

## **MENARD COUNTY DATA REPORTING IMPROVEMENT PLAN**

Pursuant to Article 60.10, Texas Code of Criminal Procedure, the Menard County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. The Menard County Commissioner's Court on October 13, 2009, 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 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) managed by the Texas Department of Criminal Justice (TDCJ).

Data to Include in CCH: Chapter 60, CCP requires that information on arrest, 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 sheriff's department that arrests a person for a Class B misdemeanor or higher violation of a Texas statute is required by Chapter 60, CCP to report that event to DPS within seven days. The report, if on paper, must be on the Criminal History Reporting form (CR43) 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.

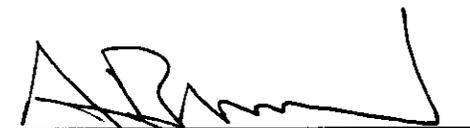
District and County Clerks: Chapter 60, CCP requires the District and County Clerks whose courts try class B misdemeanor or greater violation of Texas statutes must report the disposition of the case to DPS. The clerks are dependent upon receiving the TRN and TRS from the prosecutor. The reports may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

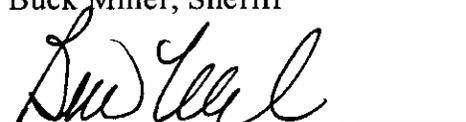
The undersigned members of the advisory board pledge to cooperate in compiling the data required by law and forwarding the appropriate information to agencies in the county and to DPS. We also agree to communicate with one another any problems or discrepancies that occur in compiling the reports.

**Local Data Advisory Board**

Signed this the 6<sup>th</sup> day of MAY 2010.

  
Buck Miller, Sheriff

  
Amos Barton, District Attorney

  
Ben Neel, County Attorney  
Clerk

  
Polly Reeves, Dist. & County