	Town of Ashland, Caroline, Hanover
465	Riverside Regional (open 8/97)	Charles City, Chesterfield, Colonial Heights, Hopewell, Petersburg, Prince George, Surry
470	Virginia Peninsula Regional (open 6/97)	James City, Poquoson, Williamsburg, York
475	Hampton Roads Regional (open 3/98)	Hampton, Newport News, Norfolk, Portsmouth
480	New River Valley Regional (open 5/99)	Floyd, Carroll, Pulaski, Radford, Wythe, Bland, Giles, Grayson
485	Blue Ridge Regional (open 7/98)	Bedford, Campbell, Halifax, Lynchburg
490	Peumansend Creek Regional (open 8/99)	Alexandria, Arlington, Caroline, Loudoun, Prince William, Richmond City
491	Southside Regional (open 12/98)	Emporia, Greensville
620	Western Tidewater Regional (open 10/92)	Franklin City, Isle of Wright, Suffolk
630	Rappahannock Regional (open 7/69)	Fredericksburg, King George, Spotsylvania, Stafford

OTHER CODES

*881	US Marshall
*882	Federal Bureau of Prisons (detention)
*883	Federal Bureau of Prisons (work release)
*884	INS
*885	ATF
*886	FBI
*887	DEA
*888	unspecified
999	Military

Reference Codes (Continued)

FBI Country Codes:

- **Country codes are used to describe an inmate's country of birth and country of citizenship**

Code	Translation:
AF	Afghanistan
AC	Africa
AA	Albania
AN	Algeria
AD	Andorra
AO	Angola
AE	Anguilla
AY	Antarctica
AI	Antifua/Barbuda
AT	Argentina
AP	Armenia
AJ	Aruba
AU	Austria
AS	Austrialia
AV	Azerbaijan
AQ	Azores Islands
BE	Bahrain/Bahrein
GF	Bailiwick Of Guernsey
JE	Bailiwick OF JERSEY
BW	Balearic Islands
BL	Bangladesh
BB	Barbados
BF	Bassas Ds India
BG	Belgium
BH	Belize
BN	Bhutan
BV	Bolivia
NX	Bonaire/Netherland Antilles/Curacao
BP	Bosnia And Herzegovina
BT	Botswana
BQ	Bouvet Island
BZ	Brazil
BO	British Indian Ocean Territory
BS	British Solomon Islands/Solomon Islands
VB	British Virgin Islands
BX	Brunei
BU	Bulgaria
BR	Burma
BI	Burundi
BY	Byelarus
CJ	Cambodia/Khmer Rep/Kampuchea
CM	Cameroon
CD	Canada
ZI	Canary Islands
CV	Cape Verde Islands
CP	Cayman Islands
CW	Central African Republic
CY	Ceylon/Sri Lanka
CF	Chad
CN	China - For Reference Only
RC	China/Peoples Republic Of China
DB	Clipperton Island
FA	Colony Of The Falkland Islands
CX	Congo
DI	Cook Islands
IY	Cote Divoire (Ivory Coast)
KC	Croatia
EZ	Czech Republic
DH	Dahjomey/Benin
GP	Department Of Guadeloupe
RE	Department Of Reunion
BM	Dependent Territory Of Bermuda
DM	Dominica
DR	Dominican Republic
EM	East Germany/German Democratic Rep.
EU	Ecuador
EY	Egypt/Untd. Arab Republic
EL	El Salvador
EN	England
EK	Equatorial Guinea
ES	Estonia
EO	Ethiopia
ER	Europa Island
FO	Faroe Islands
DG	Federal Islamic Republic Of Comoros
WG	Federal Rep. Of West Germany/W. Germany
RG	Gibraltar
GL	Gilbert/Ellis Islands/Kiribati
GO	Glorioso Islands
GC	Greece
GN	Greenland
GJ	Grenada
GT	Guatemala
GI	Guinea
GY	Guyana

Reference Codes (Continued)

FBI Country Codes : Continued

Code	Translation
HT	Haiti
HD	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
II	India
IO	Indonesia/Portuguese Timor
IR	Iran
IQ	Iraq
IE	Ireland
IB	Isle Of Man
IS	Israel
IT	Italy/Sardinia/Sicily
JM	Jamaica
JN	Jan Mayen
JA	Japan
JO	Jordon
JU	Juan De Nova Island
KT	Kazakhstan
KE	Kenya
DK	Kingdom Of Denmark
KB	Kiribati/Gilbert Islands
KR	Korea
KU	Kuwait
KZ	Kyrgyzstan
LS	Laos
LT	Latvia
LN	Lebanon
LE	Lesotho
LB	Liberia
LY	Libya
LI	Liechtenstein
LH	Lithuania
LX	Luxembourg
OC	Macao/Macau
MP	Madagascar/Malagasy Republic
MF	Malawi
MZ	Malaysia
MV	Maldives
ML	Mali
MY	Malta
KH	Manahiki Island
ZB	Martinique
MU	Mauritania
UM	Mauritius
YO	Mayotte
IM	Medeira Islands
MM	Mexico
LD	Moldova
MJ	Monaco
MG	Mongolia
RR	Montserrat
MQ	Morocco
ZO	Mozambique
SJ	Namibia/South-West Africa
NR	Nauru
NP	Nepal
NE	Netherlands/Holland
NQ	New Caledonia
NO	New Guinea/Papua New Guinea
NZ	New Zealand
NU	Nicaragua
VN	North Vietnam
NI	Northern Ireland
NW	Norway
YY	Not Listed
I	Okinawa
M	Oman
PK	Pakistan
PV	Paraguay
ST	Peoples Democratic Republic Of Yemen
PU	Peru
PI	Philippines
PC	Pitcairn, Henderson, Ducie, Oeno Islands
PO	Poland
PT	Portugal
PG	Portuguese Guinea/Guinea-Bissau
TI	Portuguese Timor
QA	Qatar
CQ	Republic Of Chile
CB	Republic Of Columbia
RB	Republic Of Congo, Brazzaville
CR	Republic Of Costa Rica
CC	Republic Of Cuba

Reference Codes (Continued)

FBI Country Codes : Continued

Code	Translation
CS	Republic Of Cyprus
DN	Republic Of Djibouti
PD	Republic Of Palau
UZ	Republic Of Uzbekistan
HN	Republic Of Vanuatu
VZ	Republic Of Venezuela
RY	Republic Of Yemen
ZR	Republic Of Zaire/Kinshasa
ZM	Republic Of Zambia
RH	Rhodesia/Republic Of Zimbabwe
RU	Romania/Rumania
RA	Russia
SX	Russia/Soviet Union/USSR
RF	Russian Federation
RW	Rwanda
HS	Saint Helena
LU	Saint Lucia
SH	San Marino
TP	Sao Tome & Principe
SB	Saudi Arabia
SS	Scotland
SG	Senegal
SE	Seychelles
SA	Sierra Leone
SK	Sikkim
SR	Singapore
LF	Slovakia
LO	Slovenia
RV	Socialist Republic Of Vietnam
SM	Somolia
SF	South Africa
GS	South Georgia & South Sandwich Islands
KO	South Korea
VS	South Vietnam
SP	Spain
RS	Spanish Sahara/Western Sahara
TS	St. Christopher/St. Kitts And Nevis
AW	St. Kitts-Nevis-Anguilla
PS	St. Pierre And Miquelon
VV	St. Vincent & Grenadines
SU	Sudan
SV	Svalbard
SW	Swaziland
SQ	Sweden
SZ	Switzerland
SY	Syria
TW	Taiwan, Republic Of China
TJ	Tajikistan
DD	Territory Of Cocos (Keeling) Islands
DJ	Territory Of Coral Sea Islands
FP	Territory Of French Polynesia
OF	Territory Of Norfolk Island
WF	Territory Of Wallis And Futuna
TH	Thailand
BD	The Bahamas
GK	The Gambia
TO	Togo
TK	Tokelau
TG	Tonga
ZC	Surinam
TQ	Tongareva
TT	Trinidad And Tabago
TM	Tromelin Island
TC	Trucial States/United Arab Emirates
TF	Tuamotu Archipelago
TU	Tunisia
TY	Turkey
UR	Turkmenistan
TR	Turks And Calcos Islands
TV	Tuvalu/Ellice Islands
TZ	United Republic Of Tanzia
UA	United Arab Republic/Egypt
UG	Uganda
UK	Ukraine
US	United States Of America
XX	Unknown
UV	Upper Volta/Burkina Faso/Burkina
UY	Uruguay
VY	Vatican City
VM	Vietnam
WL	Wales
WN	West Indies
WS	Western Samoa
YE	Yemen Arab Republic
YG	Yugoslavia

Virginia Crime Code (VCC)

HB308 approved April 4, 2002, requires reenacted by the 2003 Session of the General Assembly. HB308 amends the Code of Virginia by adding a section numbered 19.2-390.01, relating to criminal justice record information; codes required. It reads as follows:

CHAPTER 524

An Act to amend the Code of Virginia by adding a section numbered 19.2-390.01, relating to criminal justice record information; codes required.

[H 308]

Approved April 5, 2002

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered 19.2-390.01 as follows:

§ 19.2-390.01. Use of Virginia crime code references required. All charging documents issued by magistrates, and all criminal warrants, criminal indictments, informations and presentments, criminal petitions, misdemeanor summonses, and the dispositional documents from criminal trials shall include the Virginia crime code references for the particular offense or offenses covered. All reports to the Central Criminal Records Exchange and to any other criminal offense or offender database maintained by the Supreme Court of Virginia, the Department of Corrections, the Department of Juvenile Justice, the Virginia Parole Board, and the Department of Criminal Justice Services shall include the Virginia crime code references for the particular offense or offenses covered. The Virginia crime code references shall be maintained and administered by the Virginia Criminal Sentencing Commission.

2. That the agency heads or their designees of the Departments of Criminal Justice Services, State Police, Juvenile Justice, Corrections, and of the Compensation Board, Criminal Sentencing Commission, the Commonwealth's Attorneys' Services Council, the Virginia Association of Chiefs of Police, the Sheriffs' Association, and the Office of the Executive Secretary of the Virginia Supreme Court, shall meet, identify the necessary steps and submit a written plan for accomplishing the requirements of this act to the Virginia State Crime Commission by December 1, 2002. The Virginia State Crime Commission shall coordinate the activities of this group.

3. That § 19.2-390.01 of this act shall not become effective unless reenacted by the 2003 Session of the General Assembly.

The Virginia Crime Codes (VCC) is located on the Compensation Board's website at www.scb.state.va.us, under the button labeled 'LIDS Information'. To help with your search three (3) options were developed. You may wish to select a VCC by Descriptions, VCCs By VCC Code or by Statue. If detected that a VCC has not been developed, submit a request to the Compensation Board (CB) to have a VCC established. A Virginia Crime Code (VCC) Request Form was developed for your use and is located at the end of this section or in the LIDS Forms Section of this Users Guide. CB staff will forward your request to the Virginia Criminal Sentencing Commission to have a VCC established. You will be notified through the LIDS Monthly Newsletter when new VCC has been established. The monthly LIDS Newsletter is located under the 'LIDS Information' button on the CB website sited above.

VCC Offense Codes Continued

HISTORY

In July of 1999, localities were notified of the 'Phase-In' implementation of VCC offense codes. The usage of VCC codes was a mandate (Item 77, Paragraph K of the Appropriations Act). The usage of VCC offense codes provides useful information to individuals using LIDS to assist in jail forecasting.

Phase I, II, and III of the VCC implementation has been completed. As a part of Phase III, localities were instructed to update the correct VCC offense code for ALL inmates confined in jail as of 01/01/2000. Any confinement from 01/01/2000 to the present with a NCIC code will become an error in your report.

To assist in updating these offenses, localities were given the capability to request a report from Forms Maintenance (Option '4' of the Main Menu) that will list those inmates that do not have a VCC offense code.

SPECIAL VCC CODES FOR LIDS USERS

Because VCC offense codes are based on the state statutes, several special categories have been established specifically for LIDS use. These categories where established so that LIDS users could enter offense information on offenders that are not being held in jail on a state statute violations. It also enables other agencies to identify offenses not being held in jail on state statute offenses. They are:

ORDINANCE VIOLATIONS – These codes start with the offense category of ORD and end with a seriousness index of S9. Ordinance codes can ONLY be used with an offense type 'O'.

OTHER STATE OFFENSES – PRI9912S9 for out of state felonies or PRI9911S9 for out of state misdemeanors. PRI9903S9 for Contract Out of State felonies or PRI9904S9 for Contract Out of State misdemeanors. PRI9901S9 for Private Overnight Transport/Out of State felonies or PRI9902S9 for Private Overnight Transport/Out of State misdemeanors.

FEDERAL OFFENSES – Held on BOTH state and federal charges use FED9990F9 for federal felonies or FED9991M9 for federal misdemeanors. Held on federal charges ONLY PRI9905S9 for felonies or PRI9906S9 for misdemeanors.

MILITARY OFFENSES – PRI9907S9 for military felonies or PRI9908S9 for military misdemeanors.

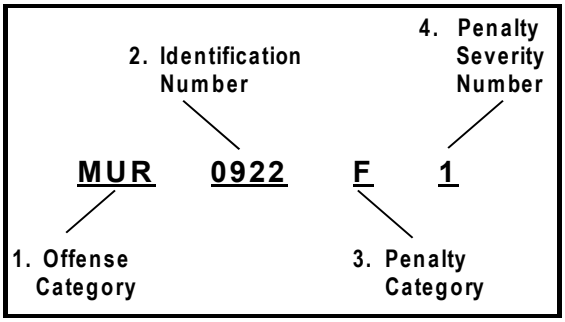
VCC Offense Codes Continued

VCC Instructions

The Virginia Crime Code (VCC) presented herein represents an offense identification system based on the Code of Virginia. Codes have been developed and assigned to most crimes defined in the Code of Virginia. These codes are used when deciding which sentencing guidelines work sheet to complete and for determining statutory seriousness levels.

- **Code Components**

VCC codes are comprised of a combination of nine letters and numbers (e.g., MUR-0922-F1). The first three letters of each VCC represent an abbreviation of the broad *offense category* under which the crime falls. Thus, the prefix "BUR" is used for all burglary offenses; "ARS" for all arson offenses; "ASL" for all assault offenses, and so forth. The next four digits are an *identification number* unique to each crime. The next letter of the VCC represents the *penalty category*. The last digit of the VCC represents the *penalty severity number*. The last two positions (combined known as the *seriousness index*) of the VCC are based on the statutory maximum penalty for the crime.



- **The Seriousness Index**

The first digit of the seriousness index (digit 8 of the VCC) takes on the following meanings:

A = Attempt *(Felonies Only)*
C = Conspiracy *(Felonies Only)*
F = Felony Offense
I = Traffic Infraction
J = Juvenile
L = Life Without Parole (§19.2-297.1)
M = Misdemeanor Offense
S = Special Penalty Structure

VCC Offense Codes Continued

The second position of the offense seriousness index (position 9 of VCC) is described in the chart below.

POSITION 9	CLASS	FELONY	MISDEMEANOR
1 =	One	life/death	up to 12 months
2 =	Two	20 years to life	up to 6 months
3 =	Three	5 years to 20 years	fine only
4 =	Four	2 years to 10 years	fine only
5 =	Five	1 year to 10 years	
6 =	Six	1 year to 5 years	
9 =	Special	penalty varies	penalty varies

Thus, when the letter "F" is paired with the number "2" (F2) the interpretation is that the offense is a class two felony with a statutory maximum penalty of life; "M3" would represent a class three misdemeanor with a maximum penalty of a fine only.

- ### Selecting the Proper VCC Code

A VCC code is assigned to each separate offense in a sentencing event. In many instances, there is one VCC code per section in the Code of Virginia. For example, MUR-0944-F5 is the only VCC code for voluntary manslaughter (§18.2-35).

In other instances, the Code of Virginia specifies different penalty structures depending on the elements of the offense. For example, §18.2-89 specifies a penalty of 5 to 20 years for common law burglary. However, if a deadly weapon was used and the offender is charged with using a deadly weapon, the penalty range becomes 20 years to life. In this case, the VCC code BUR-2221-F3 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- without a deadly weapon" and the code BUR-2222-F2 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- with a deadly weapon."

In other instances, such as the offense group of robbery, the Code of Virginia specifies one penalty range. However, one of several VCC codes can be applied to this offense. For example, ROB-1214-F9 is the proper VCC for an unarmed robbery on a street. In these instances, particular attention should be given to the facts of the case to ensure proper selection of the VCC code. Proper selection of the VCC code will help ensure that the correct number of points is assigned on the sentencing guidelines work sheets.

- ### Attempts and Conspiracies

The letters "A" (Attempt) and "C" (Conspiracy) are *penalty modifiers* and can be used in place of the "F" (Felony) designation when appropriate. There are no specific VCC codes for Code of Virginia §18.2-22, §18.2-23 (Conspiracy) and §18.2-25, §18.2-26, and §18.2-27 (Attempts). Rather than utilize a code referring to the generic conspiracy or attempt statutes, the VCC code designates an attempt or conspiracy by utilizing the proper VCC code for the offense if it were a completed act and replacing the "F" with an "A" or a "C." For example, the offense "malicious bodily injury to a law enforcement officer" has a VCC of ASL-1326-F3 which would change to ASL-1326-A3 for an attempt or ASL-1326-C3 for a conspiracy to commit this specific crime. Please note that these penalty modifiers only apply to felony offenses.

VCC Offense Codes Continued

Attempts and conspiracies to commit misdemeanors do not result in any change in statutory penalty structure. For example, an attempt or conspiracy to commit a simple assault would be reflected in a VCC of ASL-1313-M1, which is also the same code used to indicate the actual commission of this misdemeanor crime. Thus, attempts and conspiracies to commit a misdemeanor retain the use of the letter "M" in the eighth position of the VCC.

- **Special Penalty Structures**

The "S" designation in the eighth position of the VCC indicates that the crime carries a special penalty structure that does not fall within the fixed parameters of class 1 through 6 felonies and class 1 through 4 misdemeanors. The number "9" placed in the ninth position of the VCC is often paired with an "S" designation since it too refers to a special penalty structure.

Occasionally, an offense code will contain a seriousness index (VCC positions 8,9) value of "F9" or "M9." "F9" indicates the crime is a designated felony with a special penalty structure, while "M9" designates a misdemeanor crime with a special penalty structure.

- **"Three Strikes"**

The letter "L" is also a *penalty modifier* and should be used in place of the "F" when a defendant is convicted under §19.2-297.1. For example, the offense "carjacking" has a VCC of ROB-1225-F9, which would change to ROB-1225-L9 for a conviction under the "three strikes, you're out" statute.

- **Ordinance (Non-payment)**

Due to the magnitude of the variation within each locality's ordinance codes, VCC codes for ordinance violations have been grouped into general categories. The majority of your ordinance violations should fall under these categories. If you do not see a VCC code that does not *generally* fit into any of the ordinance categories, please submit a suggestive VCC Request Form to the Compensation Board. All request are then forwarded to the Virginia Sentencing Commission for approval.

- **Establishing VCC Codes**

If you are unable to find a VCC code that corresponds to a Virginia conviction, please contact Ms. Sue Kelly-Graham by phone (804-786-0786 ext. 220) or email skelly-graham@scb.state.va.us .

11. Manual LIDS Forms

'LIDS Forms' provides local users with the tools needed to submit monthly LIDS submission in a timely and accurate. The following forms and worksheets may modified to suit your facility need:

- ✓ **Overlap Form**
- ✓ **Virginia Crime Code Request Form**
- ✓ **Adjustment Log Worksheet**
- ✓ **Headcount Reconciliation Worksheet**
- ✓ **Day/Financial By Payment Category Reconciliation Worksheet**
- ✓ **Monthly Reconciliation and Certification Worksheet**
- ✓ **Weekly Reconciliation and Certification Worksheet**
- ✓ **Certification Worksheet**
- ✓ **SID # Overlap Form**

LIDS OVERLAP FORM

E-MAIL TRANSMISSION

Please review your LIDS entries and inmate files to determine action needed to resolve the overlapping LIDS entries. It is imperative that action be taken to resolve these overlapping confinements to allow us to approve our monthly submission. Please phone or e-mail me when you have updated LIDS. Thank you in advance for looking into this matter.

Date: _____

TO Locality: _____
FIPS Code: _____
Phone #: _____
LIDS Technician _____
E-mail Address: _____

FROM Locality: _____
FIPS Code: _____
LIDS Technician :_____
Phone #: _____
E-mail Address: _____

(EXAMPLE) **(EXAMPLE)** **(EXAMPLE)** **(EXAMPLE)**

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO
907000001	Joseph A. Doe	08011999	091500	08021999	123500	250

COMMENTS: Checked records and times recorded in LIDS are correct. Contact me with any questions concerning the overlap mentioned above.

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

VIRGINIA CRIME CODE (VCC)
LIDS REQUEST FORM

TO: Ms. Sue L. Kelly-Graham, Compensation Board

FROM: _____

LOCALITY: _____

PHONE #: (_____)_____

E-MAIL ADDRESS: _____

DATE: _____

If you have an arrest or conviction for a crime that does not already have a VCC Code, complete the information and return to Sue Kelly-Graham via e-mail: skelly-graham@scb.state.va.us or fax: (804) 371-0235:

Virginia Code Section (§):

VCC:

Penalty:

Header:

Sub Heading:

Description:

LIDS ADJUSTMENT LOG WORKSHEET

RECORDS DEPARTMENT

_____ **JAIL**

Month of: _____

Adjustment	**Date**	**By**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	
_____	_____	_____
_____	_____	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	
_____	_____	_____
_____	_____	_____
_____	_____	

Supervisor's Review Completed By: _____**Date:** _____

LIDS HEADCOUNT RECONCILIATION WORKSHEET

JAIL #____ JAIL _____

STARTING DATE/TIME _____ **ENDING DATE/TIME** _____ ____

	LIDS	LOCAL	DIFF
_ BEGINNING HEADCOUNT (JAIL)	_____	_____	_____
_ BEGINNING HEADCOUNT (ALT. PROGRAMS)	_____	_____	_____
_ **TOTAL BEGINNING HEADCOUNT**	_____	_____	_____
_ NEW COMMITMENTS (JAIL)	_____	_____	_____
_ NEW COMMITMENTS (ALT. PROGRAMS)	_____	_____	_____
_ **TOTAL NEW COMMITMENTS**	_____	_____	_____
_ NEW RELEASES (JAIL)	_____	_____	_____
_ NEW RELEASES (ALTERNATIVE PROGRAMS)	_____	_____	_____
_ **TOTAL NEW RELEASES**	_____	_____	_____
_ ENDING HEADCOUNT (JAIL)	_____	_____	_____
_ ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)	_____	_____	_____
_ **TOTAL ENDING HEADCOUNT**	_____	_____	_____

LIDS Technician _____ **Date** _____

Supervisor _____ **Date** _____

Comments

_____

LIDS DAYS/FINANCIAL BY PAYMENT CATEGORY RECONCILIATION WORKSHEET

JAIL # ___ JAIL_____

PERIOD: BEGINNING _____ ENDING _____

	LIDS *DAYS*	*LOCAL* *DAYS	DIFFERENCE	NEEDED ADJ. DAYS	$$$
PAYMENTS (TOTAL DAYS) LOCAL---	____	____	_____	_____	$8_____
PAYMENTS (TOTAL DAYS) STATE---	____	____	_____	_____	$8_____
PAYMENTS (OUT OF STATE)---	____	____	_____	_____	$8_____
PAYMENTS ALTERNATIVE (HEM)---	____	____	_____	_____	$8_____
PAYMENTS ALTERNATIVE (WRK REL)--	____	____	_____	_____	$8_____
PAYMENTS - STATE FELON DAYS---	____	____	_____	_____	$6_____
PAYMENTS - JAIL CONTRACT BED---	____	____	_____	_____	$14_____
NON-PAYMENT (FEDERAL)---	____	____	_____	_____	$0 _____
NON-PAYMENT (ORDINANCE)---	____	____	_____	_____	$0_____
NON-PAYMENT (MILITARY)---	____	____	_____	_____	$0_____
NON-PAYMENT (HEM)---	____	____	_____	_____	$0_____
NON-PAYMENT CONT (OUT OF STATE)---	____	____	_____	_____	$0_____
NON-PAYMENT PRIVATE TRANS.---	____	____	_____	_____	$0_____
RECOVERIES ----------	____	____	_____	_____	$ _____
ADJUSTMENTS THIS PERIOD---	____	____	_____	_____	$0 _____
TOTAL	____	____	_____	_____	$ _____

LIDS Technician _____ **Date** _____
Comments _____
_____

Supervisor _____ **Date** _____
Comments _____
_____

LIDS MONTHLY RECONCILIATION AND CERTIFICATION WORKSHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

	Month-End Count	Prisoner Day Count
J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Federal Prisoner Reconciliation

J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Certification Review

J-7 to LIDS Report Review (Entries) ___
Population Report to LIDS Population Report Review ___
Reconciliation of Differences ___
Adjustments Posted ___
Final Copy of J-7 Report ___
Final Copy of LIDS Report ___
Final Copy Certification Summary ___
Final Copy Adjustment Summary ___
Certification Posted ___
Approval Posted ___

Certification Review Completed By: _____ Date: _____

Approval Review Completed By: _____Date: _____

LIDS WEEKLY RECONCILIATION AND CERTIFICATION WORKSHEET

RECORDS DEPARTMENT

_____ JAIL

Month of: _____

	Month-End Count	Prisoner Day Count
J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Federal Prisoner Reconciliation

J-7 Report Total	_____	_____
LIDS Report Total	_____	_____
Difference	_____	_____
Total Accounted for	_____	_____
Total Unaccounted for	_____	_____

Certification Review

J-7 to LIDS Report Review (Entries) ___
Population Report to LIDS Population Report Review (Releases) ___
Reconciliation of Differences ___
Adjustments Posted ___
Final Copy of J-7 Report ___
Final Copy of LIDS Report ___
Final Copy Certification Summary ___
Final Copy Adjustment Summary ___
Certification Posted ___
Approval Posted ___

Certification Review Completed By: _____ Date: _____

Approval Review Completed: _____Date: _____

LIDS CERTIFICATION WORKSHEET

_____Jail

MONTH of: _____YEAR:_____

JAIL ALPHA ROSTER TOTAL: _____
LIDS ALPHA ROSTER TOTAL: _____

JAIL RECEIVED FOR MONTH:_____
LIDS RECEIVED FOR MONTH:_____

JAIL RELEASED FOR MONTH:_____
LIDS RELEASED FOR MONTH:_____

A. THIS MONTH'S ENDING COUNT: _____ <(From Booking LOG)

B. LAST MONTH'S ENDING COUNT: _____ <(From Booking LOG)

C. TOTAL RECEIVED COUNT: _____ <(As Noted Above)

D. TOTAL RELEASED COUNT: _____ <(As Noted Above)

E. ADD B + C MINUS –D: _____ <(Totals Should MATCH)
TOTALS of A & E = SHOULD MATCH!

F. LAST MONTH'S ENDING COUNT _____

G. TOTAL RECEIVED COUNT: _____

H. ADD F + G FOR TOTAL COUNT: _____ <|

I. LIDS CERTIFICATION COUNT: _____ < | (SHOULD MATCH UP)
TOTALS of H & I = SHOULD MATCH!

NOTE: LIDS CERTIFICATION COUNT IS LOCATED AT TOP RIGHT SIDE OF THE CERTIFICATION SUMMARY SHEET IN LIDS!

