

February 16, 2011

MEMORANDUM

To: Sheriffs and Superintendents
From: Kari Bullock, LIDS Analyst
RE: Basic Local Inmate Data System (LIDS) Training

The Compensation Board reserves one day each month for LIDS Training in the Richmond area. LIDS Technicians that require training should contact Kari Bullock at 804-371-4299 or kari.bullock@scb.virginia.gov, or Anne Wilmoth at 804-225-3307 or anne.wilmoth@scb.virginia.gov.

The Compensation Board's Policy & Procedure Manual states that if the individual to be appointed as a LIDS Technician has not completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment. In an attempt to help newly appointed LIDS Technicians meet their requirements, the Compensation Board will give top priority to individuals requiring mandatory training.

LIDS Training is classified into four types:

- Basic Training (Batch Jails)
- Basic Training (Online Jails)
- Reports & Inquiry
- Audit Preparation

LIDS training takes place on the 3rd Thursday of each month. The following dates have been reserved for training in 2011:

Date	Class	Time
April 21	Basic Training (Batch)	9:00 a.m. - 3:00 p.m.
May 19	Basic Training (Online)	9:00 a.m. - 3:00 p.m.
June 16	Audit Preparation	9:00 a.m. - 3:00 p.m.
July 21	Basic Training (Batch)	9:00 a.m. - 3:00 p.m.
August 18	Basic Training (Online)	9:00 a.m. - 3:00 p.m.
September 15	Audit Preparation	9:00 a.m. - 3:00p.m.
October 20	Basic Training (Batch)	9:00 a.m. - 3:00 p.m.
November 17	Basic Training (Online)	9:00 a.m. - 3:00 p.m.

Training will be conducted at the following location:

Hanover County Sheriff's Office
7522 County Complex Rd.
Hanover, Virginia 23069

The attached memorandum details reimbursable expenses and provides basic information needed for LIDS Technicians to attend LIDS Training. Expenses for local staff other than the LIDS Technician to attend LIDS Training are the locality's responsibility.

CC: Robyn M. de Socio, Executive Secretary
Anne Wilmoth, Chief Information Officer
Charlene M. Rollins, Customer Service Manager
Melanie Morrison, Agency Security Officer
Kathryn Monday, Programmer-Analyst
Regina Hill, Senior Fiscal Technician

MONTHLY LIDS TRAINING

CONTACT:

Contact Kari Bullock or Anne Wilmoth at the Compensation Board if staff members require LIDS training:

kari.bullock@scb.virginia.gov or anne.wilmoth@scb.virginia.gov
804-371-4299 804-225-3307

LOCATIONS:

Hanover County Sheriff's Office, 7522 County Complex Rd., Hanover, Virginia 23069. Upon arrival at the Sheriff's office inform the deputy at the window that you will be attending Comp Bd training and someone will escort you down to the training room.

LIDS USER-ID:

In order to access LIDS, please bring your **LIDS User-ID** and **password** to training. If you need a LIDS User-ID, please contact Melanie Morrison, Applications Programmer/Analyst Expert, (804) 225-3336 or Melanie.Morrison@scb.virginia.gov or Anne Wilmoth, Chief Information Officer, (804) 225-3307 or anne.wilmoth@scb.virginia.gov

REIMBURSEMENT:

If your staff member (**LIDS Technician Position**) attends LIDS Training in Hanover, the Compensation Board will reimburse your locality, through COIN, for the following expenses:

Mileage (only if government vehicle is not available)	\$0.246 per mile for one (1) car, per four people attending

The meeting code to be used in COIN to claim mileage is 'LIDS'.

At this time, hotel or meal expenses incurred will be the responsibility of the locality.