

## **CAMP COUNTY DATA REPORTING IMPROVEMENT PLAN**

### **Section I**

#### Legislative Requirement

Camp County herein acknowledges the requirements of Chapter 60.10, Code of Criminal Procedure (CCP) and the provisions regarding a data reporting improvement plan applicable to Camp County.

Mission Statement: The Camp County Local Data Advisory Board was created in accordance with Chapter 60.10 of the Code of Criminal Procedure and its mission is to implement a plan to improve the flow and reporting of Criminal Justice Information System data.

### **Section II**

#### Composition of the Local Advisory Board Members

##### Members:

County Clerk - Elaine Young

District Clerk - Doloria Bradshaw, replacing Mignon Cook, the original designee

Sheriff's Department - Chief Deputy Chris Bragg

Police Department - Chief Richard Penn

County Attorney's Office - Angela L. Hammonds, County Attorney

District Attorney's Office - Chuck Bailey, District Attorney

Constable's Office - Amy Hammonds, CJIS reporter for County Attorney's office

When necessary, members will be replaced by the Commissioners' Court upon recommendation or request from the County Judge.

### **Section III**

#### Detail current process that supports the Chapter 60 reporting requirements:

Upon receiving offense reports from arresting agencies and once prosecution is accepted by the County Attorney's office, CJIS reporting is automatically entered online at that time by the following:

1. The DPS Incident Tracking Number (TRN) and Tracking Number Suffix (TRS) are also entered into the County Court's software system to maintain the flow of information with the charge by the Clerk's office, should the need arise for future reference.

2. Added charges are entered at the time of arrest by arresting agency and accepted or changed at time of case filing.
3. Disposed or rejected charges are entered online upon receipt from arresting agency after the prosecutor has reviewed. Monthly lists are faxed to arresting agencies of all cases disposed of the prior month.
4. Out of county warrants are processed by the Jailer mailing the hard fingerprint card to the county which issued the warrant.
5. Persons arrested out of county on in-county warrants are set for docket; if it is determined that CJIS has not been entered prior to that docket setting, Amy Hammonds, CJIS reporter researches where Defendant was arrested and contacts that agency and requests for mail-in and hard finger-print card to be mailed to the Camp County Sheriff's office to ensure reporting is completed.
6. Amy Hammonds, CJIS reporter personally inputs all reporting online and hand delivers copy to County Clerk for reporting at their level.

#### **Section IV and V**

Identify problem areas associated with compliance to Chapter 60 reporting requirements. Provide a plan to address remediation of the problems identified in Section IV.

#### Camp County Sheriff's Department

The CJIS reports submitted by the Camp County Sheriff's Office - Jail Division are currently being submitted electronically to the Repository where they were not in the past. The electronic submissions of CJIS reports allows the Jail Personnel to know immediately if there is an issue with the CJIS submission. The CJIS reports in the past had to be mailed in and if there was an issue with the CJIS it had to be mailed back, thus slowing down the reporting process. The online reporting has greatly increased the reporting process and helped eliminate mistakes.

The CJIS reports being submitted to the Camp County and District Attorney's offices are submitted within days after arrest to help expedite the Prosecution's submissions to the CJIS Repository.

The CJIS reports in the past were not submitted in a timely manner by the County Attorney's office. The current County Attorney's office manages the CJIS reports in a timely fashion to ensure that the prosecution and CJIS reporting are completed as soon as possible.

The CJIS reports submitted by the District Attorney's office are still submitted by mail and are not submitted online, which slows down the reporting process.

The CJIS reporting process for Camp County will continue to reflect how the changes made in online reporting and swift action by the Prosecution and Clerks Offices will continue to eliminate mistakes involved in the CJIS reporting submitted by Camp County.

Camp County Sheriff's Department, Chief Deputy Chris Bragg

Pittsburg Police Department

The Pittsburg Police Department does not do CJIS reporting. All initial TRN's are set up through the Sheriff's Department at the time of arrest. However, the Pittsburg Police Department does review the submissions to ensure that proper charges are entered and to ensure that all charges are processed when a defendant is charged with multiple counts.

Pittsburg Police Department, Chief Richard Penn

Camp County Attorney

All CJIS forms are provided to the County Attorney's office from the law enforcement agencies when incident reports are submitted for consideration. Prior to January, 2009, CJIS reporting from the County Attorney's office by the prior administration was handled by mail only. In January of 2009, Angela Hammonds took over as County Attorney, and Amy Hammonds began handling all CJIS reporting for the County Attorney's office. All CJIS reporting from the County Attorney's office is now transmitted electronically. This ensures more accurate and timely reporting.

Camp County Attorney - Angela L. Hammonds

County Clerk

The problem we had in the County Clerk's office was with the previous County Attorney. His office would not give us the CJIS forms until a month to eight months after the defendant had gone to court. They would send in acceptance even when they refused the case. We also had a problem getting the out of county arrest CJIS forms.

We have been able to correct the problems with the new administration. We receive the CJIS forms when the case is filed in our office. After the defendant has gone to court we are able to complete the Court Section of the form online. It has made it much easier to complete our CJIS forms when everyone is working together. The County Attorney's office and the County Collection Officer are working diligently to get the out of county CJIS forms.

I believe between working together and being able to report online our office has improved greatly. Also, we are able to report in a timely fashion. We are able to stay current with our reporting.

Elaine Young, County Clerk

## District Clerk

In 2006, the District Clerk's office mailed all CJIS forms. Now, the District Clerk's office uses online reporting. During the time of the previous District Clerk's administration (prior to November, 2009), we have found that many CJIS forms were not ever entered. The plan moving forward is to enter all new CJIS forms received from the District Attorney's office online within a timely manner. We will also work to enter the CJIS forms that were never entered from 2008-2009.