

**CRANE COUNTY**  
**DATA REPORTING IMPROVEMENT PLAN**



**February 4, 2010**

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## Introduction

The Crane County Data Improvement Plan ("Plan") is submitted pursuant to Texas Code of Criminal Procedure, Article 60.10.

Crane County currently has an average disposition completeness percentage, including both juvenile and adult dispositions, of 54 percent, as reflected in the first report the Department of Public Safety submitted on or after January 1, 2009.

On September 8, 2009, the Crane County Commissioners Court established a local data advisory board as described by Texas Code of Criminal Procedure, Article 60.09. The local data advisory board includes the following individuals:

Robert DeLeon	Crane County Sheriff
Andy Aguilar	Crane County Sheriff Chief Deputy
Michael Fostel	109 <sup>th</sup> District Attorney
Joann Lujan	Administrative Assistant for 109 <sup>th</sup> District Attorney
Susan Loyless	Crane County Attorney
Susan Cadena	Administrative Assistant for Crane County Attorney
Judy Crawford	Crane County and District Clerk
Linda Jones	Crane County and District Clerk Chief Deputy
J.D. Smith	Crane Police Department Chief of Police
Jason Little	Crane Police Department Lieutenant
Luvina Sena	Director of Crane County CSCD
Barbara Abbott	Administrative Assistant for Crane County CSCD and Juvenile Probation Department

On November 24, 2009, the Crane County Commissioners Court appointed the following individual to the local data advisory board:

Jose Martinez	Crane County Juvenile Probation Department
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The purpose of this Plan is to: (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 90 percent in the first report the Department of Public Safety submits under Texas Code of Criminal Procedure, Article 60.21(b)(2); and (3) include a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above 90 percent.

## **Crane County Sheriff's Office**

The Crane County Sheriff's Office has identified the following areas of improvement and proposed solutions.

This Department's goal is to have cases to the 109<sup>th</sup> District Attorney's Office and Crane County Attorney's Office within seven (7) days. In the past, cases have been held open for longer than seven (7) days due to ongoing investigation. Our solution to this problem is to notify the applicable prosecutor's office if there is a delay in sending a particular case.

In addition, when a subject is arrested in another county with outstanding warrants, there have been instances in which all of the paperwork regarding that particular subject is not received (i.e. bonds, CR-43's, etc.). When this situation arises in the future, our plan is to hold out the subject's folder and do follow-ups until all of the paperwork is received.

## **Crane Police Department**

It is the goal of the City of Crane Police Department to adhere to the policies set forth in the CJIS Training Manual. It is the policy of this Department to complete a CR-43 reporting form complete with fingerprints within seven (7) days by law under Texas Code of Criminal Procedure, Article 60.02. This Department will continue to conform to the seven (7) days to initiate, prepare and complete a CR-43 when an arrest is made, and then send the case to the Court of Jurisdiction. The Police Department now works in conjunction with the Crane County Sheriff's Department, as they now have live scan. The Police Department no longer generates CR-43, except for Juvenile Offenders which is the CR-43J. The CR reporting form is also delivered to the Juvenile Probation Department within seven (7) days.

Having said this, it is the intention of this Department, in conjunction with the Sheriff's Department, to check and double check the information provided to jails for the generation of a CR-43 which is done via live scan to ensure the completeness of the record. This Department also intends to make certain that all cases are sent to the appropriate prosecutor for consideration. The same type of consideration will be given to Juvenile CR43-J. This will ensure rapid success of completeness.

Our goal is to arrive at an average disposition completeness percentage of 90% by June 2013. The solution will be as good as the final product. The Crane Police Department, Crane County Sheriff's Office, Crane County and District Clerk's Office, Crane County Juvenile Probation Department, as well as the District and County Attorney's Office will strive together to achieve this goal. The only exceptions to this rule will be in instances of cases held over for trial after indictment, and out of county arrests. In some instances, it may take the out-of-county agency several months to send a CR-43. One possible solution to this would be to make a notation when notified a subject has been arrested on your warrant and then mark thirty (30) days later and then correspond with that agency to get them to comply. It would be a reminder that their respective agencies must also comply with this new rule.

## **109<sup>th</sup> District Attorney's Office**

All offices need to start communicating with each other to get Crane County, Texas into compliance.

Ask all arresting authorities to try to submit their reports within 10 days, unless there are some extenuating circumstances that need additional time to get report ready.

Within 10 days of receipt, the District Attorney's Office will submit its CR43 data.

Upon completion, plea, dismissal or other disposition, the District Clerk's office, within 10 days, should submit the final CR43 disposition data.