B _____
'c _____
tot _____
-d _____
= _____

REPORTS NEEDED:

_____ CURRENT Jail ALPHA ROSTER
_____ LIDS ALPHA ROSTER
_____ CURRENT Jail RECEIVED ROSTER
_____ LIDS RECEIVED ROSTER
_____ CURRENT Jail RELEASED ROSTER
_____ LIDS RELEASED ROSTER
_____ CURRENT TUESDAY REPORT
_____ LIDS RECONCILIATION REPORT
_____ CURRENT LIDS BATCH EDIT REPORT
_____ CURRENT LIDS FINANCIAL REPORT

LIDS TECHNICIAN REVIEW COMPLETED BY:_____DATE_____

SUPERVISOR'S REVIEW COMPLETED BY: _____DATE_____

LIDS SID# Overlap Form

E-MAIL TRANSMISSION

Please review your LIDS entries and inmate files to determine action needed to resolve the SID # which overlaps within LIDS. It is imperative that action be taken as soon as possible to resolve these SID overlaps to allow us to approve our monthly submission. Please enter the following information and return this via e-mail or fax:

Date: _____

TO Locality:
_____
FIPS Code: _____
Phone #: _____
E-mail address: _____

TO Locality:
_____
FIPS Code: _____
Phone #: _____
E-mail address: _____

(EXAMPLE) (EXAMPLE) (EXAMPLE) (EXAMPLE)

SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME
231999999	VA123456789	Joseph A. Doe	08012002	091500	08152002	123500

COMMENTS: The SSN shown above has been verified with a SID#, as assigned. Please check your inmate and/or SSN that overlaps with the SID# mentioned above.

Fill in the following information:

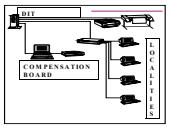
SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME

COMMENTS:
_____
_____
____

Fill in the following information:

SSN	SID #	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME

COMMENTS:
_____
_____
_____



12. Batch Processing

The Batch Up-load may be the method of data entry for those jails having automated jail management systems. The batch up-load process will produce five reports. These reports can either be downloaded to your Personal Computer, or they can be viewed using TSO on the DIT MVS mainframe.

NOTE: Where JXXX denotes your jail number

Up-load File Name:

SCB.PROD.J*XXX*.UPLOAD = upload file waiting to be processed

Download File Name:

SCB.PROD.JXXX.DOWNLOAD = bload, dedit, and bstat files collected together

Report Image - Load Error Report - SCB.PROD.J*XXX*.BLOADR01

SCB.PROD.JXXX.BLOADR01 = batch preload error report

```
1SCBBLOAD-R001-087          LIDS BATCH PRE-EDIT                          PAGE    1
                            JUVENILE JAIL FACILITY          RUN DATE 10/16/96 TIME
11:27:56
0T                    REC
 C JAIL SSN       DATE    TIME  ID

 A  087 577157577 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 222222222 19960930 092828 01   ANTHONY     E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 222434343 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 431980666 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 234546171 19960930 092828 01   HARRISO     E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 217432201 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 238276437 19960930 092828 01  CHANT'E      E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 622145777 19960930 092828 01  G.           E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 205708889 19960930 092828 01  O'NEAL       E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 226777519 19960930 092828 01  N.           E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 226898852 19960930 092828 01  SR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 999999999 19960930 092828 01  908700001    I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 999999999 19960930 092828 01  908700002    I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 225222222 19960930 092828 01  D.           E3027 MIDDLE NAME HAS BEEN ALTERED
 A  087 999999999 19960930 092828 01  908700003    I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 999999999 19960930 092828 01  908700004    I0009 NO SSN - DUMMY SSN ASSIGNED
 A  087 217987754 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
 A  087 239898989 19960930 092828 01  JR.          E3028 NAME SUFFIX HAS BEEN ALTERED
```

SCB.PROD.JXXX.BEDITR01 = batch edit error report

```
1SCBBEDIT-R001-087                    LIDS BATCH EDIT
PAGE     1
                                JUVENILE JAIL FACILITY JAIL           RUN
DATE 10/16/96 TIME 11:31:11
0               *****COMMITMENT****  REASON  RELEASE ******RELEASE******
         SSN       DATE      TIME   CONFINED  REASON   DATE      TIME
NAME

      000026870 1996-09-26 07:44:30    10       19
KELLY, RICHARD NMN
 >>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
      017043144 1996-07-30 02:33:17    50
ANDREWSKI, ALEXANDER JOHN
 >>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
      025555555 1996-06-18 18:21:41    51
GRADY, JAMES GARTH
 >>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
      023434343 1996-09-11 05:01:05    52
BLAIR, LEONARD
 >>>>> E1049 REASON CONFINED (52) REQUIRES SENTENCE LENGTH > 6 MONTHS
      055555555 1996-09-10 15:09:50    10       35   1996-09-11 16:08:00
MCGUIRE, JAMES FOREST
 >>>>> E1010 TRANSFER TO JAIL (   ) IS INVALID
      044444444 1996-09-06 19:25:18    20       39   1996-09-11 05:52:00
COVINGTON, SAMUEL EARL
 >>>>> E1043 REASON CONFINED (20) NOT VALID FOR SENTENCED FELONS
      023232323 1996-08-09 11:14:55    10
WILKINS, ANTHONY FIZGERAL
 >>>>> E1056 REASON CONFINED MUST BE 12 FOR UNSENTENCED PROBATION
VIOLATION
      075605104 1996-06-07 15:42:37    51
HINES, YHINE KAREEM
 >>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
      093580242 1996-09-03 18:56:49    10       35   1996-09-19 15:16:00
RIVERA, RAYMOND NMI
 >>>>> E1010 TRANSFER TO JAIL (   ) IS INVALID
      095785301 1996-09-16 21:39:33    10       19
TAYLOR, GREGORY BOBBY
 >>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
      099489343 1996-08-27 16:23:15    50
JOHNSON, RICKEY ANTHONY
 >>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
      110568916 1996-09-25 17:54:44    10       35   1996-09-26 17:34:55
RODRIGUEZ, HECTOR JULIO
```

Report Image - Accepted Report - SCB.PROD.J*XXX*.BEDITR02

SCB.PROD.JXXX.BEDITR02 = batch edit confinements processed report

```
1SCBBEDIT-R002-087                    LIDS BATCH CONFINEMENTS
PAGE     1
                                 JUVENILE JAIL FACILITY JAIL        RUN DATE 10/16/96 TIME
11:31:11

0          *****COMMITMENT****  REASON   OFFENSE RELEASE ******RELEASE******
    SSN       DATE      TIME   CONFINED   CODE   REASON     DATE      TIME    NAME

 002486151 1996-04-08 18:02:39    28      0947                                COOK, IRVING
EDWARDS
 005560235 1996-09-08 01:03:43    10      4200     19    1996-09-08 06:19:00  RICHARD, ROBERT
BRUCE
 018646609 1996-09-02 01:33:49    10      4200     19    1996-09-02 10:23:00  WILLIAMS,
JOSEPH F
 029481788 1996-09-11 04:13:03    10      5404     19    1996-09-11 09:19:00  MILLER, PAULINE
 031566889 1996-03-12 18:54:47    21      2320     52    1996-09-25 10:00:00  SANSBURY,
RODNEY NEIL
 045709448 1996-09-21 03:01:06    10      4200     19    1996-09-21 12:01:00  LABRIE, BRIAN
KEITH
 046546770 1996-09-30 12:59:33    20      5409                                BRITO, KAREEM
JAMAL
 057542373 1996-09-25 15:29:33    10      2340     19    1996-09-25 23:27:00  FERGUSON, JAMES
NMN
 058583142 1996-09-15 23:47:33    10      5404     19    1996-09-16 06:20:00  CAGLE, SHEILA
CAROL
 058583543 1996-08-30 00:48:20    10      2320     19    1996-09-12 20:53:00  DOMENECH,
ANTONIO NMN
 059423598 1996-09-17 22:00:19    10      4200     19    1996-09-18 08:22:00  RAMOUNTOS, JOHN
KEVIN
 060582828 1996-09-10 15:47:38    20      5409     18    1996-09-10 16:15:00  PEELE, KENNETH
LAMAR
 062608327 1996-04-26 21:32:47    80      1119     59    1996-09-13 14:22:00  WYFFLES, THOMAS
DANIEL
 062640394 1996-08-16 15:29:11    21      2360                                ANDREW, TRAMAIN
 063602979 1996-09-06 22:58:01    10      3512     19    1996-09-07 02:13:00  BRANNON, DUANE
AVERY
 070503949 1996-09-19 12:08:23    10      2411                                COOK, JENNIFER
LOUISE
```

Report Image - Monthly Prisoner Status File Detail - SCB.PROD.J*XXX*.BPRSSR01

SCB.PROD.JXXX.BPRSSR01 = Monthly Prisoner Status File Detail Report

```
1SCBBPRSS-R001-087             LIDS MONTHLY RECAP FOR  9/96                              PAGE     1
                               JUVENILE JAIL FACILITY JAIL          RUN DATE 10/16/96 TIME 11:59:48
                                    ** INCOMPLETE **
                                         S R O ******COMMIT****** ******RELEASE***** SENTENCE COURT-ORDER
SENTENCE TOTAL STATE   OUT
    SSN     NAME                     AGE X C C  DATE  TIME REASON  DATE  TIME REASON   DATE    RECEIVED
LENGTH    DAYS  DAYS  COMPL

 002486151 COOK, IRVING EDWARDS       38 M W A 040896 1802   28                       040396
                                                                                            001-00-000    30
 005560235 RICHARD, ROBERT BRUCE      33 M W M 090896 0103   10   090896 0619   19
1
 018646609 WILLIAMS, JOSEPH F, III    18 M W M 090296 0133   10   090296 1023   19
1
 029481788 MILLER, PAULINE FERLAND    31 F W M 091196 0413   10   091196 0919   19
1
 031566889 SANSBURY, RODNEY NEIL      30 M B F 031296 1854   21   092596 1000   52    092596            000-
06-000    25
 045709448 LABRIE, BRIAN KEITH        32 M W M 092196 0301   10   092196 1201   19
1
 046546770 BRITO, KAREEM JAMAL        24 M B M 093096 1259   20                       091796            000-
01-000
 057542373 FERGUSON, JAMES NMN, JR    34 M B F 092596 1529   10   092596 2327   19
1
 058583142 CAGLE, SHEILA CAROL        30 F W M 091596 2347   10   091696 0620   19
1
 058583543 DOMENECH, ANTONIO NMN      20 M B F 083096 0048   10   091296 2053   19
12
 059423598 RAMOUNTOS, JOHN KEVIN      41 M W M 091796 2200   10   091896 0822   19
1
 060582828 PEELE, KENNETH LAMAR, `    30 M B M 091096 1547   20   091096 1615   18    091096            000-
00-001     1
 062608327 WYFFLES, THOMAS DANIEL     20 M W A 042696 2132   80   091396 1422   59    042596            000-
08-000    13
 062640394 ANDREW, TRAMAIN            20 M B F 081696 1529   21                       080896            000-
06-000    30
 063602979 BRANNON, DUANE AVERY       20 M B F 090696 2258   10   090796 0213   19
1
 070503949 COOK, JENNIFER LOUISE      39 F B F 091996 1208   10
11
 075580916 PAGAN, MARCUS FELIPE       20 M W A 042496 1248   22                       081496            001-
00-000    30
```

Report Image - Monthly Prisoner Status File Summary - SCB.PROD.J*XXX*.BPRSSR02

SCB.PROD.JXXX.BPRSSR02 = Monthly Prisoner Status File Summary Report

```
                                        **** INCOMPLETE DUE TO PENDING
CONFINEMENTS ****
SCBBPRSS-R002-087                        LIDS MONTHLY RECAP FOR  9/96
PAGE     1
                                             HENRICO CO. JAIL
RUN DATE 10/16/96 TIME 11:59:48
                                               ** INCOMPLETE **
                                 CONFINEMENTS      DAYS
CONFINED BEFORE MONTH BEGAN            315        7,473
RELEASED DURING MONTH                  106        1,203
NOT RELEASED DURING MONTH              209        6,270

CONFINED DURING MONTH                   621        2,077
 RELEASED DURING MONTH                  513          843
 NOT RELEASED DURING MONTH              108        1,234

TOTAL FOR THE MONTH                     936        9,550
 RELEASED DURING MONTH                  619        2,046
 NOT RELEASED DURING MONTH              317        7,504

                                         DAYS          DOLLARS
TOTAL DAYS                               9,465        75,720.00
ALTERNATE DAYS                              85           680.00
STATE DAYS                                   0             0.00
OUT OF COMPLIANCE 61 -  90 DAYS              0             0.00
OUT OF COMPLIANCE 91 - 120 DAYS              0             0.00
OUT OF COMPLIANCE 121+     DAYS              0             0.00
TOTAL DOLLARS                                           76,400.00
```

Other Batch File Names:

SCB.PROD.JXXX.BEDITR03 =
batch edit update report
SCB.PROD.JXXX.BSTATR01 =
batch statistics – current jail roster
SCB.PROD.JXXX.BSTATR02 =
batch statistics – commits since last approval
SCB.PROD.JXXX.BSTATR03 =
batch statistics – releases since last approval
SCB.PROD.JXXX.BSTATR04 =
batch statistics – commit and release counts
SCB.PROD.JXXX.SAVE =
last upload file processed (current day only)
SCB.PROD.JXXX.WORK =
work file
SCB.PROD.JXXX.BDUPLR00 =
possible errors report – requested via forms maintenance
SCB.PROD.JXXX.BDUPLR01 =
possible errors report produced as part of batch processing
SCB.PROD.JXXX.LST???? =
query results file

Running LIDS Uploads

Many jails have expressed an interest in running their own test and production upload jobs. Effective April 1, 1997, you are able to do this. The instructions are as follows:

- access DIT in the same manner you correct pending errors or certify and approve your monthly report.
- at the Commonwealth Information Network screen enter "**TSO1**" (same screen you enter CIPG)

DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK

ENTER : TSO1

Enter your logon when prompted.

ACF82003 ACF2, ENTER LOGON-ID

Enter password when prompted.

ACF82004 ACF2, ENTER LOGON-ID

- depress the enter key when the three asterisks (***) displayed
- ready prompt will then be displayed

Running LIDS Uploads (continued)

ACF01134 YOUR PASSWORD WILL EXPIRE ON 4/18/97 - 12:30 ****

- will receive any DIT system broadcast messages that are currently in the system
- broadcast system messages report the times when DIT/LIDS will be unavailable
- broadcast messages may take more than one screen

```
=============== W E L C O M E  T O  M V S  T S O ==============
WEEKLY BULLETIN HIGHLIGHTS FOR THE WEEK BEGINNING APRIL 13, 1997
 =
 =                    MVS
 =
 = MVS SYSTEM SCHEDULED DOWN          APR. 13 & 17, 1997
 =
 =
 =                    EXEC
 = EXEC SYSTEM SCHEDULED DOWN         APR. 13 & 17, 1997
 =
 =.................................................................
 READY
```

- **test run, enter "LIDSTEST"**
- **production run, enter "LIDSPROD"**
- to check job status, you will receive a LIDS generated broadcast message
- states the success or failure of your job prior to the ready prompt being displayed

Disconnecting from TSO1

- recommended you disconnect your TSO1 session and redial into LIDS at least fifteen (15) min later.
- to disconnect from your TSO1 Session, enter 'LOGOFF" at the ready prompt

READY logoff

Special caution when running your own jobs:

- running upload job may detect a file has been uploaded, all errors are deleted from the pending file
- frequent uploads, you may not want your pending errors deleted
- if so, contact Anne Wilmoth to ensure that pending errors are not deleted

Batch Jail Information

1. UPLOAD

- process of transferring data from your computer to the LIDS system
- file is created as the result of this process.

2. DOWNLOAD

- process of transferring data from the LIDS system to your system
- file that is created by LIDS system for this process

Batch Processing (Continued)

3. BATCH PROCESS
   - steps taken by the LIDS system to validate your data and add it to the LIDS database
   - input for this process is the upload file you transferred to LIDS
   - output is the download file created for you

4. PENDING ERRORS
   - commitments that contain errors must be corrected before the data can be added to the LIDS
   - may be corrected or deleted online or they will be deleted by doing another upload (below)
   - to corrected online, the batch process must be executed to merge the corrected data into the LIDS database.

There are 3 strategies for updating the LIDS database for batch jails:

1. INCREMENTAL UPLOADS
   - process whereby you only upload data for confinements or changes since the last upload
   - desirable strategy, avoids uploading/ processing data for confinements that have not changed
2. MULTIPLE FULL UPLOADS
   - process to upload data for confinements during the current reporting period or
   - occurred prior to the current reporting period and have not been released or
   - released during the current reporting period
   - less desirable than the first strategy, overhead involved in uploading/processing data
3. SINGLE FULL UPLOADS
   - same as the second strategy except upload is only done after the end of the reporting period
   - least desirable strategy, overhead involved in uploading/processing data for confinements that have not changed
   - errors are not detected until after end of the reporting period, LIDS databases are not current

The strategy that you use will depend on the software you are using. You will need to check with your software vendor or DP center to determine what is available to you. Regardless of the strategy you use, you are required to use the LIDS online system to release inmates so that other jails can process their commitments.

NOTE: Incremental Uploads, please notify Anne Wilmoth ext. 222, Melanie Morrison ext. 204, or Craig Giegerich ext. 219 at (804) 786-0786 so that your processing options can be set properly. For jails doing incremental uploads, pending errors remain until they are corrected (either online or by another upload) or are deleted online.

Batch Processing (Continued)

Batch File Layout

Prisoner Record Format:

This is the prisoner record and is required. This record must be used for all prisoners who were confined any time during the reporting period.

Information Contained In the Record:

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Record ID	Positions 28 through 29. This is the record identifier for the prisoner record. This must always be set to '01'. This is a required field.
UNUSED	Positions 30 through 38.
Last Name	Positions 39 through 65. This is the prisoner's last name. This is a required field. Alias information must not be listed in this field.
First Name	Positions 66 through 77. This is the prisoner's first name. This is a required field. Alias information must not be listed in this field.
Middle Name	Positions 78 through 85. This is the prisoner's middle name. This is an optional field. Alias information must not be listed in this field.
Name Suffix	Positions 86 through 88. This is the prisoner's name suffix. For example, 'Jr', 'Sr', etc. This is an optional field. Alias information must not be listed in this field.
Hair Color	Position 89 through 91. This is the prisoner's hair color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI hair color codes will be used. See attached list.
Eye Color	Positions 92 through 94. This is the prisoner's eye color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI eye color codes will be used. See attached list.
Weight	Positions 95 through 98. This is the prisoner's weight as recorded in pounds. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.
Height	Positions 99 through 102. This is the prisoner's height as recorded in inches. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.
Date of Birth	Positions 103 through 110. This is the prisoner's date of birth. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Race Positions 111 through 111. This is the prisoner's race code. This is a required field. Refer to the attached list for valid race codes.

Sex Positions 112 through 112. This is the prisoner's sex code. This is a required field. Valid values are 'M' for male and 'F' for female.

Country of Birth Positions 113 through 114. This is the prisoner's country of birth if other than the United States. If the prisoner's country of birth is the United States, this field should be space filled. This is a required field unless your system does not capture this information. Standard FBI country codes will be used. See attached list of country codes.

Country of Citizenship Positions 115 through 116. This is the prisoner's country of citizenship if other than the United States. If the prisoner's country of citizenship is the United States, this field should be space filled. This is a required field unless your system does not capture this information. Standard FBI country codes will be used. See attached list of country codes.

Immigration Identification Number Positions 117 through 125. This is the prisoner's immigration number if the country of citizenship is other than the United States. This is an optional field and will not be edited.

Scars, Marks and Tattoos Positions 126 through 145. This is a free form text area to be used to record any special identifying marks the prisoner may have. This is an optional field and will not be edited.

Medical Alert Information Positions 146 through 223. This is a free form text area to be used to record any special medical information relating to the prisoner. This is an optional field.

Local Prisoner ID Positions 224 through 235. This is the prisoner's identification number as found on the remote system. This is an optional field.

Commitment Date Positions 236 through 243. This is the date of the prisoner's confinement. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.

Commitment Time Positions 244 through 249. This is the time of the prisoner's confinement. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is a required field.

Reason Confined Positions 250 through 251. This is the code for the reason why the prisoner is confined. This is a required field. Refer to the current J7/J8 manual for a list of reasons confined.

Detainers Positions 252 through 252. This field must be used to denote the prisoner has active Detainers. This is an optional field; however, if entered must be equal to 'Y' (for has active detainers); 'N' or blank (for does not have active detainers). If this field is set to 'Y' then, the detainer jails must also be specified.

Alert Flag Positions 253 through 253. This field must be used to denote the prisoner has a special condition that warrants attention. This is an optional field; however, if entered must be valid. Valid options are 'Y' (for has special condition) or blank (does not have special condition). If the alert flag is equal to 'Y' then commitment comments must also be entered.

Commitment Comments Positions 254 through 331. This is a free form text field to be used to record any special commitment comments; or the reason the alert flag has been turned on. This is an optional field; however, if the alert flag is equal to 'Y' then commitment comments must be entered.

DOC Compliance Status Positions 332 through 334. This is a local use field used to denote the compliance status as it relates to a state responsible prisoner. This is an optional field; however, if entered must be valid. Refer to the list of attached DOC compliance status codes.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

DOC Inmate Number Positions 335 through 340. This is the prisoner's DOC inmate number. This is an optional field and will not be edited.

Facility Location Positions 341 through 343. This is location of the prisoner in the local jail facility. This field is a local use field. For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level the inmate is housed in. For other inmates this field is for local use and is not required or edited.

Housing Status Positions 344 through 346. This can be used to denote the housing status of the prisoner. This field is a local use field. For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level required for the inmate. For other inmates this field is for local use and is not required or edited.

Exemplary Goodtime Days Positions 347 through 350. This is used to record goodtime days as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Exemplary Goodtime Months Positions 351 through 354. This is used to record goodtime months as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Exemplary Goodtime Years Positions 355 through 358. This is used to record goodtime years as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Days Positions 359 through 362. This is used to record goodtime days as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Months Positions 363 through 366. This is used to record goodtime months as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Years Positions 367 through 370. This is used to record goodtime years as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Days Positions 371 through 374. This is used to record goodtime days as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Months Positions 375 through 378. This is used to record goodtime months as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Years Positions 379 through 382. This is used to record goodtime years as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Jail Credit Certification Date Positions 383 through 390. This is the date the jail time was certified for the prisoner. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be numeric.

Release Comments Positions 391 through 468. This is a free form text field used to record any release comments. This field is an optional field; however, if release date, time and reason are not specified, this field must be blank.

Release Date Positions 469 through 476. This is the date the prisoner was released/transferred from the local jail facility. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12) and DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not been released, this field must be equal to zeros.

