

## FY11 Policy &amp; Procedure Manual

# Regional Jail Superintendent

<i>Additional Positions</i> .....	<i>1</i>
<i>Emergency Correctional Officers</i> .....	<i>2</i>
<i>Emergency Medical Expenses</i> .....	<i>3</i>
<i>Equipment Funding</i> .....	<i>4</i>
<i>Federal Overhead Recovery</i> .....	<i>5</i>
<i>Fringe Benefits</i> .....	<i>6</i>
<i>Jail Construction and Expansion</i> .....	<i>7</i>
<i>Jail Contract Bed Program</i> .....	<i>8</i>
<i>Jail Cost Report</i> .....	<i>9</i>
<i>Jail Operating Costs</i> .....	<i>10</i>
<i>LIDS: Reporting of Prisoners</i> .....	<i>11</i>
<i>LIDS Technician Position</i> .....	<i>12</i>
<i>Master Jail Officer Program</i> .....	<i>13</i>
<i>Medical, Treatment, Records, and Inmate Classification Positions</i> .....	<i>14</i>
<i>Office and Vehicle Expenses</i> .....	<i>15</i>
<i>Per Diem Payments</i> .....	<i>16</i>
<i>Physical Exams</i> .....	<i>17</i>
<i>Professional Associations</i> .....	<i>17</i>
<i>Salary</i> .....	<i>18</i>
<i>Staffing Standards</i> .....	<i>19</i>
<i>Temporary (Hourly-Wage) Employees</i> .....	<i>21</i>

## FY11 Policy & Procedure Manual

### Additional Positions

#### Compensation Board Policy

**No additional positions for the staffing of regional jail facilities were funded by the 2010 General Assembly. -**

For more information regarding positions in regional jails, see sections entitled **Emergency Correctional Officers, Jail Construction and Expansion, LIDS Technician Position, Medical, Treatment, Records, and Inmate Classification Positions**, and **Staffing Standards**.

# FY11 Policy & Procedure Manual

## Emergency Correctional Officers

2010 Appropriation Act Item 67.20

E. Consistent with the provisions of paragraph B of Item 67.90, the Board shall allocate the additional jail deputies provided in this appropriation using a ratio of one jail deputy for every 3.0 beds of operational capacity. Operational capacity shall be determined by the Department of Corrections. No additional deputy sheriffs shall be provided from this appropriation to a local jail in which the present staffing exceeds this ratio unless the jail is overcrowded. Overcrowding for these purposes shall be defined as when the average annual daily population exceeds the operational capacity. In those jails experiencing overcrowding, the Board may allocate one additional jail deputy for every five average annual daily prisoners above operational capacity. Should overcrowding be reduced or eliminated in any jail, the Compensation Board shall reallocate positions previously assigned due to overcrowding in accordance with the Board's staffing standards for alternatives to incarceration programs or court services within the sheriff's office or among other jails in the Commonwealth.

### Compensation Board Policy

**The Compensation Board allocates additional jail officers in situations of jail overcrowding (as approved by the General Assembly). When overcrowding is reduced the Compensation Board reallocates such officers to another local or regional jail facility.**

In FY11 and FY12, the Compensation Board is authorized to allocate emergency positions in Sheriff's offices and regional jails up to the following levels, subject to available funding:

	FY11	FY12
Temporary Positions	549	549

All Emergency Correctional Officer (EC-7) positions included in the Regional Jail Superintendents' current budget were allocated to meet needs due to overcrowded conditions in regional jails. All EC-7 positions are allocated on a year-by-year basis. If overcrowding is reduced or eliminated in the jail, the EC-7 positions will be removed from the budget of the following fiscal year. If funding is not available to the Compensation Board for emergency positions in future fiscal years or if regional or local jails are not due additional positions based upon Compensation Board staffing standards, the EC-7 positions will be abolished.

For more information regarding positions in regional jails, see sections entitled **Additional Positions, LIDS Technician Position, and Medical, Treatment, Records, and Inmate Classification Positions.**

## FY11 Policy & Procedure Manual

### Emergency Medical Expenses

#### Compensation Board Policy

**The Compensation Board reimburses emergency medical expenses for state responsible inmates, not to exceed \$377,010 per year statewide.**

2010 Appropriation Act  
Item 67.30

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.

Code of Virginia  
§ 53.1-133.01

Any sheriff or superintendent may establish a medical treatment program for prisoners in which prisoners participate and pay towards a portion of the costs thereof. The Board of Corrections shall develop a model plan and promulgate regulations for such program, and shall provide assistance, if requested, to the sheriff or superintendent in the implementation of a program.

The Compensation Board receives an appropriation from the general fund held in reserve for unbudgeted medical expenses incurred by local and regional correctional facilities in the care of state responsible inmates that are overdue for transfer to the Department of Corrections. A Regional Jail Superintendent may submit a request for reimbursement to the Compensation Board using a CB Form-20 no later than November 1 for expenses incurred in the months May through October and no later than May 1 for months November through April.

