

## KLEBERG COUNTY DATA REPORTING IMPROVEMENT PLAN

Pursuant to Article 60.10, Texas Code of Criminal Procedure, the Kleberg County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. By resolution dated October 26, 2009 the Kleberg County Commissioner's Court established this 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 dispositions 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 database containing arrest, dispositions and other criminal history 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) which is the database maintained by the Texas Department of Criminal Justice (TDCJ) on all offenders under its supervision.

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 is 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 DPS 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 within 45 days of arrest** the TRN and TRS (CR-43) 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 prosecute Class A / B misdemeanor and felony violations of Texas statutes and must report the dispositions of the case to DPS. The clerks are dependent upon receiving the TRN and TRS from the prosecutor. The reports may be report on paper or electronically.

The undersigned members of the advisory board pledge to cooperate in compiling the data required by law and forwarding the appropriate information to agencies within the agreed time line as indicated above. We also agree to communicate with one another any problems or discrepancies that occur in compiling the reports.

Signed this 28TH day of May 2010.

Kingsville Police Department

Kleberg County Sheriff's Office

Kleberg County Attorney

Kleberg County District Attorney

Kleberg County Clerk's Office

Kleberg County District Clerk's Office

Kleberg County CSCD

Ricardo Torres

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