Release Time Positions 477 through 482. This is the time the prisoner was released/transferred from the local jail facility. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field. However, if the prisoner has not been released, this field must be equal to zeros.

Release Reason Positions 483 through 484, This is the code for the reason the prisoner was released/transferred from the local jail facility. This is a required field. However, if the prisoner has not been released, this field must be left blank. Refer to the current J7/J8 manual for a list of release reasons.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Conviction Date Positions 485 through 492. This is the date the prisoner was convicted of a specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 2002); MM denotes the month (01-12) and DD denotes the day (01-31). Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.

Offense Tracking Number Positions 493 through 507. Reserved for future use, leave blank.

DNA Sample Date Positions 508 through 515. Required if **DNA Sample Taken** is 'Y'. Zero fill if not used.

State Identification Number (SID) Positions 516 through 526 This field is required if the inmate has been arrested on a felony. The SID number is supplied by the Virginia State Police when the inmate is fingerprinted. The first two positions of this field will be the state identification code; for example, 'VA' for Virginia.

Unused Positions 527 through 562. Reserved for future use, leave blank.

Current Location Positions 563 through 640. This is a free form text field used to record the prisoner's location if not in the local jail facility. For inmates confined with reason confined of '73', '78', or '79' this field must contain the identification of the agency the inmate is being held for, 'INS', 'FBI', etc . For other inmates this field is for local use and is not required or edited.

Offense Code Positions 641 through 649. The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type. This is a required field.

Offense Sequence Number Positions 650 through 653. This must be set to '0001'. Any additional offenses must be numbered '0002' through '9999'. This is a required field. Regarding the reporting of additional offenses, refer to the record layout for additional offense records.

Offense Date Positions 654 through 661. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.

Arrest Date Positions 662 through 669. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.

Arrest Time Positions 670 through 675. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is an optional field; however, if entered must be valid. If an arrest time is specified, the arrest date must also be entered.

Arresting Officer Positions 676 through 705. This is the name of the officer making the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.

Assistant Arresting Officer Positions 706 through 735. This is the name of the officer assisting with the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.

Court Jurisdiction Positions 736 through 738. This is the FIPS number of the Court having jurisdiction. This is a required field.

Date Sentenced Positions 739 through 746. This is the date the prisoner was sentenced for the specific offense code. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field. However, if the prisoner has not been sentenced for the specific offense code this field must be equal to zeros.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Docket Number	Positions 747 through 758. This is the court docket number for the specific offense. This is an optional field and will not be edited.
Court Type	Position 759. Required if the reason confined is '17', '18', or '19' otherwise must be blank. Valid values are ‘1’ (Juvenile and Domestic Relations); ‘2’ (General District); and ‘3’ (Circuit).
Disposition	Positions 760 through 761. A disposition should be used if the offense has been satisfied and did not result in jail time. Valid values are listed at the end of the batch file layouts.
DNA Sample Taken	Position 762 through 762. This denotes whether a DNA sample was take. This field is required if prisoner convicted of a felony offense. Valid values are ‘Y’ denoting a DNA sample has been taken or ‘N’ (or space) which denote a DNA sample has not been taken. ***NOTE: Effective 01/01/03 DNA samples will be required for any inmate arrested on a felony offense.
Approximate Age Recorded Date	Positions 763 through 770. Use with Approximate Age (positions 814-815) when date of birth is unknown
Unused	Position 771.
Offense As Sentenced	Positions 772 through 780. This field is required is the prisoner has been sentenced for the specific offense. However, if the prisoner has not been sentenced, this field must be left blank. . The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type.
Sentence Length Years	Positions 781 through 784. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Months	Positions 785 through 788. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros
Sentence Length Days	Positions 789 through 792. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 793. This is the type of offense. This is a required field. Valid values are: ‘A’ - Felony committed on or after 01/01/95 ‘B’ - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt ‘M’ - Misdemeanor ‘O’ - Local Ordinance
Sentenced Offense Type	Position 794. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: ‘A’ - Felony committed on or after 01/01/95 ‘B’ - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt ‘M’ - Misdemeanor ‘O’ - Local Ordinance

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

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Concurrent/Non-concurrent Positions 795 through 795. This field is used to denote whether the sentence is to be a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). This field is required. However, if the prisoner has not been sentenced, this field must be left blank.

Data Source Positions 796 through 796. This field must always be equal to a 'B' for Batch upload. This is a required field.

Transfer to Jail Positions 797 through 799. This is a required field if the reason released is equal to '35'. If the release reason is not equal to '35' then this field should contain spaces.

Insurance Number Group Positions 800 through 802.

Disposition Date Positions 803 through 810. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.

Held for Locality Positions 811 through 813. This is the locality for which you are holding an inmate. This is a required field and must be a valid FIPS. If the inmate is being held for federal or out of state authorities you should use 801-888. Refer to the list of valid Federal/Out of state codes at the end of this document.

Approximate Age Positions 814 through 815. Use with Approximate Age Recorded Date (763-770) when date of birth is unknown, right justify and zero fill.

Detainer Jail #1 Positions 816 through 818. This is the jail facility number associated with the detainers field. If the detainers field is equal to 'Y' then this field is required.

Detainer Jail # 2 Positions 819 through 821. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there is more than one jail associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Detainer Jail # 3 Positions 822 through 824. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than two jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Detainer Jail # 4 Positions 825 through 827. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than three jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Detainer Jail # 5 Positions 828 through 830. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than four jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained for the Additional Offense(s) Record Format: ***This is a required record, if the prisoner has more than one offense.***

Transaction Code Positions 1 through 1. Always a 'C'.

Jail ID Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.

SSN Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.

Transaction Date Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.

Transaction Time Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.

Record ID Positions 28 through 29. This field must always be set to '04'. This is a required field.

Offense Code Positions 30 through 38. The nine (9) digit VCC offense code should be used. This is a required field when reporting additional offenses.

Offense Sequence Number Positions 39 through 42. This is the sequence number associated with the offense. This field must be a sequential number starting with '0002'. As mentioned previously, the most serious offense code must be recorded in the Prisoner Record.

Offense Date Positions 43 through 50. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day. This is a required field.

Arrest Date Positions 51 through 58. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.

Arrest Time Positions 59 through 64. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). This is an optional field; however, if entered must be valid. If an arrest time is specified, then the arrest date must also be specified.

Arresting Officer Positions 65 through 94. This is the name of the officer making the arrest of the specific offense. This is an optional field.

Assistant Arresting Officer Positions 95 through 124. This is the name of the officer assisting in the arrest of the specific offense. This is an optional field.

Court Jurisdiction Positions 125 through 127. This is the FIPS code of the court having jurisdiction. This is a required field.

Date Sentenced Positions 128 through 135. This is the date the prisoner was sentenced for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not be sentenced, this field must be equal to zeros.

Docket Number Positions 136 through 147. This is the court docket number assigned to the specific offense. This is an optional field and will not be edited.

Batch File Layout (continued)

Prisoner Record Format:

Information contained for the Additional Offense(s) Record Format (Continued):

This is a required record, if the prisoner has more than one offense.

Court Type Position 148. Required if the reason confined is '17', '18', or '19' other it must be blank. Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).

Disposition Positions 149 through 150. See dispositions at the end of the batch file layouts.

Disposition Date Positions 151 through 158. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.

Unused Area Positions 159 through 160. This area is currently unused and must be equal to zeros or spaces.

Offense As Sentenced Positions 161 through 169. This is the 9 character VCC code for which the prisoner has been sentenced. This field is required if the sentence date is entered. If the prisoner has not been sentenced, this field must be left blank.

Sentence Length Years Positions 170 through 173. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Sentence Length Months Positions 174 through 177. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Sentence Length Days Positions 178 through 181. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Offense Type Position 182. This is the type of offense. This is a required field. Valid values are:
'A' - Felony committed on or after 01/01/95
'B' - Felony committed before 01/01/95
'C' - Felony conspiracy
'T' - Felony attempt
'M' - Misdemeanor
'O' - Local Ordinance

Sentenced Offense Type Position 183. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are:
'A' - Felony committed on or after 01/01/95
'B' - Felony committed before 01/01/95
'C' - Felony conspiracy
'T' - Felony attempt
'M' - Misdemeanor
'O' - Local Ordinance

Concurrent/Non-concurrent Positions 184 through 184. This field is used to denote whether the sentence is a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). If the prisoner has not been sentenced, this field must be left blank. This field is required if the sentence date is entered.

Conviction Date Positions 185 through 192. This is the date the prisoner was convicted on the specific offense. Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.

Offense Tracking Number Positions 193 through 207. Reserved for future use, leave blank.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained in the Alias Name Record Format:

This is an optional record and must be used to list alias names the prisoner may also be known as.

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be equal to '02'. This is a required field.
Last Name	Positions 30 through 59. This field is used to list the alias last name for the prisoner. This is a required field.
First Name	Positions 60 through 71. This field is used to the list alias first name for the prisoner. This is a required field.
Middle Name	Positions 72 through 79. This field is used to list the alias middle name for the prisoner. This is an optional field.
Name Suffix	Positions 80 through 82. This field is used to list the alias name suffix, for example 'Jr', 'Sr', etc. This is an optional field.

Note: If your local Jail Management System (JMS) does not capture the fields listed as "optional", you need to send the Compensation Board a letter stating such. The letter should include the fields not captured by your system, the reason the fields are not captured, and when your vendor is scheduled to incorporate these fields into your local JMS. Please provide this information no later than July 1, 2001.
Letters should be addressed to:

Anne Wilmoth
Information Technology Manager
Compensation Board
P.O. Box 710
Richmond, VA 23218-0710

Batch File Layout (continued)

Prisoner Record Format:

FBI CODES FOR EYE COLOR

BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown

FBI CODES FOR HAIR COLOR

BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

DOC COMPLIANCE STATUS CODES

ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Classified Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant

Batch File Layout (continued)

Prisoner Record Format:

VIRGINIA RACE CODES

A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

DISPOSITION VALUES

AM - Amended (Sentenced offense)
AP - Appealed (Sentenced offense)
AR - Awaiting Parole Revocation (Sentenced offense)
AS - Awaiting Probation /Show cause Revocation (Sentenced offense)
BC - Boot Camp (Sentenced offense)
BO - Bond (Unsentenced offense)
CC - Community Corrections (Sentenced offense)
CD - Charges Dismissed (Disregard charge as of disposition date)
CE - Certified (Unsentenced offense)
CO - Continued (Unsentenced offense)
CR - Court Ordered Release (Unsentenced offense)
CU - Court Ordered Release (Sentenced offense)
DN - Detention Center (Sentenced offense)
DT - Deferred Treatment (Sentenced offense)
DV - Diversion Center (Sentenced offense)
FI - Fined (Sentenced offense)
GU - Guilty (Sentenced offense)
IS - Imposition Sentence (Sentence offense)
NC - Null Code (Disregard charge as of disposition date)
NG - Not Guilty (Disregard charge as of disposition date)
NP - Nolle Prosequi (Disregard charge as of disposition date)
PA - Paroled (Sentenced offense)
PB - Plea Bargain (Disregard charge as of disposition date)
PD - Parole Dismissed (Unsentenced offense)
PR - Probation Dismissed (Unsentenced offense)
PS - Pre-Sentenced (Sentenced offense)
RE - Recognized (Unsentenced offense)
SE - State Sentence (Sentenced offense)
SS - Suspended Sentence (Sentenced offense - length will be disregarded)
TH - Temporary Hold Only (Unsentenced offense)
TS - Time Served (Sentenced offense - disregard charge as of disposition date)
UA - Under Advisement (Sentenced offense)

13. Reimbursement Rate Codes

Budget Language

2003 Virginia Acts of Assembly
Chapter 1042
Item 67, Financial Assistance for Confinement in Local Facilities

Authority: §§ 53.1-83.1, §§ 53.1-84 and §§ 53.1-85, Code of Virginia.

A. In the event the appropriation in this Item proves to be **insufficient to fund** all of its provisions, any amount remaining as of June 1, 2003, and June 1, 2004, **may be reallocated among localities on a pro rata basis according to such deficiency.**

B. For the purposes of this Item, the following definitions shall be applicable:

1. Effective sentence--a convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.

2. Local responsible inmate (LR)--(a) any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial; (b) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or (c) any person convicted of a felony offense and given an effective sentence of (i) twelve months or less or (ii) less than one year.

3. State responsible inmate (SR)--any person convicted of one or more felony offenses and (a) the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995, is (i) more than twelve months or (ii) one year or more, or (b) the sum of consecutive effective sentences for felonies, committed before January 1, 1995, is more than two years.

C. **The individual or entity responsible for operating any facility** which receives funds from this Item may, if requested by the Department of Corrections, enter into an agreement with the Department to accept the transfer of convicted felons, from other local facilities or from facilities operated by the Department of Corrections. In entering into any such agreements, or in effecting the transfer of offenders, the Department of Corrections shall consider the security requirements of transferred offenders and the capability of the local facility to maintain such offenders. For purposes of calculating the amount due each locality, all funds earned by the locality as a result of an agreement with the Department of Corrections shall be included as receipts from these appropriations.

D. **Out of this appropriation**, an amount not to exceed $377,010 the first year and $377,010 the second year from the general fund, is designated to be held in reserve for **unbudgeted medical expenses** incurred by local correctional facilities in the care of state responsible felons.

Reimbursement Rate Codes (Continued)

Budget Language - Appropriations Act

E. The following amounts shall be paid out of this appropriation to compensate localities for the cost of maintaining prisoners in local correctional facilities, as defined by §53.1-1, Code of Virginia, or **if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board:**

1. **For local responsible inmates (LR)**--$8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day.

2. **For state responsible inmates (SR)**:

   a. Who are being **held awaiting trial for additional felony charges**--$8 per inmate day.

   b. With **all pending charges adjudicated**:

i. $8 per inmate day—for **up to sixty days** following the mailing by certified letter or electronic transmission to the Department of Corrections of the final court order within thirty days after the order being issued.

ii. $14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.

iii. $14 per inmate day—on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.

c. Who remain incarcerated in a local correctional facility **at the request of the locality**--$8 per inmate day.

F. For the payment specified in paragraph E1 of this Item for prisoners in **alternative punishment or alternative to incarceration programs:**

1. Such payment is **intended to be made for prisoners that would otherwise be housed in a local correctional** facility. It is not intended for prisoners that would otherwise be sentenced to community service or placed on probation.

2. No such **payment shall be made unless the program has been approved by the Department of Corrections or the Department of Criminal Justice Services**. Alternative punishment or alternative to incarceration programs, however, may include supervised work experience, treatment, and electronic monitoring programs.

G.1.Except as provided for in paragraph G 2, and notwithstanding any other provisions of this Item, the Compensation Board shall reimburse **any locality with an average daily jail population of under ten in FY 1995** an inmate per diem rate of $22 per day for local responsible inmates and $28 per day for state responsible inmates held in these jails in lieu of personal service costs for corrections' officers.

Budget Language - Appropriations Act

G.2. Any locality covered by the provisions of this section **shall be exempt** from the provisions thereof provided that the locally elected sheriff, with the assistance of the Compensation Board, **enters into good faith negotiations** to house his prisoners in an existing local or regional jail. In establishing the per diem rate and capital contribution, if any, to be charged to such locality by a local or regional jail, the Compensation Board and the local sheriff or regional jail authority shall consider the operating support and capital contribution made by the Commonwealth, as required by §§15.2-1613, 15.2-1615.1, 53.1-80, and 53.1-81, Code of Virginia. The Compensation Board shall report periodically to the Chairmen of the House Appropriations and Senate Finance Committees on the progress of these negotiations and may withhold the exemption granted by this paragraph if, in the Board's opinion, the local sheriff fails to negotiate in good faith.

H.1. **The Compensation Board shall recover the state-funded personnel costs associated housing federal inmates, District of Columbia inmates or contract inmates from other states.** The compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.

2. **The Compensation Board shall deduct the amount to be recovered by the Commonwealth from the facility's next quarterly per diem payment for state-responsible and local – responsible inmates**. Should the next quarterly per diem payment owed by the locality not be sufficient against which to net the total quarterly recovery amount, the locality shall remit the remaining amount not recovered to the Compensation Board.

3. **The provisions of this paragraph shall not apply to any local or regional jail** where the cumulative share of capital cost exceeds the Commonwealth's cumulative capital contribution.

4. **Any local or regional jail which receives funding from the Compensation Board shall** give priority to the housing of local-responsible, state-responsible and state contract inmates, in that order, as provided in paragraph H1.

5. **The Compensation Board shall not provide** any inmate per diem payments to any local or regional jail which holds federal inmates in excess of the number of beds contracted for with the Department of Corrections, unless the Director of the Department of Corrections certifies to the Chairman of the Compensation Board that a) such contract beds are not required; b) the facility has operational capacity built under contract with the federal government; c) the facility has received a grant from the federal government for a portion of the capital costs; or d) the facility has applied to the Department of Corrections for participation in the contract bed program with a sufficient number of beds to meet the Department of Corrections' need or ability to fund contract beds at that facility in any given fiscal year.

6. **Any sheriff or regional jail administrator who houses** contract prisoners from other states, the District of Columbia, or the federal government for more that 48 hours, shall provide a monthly report to the Director of the Department of Corrections, which shall include the classification of the level of security of each such contract inmate and the level of security of the housing unit in which such inmates are confined.

7. **The Compensation Board shall apply the cost recovery methodology set** out in paragraph H1 of this Item to any jail, which holds inmates from another state on a contractual basis. However, recovery in such circumstances shall not be made for inmates held pending extradition to other states or pending transfer to the Virginia Department of Corrections.

Reimbursement Rate Codes (Continued)

Budget Language - Appropriations Act

I.1. Local or regional jails receiving funds from the Compensation Board shall give priority to the housing of inmates in order of local-responsible, state-responsible, and state contract inmates. Within the limits of funds appropriated in this Item, **local and regional jails shall enter into agreements with the Director, Department of Corrections, to house state-responsible offenders** and effect transfers of convicted state felons between and among local and regional jails.

2. **Such agreements shall be entered into for a period of** one year, subject only to the limitations of available funding, with a minimum percentage of bed space guaranteed by the local or regional jail and shall take precedence over contracts for housing federal prisoners, within the limits of bed space availability as defined pursuant to standards of the Board of Corrections, except in any case where a federal agency has contributed a share of the capital cost of the facility in return for a guarantee of a proportional number of beds. Bed space pursuant to such agreements shall be determined by the Director, Department of Corrections, based upon state prisoner intake compliance, operational capacity of the jail, and current and projected prisoner population of the jail.

3. **Pursuant to such jail contract bed agreements, the Compensation Board is authorized to reimburse localities** an amount not to exceed $14 per state felon day, which shall be in addition to any such amounts otherwise authorized by this act. Any such funds received by the localities as a result of this provision shall be used for the maintenance and operation of the local or regional facility.

J. There is hereby re-appropriated the unexpended balance remaining in this program on June 30, 2002, and June 30, 2003.

K. Any *amounts* in the program Financial Assistance for Confinement in Local Facilities, may be transferred between Items 67 and Item 64, as needed, to cover any deficits incurred in the programs Crime, Detection, Investigation, and Apprehension and Financial Assistance for Confinement in Local Facilities.

L. ***The Compensation Board is authorized to transfer to the Department of Criminal Justice Services an amount not to exceed $1,500,000 from this Item for reimbursement to localities for inmates who participate in the Community Corrections Pilot Program established pursuant to Item 432 c 4 of this act. Localities shall be reimbur4sed at a rate of $4 per inmate day. If information concerning all inmates participating I this program shall be maintained in the Local Inmate Data System for the duration of their participation in the program.***

Code of Virginia

§53.1-20: Commitment of convicted persons to custody of Director

A. Every person convicted of a felony committed before January 1, 1995, and sentenced to the Department for a total period of more than two years shall be committed by the court to the custody of the Director of the Department. The Director shall receive all such persons into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

B. Persons convicted of felonies committed on or after January 1, 1995, and sentenced to the Department or sentenced to confinement in jail for a year or more shall be placed in the custody of the Department and received by the Director into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

C. If the Governor finds that the number of prisoners in state facilities poses a threat to public safety, it shall be within the discretion of the Director to determine the priority for receiving prisoners into the state corrections system from local correctional facilities.

D. All felons sentenced to a period of incarceration and not placed in an adult state correctional facility pursuant to this section shall serve their sentences in local correctional facilities which shall not include a secure facility or detention home as defined in § 16.1-228.

E. Felons committed to the custody of the Department for a new felony offense shall be received by the Director into the state corrections system in accordance with the provisions of this section without any delay for resolution of (i) issues of alleged parole violations set for hearing before the Parole Board or (ii) any other pending parole-related administrative matter.

(Code 1950, §§ 19-270, 19.1-296, 53-21.1; 1960, c. 366; 1966, c. 522; 1970, cc. 67, 648; 1972, c. 145; 1973, c. 330; 1974, cc. 44, 45, 506; 1981, c. 529; 1982, c. 636; 1990, cc. 676, 768; 1993, c. 502; 1994, cc. 128, 859, 949; 1994, 2nd Sp. Sess., cc. 1, 2; 1997, c. 840.)

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§ 53.1-20.1: Compensation of local jails for cost of incarceration

If the Director is unable to accommodate in a state correctional facility any convicted felon sentenced to the Department for a felony committed before January 1, 1995, whose sentence totals more than two years or who is convicted of a felony committed on or after January 1, 1995, and who is required to serve a total period of one year or more in a state correctional facility, the Department of Corrections shall compensate local jails for the cost of incarceration as provided for in the general appropriation act beginning on the sixty-first day following the date of mailing by certified letter or electronic transmittal by the clerk of the committing court to the Director of the final order.

(1982, c. 680; 1990, cc. 676, 768; 1994, 2nd Sp. Sess., cc. 1, 2; 1997, c. 775.)

Code of Virginia

§ 53.1-83.1: How state appropriations for operating costs of local correctional facilities determined

The Governor's proposed biennial budget bill shall include, for each fiscal year, an appropriation for operating costs for local correctional facilities. The proposed appropriation shall include:

1. An amount for compensating localities for the cost of maintaining prisoners arrested on state warrants in local jails, regional jails and jail farms, at a specified rate per prisoner day;

2. An amount for maintaining convicted state felons in local correctional facilities, at a specified rate per felon day, pursuant to § 53.1-20.1;

3. An amount to pay two-thirds of the salaries of medical and treatment personnel approved by the State Compensation Board; and

4. An amount to be set aside for unanticipated medical emergencies.

(1983, c. 358; 1992, cc. 333, 573.)

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§ 53.1-84: State funds available to local correctional facilities for operating costs

The Compensation Board shall apportion among local correctional facilities moneys appropriated in the general appropriation act for the purpose of financial assistance for the confinement of persons in local facilities in accordance with reports of prisoner days provided by the Department.

The county or city receiving such funds or a combination of counties or cities or both receiving such funds on behalf of a regional facility shall pay there from the operating costs of its local adult correctional facilities and programs. Criminal costs prior to confinement shall be paid out of funds appropriated pursuant to § 19.2-332.

Regulations adopted by the Board to implement the provisions of §§ 53.1-84 through 53.1-86 shall not be subject to legislative review as provided in § 2.2-4014. In the adoption of such regulations, the Board shall comply with all other requirements of the Administrative Process Act (§ 2.2-4000 et seq.), and in any subsequent amendments thereto shall comply with all the provisions of § 2.2-4012.

(1982, c. 636; 1983, c. 358.)

Code of Virginia

§ 53.1-85: Time and manner of payment

Notwithstanding any contrary provisions of this Code which provide for state reimbursement of certain costs incurred by local correctional facilities, the time and manner of such payments shall be as hereinafter prescribed.

Each facility's apportionment pursuant to § 53.1-84 shall be paid by the Compensation Board to the responsible local governing body or fiscal agent of such facility in quarterly installments beginning July, 1983.

The amount of the quarterly installment for each facility will be the sum of the following:

1. The number of state prisoner days registered by the facility in the preceding quarter, pursuant to § 53.1-121, times the specified rate per prisoner day;

2. The number of prisoner days registered for convicted state felons by the facility in the preceding quarter times the specified rate per felon day, pursuant to § 53.1-20.1; and

3. One-fourth of the annual cost for salaries and fringe benefits for medical and treatment personnel approved by the Compensation Board pursuant to § 15.2-1636.7.

Funds held in the emergency reserve shall be distributed on the written authorization of the Compensation Board. In the event of emergencies, the Compensation Board may reallocate any portion of the reserve among individual facilities. Any balance remaining in the reserve at the close of the budgetary period shall revert to the general fund of the state treasury.

(1982, c. 636; 1983, c. 358; 1992, cc. 333, 573.)

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§ 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.)

Code of Virginia

§ 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.)

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§ 53.1-131: Provision for release of prisoners from confinement for employment, educational or other rehabilitative programs, escape, penalty, disposition of earnings.