The CB Form-20 is located on the Compensation Board website under the Publications and Forms tab at <http://www.scb.virginia.gov> and includes certification of both the payment by the locality or jail authority and the facility having implemented the Department of Corrections' Model Plan for Jail Prisoner Medical Treatment Programs.

For additional information regarding emergency medical expenses, call the Compensation Board at (804) 786-0786.

## FY11 Policy & Procedure Manual

### Equipment Funding

#### Compensation Board Policy

**The Compensation Board reimburses the local governing body 100% of the amount it approves in equipment funding, multiplied by the fiscal stress factor.**

**Fiscal stress factors are calculated for Regional Jail Superintendents and Drug Prosecutors based on the highest stress factor for the participating localities.**

The Compensation Board has not approved funding in FY11 for LIVESCAN equipment, but will consider requests during monthly board meetings when the following materials are provided in advance:

- 1 A letter is needed from the Regional Jail Superintendent stating he/she understands that:
  - Funds must be expended and requested for reimbursement no later than the May payroll and expense reimbursement request; and
  - The Compensation Board will not be responsible for any additional operating costs, maintenance cost, or personnel needed to operate the equipment.
- 2 A letter is needed from the County Administrator or Jail Authority Chairman stating he/she concurs with the equipment request from the Regional Jail Superintendent and understands that:
  - Funds must be expended and requested for reimbursement no later than the May payroll and expense reimbursement request; and
  - The Compensation Board will not be responsible for any additional operating costs, maintenance cost, or personnel needed to operate the equipment.
- 3 A letter is needed from Captain Thomas Turner, Virginia State Police, stating that:
  - All Virginia State Police requirements have been met.

For Virginia State Police requirements, phone Barry Armstrong at (804) 674-6729, or by email at [barry.armstrong@vsp.virginia.gov](mailto:barry.armstrong@vsp.virginia.gov).

No funding is provided in FY11 for other equipment purchases. In years that equipment funding is approved, it is provided as a one-time funding approval and must be expended prior to request for reimbursement no later than the May reimbursement period.

Amounts approved will not be available for reimbursement in the June reimbursement period or in a subsequent fiscal year.

For more information regarding reimbursement of equipment for regional jails, see **Equipment Requests** in the Sheriff's section and **Equipment Funding** and **Fiscal Stress Factor** in the general section of this manual.

# FY11 Policy & Procedure Manual

## Federal Overhead Recovery

### 2010 Appropriation Act Item 67.30 (excerpt)

H.1. The Compensation Board shall recover the state-funded 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. Beginning July 1, 2009, 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 operating costs provided by the Commonwealth, excluding payments otherwise provided for in this item, 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. 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.

### Compensation Board Policy

**The Compensation Board recovers from the locality the state-funded costs associated with housing federal inmates, District of Columbia inmates, or contract inmates from other states.**

In order to recover the costs associated with housing federal, District of Columbia, and out-of-state contract inmates, the Compensation Board uses a cost-recovery methodology based on the average daily population (ADP) of federal and out-of-state prisoners. On a jail-by-jail basis, the Compensation Board multiplies the jail's current inmate days for this population by the proportion of the jail's per inmate day operating funds provided by the Commonwealth (as noted in the most recent Jail Cost Report, or, if the jail is not included in the most recent report, the statewide average of per inmate day funds provided by the Commonwealth).

Federal Overhead Recovery is calculated in LIDS and is automatically deducted from the subsequent quarterly per diem payment. The Jail Certification Summary screen will indicate the amount owed to the Compensation Board. When the recovery amount owed to the Compensation Board exceeds the per diem payments owed to the jail, the jail must submit payment to the Compensation Board for the difference.

In addition, the Compensation Board is required to withhold per diem payments for any facility that houses federal inmates in excess of the number of beds contracted for with the Department of Corrections, unless the DOC Director certifies to the chairman of the Compensation Board that the:

- Beds used for federal inmates are not needed for state or local inmates;
- Operational capacity of the jail was built under contract with the federal government;
- Jail received a federal grant for a portion of capital costs; or
- Jail has applied for participation in the DOC Contract Bed Program and has sufficient number of beds needed by DOC at that facility in any given fiscal year.

Federal Overhead Recovery does not apply to local or regional jails where the cumulative federal share of capital costs exceeds the Commonwealth's cumulative capital contribution.

For more information regarding per diem payments, see the section entitled **Per Diem Payments**.

# FY11 Policy & Procedure Manual

2010 Appropriation Act,  
Item 67.90

R.1. Compensation Board payments of, or reimbursements for, the employer paid contribution to the Virginia Retirement System, or any system offering like benefits, shall not exceed the Commonwealth's proportionate share of the following, whichever is less: (a) the actual retirement rate for the local constitutional officer's office or regional correctional facility as set by the Board of the Virginia Retirement System or (b) the employer rate established for the general classified workforce of the Commonwealth covered under and payable to the Virginia Retirement System.