## Crane County Attorney's Office

The Crane County Attorney's Office has identified the following areas of improvement and proposed solutions:

This Office needs improvement in filing misdemeanor cases and seeking disposition of such cases in a timely manner.

In response, the Crane County Attorney's Office has implemented the following policies: All misdemeanor cases shall be filed in the clerk's office and entered into the CJIS database within ten (10) working days of receipt of the case file from law enforcement. All filed cases shall be placed on the next arraignment docket. A plea bargain offer will be made in each case within a reasonable time. If the defendant accepts the plea bargain offer, this Office will seek to have the guilty plea heard within fourteen (14) days of the defendant's acceptance of the offer. If the defendant rejects the plea bargain offer, this Office will request a timely pre-trial hearing and trial date. It is our goal to have all misdemeanor cases disposed of no later than six (6) months after arraignment.

In order to closely follow the status of each misdemeanor case, this Office shall maintain a database that identifies each misdemeanor case that has been received from law enforcement and the status of each case (i.e. the offer in each case, where the case is at procedurally, whether any action needs to be taken, any reason the case might be pending, and the final disposition of the case).

The Crane County Attorney's Office will seek timely resolution of all misdemeanor cases, but is aware of at least two factors that impede the Office's ability to move cases in a timely manner.

1. Some cases cannot be disposed of in a timely manner due to either the defendant's failure to appear or incarceration of the defendant. If a defendant fails to appear, it is the policy of this Office to file a failure to appear or seek bond forfeiture, as applicable. This Office will also work with the Sheriff's office to request that a hold be placed on any defendant that is currently incarcerated.
2. Crane County is a small rural county; many of the defense attorneys practicing in Crane County also practice in the various federal, district and county courts of the surrounding areas. Once a defense attorney has been notified of a hearing, it is not uncommon for a defense attorney to call and request a continuance for the reason that he has another hearing in another court on the same date. This situation often arises more than once on a single case. Having said that, time conflicts play a large role in the delay of moving cases through the system.

This Office will take all reasonable measures to ensure that cases are moved through the system in a timely manner.

## **Crane County and District Clerk**

In the past, the Crane County and District Clerk's Office utilized a software system to input dispositions to CJIS. It was determined that the dispositions were not integrating into CJIS. The Clerk's office has resolved this issue by ensuring that all prior dispositions were manually entered into CJIS. In addition, the Clerk's office now has a policy to directly enter dispositions into CJIS.

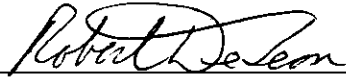
The Clerk's office has also implemented a policy that all dispositions shall be entered into CJIS within ten (10) days.



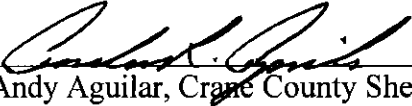
## **Crane County Juvenile Probation Department**

In an effort to improve Crane County's average criminal disposition completeness percentage, the Crane County Juvenile Probation Department will continue in a timely manner to complete and forward, as necessary, each and every CR-43J and/or CR-44J. This Department will also continue to offer assistance to any department involved in this process to ensure timely disposition.

This report is respectfully submitted by the Crane County Local Data Advisory Board.



Robert DeLeon, Crane County Sheriff



Andy Aguilar, Crane County Sheriff Chief Deputy

Michael Fostel, 109<sup>th</sup> District Attorney

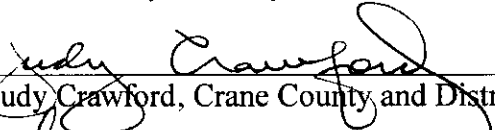
Joann Lujan, Administrative Assistant for  
109<sup>th</sup> District Attorney



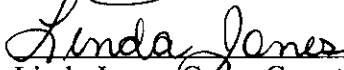
Susan Loyless, Crane County Attorney



Susan Cadena, Administrative Assistant for  
Crane County Attorney



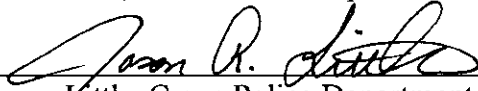
Judy Crawford, Crane County and District Clerk



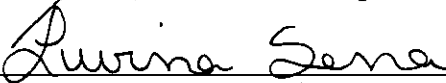
Linda Jones, Crane County and District Clerk  
Chief Deputy



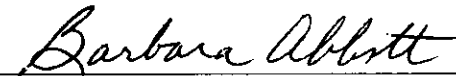
J.D. Smith, Crane Police Department Chief of Police



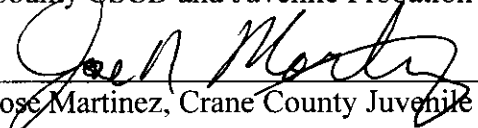
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