A. Any court having jurisdiction for the trial of a person charged with a criminal offense or charged with an offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and (i) sentenced to confinement in jail or (ii) being held in jail pending completion of a presentence report pursuant to § 19.2-299, and if it appears to the court that such offender is a suitable candidate for work release, assign the offender to a work release program under the supervision of a probation officer, the sheriff or the administrator of a local or regional jail or a program designated by the court. The court further may authorize the offender to participate in educational or other rehabilitative programs designed to supplement his work release employment. The court shall be notified in writing by the director or administrator of the program to which the offender is assigned of the offender's place of employment and the location of any educational or rehabilitative program in which the offender participates.

Any person who has been sentenced to confinement in jail or who has been convicted of a felony but is confined in jail pursuant to § 53.1-20, in the discretion of the sheriff may be assigned by the sheriff to a work release program under the supervision of the sheriff or the administrator of a local or regional jail. The sheriff may further authorize the offender to participate in educational or other rehabilitative programs as defined in this section designed to supplement his work release employment. The court that sentenced the offender shall be notified in writing by the sheriff or the administrator of a local or regional jail of any such assignment and of the offender's place of employment or other rehabilitative program. The court, in its discretion, may thereafter revoke the authority for such an offender to participate in a work release program

The sheriff and the Director may enter into agreements whereby persons who are committed to the Department, whether such persons are housed in a state or local correctional facility, and who have met all standards for such release, may participate in a local work release program or in educational or other rehabilitative programs as defined in this section. The administrator of a regional jail and the Director may also enter into such agreements where such agreements are approved in advance by a majority of the sheriffs on the regional jail board. All persons accepted in accordance with this section shall be governed by all regulations applying to local work release, notwithstanding the provisions of any other section of the Code. Local jails shall qualify for compensation for cost of incarceration of such persons pursuant to § 53.1-20.1, less any payment for room and board collected from the inmate.

Code of Virginia

§ 53.1-131: Continued

Any offender assigned to such a program by the court or sheriff who, without proper authority or just cause, leaves the area to which he has been assigned to work or attend educational or other rehabilitative programs, or leaves the vehicle or route of travel involved in his going to or returning from such place, is guilty of a Class 1 misdemeanor. In the event such offender leaves the Commonwealth, the offender may be found guilty of an escape as provided in § 18.2-477. An offender who is found guilty of a Class 1 misdemeanor in accordance with this section shall be ineligible for further participation in a work release program during his current term of confinement.

The Board shall prescribe regulations to govern the work release, educational and other rehabilitative programs authorized by this section.

Any wages earned pursuant to this section by an offender may, upon order of the court, be paid to the director or administrator of the program after standard payroll deductions required by law. Distribution of such wages shall be made for the following purposes:

1. To pay an amount to defray the cost of his keep;

2. To pay travel and other such expenses made necessary by his work release employment or participation in an educational or rehabilitative program;

3. To provide support and maintenance for his dependents or to make payments to the local department of social services or the Commissioner of Social Services, as appropriate, on behalf of dependents who are receiving public assistance as defined in § 63.1-87; or

4. To pay any fines, restitution or costs as ordered by the court.

Any balance at the end of his sentence shall be paid to the offender upon his release.

B. For the purposes of this section:

"Educational program" means a program of learning recognized by the State Council of Higher Education, the State Board of Education or the State Board of Corrections.

"Rehabilitative program" includes an alcohol and drug treatment program, mental health program, family counseling, community service or other community program approved by the court having jurisdiction over the offender.

"Sheriff" means the sheriff of the jurisdiction where the person charged with the criminal offense was convicted and sentenced, provided that the sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release programs under this section.

"Work release" means full-time employment or participation in suitable career and technical education programs.

(Code 1950, §§ 19-273.1, 53-166.1; 1956, c. 688; Code 1950, § 19.1-300; 1960, c. 366; 1970, c. 121; 1972, c. 145; 1973, c. 38; 1976, c. 295; 1979, c. 706; 1980, c. 566; 1982, c. 636; 1984, c. 516; 1985, c. 301; 1988, c. 397; 1989, c. 586; 1990, cc. 107, 676, 768; 2000, c. 423; 2002, c. 800.)

Code of Virginia

§ 53.1-131.1. (Effective July 1, 2003) Provision for sentencing of person to nonconsecutive days in jail; payment to defray costs; penalty.

Any court having jurisdiction for the trial of a person charged with a misdemeanor or traffic offense or charged with any offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and sentenced to confinement in jail, impose the time to be served on weekends or nonconsecutive days to permit the convicted defendant to retain gainful employment. Whenever the costs provided for in §§ 17.1-275.1, 17.1-275.2, 17.1-275.7, or § 17.1-275.8 or subsections B or C of § 16.1-69.48:1 are assessed, a portion of those costs, as specified in those sections, shall be remitted to the treasurer of the appropriate county or city as a share of the sentencing/supervision fee for purposes of defraying the costs of such weekend or nonconsecutive incarceration. The assessment provided for herein shall be in addition to any other fees prescribed by law. If the defendant willfully fails to report at times specified by the court, the sentence imposed pursuant to this section shall be revoked and a straight jail sentence imposed.

The time served by a person sentenced for violation of state law in a local jail, regional jail, or local jail farm pursuant to this section shall be included in the count of prisoner days reported by the Department for the purpose of apportioning state funds to local correctional facilities for operating costs in accordance with § 53.1-84.

(1983, c. 172; 1984, c. 490; 1994, c. 901; 1999, c. 9; 2002, cc. 805, 831.)

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§ 53.1-131.2: Assignment to a home/electronic incarceration program; payment to defray costs; escape; penalty.

A. Any court having jurisdiction for the trial of a person charged with a criminal offense, a traffic offense or an offense under Chapter 5 (§ 20-61 et seq.) of Title 20 may, if the defendant is convicted and sentenced to confinement in a state or local correctional facility, and if it appears to the court that such an offender is a suitable candidate for home/electronic incarceration, assign the offender to a home/electronic incarceration program as a condition of probation, if such program exists, under the supervision of the sheriff, the administrator of a local or regional jail, or a Department of Corrections probation and parole district office established pursuant to § 53.1-141. However, any offender who is convicted of any of the following violations of Chapter 4 (§ 18.2-30 et seq.) of Title 18.2 shall not be eligible for participation in the home/electronic incarceration program: (i) first and second degree murder and voluntary manslaughter under Article 1 (§ 18.2-30 et seq.); (ii) mob-related felonies under Article 2 (§ 18.2-38 et seq.); (iii) any kidnapping or abduction felony under Article 3 (§ 18.2-47 et seq.); (iv) any malicious felonious assault or malicious bodily wounding under Article 4 (§ 18.2-51 et seq.); (v) robbery under § 18.2-58.1; or (vi) any criminal sexual assault punishable as a felony under Article 7 (§ 18.2-61 et seq.). The court may further authorize the offender's participation in work release employment or educational or other rehabilitative programs as defined in § 53.1-131. The court shall be notified in writing by the director or administrator of the program to which the offender is assigned of the offender's place of home/electronic incarceration, place of employment, and the location of any educational or rehabilitative program in which the offender participates.

B. In any city or county in which a home/electronic incarceration program established pursuant to this section is available, the court, subject to approval by the sheriff or the jail superintendent of a local or regional jail, may assign the accused to such a program pending trial if it appears to the court that the accused is a suitable candidate for home/electronic incarceration.

Code of Virginia

§ 53.1-131.2: Continued

C. Any person who has been sentenced to jail or convicted and sentenced to confinement in prison but is actually serving his sentence in jail, after notice to the attorney for the Commonwealth of the convicting jurisdiction, may be assigned by the sheriff to a home/electronic incarceration program under the supervision of the sheriff, the administrator of a local or regional jail, or a Department of Corrections probation and parole office established pursuant to § 53.1-141. However, if the offender violates any provision of the terms of the home/electronic incarceration agreement, the offender may have the assignment revoked and, if revoked, shall be held in the jail facility to which he was originally sentenced. Such person shall be eligible if his term of confinement does not include a sentence for a conviction of a felony violent crime, a felony sexual offense, burglary or manufacturing, selling, giving, distributing or possessing with the intent to manufacture, sell, give or distribute a Schedule I or Schedule II controlled substance. The court shall retain authority to remove the offender from such home/electronic incarceration program. The court which sentenced the offender shall be notified in writing by the sheriff or the administrator of a local or regional jail of the offender's place of home/electronic incarceration and place of employment or other rehabilitative program.

D. The Board may prescribe regulations to govern home/electronic incarceration programs.

E. Any offender or accused assigned to such a program by the court or sheriff who, without proper authority or just cause, leaves his place of home/electronic incarceration, the area to which he has been assigned to work or attend educational or other rehabilitative programs, or the vehicle or route of travel involved in his going to or returning from such place, is guilty of a Class 1 misdemeanor. An offender or accused who is found guilty of a violation of this section shall be ineligible for further participation in a home/electronic incarceration program during his current term of confinement.

F. The director or administrator of a home/electronic incarceration program who also operates a residential program may remove an offender from a home/electronic incarceration program and place him in such residential program if the offender commits a non-criminal program violation. The court shall be notified of the violation and of the placement of the offender in the residential program.

G. The director or administrator of a home/electronic incarceration program shall charge the offender or accused a fee for participating in the program to pay for the cost of home/electronic incarceration equipment. The offender or accused shall be required to pay the program for any damage to the equipment which is in his possession or for failure to return the equipment to the program.

H. Any wages earned by an offender or accused assigned to a home/electronic incarceration program and participating in work release shall be paid to the director or administrator after standard payroll deductions required by law. Distribution of the money collected shall be made in the following order of priority to:

1. Meet the obligation of any judicial or administrative order to provide support and such funds shall be disbursed according to the terms of such order;

2. Pay any fines, restitution or costs as ordered by the court;

3. Pay travel and other such expenses made necessary by his work release employment or participation in an education or rehabilitative program, including the sums specified in § 53.1-150; and

4. Defray the offender's keep.

The balance shall be credited to the offender's account or sent to his family in an amount the offender so chooses. The Board of Corrections shall promulgate regulations governing the receipt of wages paid to persons participating in such programs, the withholding of payments and the disbursement of appropriate funds.

I. For the purposes of this section, "sheriff" means the sheriff of the jurisdiction where the person charged with the criminal offense was convicted and sentenced, provided that the sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs pursuant to this section. (1989, c. 476; 1990, c. 209; 1991, cc. 278, 428; 1992, c. 604; 1994, cc. 612, 659, 688, 720, 841, 945; 2000, c. 423; 2002, c. 800.)

Code of Virginia

§ 19.2-297.1. Sentence of person twice previously convicted of certain violent felonies.

A. Any person convicted of two or more separate acts of violence when such offenses were not part of a common act, transaction or scheme, and who has been at liberty as defined in § 53.1-151 between each conviction, shall, upon conviction of a third or subsequent act of violence, be sentenced to life imprisonment and shall not have all or any portion of the sentence suspended, provided it is admitted, or found by the jury or judge before whom he is tried, that he has been previously convicted of two or more such acts of violence. For the purposes of this section, "act of violence" means (i) any one of the following violations of Chapter 4 (§ 18.2-30 et seq.) of Title 18.2:

a. First and second degree murder and voluntary manslaughter under Article 1 (§ 18.2-30 et seq.);

b. Mob-related felonies under Article 2 (§ 18.2-38 et seq.);

c. Any kidnapping or abduction felony under Article 3 (§ 18.2-47 et seq.);

d. Any malicious felonious assault or malicious bodily wounding under Article 4 (§ 18.2-51 et seq.);

e. Robbery under § 18.2-58 and carjacking under § 18.2-58.1;

f. Except as otherwise provided in § 18.2-67.5:2 or § 18.2-67.5:3, criminal sexual assault punishable as a felony under Article 7 (§ 18.2-61 et seq.); or

g. Arson in violation of § 18.2-77 when the structure burned was occupied or a Class 3 felony violation of § 18.2-79;

(ii) conspiracy to commit any of the violations enumerated in clause (i) of this section; and (iii) violations as a principal in the second degree or accessory before the fact of the provisions enumerated in clause (i) of this section.

B. Prior convictions shall include convictions under the laws of any state or of the United States for any offense substantially similar to those listed under "act of violence" if such offense would be a felony if committed in the Commonwealth.

The Commonwealth shall notify the defendant in writing, at least thirty days prior to trial, of its intention to seek punishment pursuant to this section.

C. Any person sentenced to life imprisonment pursuant to this section shall not be eligible for parole and shall not be eligible for any good conduct allowance or any earned sentence credits under Chapter 6 (§ 53.1-186 et seq.) of Title 53.1. However, any person subject to the provisions of this section, other than a person who was sentenced under subsection A of § 18.2-67.5:3 for criminal sexual assault convictions specified in subdivision f, (i) who has reached the age of sixty-five or older and who has served at least five years of the sentence imposed or (ii) who has reached the age of sixty or older and who has served at least ten years of the sentence imposed may petition the Parole Board for conditional release. The Parole Board shall promulgate regulations to implement the provisions of this subsection.

(1994, cc. 828, 860, 862, 881; 1994, 2nd Sp. Sess., cc. 1, 2; 1995, c. 834; 1996, c. 539.)

Code of Virginia

§ 18.2-89. Burglary; how punished.

If any person break and enter the dwelling house of another in the nighttime with intent to commit a felony or any larceny therein, he shall be guilty of burglary, punishable as a Class 3 felony; provided, however, that if such person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-86; 1960, c. 358; 1975, cc. 14, 15.)

§ 18.2-90. Entering dwelling house, etc., with intent to commit murder, rape, robbery or arson.

If any person in the nighttime enters without breaking or in the daytime breaks and enters or enters and conceals himself in a dwelling house or an adjoining, occupied outhouse or in the nighttime enters without breaking or at any time breaks and enters or enters and conceals himself in any office, shop, manufactured home, storehouse, warehouse, banking house, church as defined in § 18.2-127, or other house, or any ship, vessel or river craft or any railroad car, or any automobile, truck or trailer, if such automobile, truck or trailer is used as a dwelling or place of human habitation, with intent to commit murder, rape, robbery or arson in violation of §§ 18.2-77, 18.2-79 or § 18.2-80, he shall be deemed guilty of statutory burglary, which offense shall be a Class 3 felony. However, if such person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-88; 1960, c. 358; 1970, c. 381; 1975, cc. 14, 15; 1985, c. 110; 1992, c. 546; 1997, c. 832.)

§ 18.2-91. Entering dwelling house, etc., with intent to commit larceny, assault and battery or other felony.

If any person commits any of the acts mentioned in § 18.2-90 with intent to commit larceny, or any felony other than murder, rape, robbery or arson in violation of §§ 18.2-77, 18.2-79 or § 18.2-80, or if any person commits any of the acts mentioned in § 18.2-89 or § 18.2-90 with intent to commit assault and battery, he shall be guilty of statutory burglary, punishable by confinement in a state correctional facility for not less than one or more than twenty years or, in the discretion of the jury or the court trying the case without a jury, be confined in jail for a period not exceeding twelve months or fined not more than $2,500, either or both. However, if the person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-89; 1960, c. 358; 1962, c. 505; 1970, c. 381; 1975, cc. 14, 15, 602; 1991, c. 710; 1992, c. 486; 1996, c. 1040; 1997, c. 832.)

§ 18.2-92. Breaking and entering dwelling house with intent to commit other misdemeanor.

If any person break and enter a dwelling house while said dwelling is occupied, either in the day or nighttime, with the intent to commit any misdemeanor except assault and battery or trespass, he shall be guilty of a Class 6 felony. However, if the person was armed with a deadly weapon at the time of such entry, he shall be guilty of a Class 2 felony.

(Code 1950, § 18.1-88.1; 1968, c. 530; 1970, c. 381; 1975, cc. 14, 15; 1992, c. 486.)

Reimbursement Rate Codes (Continued)

Financial Screen

The 2002 General Assembly session re-defined Local Responsible (LR) Inmates and State Responsible (SR) Inmates. It also defined the methodology, which will be utilized by the Compensation Board to reimburse localities on a quarterly basis for prisoners confined in jail effective July 1, 2002. The following screen is not a screen that is available on LIDS but is provided to explain the dollar amount reimbursed on a quarterly basis and the way LIDS calculates your Average Daily Population (ADP) captured on the Certification and Approval financial screen for each category and the payment status of each:

FINANCIAL SCREEN

	DOLLAR AMOUNT	PAYMENT STATUS	* ADP
PAYMENTS (TOTAL DAYS) LOCAL---------->	$8	LD	X
PAYMENTS (TOTAL DAYS) STATE---------->	$8	SD, HA	X
PAYMENTS (OUT OF STATE)---------->	$8	FO	X
PAYMENTS ALTERNATIVE (HEM)---------->	$8	NH	
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	$8	NH	
PAYMENTS - STATE FELON DAYS---------->	$6	FD	
PAYMENTS - JAIL CONTRACT BED---------->	$14	CB, CW	
NON-PAYMENT (FEDERAL)---------->	$0	FE	X
NON-PAYMENT (ORDINANCE)---------->	$0	OR	X
NON-PAYMENT (MILITARY)---------->	$0	MI	X
NON-PAYMENT (HEM)---------->	$0	NH	
NON-PAYMENT CONTRACT (OUT OF STATE)---->	$0	CI	X
NON-PAYMENT PRIVATE TRANSPORTS---------->	$0	OT	X
FEDERAL PRISONER OVERHEAD RECOVERY---->	$	$	
ADJUSTMENTS POSTED DURING THIS PERIOD->	$	$	
TOTAL---------->	$	$	

DOC RATED CAPACITY: 70

*** CATAGORIES UTILIZED TO CALCULATE MONTHLY ADP: 80 (Average Daily Population)**

Financial Screen Explanation

- **Payments (Total Days) Local = $8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be $22 per inmate day:**

✓ Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category are classified as Local Responsible (**LD**) Inmates **IF:**

- Arrested on a state warrant
- Awaiting Trial/Pre Trial **OR**
- **Convicted but not sentenced/Post Trial OR**
- **If any person convicted of a felony offense and given an Effective Sentence of Twelve (12) months or less or less than one (1) year ORAny person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is two (2) years or less. Reason Confined Codes:**Juvenile Awaiting Trial (10, 11, 12, 13, **14,** 16, 17, 18, 19)
  - Adult Awaiting Trial (10, 11, 12, 13, **14)**
  - Adult sentenced on a felony and/or misdemeanor charges
  - **No Charges pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
  - **Has Charges Pending** (50, 53, 56, 59, 62, 63, 87, 89)
  - Adult sentenced-miscellaneous (reason confine code 72)

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **Payments (Total Days) State = $8 per diem:** State Responsible (**SR**) Inmates
  - ✓ Arrested on a state warrant
  - ✓ **All Pending Charges Adjudicated**
  - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995 ('A' Type Felon), is**
    - o **more than twelve (12) months OR**
    - o **one (1) year or more, OR**
    - ✓ **Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanants, committed before January 1, 1995 ('B' Type Felon), is more than (2) years**
    - ✓ **Who remain incarcerated in a local correctional facility at the request of the localityReason Confined Codes:**Adult Sentenced-**No Charges Pending** (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
    - ➢ Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = $8 per diem:** Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
  - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to home/electronic incarceration programs.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced
  - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = $8 per diem: Offenders placed by the Sheriff or the Sheriff may designate a deputy sheriff or regional jail administrator to assign offenders to work release.**
  - ✓ Placed in an approved program
  - ✓ Offenders must be Local Responsible offenders and fully sentenced.
  - ✓ Offenders in this category are coded as a reason confine code 85
- **Payments – State Felon Days = $6 per diem:** Offenders in this category are State Responsible (**SR**)
  - ✓ **With All Pending Charges Adjudicated**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.**
    - ➢ **$8 per inmate day (mentioned above) + $6 State Felon day = $14 per inmate day —on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.**
    - ✓ **Reason Confined Codes:**Adult sentenced-**no charges pending** (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
    - ➢ Adult sentenced-miscellaneous (71)
- **Payments – Jail Contact Bed (JCB) = Additional $14 per diem:** Offenders in this category are State Responsible (SR) inmates that are placed into a JCB Work Release (JCBWR) Bed by the Department of Corrections.
  - ✓ Contract with Department of Corrections to hold JCB Inmates
  - ✓ Adult sentenced - **No charges pending** (26)

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **Non-payment (Federal) = $0 per diem: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are held for Federal Authority **OR**
  - ✓ District of Columbia **OR**
  - ✓ Contract Inmates from other States
  - ✓ Offenders in this category are coded as a reason confine code 73
- **Non-payment (Ordinance) = $0 per diem:** Offenders in this category are arrested on a local or town warrant (pink).
  - ✓ This includes ordinance violators that are either awaiting trail or sentenced (Offense Type 'O').
  - ✓ Offenders in this category can be either an adult awaiting trail (10) or an adult sentenced-no additional felony charges pending (20).
- **Non-payment (Military) = $0 per diem:** Offenders in this category are held for military authority and are NOT arrested on a state warrant.
  - ✓ Offenders in this category are coded as a reason confine code 75.
- **Non-payment (HEM) = $0 per diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the locality is NOT approved to participate in an Alternative program.
  - ✓ Offenders in this category are coded either reason confine code 80 or 85
- **Non-payment (Contract -Out of State) = $0 per diem:** Offenders in this category are out of state contract inmates who have **NOT** been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner. **The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
  - ✓ Offenders in this category are coded as a reason confine code 78
- **Non-payment (Private Transport) = $0 per diem:** Offenders in this category are held for out of state holds and/or overnight transports.
  - ✓ These inmates have **NOT** been arrested on a Virginia State warrant.
  - ✓ The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.
  - ✓ Offenders in this category are coded as a reason confine code 79
- **Federal Prisoner Overhead Recovery: The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.**
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month that affects prior month LIDS submissions.
- **Total:** Total amount of all the above categories.