2. The rate specified in paragraph R.1. shall exclude the cost of any early retirement program implemented by the Commonwealth.

3. Any employer paid contribution costs for rates exceeding those specified in paragraph R.1. shall be borne by the employer.

## Fringe Benefits

### Compensation Board Policy

**The Compensation Board reimburses local governing bodies for fringe benefits for regional jails and their Compensation Board-funded staff at the same percentage it reimburses approved salary amounts.**

The Compensation Board reimburses for fringe benefits based on approved salary amounts reimbursed. The rates for FY11 are:

- Virginia Retirement System (VRS) retirement contributions at the locality's employer share contribution rate, or 2.13%, whichever is less;
- FICA at 7.65% of the taxable portion of the salary for permanent positions and hourly wage employees; and
- VRS Group Life Insurance at 0.28%.

In the 2007 General Assembly, HB1166 was approved, requiring localities participating in the Virginia Retirement System and participating in a regional jail to provide enhanced retirement benefits, like those provided to State Police officers, for sworn officers in regional jails beginning July 1, 2008. Regional Jail Superintendents will receive the same benefits provided to Sheriffs. Increases in local or jail authority retirement premium rates resulting from this provision are funded by the Compensation Board up to the maximum contribution rate of 2.13%.

For more detailed information regarding benefits of Constitutional Officers, see the section entitled **Fringe Benefits** in the general section of this manual.

# FY11 Policy & Procedure Manual

## Jail Construction and Expansion

2010 Appropriation Act Item 67.90 (excerpt)

H. The Compensation Board shall not approve or commit additional funds for the operational cost, including salaries, for any local or regional jail construction, renovation, or expansion project which was not approved for reimbursement by the State Board of Corrections prior to January 1, 1996, unless: (1) the Secretary of Public Safety certifies that such additional funding results in an actual cost savings to the Commonwealth or (2) an exception has been granted as provided for in Item 377 of this act.

### Compensation Board Policy

**The 2010 General Assembly approved funding and positions for the following new jail construction projects scheduled to be completed in FY11.**

The 2010 Appropriation Act includes positions and funding for the opening of jail construction projects to be completed in FY11 as follows:

- 46 positions for the final phase of the Rappahannock Regional Jail expansion, effective July 1, 2010; and
- 15 positions for new construction of the Patrick County Jail, effective August 1, 2010.

Funding for positions is contingent upon certification of additional capacity by the Department of Corrections and the actual opening date of the capacity for intake of inmates.

The 2010 General Assembly approved revisions to the process by which jails may seek state construction funding for new or expanded jail capacity. Required steps for localities or regional jails to follow to receive state reimbursement for construction costs are spelled out in Item 377, 2010 Appropriation Act, and include:

1. The locality must file with the Department of Corrections (DOC) specific information including statutory requirements, construction specs, and cost estimates by January 1 for consideration in the following year's legislative session.
2. The DOC reviews and makes recommendations to the Board of Corrections (BOC).
3. The DOC and the Department of Criminal Justice Services (DCJS) review plans and inmate forecasts and make recommendations to the BOC.
4. The BOC reviews and acts on recommendations for requests that must meet defined conditions.
5. BOC approvals are sent by DOC to the Department of Planning and Budget (DPB) for funding consideration by September 1.
6. The DCJS provides information regards alternative and community-based corrections plans to the DPB by September 1.
7. The DPB submits recommendations to the Governor for consideration for inclusion in the budget bill to be submitted to the General Assembly.

For more information regarding the allocation of positions for new or expanded jail capacity, see the section entitled **Additional Positions**.

## FY11 Policy &amp; Procedure Manual

## Jail Contract Bed Program

2010 Appropriation Act  
Item 67.30 (excerpt)

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.

**Compensation Board Policy**

**Beginning in FY11, the Compensation Board no longer reimburses local jails for state contract prisoners at \$14 per state felon day in addition to amounts reimbursed in the standard quarterly per diem payments.**

Although funding is no longer appropriated to provide an additional per diem payment amount, local and regional jails may still enter into agreements with the Director of Department of Corrections (DOC) to house state-responsible offenders and to effect transfers of convicted state felons between and among local and regional jails or from DOC facilities.

