

Armstrong County Data Advisory Board & Data Report Improvement Plan

Section 1- Legislative Requirement

Pursuant to Texas CCP §60.10, the Armstrong County Commissioners' Court has established a Local Data Advisory Board to meet and prepare a data reporting improvement plan.

The details of this plan would include:

- (1) To describe the ways the county intends to improve the county's average disposition completeness percentage.
- (2) To ensure that the county improves the county's average disposition completeness percentage to be equal or greater than 90%.
- (3) To include a procedure to ensure that the county will maintain the required percentage or above the percentage mandated by statute.

Section II- Composition of the Local Advisory Board Members

Members of the Armstrong County Advisory Board include:

- **Armstrong County Sheriff or Sheriff's Designee**- Ronda Aduddell
- **State's Attorney in the Armstrong District and County Courts**-
Attorney designee- Assistant District Attorney Jennifer Lively
- **Armstrong County/District Clerk**- Connie Spiller

Section III- Chapter 60 reporting requirements

-Arrest Reporting to Repository

When a subject is arrested and booked into the Armstrong Sheriff's Office on a violation Class B or greater, his/her arrest information is assigned a TRN/TRS number(s) through DPS and is electronically reported to DPS at that time.

-Arrest Reporting to Prosecutor

When a subject's arrest information for a violation of a Class B or greater is electronically sent to DPS by the Armstrong County Sheriff's Office. A paper copy of the CR43 along with the fingerprints are printed and submitted with the presentation of charges to the Armstrong County District Attorney's Office.

- Prosecution Reporting to Repository

The Armstrong County prosecutor's office will assign a charge disposition to the charge that coincides with the TRN/TRS assigned by the Armstrong County Sheriff's Office. This charge disposition is filled out manually on paper and mailed to DPS with Fingerprints.

-Prosecution Reporting to the Court Clerk

A copy of the mailed CR43 is placed in the prosecutor's file until a disposition is reached. Once the disposition is reached then the copy of the CR 43 is mailed with the judgment to the Armstrong County Clerk.

-Court Clerk Reporting to the Repository

The Court Clerk's Office will finalize the case disposition of the charge that coincides with the TRN/TRS assigned by the Armstrong County Sheriff's office. This information is manually filled out on the CR43 and then mailed to DPS to report the disposition.

-How the DPS Incident Tracking Number (TRN) and Tracking Number Suffix (TRS) are introduced into and maintained through the flow of information.

DPS allocates a sequential set of Incident Tracking Numbers (TRN) to the Armstrong County Sheriff's Office which are maintained on the CR43 forms that are copied and mailed or hand delivered to the prosecutor and clerk's offices. The TRN's are electronically assigned to violations of Class B or greater after the defendant has been booked into the Armstrong County Jail by the DPS livescan system.

-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 Armstrong County District Attorney's Office will use the prosecution action code of "N" (Rejected without PTD) and manually report this disposition using the paper CR43 form sent by the Armstrong County Sheriff's Office.

- How persons arrested on out of county warrants are processed.

The defendants are booked into the Armstrong County Jail until a bond is set and/or the out of county agency picks up the defendant and transports the defendant back to the county where the charges are from.

-How persons arrested out-of-county on in-county warrants are processed.

There is no current method in effect for this procedure.

-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 Class B or greater is entered into the Armstrong County Livescan System by the Sheriff's office, that information is printed on a CR43 form along with a set of fingerprints and submitted with the case file presented to the prosecutor's office for prosecution. The prosecutor's office then fills in the next action code and forwards on to DPS, and a copy of the CR43 is submitted to the Armstrong County Clerk at the time of disposition.

Section IV- Identify problem areas associated with compliance to Chapter 60 reporting requirements.

-The Armstrong County Data Advisory Board found a couple of issues that could improve the county's disposition completeness percentage that is mandated by the state statute.

1. One of the issues include the arresting agencies not notifying the Armstrong County District Attorney's office when the arresting agency decides that they will not proceed with the charges. This step will help improve percentages and lower the amount of open arrests without dispositions.

2. The second issue is to gain access to DPS online to increase our reporting percentages and to be able to run reports to see which open arrests need dispositions. The online access will allow Armstrong county to correct the status and this will improve our percentages.

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

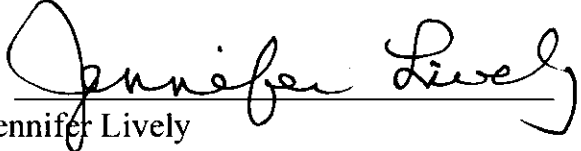
1. In regards to arresting agencies not notifying the Armstrong County District Attorney's office, the Armstrong County Sheriff's Office will send the TRN# along with the coinciding information for that number (name, TRS, date) to the Armstrong County District Attorney's office to notify the prosecutor's office that there will not be a case presented or filed because the arresting agency will drop the charges. The Armstrong District Attorney's office will report electronically that the case was "D" dropped by the arresting agency so that the arrest will no longer remain "open."

2. In regards to gaining access to DPS online, the Armstrong County District Attorney's Office has recently gained access online to the DPS online system and has ran reports to start the process of cleaning up open arrests. The Armstrong County Clerk is currently waiting for her activation code to electronically report online as well. This will alleviate the traveling CR43 and will improve the current percentages mandated by the state.

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 27th day of May, 2010.

Ronda Aduddell
Armstrong County Sheriff's Office



Jennifer Lively
Assistant District Attorney

Connie Spiller
Armstrong County Clerk

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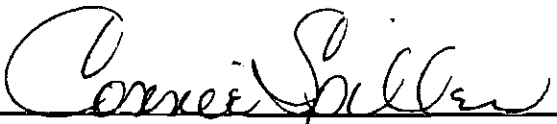
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