Reimbursement Rate Codes (Continued)

Financial Screen Explanation (Continued)

- **Monthly ADP:**
  - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:
    - Payments (Total Days) Local
    - Payments (Total Days) State
    - Payments (Out of State)
    - Non-Payment (Federal)
    - Non-Payment (Ordinance)
    - Non-Payment (Military)
    - Contract (Out of State)
    - Private Transports
- **DOC Rated Capacity:** A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space

14. Locality Contact List

2003 Locality Contact List - Subject to change

***LIDS Technicians are in bold**

001 Accomack County Jail Robert D. Crockett, Sheriff Email: acsd2330@shore.intercom.net	P. O. Box 149 Accomac Virginia 23307 **Karen Barrett:** acsd2330@shore.intercom.net Lt. Cory Harte	757-787-1131 Fax # 757-787-2310 Jail Fax # 757-787-8090 757-787-1095 757-787-1095
003 Albemarle/Charlottesville Regional Jail John R. Isom, Superintendent Email: isomj@charlottesville.org	160 Peregory Lane Charlottesville Virginia 22902 **JURISDICTIONS INCLUDE: ALBEMARLE, CHARLOTTESVILLE & NELSON** **Amy Hagee :** hageea@charlottesville.org Lt. Jeanette Rush: rushje@charlottesville.org	434-977-6983 Fax # 434-972-4065 Jail Fax # 434-977-5312 434-977-6981 ext. 262 434-977-6981 ext. 225
005 Alleghany County Regional Jail C. E. Simpson, Jr., Sheriff Email: csimpsonacso@ntelos.net	268 West Main Street Covington Virginia 24422 **JURISDICTIONS INCLUDE: BATH & CLIFTON FORGE** **Erica 'Jill' Peters**: ejpetersacso@ntelos.net Maj. K. O. Nicely: knicelyacso@ntelos.net Todd Tyler	540-965-1770 Fax # 540-965-4915 Jail Fax # 540-965-1794 540-965-1770 540-965-1776 540-965-1776
009 Amherst County Jail L. J. Ayers III, Sheriff Email: amherstsheriff@lynchburg.net	Main Address: P. O. Box 531 Amherst Virginia 24521-0531 Jail Address: P. O. Box 531 Amherst Virginia 24521-0531 **Belinda Gaines:** bgaines@uscyber.net Lt. Loretta Wright	434-946-9301 Fax # 434-946-9380 Jail Fax # 434-946-9368 434-946-9379 434-946-9379
011 Appomattox County Jail O. Wilson Staples, Sheriff Email: owstaplesacso@starband.net	P. O. Box 366 Appomattox Virginia 24522-0366 **Roger Baldwin** Fred Godsey: FLGodseyACSO@starband.net Dawn Fulcher: dawnlfulcher@aol.com	434-352-8241 Fax # 434-352-0445 434-352-8241
013 Arlington County Jail Beth Arthur, Sheriff Email: barthu@co.arlington.va.us	1425 N. Courthouse Road Arlington Virginia 22201 **Christina Reynolds**: creyno@co.arlington.va.us Phil Chan Lt. Bruce Black	703-228-4460 Fax # 703-228-4463 Jail Fax # 703-228-7259 703-228-7480 703-228-7063 703-228-7260
015 Augusta County Jail Randall D. Fisher Sheriff Email: rfisher@co.augusta.va.US	P. O. Box 1267, 6 E Johnson SE Staunton Virginia 24402-1267 **Tami Bird**: tbird@co.augusta.va.us Tom Benson: tbenson@co.augusta.va.us Cpt. John Craig: jcraig@co.augusta.va.us Rick Whitmore: rwhitmore@co.augusta.va.us Leslie Koogler: lkoogler@co.augusta.va.us	540-245-5333 Fax # 540-245-5330 Jail Fax # 540-245-5345 540-245-5338 540-245-5338 540-245-5338 540-245-5338 540-245-5338

Locality Contact List (Continued)

2003 Locality Contact List - Subject to change

***LIDS Technicians are in bold**

019 B.R.R.J.-Bedford Co. Adult Detention Ctr. Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1000 Broad Street Bedford Virginia 24523 Vida Parker: Vparker@brrja.state.va.us	434-847-3100 Fax # 540-587-9283 540-587-9282
023 Botetourt County Jail **R. N. Sprinkle, Sheriff Email:** **rsprinkle@co.botetourt.va.us**	P. O. Box 370 Fincastle Virginia 24090 **Mark Neese (no Email)** Dennis Harris	540-473-7913 Fax # 540-473-8253 540-473-8204 540-473-8202
B.R.R.J.-Moneta Adult Detention Center Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1484 Radford Church Road Moneta Virginia 24121 Violet Pryor: Vpryor@brrja.state.va.us	Fax # 540-297-3606 540-297-7648
025 Brunswick **County Jail** James R. Woodley, Sheriff Email: KWJBCSD@JNENT.COM	P. O. Box 705 Lawrenceville Virginia 23868 **Kevin D. Wesson:** bcsdjail@meckcom.net Alphonso Singleton: bcsdjail@meckcom.net	434-848-3133 Fax # 434-848-6083 434-848-6002 434-848-6012
027 Buchanan **County Jail** Paul Crouse, Sheriff Email: lidstech@bcso.buchanancounty.org	P. O. Box 970, Walnut Street Grundy Virginia 24614-0970 **Rhonda McClanahan:** lidstech@bcso.buchanancounty.org Darla Bostic: darla@bcso.buchanancounty.org	276-935-2313 Fax # 276-935-2777 Jail Fax # 276-935-2481 276-935-4220 276-935-2313
031 B.R.R.J.-Campbell Co. **Adult Detention Ctr.** Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	CCADC P. O. Box 770 Rustburg Virginia 24588 Jail Address: 90 Courthouse Lane Rustburg, VA 24588 Stacy Tucker: Stucker@brrja.state.va.us Tammie Hodges: Thodges@brrja.state.va.us Cpt. Adam Harvey: Aharvey@brrja.state.va.us	434-332-9583 Fax # 434-332-2710 Jail Fax # 434-332-5187 434-332-9652 434-332-9548 434-332-9653
037 Charlotte **County Jail** Thomas D. Jones, Sheriff Email: dwlacks@cchsheriff.com	P. O. Box 390, 222 Law Lane Charlotte C H Virginia 23923-0390 **Nelson Cardwell:** lidstech@cchsheriff.com	434-542-5141 Fax # 434-542-5100 434-542-5141
041 Chesterfield **County Jail** Clarence G. Williams, Jr, Sheriff Email: williamsc@co.chesterfield.va.us	Main Address: P. O. Box 7 Chesterfield Virginia 23832 Jail Address: P. O. Box 758 Chesterfield Virginia 23832 **Julia Wallenberg:** wallenbergj@co.chesterfield.va.us Lt. Barry Arnold: arnoldb@co.chesterfield.va.us Anthony Hinchey	804-751-4414 Fax # 804-717-6338 Jail Fax # 804-796-5713 804-748-1520 804-717-6702 804-748-1558
047 Culpeper **County Jail** H. Lee Hart, Sheriff Email: culso@hotmail.com	Main Address: P. O. Box 39 Culpeper Virginia 22701 Jail Address: 131 W. Cameron Street Culpeper Virginia 22701 **Janet Kilby:** jaillieutenant@culpepercounty.gov Lt. Mary P. Dwyer: jaillieutenant@culpepercounty.gov	540-727-3400 Fax: 540-727-3466 Jail Fax # 540-727-3465 540-727-3434 ext. 308 540-727-3434 ext. 308

Locality Contact List (Continued)

2003 Locality Contact List - Subject to change

***LIDS Technicians are in bold**

051 Dickenson **County Jail** Bobby G. Hammons, Sheriff Email: dcso@compunet.net	P. O. Box 339 Clintwood Virginia 24228-0339 **Marilyn Counts:** dcso@compunet.net Jessica Adkins	276-926-1600 Fax # 276-926-1606 276-926-1603
053 Dinwiddie **County Jail** Samuel H. Shands, Sheriff Email: dcso@erols.com	P. O. Box 120 Dinwiddie Virginia 23841-0120 **Sgt. W. Larry Maitland**: dcso@erols.com Shirley D. Roberts S. A. McLeod	804-469-4550 Fax # 804-469-4854 Jail Fax # 804-469-4555 804-469-4550
059 Fairfax **County Jail** Stan G. Barry, Sheriff Email: sbarry@co.fairfax.va.us	Main Address: 4110 Chain Bridge Road Fairfax Virginia 22030 Jail Address: Inmate Records 10520 Judicial Drive Fairfax Virginia 22030-5115 **Deanna Bray**: dbray@co.fairfax.va.us Gwendolyn Frye: gfrye@co.fairfax.va.us	703-246-3260 Fax # 703-359-4192 Jail Fax # 703-273-2464 703-246-4420 703-246-4422
061 Fauquier **County Jail** J. A. Higgs, Jr., Sheriff Email: Sheriff@fauquiercounty.gov	Main Address: 78 W. Lee Street Suite 200 Warrenton Virginia 20186 Jail Address: 50 Lee Street Warrenton Virginia 20186 **Micah Meadows**: micah.meadows@fauquiercounty.gov Mark Lavoie: mark.lavoie@fauquiercounty.gov	540-347-6850 Fax # 540-349-2290 Jail Fax # 540-349-2289 540-349-2276 540-349-2273
067 Franklin **County Jail** W. O. Overton, Sheriff Email: sjohnson@franklincountyva.org	70 East Court Street, Suite 101 Rocky Mount Virginia 24151 **Richard Hudson:** BJDeere610@aol.com Lt. Vicky Meadors: vmeadors@franklincountyva.org	540-483-3000 Fax # 540-483-7757 Jail Fax # 540-483-1851 540-483-3020 ext. 220 540-483-3020
069 Clarke/Fauquier/ **Frederick/Winchester** **Regional Jail** Frederick D. Hildebrand, Superintendent Email: Fhildebr@frederick.co.va.us	141 Fort Collier Road Winchester Virginia 22603 **JURISDICTIONS INCLUDE: CLARKE, FAUQUIER, FREDERICK & WINCHESTER** **Tabitha Taylor:** Ttaylor@frederick.co.va.us Jeanne Fahnestock: JFAHNES@FREDERICK.CO.VA.US Mary Moore: mmoore@frederick.co.va.us	540-665-6374 Fax: 540-665-1615 Jail Fax # 540-665-5691 540-665-6379 540-665-6379 540-665-6314 Ext. 250
073 Gloucester **County Jail** Robin Stanaway, Sheriff Email: sheriff@co.gloucester.va.us	7502 Justice Drive P. O. Box 597 Gloucester Virginia 23061 **Bobbie Elswick**: belswick@co.gloucester.va.us Tracy Proctor: tproctor@co.gloucester.va.us	804-693-1371 Fax # 804-693-1444 804-693-1369 804-693-1411
083 B.R.R.J.-Halifax **County Jail** Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	1010 Blue Ridge Lane Halifax Virginia 24558 Lunnie Wilkerson: lwilkerson@brrja.state.va.us	434-847-3100 Jail Fax # 434-476-5505 434-476-5502 Ext. 4

Locality Contact List (Continued)

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087 Henrico County Jail Michael L. Wade, Sheriff Email: sheriff@co.henrico.va.us	P. O. Box 27032 Richmond Virginia 23273 **Denetta Royal**: Roy11@co.henrico.va.us Lt. Carol Pendell : Pen06@co.henrico.va.us Kim Woodson: woo08@co.henrico.va.us Bertrille B. Lomax: Lom10@co.henrico.va.us	804-501-4571 Fax # 804-501-4770 Jail Fax # 804-501-5858 804-501-5541 804-501-5753 804-501-5154 804-501-5982
089 Henry County Jail H. F. Cassell, Sheriff Email: lconner307@hotmail.com	3250 Kings Mountain Road Martinsville Virginia 24112 **Mark Winn:** mwinn19@yahoo.com Sonya Thomas: sthomashcso@yahoo.com Wanda Taylor: wrtaylor613@yahoo.com	276-656-4200 Jail Fax # 276-656-4270 276-656-4287 276-656-4286 276-656-4263
103 Lancaster County Jail Ronald D. Crockett, Sheriff Email: crockett@lancastersheriff.net	8293 Mary Ball Road Lancaster Virginia 22503 **Vivian Abbott**: LIDS@lancastersheriff.net W. E. Elswick: LIDS@Lancastersheriff.net S. A. Harcum: LIDS@Lancastersheriff.net	804-462-7153 Fax # 804-462-7046 804-462-5111 804-462-5111 804-462-5111
105 Lee County Jail Gary B. Parsons, Sheriff Email: leesheriff@va-village.com	P. O. Box 177 Jonesville Virginia 24263 **Chris Jerrell (No Email)** George Hembree Karen Vaughan	276-346-7753 Fax # 276-346-2149 276-346-7709 276-346-7709 276-346-7753
107 Loudoun County Jail Stephen O. Simpson, Sheriff Email: ssimpson@loudoun.gov	Main Address: 39 Catoctin Circle, SE, P. O. Box 340 Leesburg Virginia 20178 Jail Address: P. O. Box 340, 2 N. Church St. Leesburg Virginia 20178 **Lana Oatman**: Loatman@loudoun.gov Chris Geraghty: cgeraght@loudoun.gov	703-777-0407 Fax # 703-771-5744 Jail Fax # 703-777-0498 703-737-8847 703-777-0620
117 Mecklenburg County Jail James L. Clary, Sheriff Email: meckso@Buggs.net	P. O. Box 390, County Courthouse 251 Monroe St. Boydton Virginia 23917 **Pamela Chavis:** lidslady@msn.com Willie S. Irby Lt. Roosevelt Terry Sgt. Timothy Salley Sgt. Donald Blanton Sgt. Roger Overbey April Richardson Christopher Boyd	434-738-6171 Jail Fax # 434-738-6583 Other Fax# 434-738-6611 434-738-6171 ext. 322 434-738-6171 ext. 292 434-738-6171 ext. 377 434-738-6171 ext. 378 434-738-6171 ext. 378 434-738-6171 ext. 378 434-738-6171 ext. 259 434-738-6171 ext. 259
119 Middle Peninsula Regional Jail David L. Harmon, Superintendent Email: midpen2@oasisonline.com	P. O. Box 403 Saluda Virginia 23149 **JURISDICTIONS INCLUDE: ESSEX, KING WILLIAM, KING & QUEEN, MATHEWS & MIDDLESEX** Cpt. Linda Camden: midpen2@oasisonline.com **Mary Hodges:** midpen2@oasisonline.com Denise Funk: midpen2@oasisonline.com Cindy Bauer : midpen2@oasisonline.com Sandra Forrest : midpen1@oasisonline.com	804-758-2338 Fax # 804-758-8099 804-758-2338 ext. 234 804-758-2338 ext. 242 804-758-2338 ext. 243 804-758-2338 ext. 241 804-758-2338 ext. 230

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121 Montgomery County Jail Douglas W. Marrs, Sheriff Email: dwmarrs@cablenet-va.com	16 S. Franklin Street Christiansburg Virginia 24162 **Cynthia Angle**: cwangle@cablenet-va.com Capt. Robert Hall: rlhall@cablenet-va.com	540-382-6906 Fax # 540-381-6869 Jail Fax # 540-382-6942 540-382-6904 540-382-6904
131 Northampton County Jail John P. Robbins, Jr., Sheriff Email: mlwood@intercom.net	P. O. Box 68, 16396 Courthouse Rd. Eastville Virginia 23347 **Trudy Hickman:** thickman@ncso.esva.net Lt. Francis Williams: williams@ncso.intercom.net	757-678-0458 Fax # 757-678-0494 Jail Fax # 757-678-0463 757-678-0489 757-678-0491
135 Piedmont Regional Jail Lewis W. Barlow, Superintendent Email: lew@moonstar.com	P. O. Drawer 388 Farmville Virginia 23901 **JURISDICTIONS INCLUDE: AMELIA, BUCKINGHAM, CUMBERLAND, LUNENBURG, NOTTOWAY & PRINCE EDWARD** Melody Fishburne (no email) Lt. Harry Wyatt: Wyatt@Moonstar.com Courtney Thorpe	434-392-1601 Fax # 434-392-1764 434-392-1601 ext. 230 434-392-1601 ext. 238 434-392-1601 ext. 224
137 Central VA Regional Jail E. L. Crosley, Superintendent Email: edc@cvrj.org	P. O. Box 1257, 13021 James Madison Highway Orange Virginia 22960-1257 **JURISDICTIONS INCLUDE: FLUVANNA, GREENE, LOUISA, MADISON & ORANGE** Col. Glenn Aylor: faylor@cvrj.org **Carol Perkins**: records@cvrj.org Charlene Davis: records@cvrj.org Angela Hawkins Stepheny Wood	540-672-3222 Fax # 540-672-9278 540-672-3222 ext. 13 540-672-3222 ext. 19 540-672-3222 ext. 27 540-672-3222 ext. 18 540-672-3222 ext. 18
139 Page County Jail Daniel W. Presgraves, Sheriff Email: pcso@shentel.net	108 South Court Street Luray Virginia 22835 **Jeanne Frink**: pcso@shentel.net Keith Jenkins, Aaron Goode	540-743-6571 Fax # 540-743-1252 Jail Fax # 540-743-1096 540-743-1162
141 Patrick County Jail David E. Hubbard, Sheriff Email: hubbardpcso@kimbanet.com	P. O. Box 128 Stuart Virginia 24171 **Betty Martin**: bmartinpcso@kimbanet.com Susan Lancaster: susanlpcso@kimbanet.com	276-694-3161 Fax # 276-694-5330 276-694-3161 276-694-3161
143 Pittsylvania County Jail G. Harold Plaster, Sheriff Email: pcso@pittgov.org	Main Address: P. O. Box 407 Chatham Virginia 24531 Jail Address: P. O. Box 336 Chatham Virginia 24531 **Virginia "Ginny" Newman:** jnewman@pittgov.org	434-432-7800 Fax # 434-432-7823 Jail Fax # 434-432-7897 434-432-7836

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153 Prince William/Manassas Regional Jail Glendell Hill, Superintendent Email: ghill@pwcgov.org	9320 Lee Avenue Manassas Virginia 20110 **JURISDICTIONS INCLUDE: PRINCE WILLIAM, MANASSAS & MANASSAS PARK** Dennis Webb: dwebb@pwcgov.org **Denise Oliff**: doliff@pwcgov.org Carol Moye: cmoye@pwcgov.org	703-792-6420 Fax # 703-792-7576 703-792-7666 703-792-6359 703-792-6450
157 Rappahannock County Jail Larry C. Sherertz, Sheriff Email: rcsheriff@summit.net	Main Address: P. O. Box 487 Washington Virginia 22747 Jail Address: P. O. Box 156 Washington Virginia 22747 **Leslie Williams**: acwjk1998@yahoo.com	540-675-5300 Fax # 540-675-5301 540-675-5300
161 Roanoke County Jail Gerald S. Holt, Sheriff Email: gholt@co.roanoke.va.us	P. O. Box 510 401 East Main Street Salem Virginia 24153 **Julieann Robertson**: jrobertson@co.roanoke.va.us Michael Winston, Chief Deputy: mwinston@co.roanoke.va.us Jane Etter: JETTER@co.roanoke.va.us Sergeant Denice Stephens, Records: dstephens@co.roanoke.va.us	540-387-6139 Fax # 540-387-6203 Jail Fax # 540-387-6084 540-387-6069 540-387-6346 540-387-6305 540-387-6305
163 Rockbridge Regional Jail **John M. Higgins, Superintendent** Email: rrjail@yahoo.com	258 Greenhouse Road Lexington Virginia 24450 **JURISDICTIONS INCLUDE: ROCKBRIDGE, BUENA VISTA & LEXINGTON** **Candy Bane**: rrjail@yahoo.com Capt. Enoch Hager: rrjail@yahoo.com Lisa Johnston: rrjail@yahoo.com	540-464-1188 Fax # 540-463-5693 Jail Fax # 540-464-5866 540-464-1188 540-464-1188 540-464-1188
165 Rockingham County Jail Donald W. Farley, Sheriff Email: dfarley@rockinghamcountyva.gov	25 South Liberty Street Harrisonburg Virginia 22801 **R. Bruce Folks**: bfolks@rockinghamcountyva.gov Lois Whetzel: lwhetzel@rockinghamcountyva.gov	540-564-3800 Fax # 540-564-3865 Jail Fax # 540-574-5006 540-564-3850 540-564-3850
167 Russell County Jail J. Trigg Fields, Sheriff Email: rcso@cablenet-va.com	P. O. Box 338 Lebanon Virginia 24266 **Wanda Phillips**: ltphillips20@hotmail.com Valerie Steel: ltphillips20@hotmail.com	276-889-8033 Fax # 276-889-8065 276-889-8033 276-889-8033
169 Scott County Jail Jerry P. Broadwater, Sheriff Email: sheriff@mounet.com	P. O. Box 369 Gate City Virginia 24251 **Edna Kay Carter:** ekcarter26@hotmail.com Lt. H. P. Elliott	276-386-3722 Fax # 276-386-2025 276-386-3722

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171 Shenandoah **County Jail** Larry W. Green, Sheriff Email: sheriff@co.shenandoah.va.us	109 West Court Street Woodstock Virginia 22664 **Barbara Stickley:** scjail@shentel.net Curtis Delawder: SCJDELA@SHENTEL.NET	540-459-6100 Fax # 540-459-6114 Jail Fax # 540-459-7132 540-459-6120 Ext. 120 540-459-6120 Ext. 125
173 Smyth **County Jail** R. David Bradley, Sheriff Email: mjharris@smyth.net	Main Address: 1111 West Court Street Marion Virginia 24354 **Kim Vanhoy**: kvanhoy@smythcounty.org Sgt. Vickie Atwell: vlatwell@smythcounty.org	276-782-4056 Fax # 276-782-4058 276-782-4057 Ext. 661 276-782-4057
175 Southampton **County Jail** Vernie W. Francis, Jr., Sheriff Email: vwfrancisjr@shso.org	P. O. Box 70 Courtland Virginia 23837 **Mary Sue Cribb**: CRIBB@SHSO.ORG Lt. Billy Gentry: gentry@shso.org Vicki Xinos	757-653-2100 Fax # 757-653-2906 757-653-2100 Ext. 0988 757-653-2100 Ext. 2815 757-653-2100 Ext. 2905
183 Sussex **County Jail** E. Stuart Kitchen, Jr., Sheriff Email: sussexsheriffdept@erolscom	P. O. Box 1326 20212 Thornton Square Sussex Virginia 23884 **Susan Chappell**: sussexsheriffdept@erols.com	434-246-5000 Fax # 434-246-5714 1-800-225-6430 ext. 3295
185 Tazewell **County Jail** H. S. Caudill, Sheriff Email: tcso@netscope.net	P. O. Box 190 Tazewell Virginia 24651 **Lesley Hall:** lids@netscope.net Vera Eaves: lids@netscope.net	276-988-5966 Fax # 276-988-6954 276-988-5966 276-988-5966
187 Warren **County Jail** Lynn Armentrout, Sheriff Email: teresas@rmaonline.net	Main Address: 23 E. Jackson Street Front Royal Virgtinia 22630 Jail Address: 8 East Jackson Street Front Royal Virginia 22630 **Charles Simpson:** wcso82@hotmail.com, Sgt. Steve Barr: Stevebarr47@hotmail.com	540-635-3100 Fax # 540-622-2463 540-635-3100 540-622-2206
191 Washington **County Jail** Fred P. Newman, Sheriff Email: fnewman@washcova.com	216 Park Street, P. O. Box 787 Abingdon Virginia 24210 1) Brad Davis: bdavis@washcova.com 2) Mike Price: mprice@washcova.com 3) **Jeannie Patrick**: jpatrick@washcova.com 4) Sandra Booher (no email)	276-676-6252 Fax # 276-676-6248 276-676-6252 276-676-6252 276-676-6250 276-676-6250
193 Northern Neck **Regional Jail** Jeffery W. Frazier, Superintendent Email: jeffnn@crosslink.net	P. O. Box 1090, 3908 Richmond Road Warsaw Virginia 22572 **JURISDICTIONS INCLUDE: WESTMORELAND, RICHMOND, WARSAW TOWN & NORTHUMBERLAND** **Marge Hackman:** nnrjmarg@sylvaninfo.net Karen Hinson	804-333-6419 Fax # 804-333-4366 804-333-6419 Ext. 6024 804-333-6419 Ext. 6016
195 Wise **County Jail** Ronnie D. Oakes, Sheriff Email: sheriff@wiseso.net	P. O. Box 916 Wise Virginia 24293 **Sgt. Bob Sturgill**: rsturgill@wiseso.net Capt. Connie Austin: caustin@wiseco.net Nichole Davidson Brad Lovell	276-328-9647 Fax # 276-328-5547 276-328-3756 Ext. 405 276-328-3756 Ext. 403 276-328-4174 276-328-4174

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220 Danville City Jail Farm Frank E. Mardavich, Director Email: mardafe@ci.danville.va.us	1000 South Boston Road Danville Virginia 24540 Chanikqua Breedlove: wilsocl@ci.danville.va.us Angela Funderburk: panneaj@ci.danville.va.us	434-799-5233 Fax # 434-799-5219 434-799-5233 434-799-5233
250 Newport News City Jail Farm Virginia W. Pearce, Director Email: Vpearce@NNGOV.com	P. O. Box 2297, 100 City Farm Road Newport News Virginia 23609 Debra Wilson: Dwilson@NNGOV.com Mjr. John Roberts: Jroberts@NNGOV.com Scott Gray: Sgray@NNGOV.com	757-886-7900 Fax # 757-886-7902 757-886-7900 Ext. 114 757-886-7900 Ext. 116 757-886-7900 Ext. 115
460 Pamunkey Regional Jail Mark A. Gooch, Superintendent Email: magooch@co.hanover.va.us	7240 Courtland Farm Road Hanover Virginia 23069 **JURISDICTIONS INCLUDE: CAROLINE, HANOVER & ASHLAND TOWN** **Julie Devoe-Ginn:** Jdginn@co.hanover.va.us Sgt. Michael Berumez: Meberumez@co.hanover.va.us	804-537-6400 Fax # 804-537-6413 804-537-6400 ext. 3080 804-537-6400 ext. 3060
465 Riverside Regional Jail Darnley R. Hodge, Superintendent Email: rrjunit1@aol.com	1000 River Road Hopewell Virginia 23860 **JURISDICTIONS INCLUDE: COLONIAL HEIGHTS, PETERSBURG, HOPEWELL, CHESTERFIELD, PRINCE GEORGE, SURRY & CHARLES CITY** **Katherine Vaughan**: rrjlids@aol.com Cpt. Dawn Flippin: rrjunit13@aol.com	804-524-6600 Fax # 804-524-6643 Jail Fax # 804-524-6659 804-524-2666 804-524-6600 ext. 6631
470 Virginia Peninsula Regional Jail John R. Kuplinski, Superintendent Email: johnk@hroads.net	9320 Merrimac Trail Williamsburg Virginia 23185 **JURISDICTIONS INCLUDE: JAMES CITY, YORK, WILLIAMSBURG & POQUOSON** Angelanette Holley: irecords@hroads.net **Letitia Watkins:** lwatkins@hroads.net	757-820-3901 Fax # 757-887-1849 Jail Fax # 757-877-5833 757-820-3908 757-820-3917
475 Hampton Roads Regional Jail Roy Cherry, Superintendent Email: hrrj@visi.net	2690 Elmhurst Lane Portsmouth Virginia 23701-2745 **JURISDICTIONS INCLUDE: HAMPTON, NEWPORT NEWS, NORFOLK, PORTSMOUTH** **Robin Knox**: Schmidtr@visi.net	757-488-7500 Fax # 757-488-2200 Jail Fax # 757-488-9469 757-488-7500 ext. 745
480 New River Valley Regional Jail Ralph E. Dobbins, Superintendent Email: rdobbins@nrvrj.org	P. O. Box 1067 Dublin Virginia 24084 **JURISDICTIONS INCLUDE: FLOYD, CARROLL, PULASKI, RADFORD, WYTHE, BLAND, GILES & GRAYSON** **Lori Mabry:** lmabry@nrvrj.org Leanna Billos: LBILLOS@NRVRJ.ORG	540-643-2000 Fax # 540-643-2008 540-643-2000 ext. 2254 540-643-2000 ext. 2207