# FY11 Policy & Procedure Manual

## Jail Cost Report

### Compensation Board Policy

**The Compensation Board prepares an annual Jail Cost Report that details the expenditures and revenues of every local and regional jail and jail farm that receives funding from the Commonwealth.**

2010 Appropriation Act  
Item 67.90 (excerpt)

L. 1. The Compensation Board shall provide the Chairman of the Senate Finance and House Appropriations Committees and the Secretaries of Finance and Administration with an annual report, on December 1 of each year, of jail revenues and expenditures for all local and regional jails and jail farms which receive funds from the Compensation Board. Information provided to the Compensation Board is to include an audited statement of revenues and expenses for inmate canteen accounts, telephone commission funds, inmate medical co-payment funds, and any other fees collected from inmates and investment / interest monies for inclusion in the report. Local and regional jails and jail farms and local governments receiving funds from the Compensation Board shall, as a condition of receiving such funds, provide such information as may be required by the Compensation Board, necessary to prepare the annual jail cost report. If any sheriff, superintendent, county administrator or city manager fails to send such information within five working days after the information should be forwarded, the Chairman of the Compensation Board shall notify the sheriff, superintendent, county administrator or city manager of such failure.

As condition of receiving funds from the Compensation Board, Regional Jail Superintendents, Sheriffs, County Administrators or City Managers must provide to the Compensation Board, in a timely manner, information necessary so that the Compensation Board may prepare a complete and accurate accounting of jail revenues and expenditures. The Compensation Board requires the following information to complete the annual Jail Cost Report:

Inmate-Housed Days	#	Number of days in all categories of physical confinement
Federal / Out-of-State Average Daily Population (ADP)	#	Sum of Federal Inmate Days + Contract (out-of-state) Inmate Days + Private Transport Inmate Days
LIDS Average Daily Population (ADP)	#	Number of Inmate-Housed Days divided by the number of days in the test period
Operational Capacity	#	Number determined by the Department of Corrections (DOC)
Operating Capacity	%	Percentage determined by dividing the LIDS ADP by the DOC Operational Capacity
Operating Capacity (state-responsible)	%	Percentage determined by dividing the LIDS ADP (minus Federal / Out-of-State ADP) by the DOC Operational Capacity
LIDS Inmate-Responsible Days	#	Number of days in all categories of confinement supervised by jail personnel (i.e., including home electronic monitoring)
Expenses per Inmate Day	\$	Dollar amount of all allowable expenditures divided by Inmate-Responsible days
Expenditures (personal services)	\$	Dollar amount total of salaries, wages, and benefits of personnel
Revenue (Commonwealth-funded)	\$	Dollar amount total of grants, salaries, inmate per diems, Federal Overhead Recovery, vehicle expense reimbursements and other revenue from Commonwealth
Total Expenditures	\$	Dollar amount total of Operating Expenses plus capital accounts (long term and debt service)
Total Revenue	\$	Dollar amount total of Commonwealth-funded, federal per diems, local and non-jurisdictional funds, out-of-state, work release, etc.

Electronic copies of the annual Jail Cost Report are located on the Compensation Board web site at <http://www.scb.virginia.gov> under the Publications and Forms tab.

# FY11 Policy & Procedure Manual

## Jail Operating Costs

### Code of Virginia § 53.1-84 (excerpt)

The Compensation Board shall apportion moneys for the purpose of financial assistance for the confinement of persons in local facilities. The county or city receiving such funds on behalf of a regional facility shall pay therefrom the operating costs of its local adult correctional facilities and programs.

### Compensation Board Policy

**The Compensation Board provides financial assistance to regional jails to offset the expense of housing prisoners.**

The specific purpose of the per diem payments provided by the Compensation Board is to offset the expenses of housing prisoners.

For more information regarding financial assistance to regional jails, see the section entitled **Per Diem Payments**.

## FY11 Policy & Procedure Manual

### LIDS: Reporting of Prisoners

#### Code of Virginia § 53.1-115.1

The superintendent of every regional jail and every regional jail-farm shall report each day to the Compensation Board, giving the record of each prisoner received during the preceding day in an electronic format approved by the Compensation Board, stating whether the offense for each prisoner is for violation of state law or of a city or town ordinance. The computer-generated report shall be authenticated by both the superintendent and chairman of the regional jail-farm board. Either person who authenticates such report and willfully falsifies the information contained in such report is guilty of a Class 1 misdemeanor.

If any superintendent fails to send such report, the Compensation Board shall notify the superintendent of such failure. If the superintendent fails to make the report within ten days, 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.

#### Compensation Board Policy

**The Compensation Board manages LIDS as a basic jail management package so that Regional Jail Superintendents can report inmate populations to receive quarterly inmate per diem payments.**

**A Regional Jail Superintendent must report daily to the Compensation Board details of each prisoner confined in jail.**

The Code of Virginia, § 53.1-121, mandates that Regional Jail Superintendents make a daily prisoner report to the Compensation Board. A Regional Jail Superintendent reports prisoner data either online through the Local Inmate Data System (LIDS) or batch uploads from their jail management system to LIDS. The Regional Jail Superintendent has a grace period of ten days following the deadline to submit the prisoner data, but if in that period the Compensation Board receives no report the Regional Jail Superintendent will be contacted and the jail is placed on the Exceptions List of the Average Daily Population Report for correctional facilities found late in reporting information to LIDS. The Average Daily Population Report is located on the Compensation Board web site under the LIDS tab at <http://www.scb.virginia.gov>. The Average Daily Population Report is updated monthly with current inmate population data. The report includes:

- Operational capacity;
- Juveniles and female and male adults;
- Prisoners held for another locality;
- Un-sentenced prisoners;
- Prisoners sentenced and awaiting trial for violation of local ordinance, misdemeanor, or felony;
- Local ordinance, misdemeanor, and felony sentences;
- Local and state responsible felons with less than one-year sentences, less than two-year sentences and greater than two-year sentences;
- State responsible prisoners: held by agreement, jail contract bed, and work release;
- Federal prisoners, contract inmates, and private transport inmates;
- State and local responsible prisoners: total population, female, and male; and
- Total number of prisoners.

Providing false information to the Compensation Board regarding prisoner data is considered a Class 1 misdemeanor.

For more information regarding LIDS, see the Compensation Board web site under the LIDS tab at <http://www.scb.virginia.gov>.

## FY11 Policy & Procedure Manual

### LIDS Technician Position

#### Compensation Board Policy

**The Compensation Board has approved 1 LIDS Technician position in each regional jail.**

The Local Inmate Data System (LIDS) remains a useful resource for statewide decision-making regarding inmate populations in regional jails. The LIDS technician position may be established as a sworn CT-9. This officer will:

- Ensure complete and timely data submissions into LIDS;
- Certify the accuracy and integrity of LIDS data submissions;
- Ensure accurate per diem payments from the Compensation Board to regional jail authorities; and
- Remain knowledgeable of legislative and policy changes that affect LIDS.

The Regional Jail Superintendent sets the selection process for the LIDS Technician position. The Regional Jail Superintendent also determines the minimum length of service required by applicants. The minimum criteria of a LIDS position are:

1. Job description and performance evaluation plan of the officer must specifically reference LIDS duties, acceptable performance measures, and training of other LIDS users in the facility.
2. Attendance of Compensation Board LIDS training in the 12 months prior to appointment or 45 days after appointment.
3. Attendance of Compensation Board LIDS training not less than every 24 months after initial training.
4. Employee Performance Evaluation Plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

The Regional Jail Superintendent may reduce the salary of the LIDS technician if he/she does not attend training at least every 24 months, fails to submit timely and accurate reports or if the jail receives a less than satisfactory LIDS audit.

Regional Jail Superintendents who do not wish to establish the LIDS Technician as a sworn jail officer may request the position be established as a non-sworn LIDS Technician position (LT2). This position must meet the same criteria specified above, and is funded in the same pay band as a sworn LIDS Technician.

Submit a CB Form 20-LT, Request for the Establishment of LIDS Technician Position, to the Compensation Board. The CB Form 20-LT can be found on the Compensation Board website under the Publications and Forms tab at <http://www.scb.virginia.gov>.

# FY11 Policy & Procedure Manual

## Master Jail Officer Program

2010 Appropriation Act  
Item 67.20 and 67.90 (excerpts)

G.1. Subject to appropriations by the General Assembly for this purpose, the Compensation Board shall provide for a Master Deputy pay grade to those sheriffs' offices which had certified, on or before January 1, 1997, having a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board for such plans. The Compensation Board shall allow for additional grade 9 positions, at a level not to exceed one grade 9 Master Deputy per every five Compensation Board grade 7 and 8 deputy positions in each sheriff's office. 2. Each sheriff who desires to participate in the Master Deputy Program who had not certified a career development plan on or before January 1, 1997, may elect to participate by certifying to the Compensation Board that the career development plan in effect in his office meets the minimum criteria for such plans as set by the Compensation Board. Such election shall be made by July 1 for an effective date of participation the following July 1. 3. Subject to appropriations by the General Assembly for this purpose, funding shall be provided by the Compensation Board for participation in the Master Deputy Program to sheriffs' offices electing participation after January 1, 1997, according to the date of receipt by the Compensation Board of the election by the sheriff. 4. Beginning on July 1, 2010, state support for the Master Deputy Program is suspended for any individual who was not participating in the program on January 1, 2010.

S. Notwithstanding Items 67.20, 67.40, 67.50, 67.60, 67.70 and 67.80, any Career Development Program supported by the Compensation Board with state funds shall remain in effect for those individuals who were participating in the program prior to January 1, 2010, and still meet all necessary program qualifications.

### Compensation Board Policy

**The Compensation Board allows up to 20% of Grades 7 and 8 jail officers to be re-classified to Grade 9 for regional Jails that certified participation in the Master Jail Officer Program on or before January 1, 1997, or for which funding has been made available by subsequent General Assembly sessions.**

**Ongoing funding fin FY11 for pay associated with Master Jail Officer status is only available for those officers in place in the program before January 1, 2010.**

**Master Jail Officer positions may not exceed a ratio of 1:5 Grades 7 and 8 jail officer positions.**

Career Development Plans for Master Jail Officer positions must meet minimum criteria established by the Compensation Board. The criteria are located on the Compensation Board website under the Publications and Forms tab at <http://www.scb.virginia.gov>.

