

HUTCHINSON COUNTY DATA REPORTING IMPROVEMENT PLAN

Pursuant to Article 60.10, Texas Code of Criminal Procedure, the Hutchinson County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. On October 26, 2009, Hutchinson County Commissioner's Court established the Local Data Advisory Board to meet and establish a data reporting and improvement plan which would:

- (1) describe the manner in which the county intends to improve the county's disposition completeness percentage;
- (2) ensure that the county takes steps necessary for the county's average disposition completeness percentage to be equal to or greater than mandated by statute;
- (3) include a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above the percentage mandated by statute.

History: Chapter 60, Texas Code of Criminal Procedure (CCP) defines the Computerized Criminal History System (CCH) as the statewide repository of criminal history data reported to the Texas Department of Public Safety (DPS) by local criminal justice agencies in Texas. CCH is one component of the Texas Criminal Justice Information System (CJIS). The other component of CJIS is the Corrections Tracking System (CTS) managed by the Texas Department of Criminal Justice (TDCJ).

Data to Include in CCH: Chapter 60, CCP requires that information on arrests, prosecutions and the disposition of the case for persons arrested for Class B misdemeanor or greater violation of Texas criminal statutes be included in CCH. The statute identifies many of the actual data elements. In addition, although not required by statute, CCH has traditionally included limited supervision data reported to DPS by TDCJ. Of special note is that Chapter 60, CCP creates an Incident Tracking Number (TRN) and Incident Tracking Number Suffix (TRS) as the keys for linking charges from arrest through adjudication. Use of the TRN and TRS ensures that the outcome of each arrest charge can be tracked through the system, but establishing this capability requires each reporting entity to be extremely careful in its management of cases to include and pass along the TRN and TRS.

Local Reporting Responsibilities: Chapter 60, CCP establishes a flow of information at the local level that is required for successful CCH reporting from each county. The statute places responsibility for reporting to CCH on specific local criminal justice agencies as follows:

Arresting Agencies: The police department and sheriff's department that arrests a person for a class B misdemeanor or higher violation of a Texas statute is required by Ch 60, CCP to report that event to DPS within seven days. The report, if on paper, must be on the Criminal History Reporting form (CR-43) created by DPS. The report must include the arrested person's fingerprints, the TRN and other data required by statute. If available, electronic transmission of the data is the preferred method. A critical component of successful reporting is cooperation within the county. A large part of that cooperation is each reporting agency passing the TRN and TRS to the next level. The arresting agency needs to send the TRN and TRS to the prosecutor, as indicated below.

Prosecutor: Chapter 60, CCP requires that any County Attorney, District Attorney or other prosecutor receiving a class B misdemeanor or greater offense must report to DPS the decision to accept, reject, change or add to the charge for trial. As with arresting agencies, prosecutors may report on paper or electronically, including the TRN as received from the arresting agency.

District and County Clerks: Chapter 60, CCP requires the District and County Clerks whose courts try Class B misdemeanor or greater violations of Texas status must report the disposition of the case to DPS. The clerks are dependent upon receiving the TRN and TRS from the prosecutor. The reports may be reported on paper or electronically.

The undersigned members of the Hutchinson County Advisory Board pledge to cooperate in compiling the data required by laws and forwarding the appropriate information to agencies in the County and to DPS. We also agree to communicate with one another with any problems or discrepancies that may occur in compiling with the reports.

Dated this 20th day of May, 2010.


Ruth Fredrickson Hutchinson County Sheriff Department


Mark Snider District Attorney for the 84th Judicial District Court


Mike Milner County Attorney for Hutchinson County


Clarice Grover Hutchinson County District Clerk Office


Nancy J. Warren Hutchinson County Clerk Office


Kathy Phillips Bolger Police Department

**Resolution of the Hutchinson County Commissioners' Court
for
Creation of Hutchinson County Local Data Advisory Board**

Whereas, Chapter 60, *Texas Code of Criminal Procedure* (CCP) defines the Computerized Criminal History System (CCH) as the statewide repository of criminal history data reported to the Texas Department of Public Safety (DPS) by local criminal justice agencies in Texas. CCH is on component of the Texas Criminal Justice Information System, (CJIS). The other component of CJIS is the Corrections Tracking System (CTS) managed by the Texas Department of Criminal Justice (TDCJ).