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485 Blue Ridge Regional Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	BRRJA – Lynchburg Adult Detention Center 510 9th Street Lynchburg Virginia 24504 **JURISDICTIONS INCLUDE: BEDFORD, CAMPBELL, HALIFAX & LYNCHBURG** Sgt. Janet Severson: Jseverson@brrja.state.va.us **Debbie Hamlet**: Dhamlet@brrja.state.va.us Karin Youngblood: kyoungblood@brrja.state.va.us	Jail Fax # 434-847-1411 434-847-1300 Ext 108 434-847-1300 Ext 141 434-847-1300 Ext 110
490 Peumansend Creek Regional Jail Col. Sandra Thacker, Superintendent Email: thacker@pcrj.org	P. O. Box 1460 Bowling Green Virginia 22427 **JURISDICTIONS INCLUDE: ALEXANDRIA, RICHMOND, ARLINGTON, CAROLINE, LOUDOUN & PRINCE WILLIAM** **Tracy Wright:** whitmore@crosslink.net Kim Whitmore: whitmore@crosslink.net Bill Ayres	804-633-0043 Fax # 804-633-3170 804-633-0043 ext. 109 804-633-0043 ext. 136 804-633-0043 ext. 118
491 Southside Regional Jail Tim D. Barbour, Superintendent Email: timbarbour@meckcom.net	244 Uriah Branch Way Emporia Virginia 23847 **JURISDICTIONS INCLUDE: GREENSVILLE & EMPORIA** **Capt. J. Mike Strickland**: srjadmin@meckcom.net Maj. David Allen Mark Peebles	434-634-0935 Fax # 434-634-3730 434-634-0765 434-634-0851 434-634-0765
510 Alexandria City Jail James H. Dunning, Sheriff Email: james.dunning@ci.alexandria.va.us	2003 Mill Road Alexandria Virginia 22314 **La'Shawn A. Knox:** La'Shawn.Knox@ci.alexandria.va.us Rosa Ammons: rosa.ammons@ci.alexandria.va.us Rony Wise: rony.wise@ci.alexandria.va.us	703-838-4114 Fax # 703-838-6307 Jail Fax # 703-838-4036 703-838-4114 703-838-4210 703-838-4440
520 Bristol City Jail John Weisenburger, Sheriff Email: capnjack6@hotmail.com	417 Cumberland Street Bristol Virginia 24201 **Leigh Anne Malinay**: vacamel@charter.net Sherri Houser Tim Sturgill: bvso@3wave.com	276-645-7430 Fax # 276-645-7428 276-645-7435 276-645-7439 276-645-7446
550 Chesapeake City Jail John R. Newhart, Sheriff Email: vmathias@mail.city.chesapeake.va.us	P. O. Box 15125, 400 Albemarle Drive Chesapeake Virginia 23328 **Sgt. Mark Kirkby**: mkirkby@sheriff.city.chesapeake.va.us Kathy Hudson: JailRec@sheriff.city.chesapeake.va.us Adrienne Thompson: JailRec@sheriff.city.chesapeake.va.us Capt. W. C. Bennett: cbennett@sheriff.city.chesapeake.va.us	757-382-6159 Fax # 757-382-8392 Jail Fax # 757-382-8525 757-382-2899 757-382-2872 757-382-2872 757-382-2884
590 Danville City Jail James E. Dooley, Sheriff Email: jdooley@ci.danville.va.us	P. O. Box 3405 Danville Virginia 24543 **Karen Day**: kday@ci.danville.va.us Capt. Steve Salmon: salmosa@ci.danville.va.us	434-799-5135 Jail Fax # 434-797-8872 434-799-5130 434-799-5130

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620 Western Tidewater Regional Jail Jeffery L. Newton, Superintendent Email: RMATTHEWS@PICUSNET.COM	2402 Godwin Blvd. Suffolk Virginia 23434 **JURISDICTIONS INCLUDE: ISLE OFWIGHT, FRANKLIN CITY & SUFFOLK** **Leroy Craig:** jayare757@aol.com Lt. Jane Beamon: jbeamon@picusnet.com Capt. Larry Remington: lremington@picusnet.com Col. Ron Matthews: rmatthews@picusnet.com	757-539-3119 Fax # 757-539-6409 757-539-2196 757-539-2196 757-539-4490 757-539-3119
630 Rappahannock Regional Jail Larry K. Hamilton, Superintendent Email: lhamilton@rrj.state.va.us	P. O. Box 3300 Stafford Virginia 22554 **JURISDICTIONS INCLUDE: FREDERICKSBURG, KING GEORGE, SPOTSYLVANIA & STAFFORD** Lt. Patty Leonard: pleonard@rrj.state.va.us **Diane Wilson**: diwilson@rrj.state.va.us	540-288-5245 Fax # 540-288-5292 540-288-5281 540-288-5263
650 Hampton City Jail Billy Joe Roberts, Sheriff Email: broberts@hampton.gov	135 High Court Lane Hampton Virginia 23661 **Blondell Khan** (no e-mail) Cpl. William Taylor Lt. John Eaton Lt. Belinda Wells-Major Karen Bowden	757-727-6201 Fax # 757-727-6410 Jail Fax # 757-926-2537 757-727-6396 757-726-6961 757-726-6961 757-727-6396 757-926-2540
680 B.R.R.J.-Lynchburg City Jail Chris Webb, Superintendent Email: cwebb@brrja.state.va.us	510 9th Street Lynchburg Virginia 24504 **Debbie Hamlet**: dhamlet@brrja.state.va.us Karin Youngblood: krucker@brrja.state.va.us Rhonda Barabach: rbarabach@brrja.state.va.us	434-847-1301 Fax # 434-847-1411 Jail Fax # 434-847-5134 434-847-1300 ext. 141 434-847-1300 ext. 110 434-847-1300 ext. 111
690 Martinsville City Jail Steve M. Draper, Sheriff Email: sdraper@ci.martinsville.va.us	P. O. Box 1326 Martinsville Virginia 24114 **Kenneth McFarling**: kmcfarling@ci.martinsville.va.us Jackie Dillard Richard Hodges Laura Hopkins: lhopkins@ci.martinsville.va.us	276-656-5151 Fax # 276-656-5286 276-656-5267 276-656-5267 276-656-5152 276-656-5289
700 Newport News City Jail Charles E. Moore, Sheriff Email: cporter@ci.newport-news.va.us	P. O. Box 57 Newport News Virginia 23607 **Valencia White**: vwhite@nngov.com Eileen Sprinkle: esprinkle@nngov.com Leslye Mebane	757-926-8759 Fax # 757-926-8429 Jail Fax # 757-926-8144 757-926-8171 757-926-8429 757-926-8168
710 Norfolk City Jail Robert J. McCabe, Sheriff Email: kbeachu@city.norfolk.va.us	P. O. Box 2811, 811 East City Hall Avenue Norfolk Virginia 23510 **Cpt. Mary Payton:** mary.payton@norfolk.gov Jane Garrett	757-664-4951 Jail Fax # 757-664-4703 757-664-4116 757-664-4115
730 Petersburg City Jail George Epps, Sheriff Email: chartpetg@earthlink.net	P. O. Box 2209, 40 Henry Street Petersburg Virginia 23803 **E.R. « Tina » James-Carrier**: tcarrier@earthlink.net Debra Brawn : dbrawn@earthlink.net	804-733-2369 Fax # 804-733-2406 Jail Fax # 804-861-4440 804-733-2377 ext. 4130 804-733-2377 ext. 4130

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***LIDS Technicians are in bold**

740 Portsmouth **City Jail** Gary W. Waters, Sheriff Email: pmso@infi.net	701 Crawford Street Portsmouth Virginia 23704 **Anna Earnhardt**: annae@ci.portsmouth.va.us Capt. Yolanda S. Natividad: yolandan@ci.portsmouth.va.us Capt. Guy Lecompte: Lecompte@ci.portsmouth.va.us Joe Delbridger	757-393-5461 Fax # 757-393-5295 Jail Fax # 757-393-5181 757-391-3214 757-391-3200 757-391-3172 757-391-3175
760 Richmond **City Jail** Michelle B. Mitchell, Sheriff Email: MitcheMB@ci.richmond.va.us	1701 Fairfield Way Richmond Virginia 23223 **Sgt. Reginald Tinsley**: TinsleyR@ci.richmond.va.us Lt. Sandra Middleton: MiddleSG@ci.richmond.va.us Ben Murray: MurrayBT@ci.richmond.va.us	804-646-0930 Fax # 804-646-0950 Jail Fax # 804-646-0173 804-646-0170 804-646-0165 804-646-0940
770 Roanoke **City Jail** George M. McMillan, Sheriff Email: Sheriff@roanokegov.com	P. O. Box 494 Roanoke Virginia 24003 **Peggy Gebauer:** PeggyGebauer@mail.ci.roanoke.va.us Lt. William Brooks: william_brooks@ci.roanoke.va.us Maj. James Brubaker: james_brubaker@ci.roanoke.va.us	540-853-2941 Fax # 540-853-5353 Jail Fax # 540-853-6440 540-853-2722 540-853-6790 540-853-2056
810 Virginia Beach **City Jail** Paul J. Lanteigne, Sheriff Email: planteig@vbgov.com	P. O. Box 6098, 2501 James Madison Blvd. Virginia Beach Virginia 23456-9073 **Sgt. Charlie E. Gray III:** cgray@vbgov.com Cpt. David VanNice: dvannice@vbgov.com Lt. Rhonda Russell: RRUSSELL@VBGOV.COM Theresa Patrick : tpatrick@vbgov.com	757-427-4073 Fax # 757-427-5037 Jail Fax # 757-427-6034 757-427-8538 757-427-4959 757-427-8363 757-427-8828

15. LIDS Advisory Committee Members Contact List

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 you have any 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: February***

Central Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
485	**Blue Ridge Regional Jail (Lynchburg) - Janet Severson**	**760**	**Online**
	Phone # 434-847-1300 Ext 108 Email: jseverson@brrja.state.va.us		
	Fax # 434-847-5134 Address: 510 9th Street Lynchburg, Virginia 24504		
041	**Chesterfield County Jail - Donald White**	**250**	**Batch**
	Phone # 804-751-4465 Email: whited@co.chesterfield.va.us		
	Fax # 804-796-5713 Address: P. O. Box 758 Chesterfield, VA 23832		
630	**Rappahannock Regional Jail - Patty Leonard**	**592**	**Batch**
	Phone # 540-288-5281 Email: pleonard@rrj.state.va.us		
	Fax # 540-288-5292 Address: P. O. Box 3300 Stafford, Virginia 22554		
730	**Petersburg City Jail – Tina James-Carrier**	**195**	**Online**
	Phone # 804-733-2377 Ext 4130 Email: tcarrier@earthlink.net		
	Fax # 804-861-4440 Address: P. O. Box 2209 Petersburg, Va 23803		
760	**Richmond City Jail - Reginald Tinsley**	**882**	**Batch**
	Phone # 804-646-0170 Email: TinsleyR@ci.richmond.va.us		
	Fax # 804-646-0173 Address: 1701 Fairfield Way Richmond, Va 23223		

Northern Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
137	**Central Virginia Regional Jail - Glenn Aylor**	**242**	**Batch**
	Phone # 540-672-3222 Ext 13 Email: faylor@cvrj.org		
	Fax # 540-672-9278 Address: 13021 James Madison Hwy. Orange, Va 22960		
153	**Prince William/Manassas Regional Jail - Carol Moye**	**467**	**Batch**
	Phone # 703-792-6450 Email: cmoye@pwcgov.org		
	Fax # 703-792-7576 Address: 9320 Lee Ave. Manassas, Virginia 20110		

LIDS Advisory Committee Members – Continued

Eastern Region

FIPS	*Locality*	*DOC Oper. Capacity*	*Online / Batch*
740	**Portsmouth City Jail - Anna Earnhardt**	**288**	**Online**
	Phone # 757-391-3176 Email: annae@ci.portsmouth.va.us Fax # 757-393-5181 Address: 701 Crawford St. Portsmouth, Va 23704		
620	**Western Tidewater Regional Jail - Jane Beamon**	**552**	**Batch**
	Phone # 757-539-2196 Email: jbeamon@picusnet.com Fax # 757-539-6409 Address: 2402 Godwin Blvd. Suffolk, Va 23434		
810	**Virginia Beach City Jail - Charlie Gray**	**590**	**Batch**
	Phone # 757-427-8538 Email: cgray@vbgov.com Fax # 757-427-6034 Address: 2501 James Madison Blvd. Virginia Beach, Va 23456		

Western Region

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

Other State Agencies:

Department of Corrections – Felicia Berger
Phone # 804-674-3563 Ext. 1584 Email: bergerFM@vadoc.state.va.u
Fax # 804-674-3589 Address: P.O. Box 26963 Richmond, VA 23261-6963

Virginia Criminal Sentencing Commission - Dr. James Creech
Phone # 804-225-4566 Email: jcreech@vcsc.state.va.us
Fax # 804-786-3934 Address: 100 N. 9th Street Richmond, VA 23219

Compensation Board:

Phone # 804-786-0786 **Fax # 804-371-0235**

Alice Coe (ext. 207)
acoe@scb.state.va.us

Anne Wilmoth (ext. 222)
awilmoth@scb.state.va.us

Oliver Bradshaw (ext. 203)
obradshaw@scb.state.va.us

Craig Giegerich (ext. 216)
cgiegerich@scb.state.va.us

Sue Kelly-Graham (ext. 220)
skelly-graham@scb.state.va.us

16. Compensation Board Contacts for LIDS

Compensation Board Information -

Main Phone Number: (804) 786-0786

Main Fax Number:(804) 371-0235

Mailing Address:
202 N. Ninth Street
P. O. Box 710
Richmond, Virginia 23218-0710

Web Address: http://www.scb.state.va.us/

User Issues -	Title	Extension	Email Address
Alice Coe	Customer Service Manager	Ext. 207	acoe@scb.state.va.us
Sue Kelly-Graham	Senior Fiscal Technician	Ext. 220	skelly-raham@scb.state.va.us

Program Issues - Title		Extension	Email Address
Anne Wilmoth	Information Technology Manager	Ext. 222	awilmoth@scb.state.va.us
Craig Giegerich	Systems Engineer	Ext. 216	cgiegerich@scb.state.va.us
Melanie Morrison	Systems Engineer	Ext. 204	mmorrison@scb.state.va.us
Kathryn Monday	Systems Engineer	Ext. 205	kmonday@scb.state.va.us

Policy Issues -	Title	Extension	Email Address
Richard Lampman	Policy & Planning Manager	Ext. 215	rlampman@scb.state.va.us

Audit Issues -	Title	Extension	Email Address
Oliver Bradshaw	Audit Supervisor	Ext. 203	obradshaw@scb.state.va.us
Mark Wood	External Auditor	Ext. 228	mwood@scb.state.va.us

Security Issues -	Title	Extension	Email Address
Melanie Morrison	Systems Engineer	Ext. 204	mmorrison@scb.state.va.us
Anne Wilmoth	Information Technology Manager	Ext. 222	awilmoth@scb.state.va.us
Sue Kelly-Graham	Senior Fiscal Technician	Ext. 220	skelly-graham@scb.state.va.us

SEE
LIDS AUDIT GUIDE
PUBLISHED May 1, 2003

ON

COMPENSATION BOARD WEBSITE
http://www.scb.state.va.us/

18. Tuesday Report

The Compensation Board (CB) maintains a copy of the Population Survey of Local Correctional Facilities (i.e., Tuesday Report) on its Internet website. Tuesday Report data can be found on the CB website dating back to July 1, 1998. Tuesday Report data contains information relating to the inmate population on the first (1st) and third (3rd) Tuesdays of each month at 10:00 hours. In order to provide updated Tuesday Report information, the CB will extract inmate data from LIDS for the previous month's Tuesday dates (1st and 3rd), the day after LIDS reports are to be submitted to the CB. The Tuesday Report will be available for Internet viewing the day after the population data is extracted.

- Accessing Tuesday Reports On The Compensation Board's Website

  - ✓ The Compensation Board's website address is **www.scb.state.va.us**
  - ✓ Select the icon title '**LIDS'**
  - ✓ Select the icon title '**Tuesday Jail'**
  - ✓ Select the ' **Select a Report Date**'
    - ➢ Click on the arrow and select which Tuesday Report Date you wish to view
  - ✓ Click '**Search**'
  - ✓ Screen # 1, '**Tuesday Report Statewide Summary**
    - ➢ Provides you with a means to view the Commonwealth total for the Report Data selected
    - ➢ Scroll to the bottom of the web page to **'Region'**
    - ➢ Select the drop down arrow to select the Region in which your jail facility falls
    - ➢ Click '**Get Region**'
    - ➢ You will also find a **'List Exceptions'** button
      - ⇒ This screen provides you with a list of Jails that are Late Reporting Information to LIDS
  - ✓ Screen #2, '**Population Survey of _____ Region'**
    - ➢ Reflects population data for the report date and region selected
    - ➢ Each jail is listed separately reflecting LIDS population for each category
    - ➢ To select another Region click the **'Back'** button
  - ✓ Repeat the process mentioned above if you wish to review another region or report period

- The collection of Tuesday Report data prior to 7/1/98 may be obtained from the Department of Corrections (DOC) at 804-786-3000, ask to be connected to the DOC Planning Unit

- The Tuesday Jail Report manual can be found on the Compensation Board's Website under LIDS

- The following Compensation Board Website screens are provided to help you navigate through the data provided for the Tuesday Report

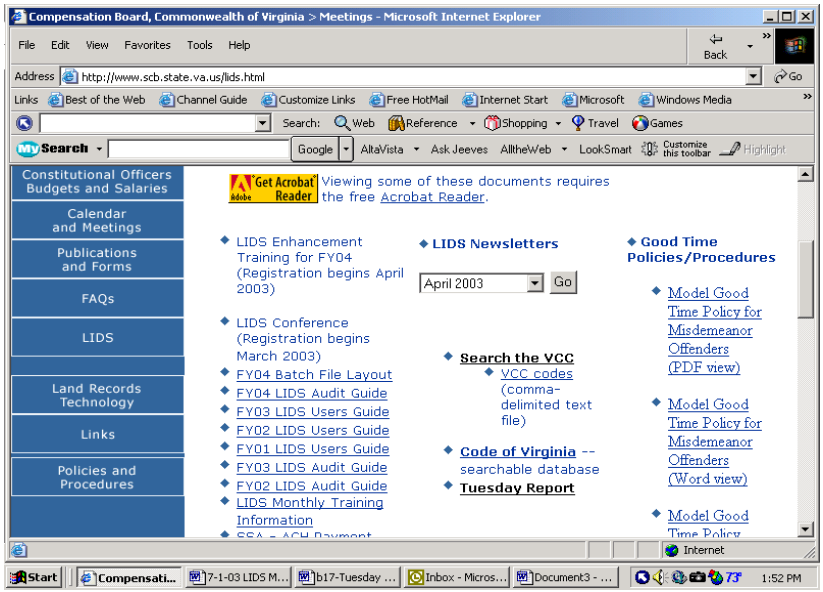
Tuesday Report (Continued)

Compensation Board Website – Home Page

- The Compensation Board's website address is www.scb.state.va.us
- Click on the **LIDS** button on the left side of the screen

Compensation Board Reports and Publications

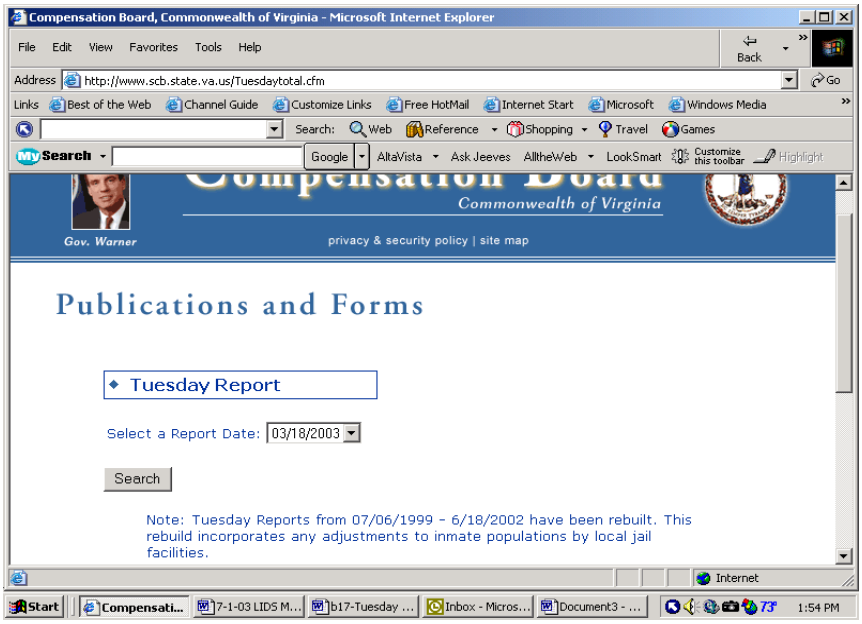
- Click on the **Tuesday Report** button



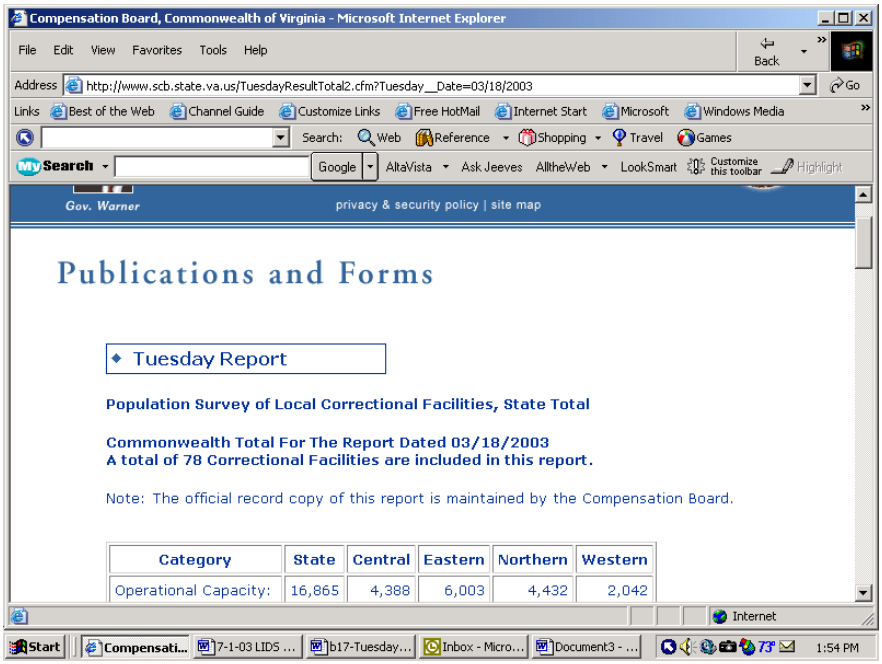
Tuesday Report (Continued)

Population Survey of Local Correctional Facilities, State Total

- The Tuesday Report (Population Survey of Local Correctional Facilities) provides you with a means to view the Commonwealth total for the Report Data.
  - Select the date of the report you wish to view
  - Click on the Search button after you selected the report date you wish to view



- This is the Statewide totals for the time period you selected

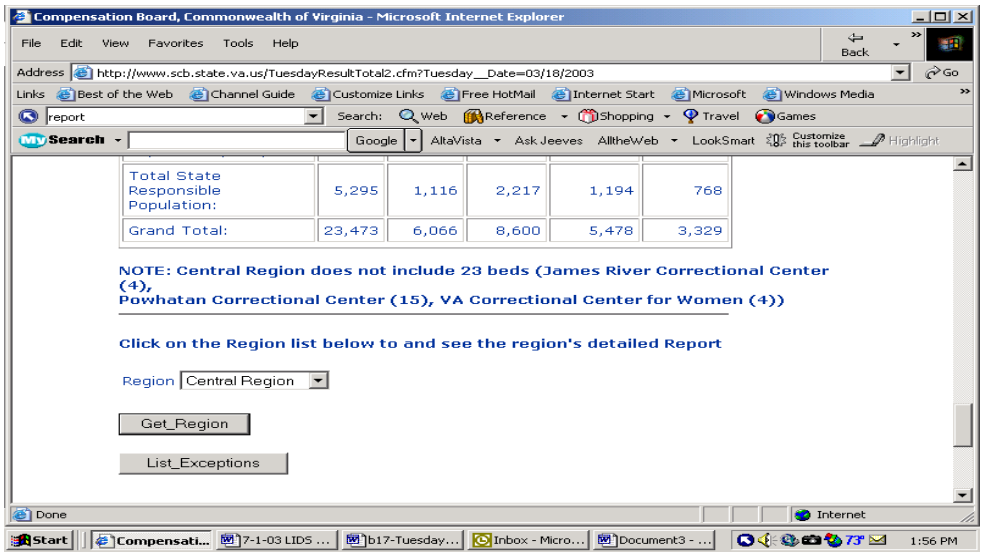


Category	State	Central	Eastern	Northern	Western
Operational Capacity:	16,865	4,388	6,003	4,432	2,042

Tuesday Report (Continued)