The certification form for the Master Jail Officer Program, CB Form 10-MD, which allows for selection to or removal from the program, is located on the Compensation Board web site under the Publications and Forms tab at <http://www.scb.virginia.gov>.

Any Regional Jail Superintendent who did not certify on or before January 1, 1997 may certify prior to the beginning of a new fiscal year on July 1 the expectation that the program will begin in his/her office the following July 1. However, funding for participation in the program and salary increases for Master Jail Officer classifications in Regional Jails for offices certifying participation after January 1, 1997 is contingent upon approval by the General Assembly. No additional funding is included in FY11 for regional jail facilities that certified their Master Jail Officer programs to the Compensation Board prior to July 1, 2010.

A spreadsheet that shows the number of authorized and filled Master Jail Officers at the beginning of FY11 for funded offices is located on the Compensation Board website under the Policies and Procedures tab at <http://www.scb.virginia.gov>.

In each Regional Jail Superintendent's office, the Appropriation Act allows for a 1:5 ratio between Grade 9 Master Jail Officers and Grades 7 and 8 Officers. As Grades 7 and 8 positions in your office decrease through in-band and out-of-band adjustments, the number of Master Jail Officer positions may decrease accordingly. The Compensation Board will adjust your office positions through attrition, based on an annual review of Grades 7 and 8 positions, conducted in May of each year, to be effective the following July 1. Any office in excess of the 1:5 ratio will not be allowed to fill Master Jail Officer positions as they become vacant until the office has restored the correct ratio.

**Note: No additional officers may be selected for participation in the program in FY11.**

## FY11 Policy &amp; Procedure Manual

## Medical, Treatment, Records, and Inmate Classification Positions

2010 Appropriation Act Item 67.20

F. Two-thirds of the salaries set by the Compensation Board of medical, treatment and inmate classification positions approved by the Compensation Board for local correctional facilities shall be paid out of this appropriation.

**Compensation Board Policy**

**The Compensation Board reimburses at two-thirds the approved salaries for medical, treatment, records, and inmate classification positions for regional jails.**

In COIN, these positions in a regional jail are coded as RPCLS (regional jail partially-funded classification), RPMED (regional jail partially-funded medical), RPREC (regional jail partially-funded records), or RPTRT (regional jail partially-funded treatment). The salary displayed in COIN is the Compensation Board's two-thirds contribution. The local governing body / jail authority is required to provide a one-third salary match. Total compensation for these positions cannot be less than the Compensation Board approved salary minimum. The Compensation Board also funds the two-thirds proportional share of fringe benefits for these positions.

## FY11 Policy & Procedure Manual

### Office and Vehicle Expenses

#### Code of Virginia § 15.2-1615.1 (excerpt)

Whenever a sheriff purchases office furniture, office equipment, stationery, office supplies, telephone or telegraph service, postage, or repairs to office furniture and equipment in conformity and within the limits of allowances duly made and contained in the then current budget of any such sheriff, the invoices shall be paid by the county or city directly to the vendors, and the Commonwealth shall monthly reimburse the cost of such items on submission to the Compensation Board of duplicate invoices. This procedure shall also apply to the payment of the premiums on the official bonds of sheriffs, their deputies and employees, to the premiums on burglary and other insurance, and for any physical examinations.

2010 Appropriation Act  
Item 67.90

C. Reimbursement by the Compensation Board for the use of vehicles purchased or leased with public funds used in the discharge of official duties shall be at a rate equal to that approved by the Joint Legislative Audit and Review Commission for Central Garage Car Pool Services. No vehicle purchased or leased with public funds on or after July 1, 2002, shall display lettering on the exterior of the vehicle that includes the name of the incumbent sheriff.

#### Compensation Board Policy

**The Compensation Board reimburses 100% of the budgeted amount for office expenses for regional jails.**

Base budgets for office expenses are based upon the same level as approved in the previous fiscal year (as adjusted through any base budget transfer requests during the fiscal year) and changes made in implementation of FY11 budget reductions.

The Compensation Board reimburses for:

- Office supplies;
- Postage;
- Telephone service;
- Maintenance and repairs to office furniture and equipment;
- Internet access costs (line charges, ISP monthly fee or locality service charge); and
- Gasoline, tires, and batteries for vehicles.

The Compensation Board does not reimburse for:

- Name tags, desk signs, business cards;
- Telephone equipment and installation and cameras;
- Chair mats;
- Custom software;
- Calculator maintenance contracts;
- Subscription fees to periodicals, newspapers, or the Code of Virginia;
- Notary Public seal, fees, or application;
- Taxes;
- Audit services; and
- Weapons and ammunition.