And whereas, Chapter 60, CCP requires that information on arrests, prosecutions and the disposition of the case for persons arrested for Class B misdemeanor or greater violation of Texas criminal statutes be included in CCH. The statute identifies many of the actual data elements. In addition, although not required by statute, CCH has traditionally included limited supervision data reported to DPS by TDCJ. Of special note is that Chapter 60, CCP creates an Incident Tracking Number (TRN) and an Incident Tracking Number Suffix (TRS) as the keys for linking charges from arrest through adjudication. Use of the TRN and TRS number ensures that the outcome of each arrest charge can be tracked through the system, but establishing this capability requires each reporting entity to be extremely careful in its management of cases to include and pass along the TRN and TRS number(s).

And whereas, Chapter 60, CCP establishes a flow of information at the local level that is required for successful CCH reporting from each county. The statute places responsibility for reporting to CCH on specific local criminal justice agencies, as follows:

Arresting Agencies: The police department and sheriff's department that arrest a person for a Class B misdemeanor or higher violation of a Texas statute is re-required by Chapter 60, CCP to report that event to DPS within seven(7) days. The report, if on paper, must be on the Criminal History Reporting form (CR-43) created by DPS. The report must include the arrested person's fingerprints, the TRN number and other data required by statute. If available, electronic transmission of the data is the preferred method of reporting. A critical component of successful reporting is cooperation within the county. A large part of that cooperation is each reporting agency passing the TRN and TRS number(s) to the next level. The arresting agency needs to send the TRN and TRS number(s) to the prosecutor, as indicated below.

Prosecutor: Chapter 60, CCP requires that any County Attorney, District Attorney or other prosecutor receiving a Class B misdemeanor or greater offense must report to DPS the decision to accept, reject, change or add to the charge for trial. As with the arresting agencies, prosecutors may report on paper or electronically, including the TRN number as received from the arresting agency.

District and County Clerks: Chapter 60, CCP requires the District and County

Clerks whose courts try Class B misdemeanor or greater violations of Texas statutes' must report the disposition of this case to DPS. The clerk's are dependent upon receiving the TRN and TRS number(s) from the prosecutor. The reports may be reported on paper or electronically.

And, whereas, pursuant to Article 60.10, *Texas Code of Criminal Procedure*, the Hutchinson County Commissioners' Court is required to create the Hutchinson County Local Data Advisory Board and charge that board with the creation of Hutchinson County's Data Reporting Improvement Plan.

Now, therefore, it is hereby resolved, that the Hutchinson County Commissioners' Court hereby creates and establishes the Hutchinson County Local Data Advisory Board and this board is established to meet and establish a Data Reporting and Improvement plan which will:

- A. Describe the manner in which the county tends to improve the disposition completion percentage;
- B. Ensure that the county takes steps necessary for the average disposition completion percentage to be equal to or greater than mandated by statute;
- C. Include a comprehensive strategy by which the County will permanently maintain the county's disposition completeness percentage at or above percentage mandated by statute.

It is further resolved that the following individuals are appointed to such board to represent the agencies identified below:

Hutchinson County Sheriff Department: Sheriff Guy Rowh or his designee
Ruth Fredrickson

Hutchinson County District Attorney: Mark Snider

Hutchinson County Attorney: Mike Milner

Hutchinson County District Clerk: Joan Carder or her designee Clarice Grover

Hutchinson County Clerk: Beverly Turner or her designee Nancy Warren

Borger Police Chief: Charlie Adams or his designee Jason Whisler

Dated: October 26, 2009

Jaye Blanks
Jaye Blanks
Hutchinson County Judge

Larry Coffman
Larry Coffman
Commissioner Precinct One

Jerry Hefner
Jerry Hefner
Commissioner Precinct Two

Red Isbell
Red Isbell
Commissioner Precinct Three

Eddie Whittington
Eddie Whittington
Commissioner Precinct Four

Attest: *Beverly Turner*
Beverly Turner
Hutchinson County Clerk