State Tuesday Report Screen By Summary

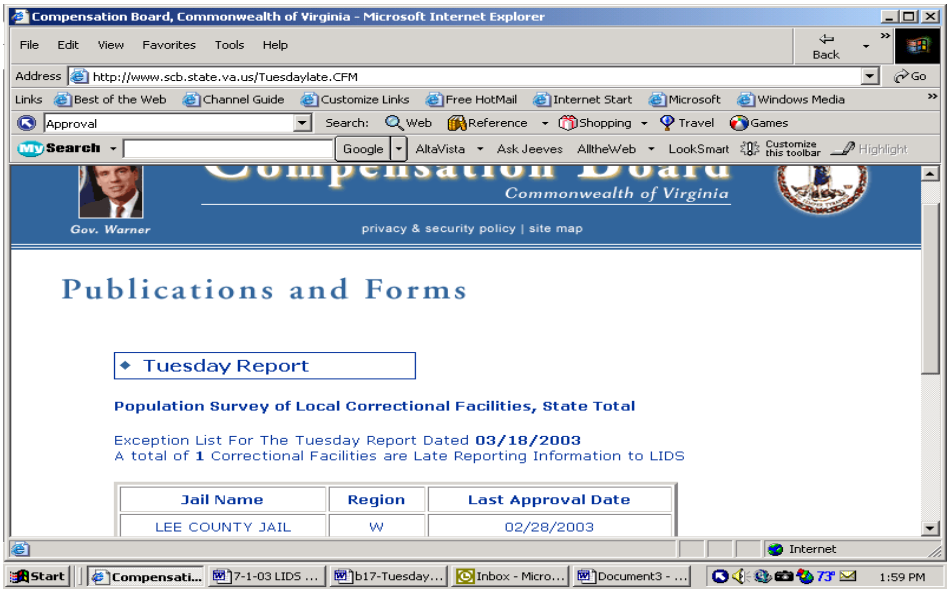
- At the bottom of the statewide Tuesday Report summary for the time period that you selected you will need to select the Region in which your facility resides.
  - Scroll to the bottom of the web page to "Region"
  - Click on the arrow key to pull up the Region in which your facility resides
  - Once you have selected the proper region Click 'Get Region'
- Before you click on 'Get Region' you may want to view the 'List of Exceptions'



Tuesday Report List Exception Screen

- The 'List Exceptions', screen provides Tuesday Report viewers needed information concerning who's Tuesday Report is not up to date due to late reporting of their monthly LIDS submissions

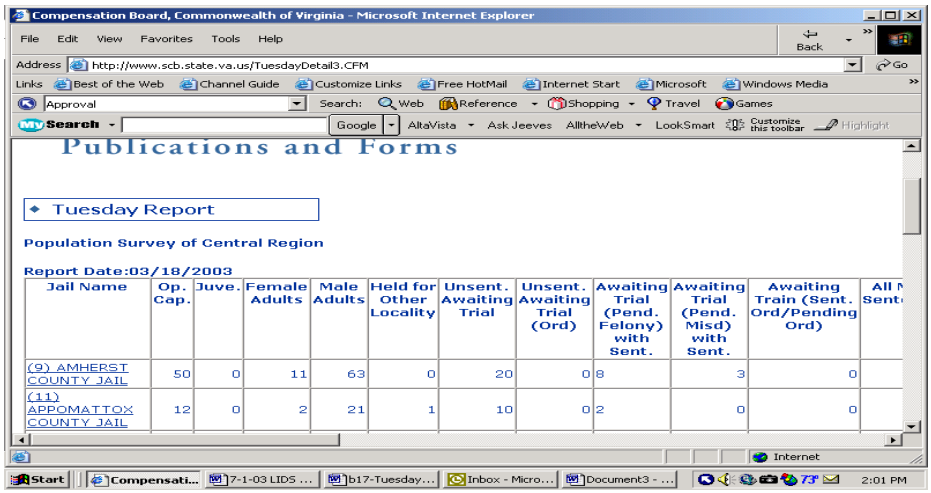
EXAMPLE:



Tuesday Report (Continued)

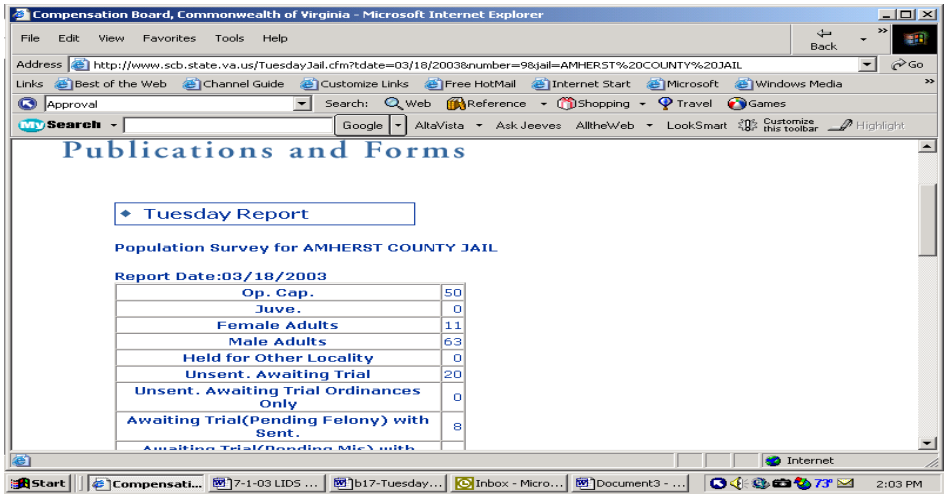
Tuesday Report Screen By Region

- The Tuesday Report for the Region you selected reflects the population data pulled from LIDS for the report period and region selected
  - Each jail is listed separately reflecting LIDS population for each category
  - **To view your facilities Tuesday Report Data <u>click on the title that identifies your facility</u>**
  - To select another jail, click on the 'Back' button



Tuesday Report Screen By Facility

- The Tuesday Report for the Jail you selected
  - Reflects population data for the report date and Jail/Regional Jail selected
  - Each jail is listed separately reflecting LIDS population for each category
  - This view was developed so that you could print the screen if you wish
  - To select another jail, click on the 'Back' button



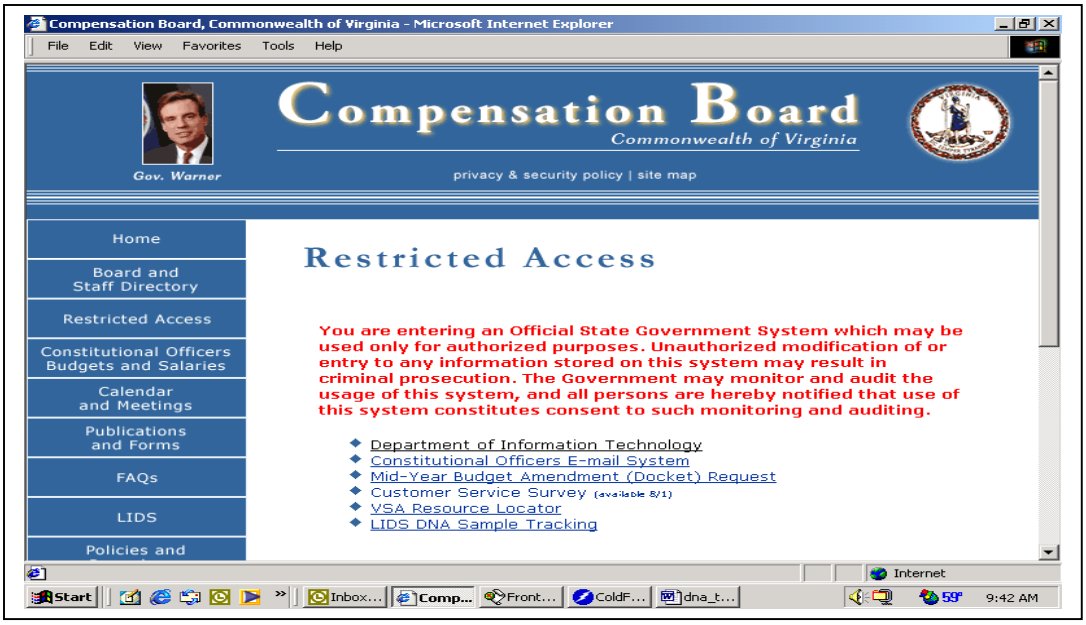
19. DNA Tracking System

EFFECTIVE JANUARY 1, 2003 THE COMPENSATION BOARD SUSPENDED LIDS USERS FROM RECORDING DNA SAMPLES IN LIDS. INSTEAD, LIDS USERS ARE REQUIRED TO RECORD DNA INFORMATION IN THE COMPENSATION BOARD'S DNA WEB-BASED TRACKING SYSTEM.

DNA SAMPLING INFORMATION THAT LOCAL USERS RECORD IN THE DNA TRACKING SYSTEM IS UPLOADED TO LIDS EVERY TUESDAY.

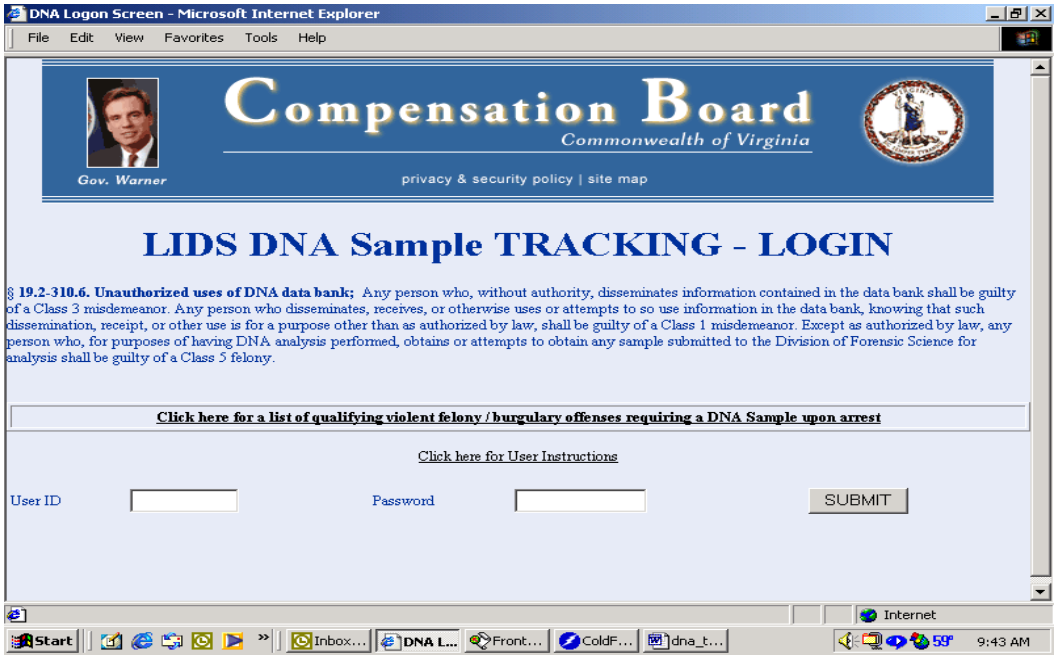
The LIDS DNA Tracking system was deployed in October, 2002 and is located on the Compensation Board's website, **www.scb.state.va.us** under the Restricted Access button.

Please read and comply with the general security statement and then click on LIDS DNA Sample Tracking.

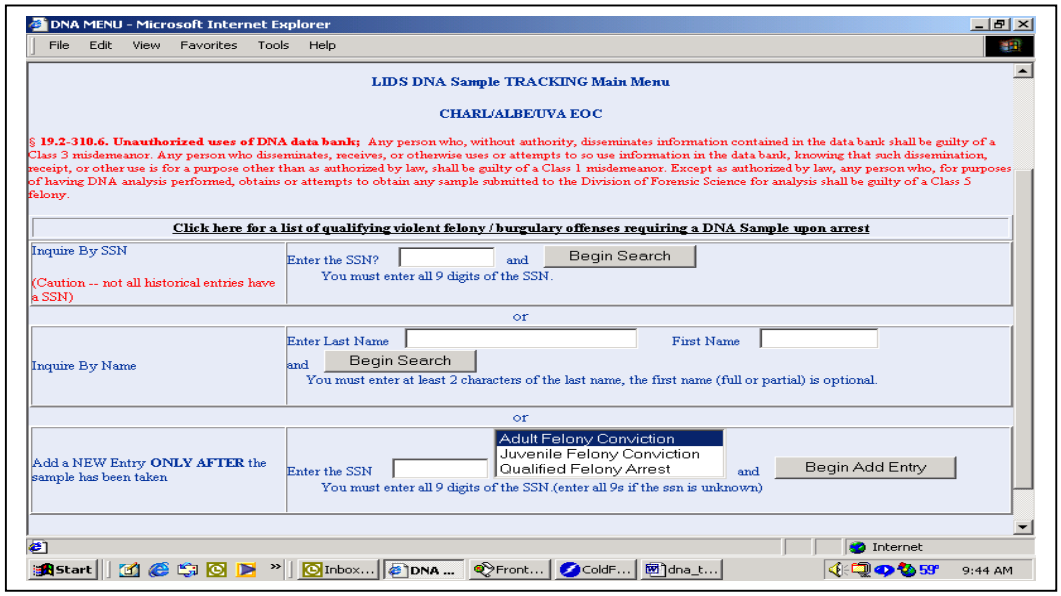


DNA Tracking System - Continued

In order to log into the LIDS DNA Tracking system, it is necessary to enter the VCIN user-name (this is your agency's ORI, as assigned by the Virginia State Police) as the 'User ID' and the ORI mnemonic password as the 'Password'. You can retrieve the "list of qualifying offenses for DNA at arrest" without logging into the system. We recommend that this list be checked prior to taking a DNA sample. Updates to this list will be denoted with a revision date to the right of the title.



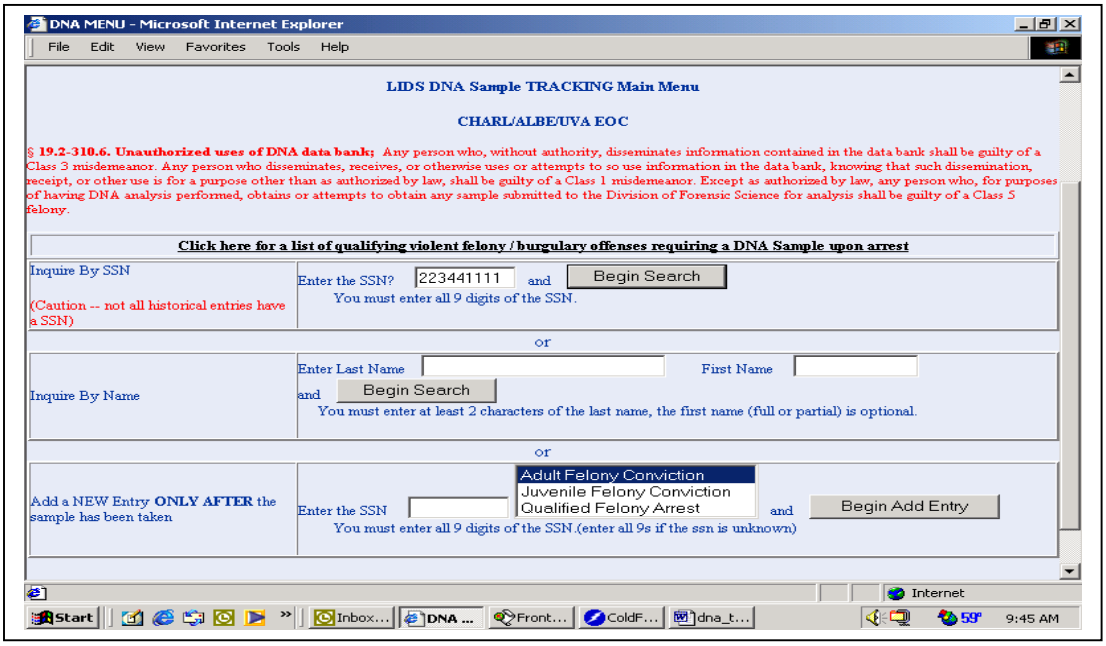
When successfully logged into the system, you will be taken to the LIDS DNA Sample Tracking Main Menu. This page allows inquiring on DNA samples previously taken as well as add a new DNA entry.



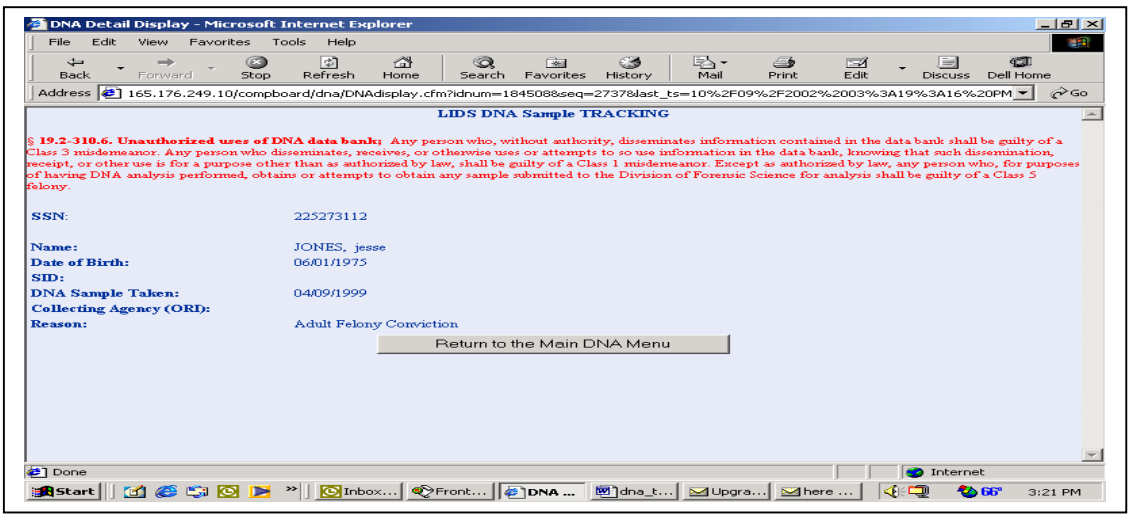
LIDS DNA Tracking System - Continued

Prior to taking a DNA sample, it is required to check to see if a DNA sample has been previously taken. DNA sampling information can be searched by Social Security Number (SSN) or by Name.

Searching by Social Security Number (SSN)

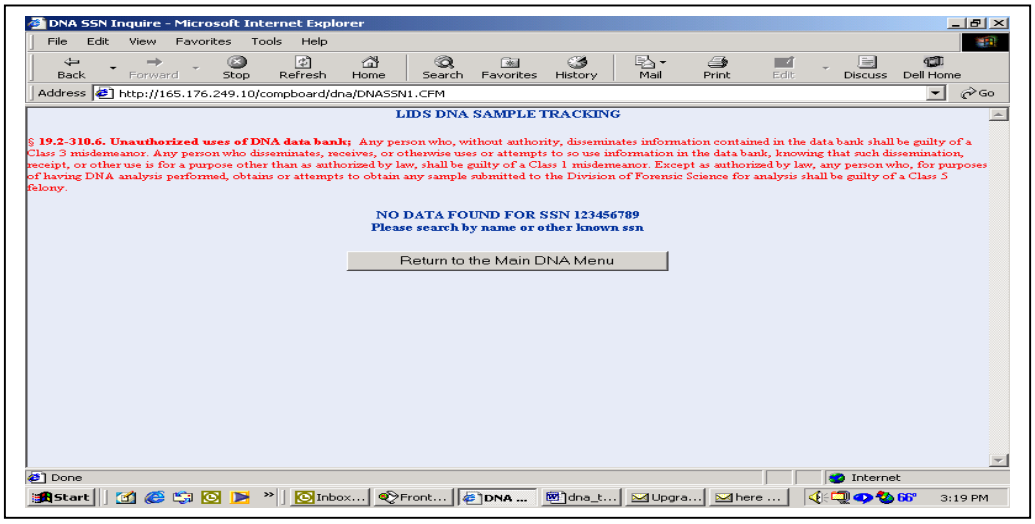


If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, another DNA sample should be taken, unless the Division of Forensic Science has specifically requested the sample. If it is not necessary to take a DNA Sample, either click on the 'Return to the Main DNA Menu' or close the Browser.



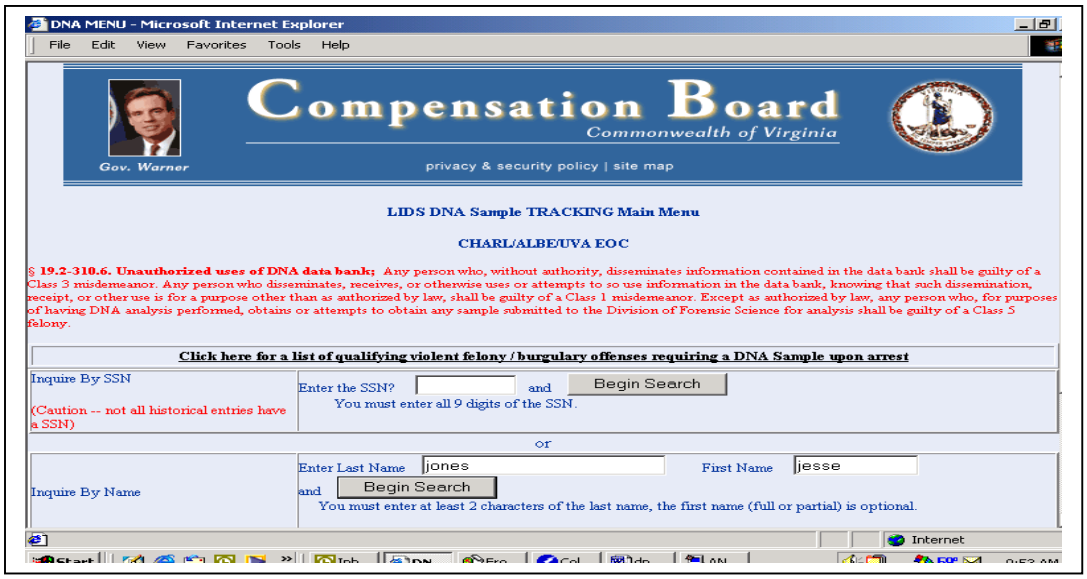
LIDS DNA Tracking System - Continued

If no information exists, an error page like the one listed below will be returned. If no information exists, another a DNA sample is required to be taken and recorded in the LIDS DNA Tracking system prior to releasing the offender from custody. As offenders often have multiple identities, it is recommended to search on all known Social Security Numbers and names prior to taking a DNA sample.



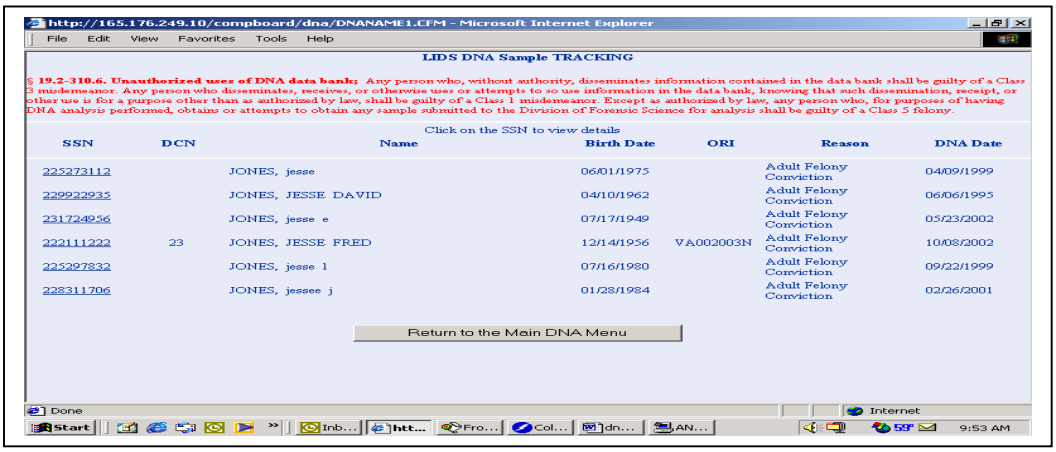
Searching by Name

If unable to obtain the offender's SSN, it will be necessary to search by name in order to see if a DNA sample has been previously taken. Although the only requirement is to enter the first two characters of the last name, entering the complete last and first names are highly recommended. Enter the offender's name and click on the 'Begin Search' button.