If you have any questions regarding whether an expense is reimbursable, call the Compensation Board prior to the expenditure.

For more information regarding office expenses, see sections entitled **Equipment Funding**, **Physical Exams**, and **Professional Associations**. See also **Office Expenses** in the general section of this manual.

## FY11 Policy & Procedure Manual

### Per Diem Payments

2010 Appropriation Act  
Item 67.30 (excerpts)

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, 2011, and June 1, 2012, may be reallocated among localities on a pro rata basis according to such deficiency.

B. 2. Local responsible inmate - (a) any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, 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) 12 months or less or (ii) less than one year.

3. State responsible inmate - 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 12 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 2 years.

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 in § 53.1-1, 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:

#### Compensation Board Policy

**Jail inmate per diem rates have changed beginning with payments made in FY11 for those arrested on a state warrant and housed in a local jail. In FY11, the total available appropriation to the Compensation Board for local jail per diems is \$47,261,372.**

Compensation Board per diem payments for local responsible inmates are:

- \$4 per day; or
- \$18 per day at jail farms (not operated under control of the Sheriff).

Compensation Board-paid per diem payments for state responsible inmates are:

- \$12 per day for awaiting trial on additional felony charges;
- \$4 per day for inmates held at the request of the locality;
- \$12 per day (for up to 60 days) with all pending charges adjudicated;
- \$12 per day (61 or more days) with all pending charges adjudicated;
- \$12 per day for inmates held by Contract agreement with the DOC; and
- \$12 per day for state responsible inmates in jail farms after 60 days.

The payment cycle for per diem payments is quarterly as follows:

1<sup>st</sup> payment based on months of March, April, and May is made in July

2<sup>nd</sup> payment based on months of June, July, and August is made in October

3<sup>rd</sup> payment based on months of September, October, and November is made in January

4<sup>th</sup> payment based on months of December, January, and February is made in April

Localities may receive per diem payments for certain inmates in alternative punishment or alternative to incarceration programs. Such payment is intended to be made for inmates that would otherwise be housed in a local correctional facility. These per diems are not intended for persons who would otherwise be sentenced to community service or probation. The Compensation Board will not reimburse per diem for programs not approved by the Department of Corrections or the Department of Criminal Justice Services.

Language added to the 2006 Appropriation Act requires the use of actual inmate population figures for the first quarter of each fiscal year when projecting growth in per diem funding needs.

For more information regarding per diem payments, see the section entitled **Federal Overhead Recovery**.

# FY11 Policy & Procedure Manual

## Code of Virginia § 15.2-1615.1 (excerpt)

This procedure shall also apply to the payment of the premiums on the official bonds of sheriffs, their deputies and employees, to the premiums on burglary and other insurance, and for any physical examinations.

## Physical Exams

### Compensation Board Policy

**The Compensation Board reimburses as an additional allowance the cost of physical exams for newly-hired Regional Jail Superintendent's officers, as required by the Code of Virginia.**

The maximum reimbursement is \$100 per physical exam for newly-hired jail officers in full-time Compensation Board-funded positions.

For more information, see the section entitled **Additional Allowances** in the general section of this manual.

## Professional Associations

### Compensation Board Policy

**Reimbursement for attendance at non-Compensation Board-sponsored training events, professional association meetings, or membership dues will not be provided as additional allowances, but are reimbursed through available office expense funds.**

The Compensation Board reimburses for Virginia Association for Regional Jails (VARJ).

Only one Compensation Board-funded permanent employee per office may receive a maximum reimbursement of \$100 for VARJ. This reimbursement is contingent upon the office having the available funds, and includes any mileage expenses.

For more information regarding reimbursable office expenses, see sections entitled **Office and Vehicle Expenses** and **Physical Exams**. See also the sections entitled **Office Expenses** and **Professional Associations** in the general section of this manual.

## FY11 Policy & Procedure Manual

### Salary

#### Compensation Board Policy

**The Compensation Board reimburses 100% of the approved salary amounts budgeted for Regional Jail Superintendents and their Compensation Board-funded staff.**

The annual salaries of Regional Jail Superintendents and their staff are set by the Compensation Board. The Compensation Board sets a budget for the salary of the Regional Jail Superintendent at the mid-point of the highest ranking officer pay band (supervisory/management role). Whether the class is established as a SUP12, 13, or 14 will depend on the combined locality populations of the participating jurisdictions. Establishment of the actual salary within the band would be set based upon current Compensation Board salary policies and availability of funds at the time the position is "filled" upon opening of the facility. The Compensation Board does not approve the establishment of a Superintendent position in advance of the projected opening date of the regional jail. This is not a matter of Compensation Board policy, but of General Assembly action. The General Assembly approves a set amount of funding and positions, including the Regional Jail Superintendent, with funding to begin on the projected opening date of the facility. The only time that "early" funding of a position may be provided is if the actual opening date of the facility is later than the funded date, and provisions may be made for funding up to 45 days prior to the actual opening date.

