

POTTER COUNTY DATA IMPROVEMENT PLAN

SECTION I – Legislative Requirement

Pursuant to Texas CCP §60.10, the Potter County Commissioners' Court has established a Local Data Advisory Board to meet and prepare a data reporting improvement plan for adult arrests. This plan would:

- (1) describe the manner in which the county intends to improve the county's average 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.

SECTION II – Composition of the local Advisory Board Members

Members of the Potter County Advisory Board are as follows:

- **Potter County Sheriff or Sheriff's designee** – Lieutenant Lisa Dawson
- **Attorney representing the state in the Potter District Courts** – Attorney Designee - Bruce Sadler and Veronica Coffee
- **Attorney representing the state in the Potter County Courts** – Attorney Eric Dobbs and Tracy Wendt
- **Potter County District Clerk or Clerk's designee** – District Clerk , Caroline Woodburn, or designee Crystal Flores
- **Potter County Clerk or Clerk's designee** – County Clerk, Julie Smith, or designee Elizabeth Thompson
- **Amarillo Police Department (APD) Chief of Police or Chief's designee** – Colonel Ken Ferguson
- **Information Technology Representative** – Roland Davis

If a member of the Potter County Data Advisory Board is unable to participate, said department's administration will select a proxy to represent that office.

SECTION III – Detail current process that supports the Chapter 60 reporting requirements.

- **Arrest Reporting to Repository**
When a subject is arrested and booked into the Potter County Sheriff's Office on an original Potter County violation of Class B or greater, his/her arrest information is automatically assigned a TRN/TRS number(s) and electronically reported to DPS via Livescan (Identix).
- **Arrest Reporting to Prosecutor**

When a subject's arrest information for a violation of a Class B or greater is sent electronically by the Sheriff's Office to DPS, that information is simultaneously populated into the Potter County Prosecutor's computer system unless the Arrest Disposition is code 203, 204, 207 or 233.

- **Prosecution Reporting to Repository**
The Prosecutor's Office will assign a charge disposition to the violation that coincides with the TRN/TRS assigned by the Sheriff's Office and electronically report to DPS via TechNET.
- **Prosecution Reporting to Court Clerk**
When a violation's charge disposition is reported to DPS electronically by the Prosecutor's Office, that information is simultaneously populated into the Potter County Court Clerk's computer system unless the Prosecutor Action is code B, D, N, R, T or W.
- **Court Clerk Reporting to Repository**
The Court Clerk's Office will finalize the case disposition of the violation that coincides with the TRN/TRS assigned by the Sheriff's Office and electronically report to DPS via TechNET.
- **How the DPS Incident Tracking Number (TRN) and Tracking Number Suffix (TRS) are introduced into and maintained throughout the flow of information.**
DPS allocates a sequential set of Incident Tracking Numbers (TRN) to the Potter County Sheriff's Office which are maintained by the Potter County IT Division. These numbers are electronically and automatically assigned to original Potter County violations of Class B or greater before being reported to DPS.
- **How added charges are dealt with so that they receive an appropriate TRS and reported to the next county entity and to DPS.**
In Potter County, only the Sheriff's Office adds supplementary charges. When a supplemental charge is entered into our Sheriff's automated system, the next available TRS (for that TRN) is assigned to that charge and the charge is placed into our out-going TechNET transmission batch, which is automatically sent each evening at approximately 6:30. At the moment the charge is queued to be transmitted, the prosecutor's portion of the form is electronically generated and immediately made available to their office.
- **How charges disposed by the arresting agency or prosecutor are reported to the next county agency and to DPS.**
Upon receiving the disposition from the arresting agency, the Potter County Sheriff's Office will use the prosecution action code of "D" (charges dropped by arresting agency) in the prosecutor's computer system and electronically report that information to DPS via TechNET. The prosecutors have given the Sheriff's Office authority to report "Dropped" charges only. Regardless of whether the Sheriff's Office or the Prosecutor drops the charge, nothing is reported to the next county agency since they will not yet be aware of the charge.

- **How persons arrested on out-of-county warrants are processed.**
When an offender is arrested in Potter County on an out-of-county warrant, a book-in sheet and CR-43 (including fingerprints) are mailed to the appropriate county.
- **How persons arrested out-of-county on in-county warrants are processed.**
When an offender is arrested out-of-county on a Potter County warrant, a book-in sheet and CR-43 (including fingerprints) are received and processed into the Potter County computer system for TRN assignment. The documents are then mailed to DPS.
- **How each agency ensures that all charges are reported to the next county agency and to DPS.**
When a subject's arrest information for a violation of a Class B or greater is entered into the Potter County system by the Sheriff's Office, that information is populated into the Prosecutor's computer system. The CR-43 of these violations are printed and mailed to DPS with a copy of the fingerprints submitted by the outside agency.
- **For automated counties, how the DPS "Return File" is processed and used to enhance reporting.**
The "Return File" is automatically downloaded every morning at approximately 7:30. As the file is downloaded, our system sets the status of each TRN/TRS so that we can easily see whether it posted or whether it was returned in error. The IT department checks that the number of records returned roughly equals the number of records transmitted via TechNET the previous evening. For records that are returned in error, IT supplies a description for the errors, and then forwards those to the individual users who transmitted the records.

SECTION IV – Identify problem areas associated with compliance to Chapter 60 reporting requirements.

The Potter County Data Advisory Board found only two issues that caused our county's disposition completeness percentage to be below that which is mandated by the state statute.

First, the Potter County Data Advisory Board found a large number of TRNs that belonged to outside agencies but were recorded under Potter County Originating Agency Identifiers (ORI).

The other issue that attributed to our county's percentage was the violations that were not presented to the Potter County Prosecutors' Offices by the arresting agency. Consequently, these violations were not being properly disposed.

SECTION V – Provide a plan to address remediation of the problems identified in Section IV.

In regards to outside agencies reporting their violations under the Potter County ORI, the Board's IT representative contacted DPS and it is the responsibility of DPS to correct the problem.

In regards to violations that are not presented to the Potter County Prosecutors' Offices by the arresting agency, the Potter County Sheriff's Office will update the Prosecutors' screens with the appropriate action code. This updated arrest disposition will reflect the arresting agency dropped the charge without prosecution. Furthermore, this will close the open arrest created by the submission of the CR 43.

It should be noted that by amending the open cases of previous years and discarding the incorrect TRNs that were produced in error by DPS, Potter County's disposition completeness percentage has met and exceeded the percentage mandated by CCP §60.10. 2006 is at 93%; 2007 is at 92%; and 2008 is at 90%.

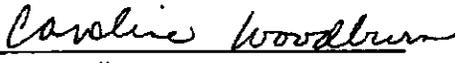
The undersigned members of the advisory board pledge to cooperate in compiling the data required by law and forwarding the appropriate information to agencies in the County and to DPS. We also agree to communicate with one another any problems or discrepancies that occur in compiling the reports.

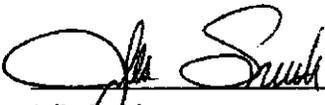
Signed this 17 day of May, 2010.


Sgt. Lisa Dawson
Potter County Sheriff's Department


Bruce Sadler
Assistant District Attorney


Eric Dobbs
Assistant County Attorney


Caroline Woodburn
District Clerk


Julie Smith
County Clerk


Col. Ken Ferguson
Amarillo Police Department


Roland Davis
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