LIDS DNA Tracking System - Continued

A page like the one listed below will be displayed if information exists on the name that was entered. This page lists all the samples matching, or partially matching, the name entered. To view a specific entry, click on the SSN.



http://165.176.249.10/compboard/dna/DNANAME1.CFM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING

§ 19.2-310.6. Unauthorized uses of DNA data bank; Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

Click on the SSN to view details

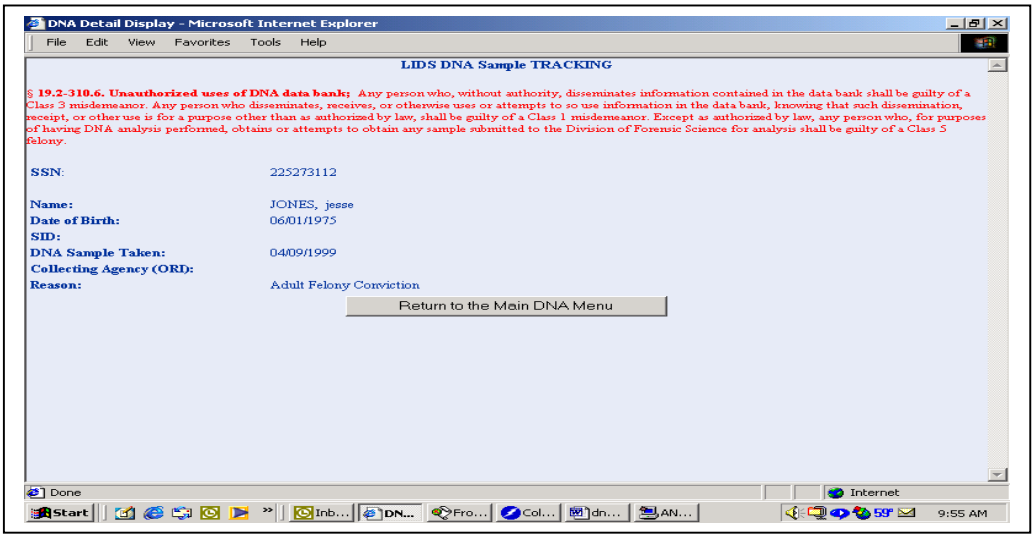
SSN	DCN	Name	Birth Date	ORI	Reason	DNA Date
225273112		JONES, jesse	06/01/1975		Adult Felony Conviction	04/09/1999
229922935		JONES, JESSE DAVID	04/10/1962		Adult Felony Conviction	06/06/1995
231724956		JONES, jesse e	07/17/1949		Adult Felony Conviction	05/23/2002
222111222	23	JONES, JESSE FRED	12/14/1956	VA002003N	Adult Felony Conviction	10/08/2002
225297832		JONES, jesse l	07/16/1980		Adult Felony Conviction	09/22/1999
228311706		JONES, jessee j	01/28/1984		Adult Felony Conviction	02/26/2001

Return to the Main DNA Menu

Done Internet

Start Inb... htt... Fro... Col... dn... AN... 9:53 AM

To view more specific details, click on the SSN.



DNA Detail Display - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING

§ 19.2-310.6. Unauthorized uses of DNA data bank; Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

SSN: 225273112

Name: JONES, jesse
Date of Birth: 06/01/1975
SID:
DNA Sample Taken: 04/09/1999
Collecting Agency (ORI):
Reason: Adult Felony Conviction

Return to the Main DNA Menu

Done Internet

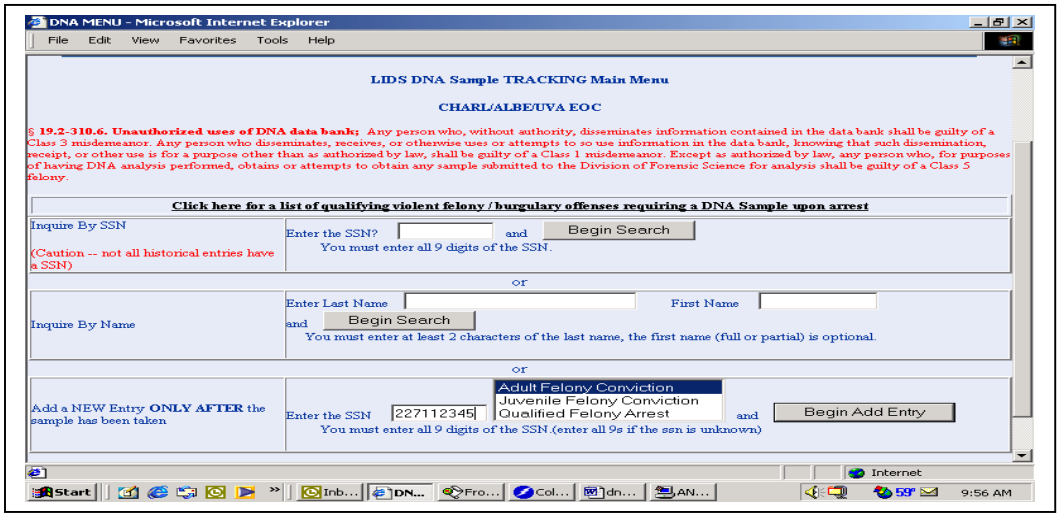
Start Inb... DN... Fro... Col... dn... AN... 9:55 AM

If DNA sampling information exists, it is not necessary to take another DNA sample. If however, no information exists, another DNA sample will have to be taken prior to releasing the offender from custody. As offenders often have multiple identities, it is recommended to search on all known Social Security Numbers and names prior to taking a DNA sample.

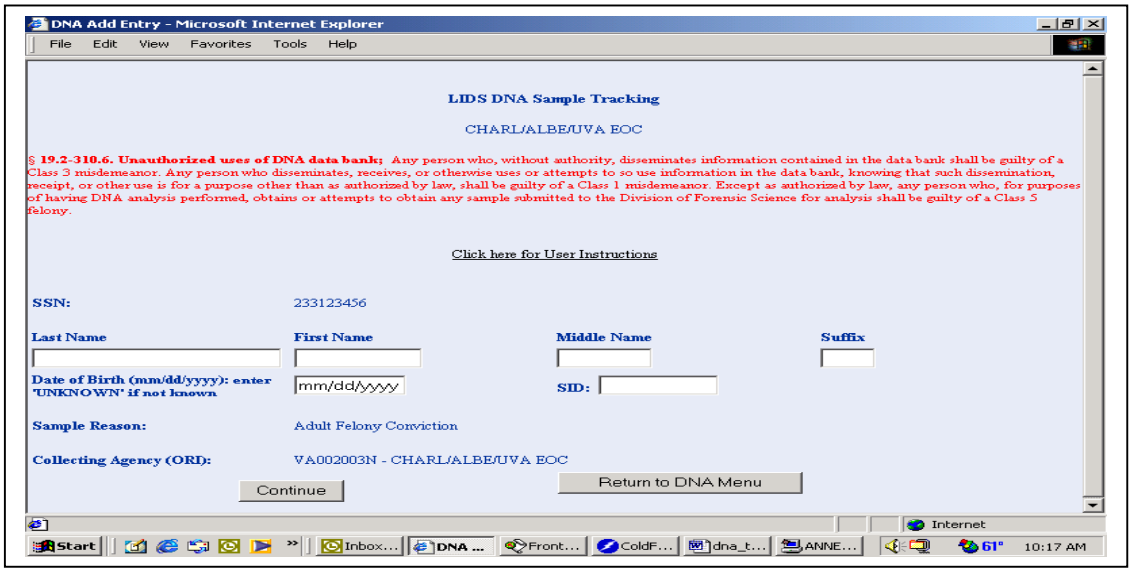
LIDS DNA Tracking System – Continued

Recording an Entry

To record an entry in the LIDS DNA Tracking system, enter the SSN in the 'Add a New Entry' section of the menu, click on the reason the sample is being taken, and then click the 'Begin Add Entry' button. If the SSN is not known, enter all nines (999999999) as the SSN.

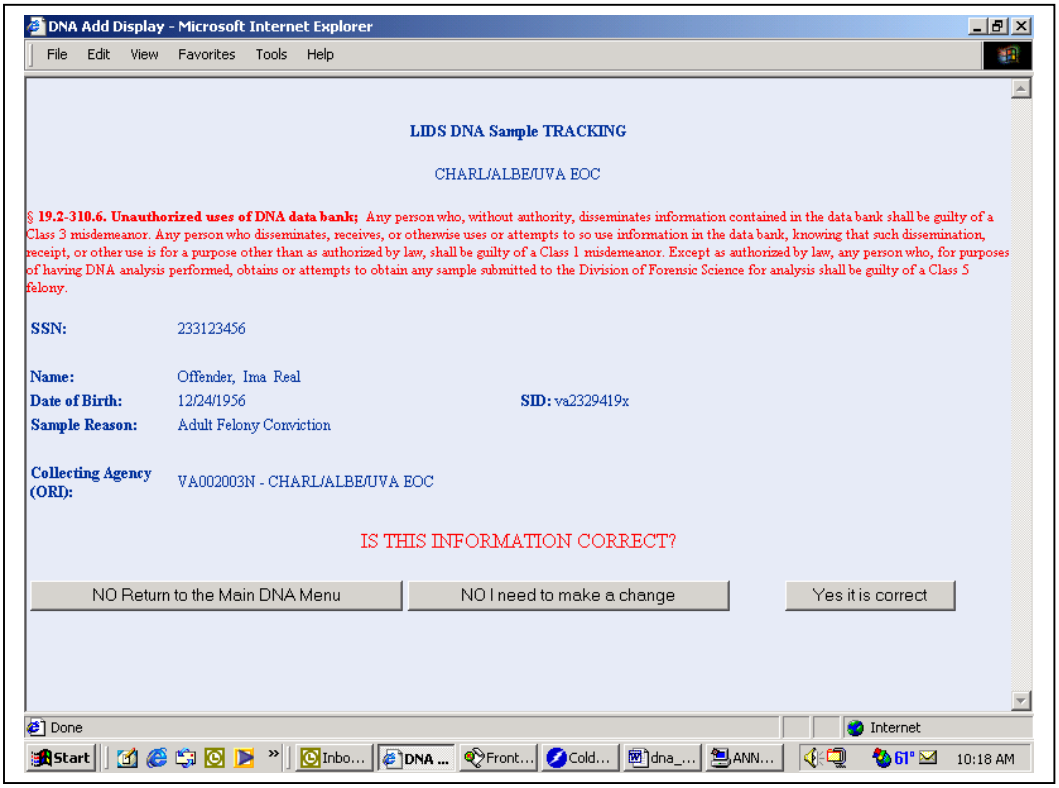


Enter the Offender's Name (Last and First name are required) and Date of Birth, if known. If the birth date is not known, enter 'unknown'. If the DNA sample is the result of a qualifying arrest, the Document Control Number (DCN) must be entered. If the DNA sample is the result of a felony conviction, the State Identification Number (SID) must be entered. Click on the 'Continue' button to verify and record the entry. Click on the 'Return to DNA Menu' button if you do not want to continue.



LIDS DNA Tracking System - Continued

Clicking on the 'Continue' button will present a confirmation page where the offender's information should be reviewed. Click 'No Return to the Main DNA Menu' to exit the entry process, and the entry will not be added. Click 'No, I need to make a change' button to change the information you have entered. Click 'Yes it is Correct' button to add the entry to the DNA Tracking database. Click on the appropriate button after reviewing the offender's information.



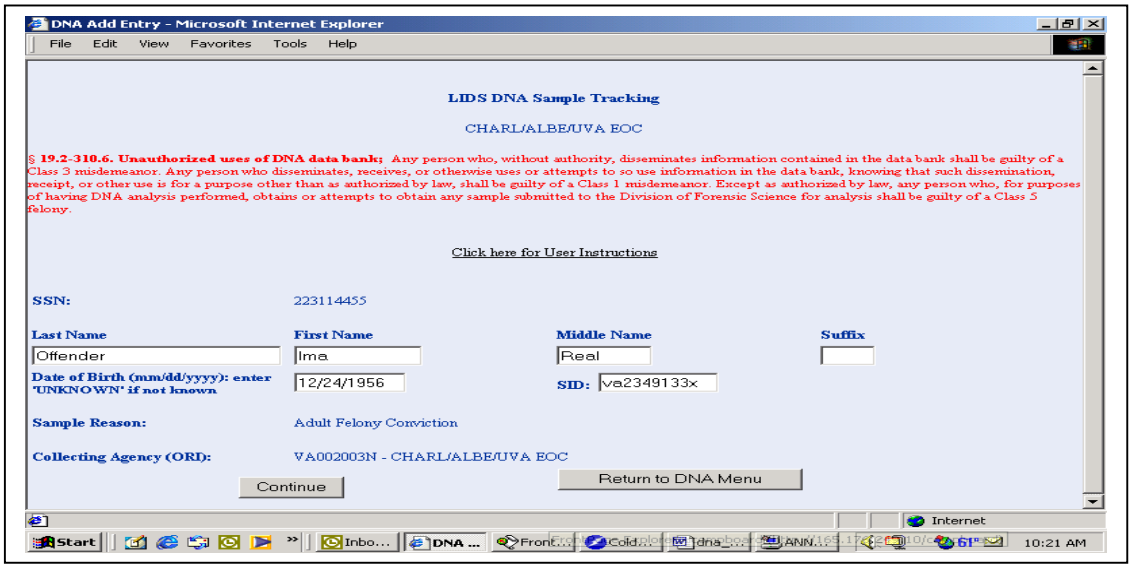
LIDS DNA Tracking System - Continued

Successful Entry Confirmation

If the 'Yes it is Correct' button was selected, the offender's information that was entered will be added to the DNA Tracking database and a confirmation page will be received. Either click on the 'Return to Main DNA menu' button to return to the DNA Tracking Menu, or close the browser directly.

Correcting An Entry

Clicking on the 'No I Need to Make a Change' button will return to the entry screen. Tab to the incorrect field and overwrite the information contained in the field. Click on the 'Continue' button when all corrections have been made.



LIDS DNA Tracking System – Continued

Helpful Hints – DNA Tracking System

- **Effective January 1, 2003**, in accordance with HB 892 and SB 535, DNA analysis upon arrest for a violent felony as defined in 19.2-297.1 or a violation of 18.2-89, 18.2-90, 19.2-91 or 18.2-92 shall have a sample of his saliva or tissue taken for DNA analysis (Division of Forensic Sciences) to determine identification characteristics specific to the person.
  - ✓ After a determination by a magistrate that probable cause exists for arrest, a sample shall be taken prior to the person's release from custody
  - ✓ LIDS provides a means to produce a Form Maintenance report on all violent felonies requiring DNA samples
  - ✓ The clerk of the court shall notify the Division of Forensic Science of final disposition of the criminal proceeding
  - ✓ If the charge for which the sample was taken is dismissed or the defendant is acquitted at trial, the Division of Forensic Science shall destroy the sample and all records thereof
  - ✓ If the charge is dismissed or the person is acquitted at trial, the DNA sample must be destroyed by the Division of Forensic Science
  - ✓ Expunging DNA samples will be the Division of Forensic Science's responsibility
  - ✓ LIDS users have the authority not to take another DNA sample if a sample has been recorded on LIDS
  - ✓ No civil liability shall attach to any person authorized to take saliva or tissue as provided herein as a result of the act of taking saliva or tissue from any person submitting thereto, providing the saliva or tissue was taken according to recognized medical procedures
  - ✓ However, no person shall be relieved from liability from negligence in the taking of any saliva or tissue sample
  - ✓ The bill further provides for civil immunity for the sample taker unless he is negligent

Other Important Information:

Please remember to re-cap the Buccal swab after taking the sample. Failure to do so could result in sample contamination and, therefore, unusable.

Please remember to include a copy of at least one of the warrants for a qualified felony arrest. If an original warrant is not available, a copy can be sent with the kit.

- The following pages provide you with answer and questions concern DNA

Q: When did the DNA drawn date data field show up on LIDS?
A: July 1, 2001, DNA drawn date data fields became a required fields if the offender was Convicted on a Felony Charge

Q: Do I need to draw DNA on Probation and Parole Violators?
A: Check with your Circuit Court. Suggest that if you do have information on their original felony charge indicating that DNA had been drawn and LIDS does not reflect the same, we suggest that you record the found DNA information in LIDS DNA Sampling Tracking System for future confinements.

Q: Do I take a sample for a juvenile with a qualified felony?
A: No, juvenile samples should NOT be taken for a qualified felony, as juveniles are not typically arrested.

Q: If DNA has been drawn, does the inmate have a State Identification Number (SID)?
A: Yes, but this may not hold true for juveniles

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Does the chain of custody need to be maintained regarding DNA?
A: Chain of custody must be maintained regarding the DNA through the cycle to Division of Forensic Sciences (Change of Custody Form)

Q: Should I set up procedures to record DNA Samplings?
A: Yes, this will ensure that the facility meets DNA requirements

Q: Am I required to record DNA information if I receive a Court Order to draw DNA on an offender that has been convicted on a 'M', misdemeanor charge or a local 'O', ordinance charge?
A: No, you are not required at the present time. Suggest that you record DNA information if the offender has been convicted on a misdemeanor or local ordinance charge. Providing their DNA Drawn Date in LIDS will prevent having to draw DNA if the offender is convicted of a felony charge in the future.

Q: What do I do if I have a Court Order to Draw DNA and LIDS reflects that the inmate has already had DNA Drawn?
A: LIDS users have the authority not to take another DNA sample IF a sample has been recorded on LIDS. We suggest that you might want to print the DNA screen that reflects the date that the DNA was drawn according to LIDS to support the Court Order

Q: What do I do if the Inmate refuses to have DNA Drawn?
A: Go back to Circuit Court for Guidance

Q: What do I do if I have a Court Order to draw DNA and the offender is going to Department of Corrections (DOC)?
A: You are not required to draw DNA on offenders that are being released to DOC (Release Code 33 – To Serve Sentence Department of Corrections (DOC)

Q: What do I do if I have been ordered by the Courts to draw DNA on an offender that is in my Court but is not my inmate?
A: LIDS users have the authority not to take another DNA sample if a sample has been recorded on LIDS. However if you see that DNA has not been drawn comply with the court order and Telephone, E-Mail or FAX the DNA drawn date information to the holding jail so that they can record the needed DNA information in the LIDS DNA Sampling Tracking System.

Q: Do I update the Reason Confine Code if the offender was originally confined as '10' Awaiting trial/not sentenced on multiple charges and during his confinement they were convicted on a felony charge?
A: Yes, Update the felony offense '10' Awaiting trial/not sentenced on multiple charges to Reason Confine Code '14' Convicted but not sentenced and post the Conviction Date and the DNA Drawn Date in the LIDS DNA Sampling Tracking System.

Q: Do DNA samples need to be kept in a secure please prior to mailing?
A: Until they are mailed, DNA samples need to be kept in a secure place.

Q: Are there any storage requirements for the Buccal swabs?
A: No, they can be stored at room temperature. Just return to us within 15 days of obtaining the sample. Until they are mailed, they need to be kept in a secure place.

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Will they be mailed?
A: You can return them by mailing or delivering the samples to the Division of Forensic Science lab located in Richmond. The lab will provide a mailing sticker that can be put on a larger envelope, not the Buccal swab kit, and sent to them through the mail. They ask that you come to the lab to pick up more kits as needed.

Q: Is all corresponding paper work included in the kit?
A: Yes, the submission form will be attached to each kit. Now you can submit 11 samples on one of our submission forms, but with the new kits the submission form will be attached. Instructions will be provided with each kit, too.

Q: What is the size of the kit for storage purposes.
A: The kits will come in a 9" x 12" envelope; the kits inside the envelope will be 6" x 9". I think that there will be 50 kits per box.

Q: If an inmate was arrested January 6, 2003, but the offense date was December 26, 2002, does the offense date matter or just the arrest date?

A: If the individual was arrested on or after 1/1/03 for a qualified felony offense, a DNA sample should be taken if no prior sample exists. The date on which the crime was committed has no bearing. It is the **arrest date** that matters. If the warrant was issued PRIOR to 1/1/03, it will not have the 'qualifying felony arrest' language on the warrant, and it will be necessary to check the website to see if the offense is a qualified felony offense requiring a DNA sample to be taken.

Q: The DNA for inmates confined under specific felony charges is in addition to the current requirement of DNA on all new law felons upon release from confinement. I'm trying to merge the two programs. DNA swabs are better than drawing blood all around, but I'm pretty sure I can't discontinue anything I'm currently doing. Is there any chance that anyone has written policy or procedures yet that I could get a copy of?

A: Buccal swabs can be used to take DNA for both felony convictions and qualified felony arrests. What we understand from Forensics is that the Code is not clear on this, but will be amended this year. The Compensation Board does not have written DNA policies. Please contact Linda Johnston at the DNA Data Bank, Division of Forensics Science at (804) 786-9823 to obtain additional information.

Q: Are we going to be paid to take the DNA Samples by the Division of Forensic Science?
A: Currently, you are not paid for taking an arrestee's DNA. However, the Clerk of the Circuit Court assesses a $25 fee for a convicted felon; one half of this fee is returned to the Commonwealth's general fund, the other half is returned to the locality's general fund.

Q: If we have 'blood draws' requested by court order do we enter the DNA draw in the LIDS web page?
A: Court ordered DNA for reasons other than felony conviction or qualified felony arrest should not be entered into the website. Forensic Science would prefer we get this data from them during the weekly update process.

LIDS DNA Tracking System - Continued

Helpful Hints – DNA Tracking System

Q: Do I need to swab each inmate listed on the LIDS DNA report, 'Inmates that require a DNA sample'?
A: The list generated from LIDS contains the felony convictions, and, yes, they should have saliva swab samples taken. However, prior to taking the sample, the LIDS DNA Sampling website should be checked to ensure no sample exists for this inmate.

Q: What should I do if I don't have a SID number for a convicted felon?
A: Record the sample without the SID number.

Q: Can I mail these samples?
A: Yes, Buccal swab samples can be mailed, but please do not remove the submission form. Blood samples CANNOT be mailed. Forensic Lab provides mailing sticker that can be placed on a larger envelope, not the DNA Buccal swab kit, and send to them through the mail. The only paperwork that should be included with the kit is the submission form.

Q: How do I obtain additional Buccal Swab Kits?
A: They ask that you come to the lab to pick up more kits as needed.

Q: Whom should I contact if I have a question regarding DNA sampling information? Who should I contact if I need to **modify** a DNA sample already taken?
A: Linda Johnston, Division of Forensic Science - (804) 786-9823.

§ 19.2-310.2. (Effective until January 1, 2003) Blood, saliva or tissue sample required for DNA analysis upon conviction of a felony; fee.

Every person convicted of a felony on or after July 1, 1990, and every person convicted of a felony offense under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 who was incarcerated on July 1, 1989, shall have a sample of his blood, saliva or tissue taken for DNA (deoxyribonucleic acid) analysis to determine identification characteristics specific to the person. A fee of twenty-five dollars shall be charged for the withdrawal of this sample. The fee shall be taxed as part of the costs of the criminal case resulting in the felony conviction and one-half of the fee shall be paid into the general fund of the locality where the sample was taken and one-half of the fee shall be paid into the general fund of the state treasury. The assessment provided for herein shall be in addition to any other fees prescribed by law. The analysis shall be performed by the Division of Forensic Science, Department of Criminal Justice Services. The identification characteristics of the profile resulting from the DNA analysis shall be stored and maintained by the Division in a DNA data bank and shall be made available only as provided in § 19.2-310.5.

After July 1, 1990, the blood, saliva or tissue sample shall be taken prior to release from custody.

Notwithstanding the provisions of § 53.1-159, any person convicted of a felony who is in custody after July 1, 1990, shall provide a blood, saliva or tissue sample prior to his release. Every person so convicted after July 1, 1990, who is not sentenced to a term of confinement shall provide a blood, saliva or tissue sample as a condition of such sentence.

(1990, c. 669; 1993, c. 33; 1996, cc. 154, 952; 1998, c. 280; 2002, c. 54.)

LIDS DNA Tracking System – Continued

DNA Analysis – Code of Virginia

§ 19.2-310.2. (Effective January 1, 2003) Blood, saliva or tissue sample required for DNA analysis upon conviction of a felony; fee.

Every person convicted of a felony on or after July 1, 1990, and every person convicted of a felony offense under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 who was incarcerated on July 1, 1989, shall have a sample of his blood, saliva or tissue taken for DNA (deoxyribonucleic acid) analysis to determine identification characteristics specific to the person. If a sample has been previously taken from the person as indicated by the Local Inmate Data System (LIDS), no additional sample shall be taken. A fee of twenty-five dollars shall be charged for the withdrawal of this sample. The fee shall be taxed as part of the costs of the criminal case resulting in the felony conviction and one-half of the fee shall be paid into the general fund of the locality where the sample was taken and one-half of the fee shall be paid into the general fund of the state treasury. The assessment provided for herein shall be in addition to any other fees prescribed by law. The analysis shall be performed by the Division of Forensic Science, Department of Criminal Justice Services or other entity designated by the Division. The identification characteristics of the profile resulting from the DNA analysis shall be stored and maintained by the Division in a DNA data bank and shall be made available only as provided in § 19.2-310.5.

After July 1, 1990, the blood, saliva or tissue sample shall be taken prior to release from custody.

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(1990, c. 669; 1993, c. 33; 1996, cc. 154, 952; 1998, c. 280; 2002, cc. 54, 753, 773.)

Helpful Hints – DNA Tracking System

Correcting an Entry after it has been recorded

The Virginia State Police verifies arrest and conviction information and routine file clean up to remove erroneous and invalid entries will be performed. Arrest information will be removed if the arrest does not result in a felony conviction, or if there are no additional qualifying arrests pending.

Who to Contact if I have a problem recording an Entry?
Please contact the Compensation Board.

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us
Alice Coe	(804) 786-0786 x207	acoe@scb.state.va.us
Sue Kelly-Graham	(804) 786-0786 x220	skelly-graham@scb.state.va.us

Who to Contact if I have a question regarding DNA Sampling information?
Please contact Linda Johnston, DNA Data Bank, Division of Forensic Science
Telephone - (804) 786-9823
Fax – (804) 786-9985

Who to Contact if I have a questions about my logon and password?
Please contact the Compensation Board.

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us