Salary scales for Compensation Board-funded employees in Regional Jails are located on the Compensation Board website under the Constitutional Officers Budgets and Salaries tab at <http://www.scb.virginia.gov>.

Officers receive upgrades from grade 7 to grade 8 upon the one-year anniversary of date of hire into the regional jail officer position.

A history of salary increases approved by the General Assembly is located on the Compensation Board website under the Constitutional Officers Budgets and Salaries tab at <http://www.scb.virginia.gov>.

# FY11 Policy & Procedure Manual

## Staffing Standards

### Compensation Board Policy

**The Compensation Board uses staffing standards and a staffing methodology for allocating new positions in regional jails.**

In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Superintendent as part of the Compensation Board's annual budget process.
2. The positions requested must perform only statutorily prescribed duties for a regional jail.
3. The regional jail must have a personal computer, be connected to the city/county system, or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriff's Association (VSA) to determine the appropriate level of Compensation Board-funded staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.
7. The Compensation Board uses U.S. Census data found at <http://www.census.gov/> or data provided by the Weldon Cooper Center for Public Service, University of Virginia, located at <http://www.coopercenter.org/demographics/>.

The methodology used to determine appropriate staffing levels in each Regional Jail was developed by the VSA and adopted by the Compensation Board.

2010 Appropriation Act Item 67.90 (excerpt)

F. Any new positions established shall be allocated by the Compensation Board upon request of the constitutional officers in accordance with staffing standards and ranking methodologies approved by the Compensation Board.

2010 Appropriation Act Item 67.20 (excerpt)

E. Consistent with the provisions of paragraph B of Item 76, the Board shall allocate the additional jail deputies provided in this appropriation using a ratio of one jail deputy for every 3.0 beds of operational capacity. Operational capacity shall be determined by the Department of Corrections. No additional deputy shall be provided from this appropriation to a local jail in which the present staffing exceeds this ratio or unless the jail is overcrowded.

Overcrowding for these purposes shall be defined as when the average annual daily population exceeds the operational capacity. In those jails the Compensation Board may allocate one additional jail deputy for every five average annual daily prisoners above operational capacity, subject to appropriation by the General Assembly.

## FY11 Policy & Procedure Manual

### Staffing Standards, continued

**Administrative, support, or clerical** positions are allocated at not less than:

- One (1) position per 100 inmates of average daily population in a jail; and
- One (1) position minimum per regional jail office.

Additional jail officers for new jail construction or expanded jail capacity are allocated based on the Department of Corrections (DOC) staffing study recommendation, and a maximum ratio of one (1) jail officer for every three beds of operating capacity (or the request of the Regional Jail Superintendent, whichever is less). The DOC determines operational capacity. No additional jail officers shall be provided to a regional jail in which staffing exceeds the ratio of 1:3 unless the jail is deemed overcrowded. Overcrowding, for staffing purposes only, is defined as when the annual average daily population exceeds the operational capacity. In a jail experiencing overcrowding, the Compensation Board, upon the request of the Regional Jail Superintendent, may allocate one (1) additional jail officer for every five average daily prisoners above operational capacity.

When additional jail officers are requested for a jail that has renovated an existing facility, the DOC prepares a comprehensive analysis of staffing requirements for the jail, exclusive of federal prisoners, District of Columbia inmates, and contract inmates from other states.

When funded, additional jail officers to staff **alternative incarceration programs** operated by regional jails are allocated using a ratio of not more than one (1) position for every 16 inmates participating in programs approved by the Department of Corrections.

In jails where **food service** is not contracted, the number of **cooks** is fixed at a minimum of:

- One (1) cook position in a jail with an operating capacity of 30 to 49 inmates;
- Two (2) cook positions in a jail with an operating capacity of 50 to 89 inmates;
- Three (3) cook positions in a jail with an operating capacity of 90 to 299 inmates;
- Four (4) cook positions in a jail with an operating capacity of 300 to 499 inmates;
- Five (5) cook positions in a jail with an operating capacity of 500 inmates or more.

**Medical, classification, or treatment positions** are allocated at a ratio of one (1) position per 25 inmates, based on the annual average daily population (ADP).

Staffing standards for regional jails are located on the Compensation Board website under the Constitutional Officers Budgets and Salaries tab at <http://www.scb.virginia.gov>.

## FY11 Policy & Procedure Manual

### Temporary (Hourly-Wage) Employees

#### Compensation Board Policy

**The Compensation Board reimburses 100% of the budgeted amount for salaries for temporary (hourly-wage) employees of regional jails.**

Base budgets for temporary (hourly-wage) employee salaries are based upon the same level as approved in the previous fiscal year (as adjusted through any base budget transfer requests during the fiscal year) and changes made in implementation of FY11 budget reductions.