

## **KNOX COUNTY DATA REPORTING IMPROVEMENT PLAN**

### **Section I**

#### **Legislative Requirement**

Knox County's data Advisory board (KCDAB) acknowledges that Chapter 60.10 of the Code of Criminal Procedure creates provisions regarding a data reporting improvement plan applicable to a country that has an average disposition completeness percentage, including both juvenile and adult disposition ,of less than 90 percent. The statute requires the commissioner's court of such a country to establish a local advisory board, as described by state law, not later than November 1, 2009, which Knox County Commissioners did. We acknowledge that the bill sets forth the persons authorized and required to be included in such a local data advisory board and that the statute requires a local data advisory board to prepare a data reporting improvement plan, in addition to other duties prescribed by law, and requires the plan to describe the manner in which the country intends to improve the county's disposition completeness percentage; ensure that the county takes the steps necessary for the county's average disposition completeness percentage to be equal to or greater than the 90 percent in the first report DPS submits to certain state officers and agencies regarding local jurisdiction reporting on or after January 1,2013; and include a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above 90 percent. The statute requires a local data advisory board established under the bill's provision, not later than June1, 2010, to submit to DPS the data reporting improvement plan prepared for the county. Knox County acknowledges this requirement and the plan \, is required to post the help on the DPS Internet website and the statute authorizes the public safety director of DPS to adopt rules concerning the contents and form of a data reporting improvement plan.

KCDAB's Mission Statement: To ensure compliance with the requirements of Chapter 60.10 of the Code of Criminal Procedure and to see that Knox County has an average disposition completeness percentage of 90% or greater.

### **Section II**

#### **Composition of the Local Advisory Board Members**

The members of KCDAB are as follows

Megan Suarez	County Attorney
Lisa Cypert	District Clerk designee
Jay Waggoner	Knox County Jail Administrator
Donna Emsoff	District Attorney Office employee
David Petrusiatis	Chief of Police Munday

The process whereby members will be replaced, when necessary, is as follows: Any elected official no longer in office will be replaced by the newly elected official at the time they take office. Any other member, no longer acting in the capacity listed above, will be replaced by the new employee at the time they begin their employment.

### **Section III**

#### **Detail current process that supports the Chapter 60 reporting requirements.**

The current process of the flow of information between the named entities is as follows:

- a. Arrest Reporting to Repository- Currently the Sheriff's Office the police departments, complete the CR-43 and fingerprints by using life scan.
- b. Arrest Reporting to Prosecutor- Currently the Sheriff's office and the Police Department hand deliver the CR-43s to the County Attorney's office on a daily basis
- c. Prosecution reporting to Repository – Currently both the District Attorney's office and the County Attorney's office report electronically as soon as that tracking number has been entered by DPS (from the mailed in peace officer reports).
- d. Prosecution Reporting to Court Clerk-Both prosecutors' offices hand-deliver or fax the CR-43 forms to the Court Clerk for reporting.
- e. Court Clerk Reporting to Repository- the Court Clerk's office reports electronically to DPS once a month.

KCDAB answers the following questions:

#### ***How are the DPS Incident Tracking Number (TRN) and Tracking Number Suffix (TRS) introduced into and maintained throughout the flow of information?***

When the Sheriff's Office or the Police Department complete the CR-43 form by life scan the numbers are pre-printed on the forms and that paper form is then delivered to the prosecutors who in turn deliver it to the Clerk.

#### ***How are added charges dealt with so that they receive an appropriate TRX and reported to the next county entity and to DPS?***

A supplement for is used. The prosecutors in the county ensure that there is a CR\_43 or supplement on every charge and that the Clerk is given a copy.

#### ***How are charges disposed by the arresting agency or prosecutor reported to the next county agency and to DPS?***

See Section III above for the current process of the flow of information.

#### ***How are persons arrested on out of county warrants processed?***

A CR-43 and prints are completed and mailed to the Sheriff's Office of the county where the warrant originated.

#### ***How are persons arrested out of county on in-county warrants processed?***

That depends on where they are arrested. Some counties do not do a CR-43 at all and so then our county makes sure one is done when they appear for court. Some counties do a CR-43 and then the prosecutors in our county are able to complete their part electronically and pass that information on to the clerk.

***How does each agency ensure that all charges are reported to the next county agency and to DPS?***

See Section III above for the current process of the flow of information.

***For automated counties, how is the DPS "Return File" processed and used to enhance reporting?***

It uploads the information faster.

#### Section IV

Identify problems areas associated with compliance to chapter 60 reporting requirements.

Arrest reporting to Repository- There is a lag time problem in reporting in writing because the prosecutors and clerk then have to wait for DPS to get the initial arrest information into the system before they can update the prosecutor's part and the clerk's part electronically.

Prosecution Reporting to Repository and Court Reporting to Repository- It is impossible to report the outcome of a case when the defendant has not been apprehended and a warrant is pending for their arrest. Knox County is 90% above in 2006.

#### Section V

Provide a plan to address remediation of the problem identified in Section IV.

Arrest Reporting to Repository- This problem should be soon rectified once DPS trains the Sheriff's Office and police department employees on how to report electronically.

Prosecution Reporting to Repository and Court Clerk Reporting to Repository- This problem could be solved if DPS would have a code that the prosecutors or clerk could enter to designate "warrant pending" if the defendant has avoided apprehension for over a year.

It should be noted that until this past year, the County Attorney's office was not trained on and did not know how to report electronically. Once DPS trained them, they have worked with the other members of the KCDAB, and through working together, our County's reporting percentages are now as follows:

2006-96%

2007

2008

KCDAB believes that with the training it has already received, and the training it will receive soon, there will not be a problem with our County meeting the 90% mark in the future unless it is because of cases with pending warrants.