

DALLAS COUNTY DATA REPORTING IMPROVEMENT PLAN

Section I

Legislative Requirement: *(Chapter 60.10, Code of Criminal Procedure (CCP) creates provisions regarding a data reporting improvement plan applicable to a county that has an average disposition completeness percentage, including both juvenile and adult dispositions, of less than 90 percent. The statute requires the commissioners' court of such a county to establish a local data advisory board, as described by state law, not later than November 1, 2009. The bill sets forth the persons authorized and required to be included in such a local data advisory board. The statute requires a local data advisory board to prepare a data reporting improvement plan, in addition to other duties prescribed by law, and requires the plan to describe the manner in which the county intends to improve the county's disposition completeness percentage; ensure that the county takes the steps necessary for the county's average disposition completeness percentage to be equal to or greater than 90 percent in the first report DPS submits to certain state officers and agencies regarding local jurisdiction reporting on or after January 1, 2013; and include a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above 90 percent. The statute requires a local data advisory board established under the bill's provisions, not later than June 1, 2010, to submit to DPS the data reporting improvement plan prepared for the county. DPS, on receipt of a data reporting improvement plan, is required to post the plan on the DPS internet website. The statute authorizes the public safety director of DPS to adopt rules concerning the contents and form of a data reporting improvement plan.)*

In compliance with CCP Chapter 60.10, the Dallas County Commissioners Court established a local data advisory board on October 27, 2009.

As of the date of this document, eight (8) LDAB meetings and or work sessions have been conducted.

This section of the county's plan must acknowledge the CCP 60.10, its due date of June 1, 2010 and create a mission statement for the County's Data Advisory Board.)

Dallas County and the Dallas County Local Data Advisory Board acknowledges the legislative requirement set forth in the Texas Code of Criminal Procedures, Chapter 60.10 and its due date of June 1, 2010.

It is the mission of the Dallas County Local Data Advisory Board (LDAB) to develop and implement procedures within our County's local data reporting systems, to ensure the County reports accurateness and completeness at or above 90 percent on all reportable arrests, prosecutable actions and court dispositions that occur within Dallas County.

Section II

Composition of the Local Data Advisory Board Members: *(This section of the county's plan must name the members of the Data Advisory Board. The plan must also identify the process whereby members will be replaced, when necessary.)*

The Dallas County LDAB consists of the following board members:

- 1. Marlene James, SO Manager of the Data Management Unit (Sheriff or designee)**
- 2. Durrand Hill, District Attorney's Office, Juvenile Division Chief (Attorney who represents the state in District Courts)**
- 3. Heath Harris, District Attorney's Office, Intake & Grand Jury Division Chief (Attorney who represents the state in County Courts)**
- 4. Gary Fitzsimmons, District Clerk (Clerk for the District Courts or designee)**
- 5. John Warren, County Clerk (Clerk for the County Courts or designee)**

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6. Lt. Willemina Edwards, Dallas Police Department, Criminal Investigation Division, Lt. DPD designee (Police Chief of the municipality with the greatest population located in the county or the chief's designee)
7. Vickie Buchanan, Senior Systems Analyst, County IT Services. (Representative from the County's Automated Data Processing Services)
8. Michael Webb, Senior Software Support Manager, County IT Services. (Representative from the County's Automated Data Processing Services)
9. Randy Wadley, Interim Director, Dallas County Juvenile Department
10. Jill Reese, Criminal Justice Analyst, Dallas County Criminal Justice Department. (LDAB Coordination/Liaison)
11. Ron Stretcher, Director, Dallas County Criminal Justice Department (LDAB Q.A.)

Additional input has been contributed by many other County and Law Enforcement stakeholders responsible for collecting, reporting and storing data; these individuals have agreed to attend work sessions as requested by the LDAB to contribute to the mission of the LDAB. To date participation and cooperation of the surrounding police agencies has been one of an overwhelming and vast collaborative nature.

Any vacancies occurring on the board will be appointed with Commissioners' Court approval by a statutorily required department director or alternative designee as stated in Section II above.

Section III

Detail current process that supports the Chapter 60 reporting requirements: *(This area of the county's plan must detail the current process of the flow of information between the following entities. Arrest Reporting to Repository, Arrest Reporting to Prosecutor, Prosecution Reporting to Repository, Prosecution Reporting to Court Clerk, and Court Clerk Reporting to Repository)*

The Dallas County jail sends, receives and stores data through various computer information system such as, Adult Information System (AIS), JIS (Juvenile Information System), Forvus (Mainframe court system), Crossmatch (fingerprint application), SL Console (internal application designed by Dallas County used to collect and submit all necessary data to DPS also known as the "Store/Forward Queue"), Criminal Case History or CCH (DPS applications) and On-Base (county document imaging application). Notices of arrests, releases, prosecution and/or disposition are communicated electronically between departments and agencies.

Knowing the identification of an arrestee is critical to safety and communication. All arrestees processed at the Dallas County jail receive at a minimum a two-finger look up (TFLU), except Class C Misdemeanors. Class C misdemeanors are not technically booked as a Dallas County prisoner. A Class C Misdemeanor is treated as a hold for the municipality/city with the corresponding active warrant. It is Dallas County's policy that we do not biometrically identify Class C prisoners due to the volume of this population.

When an arrest is made in Dallas County, the arresting agency fingerprints an arrestee on a Crossmatch (Live Scan) machine. The Crossmatch machine can identify an arrestee two ways: 1) by creating a criminal arrest record (CAR) by adding to or creating someone's criminal history, and/or 2) by utilizing a two-finger look-up (TFLU). The record is created in Crossmatch by importing the demographics and/or charge information from AIS through the AIS "Booking number". Fingerprints and photo are connected to the AIS & LiveScan record and collectively transmitted to DPS through the SL console application.

(see Attachment A – Adult Flowchart and Attachment B – Juvenile Flowchart).

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In addition to a general description, the plan must address the following key functions of the current flow of information within the County:

How are the TRN and TRS introduced into and maintained throughout the flow of information?

A DPS Tracking Number or TRN is electronically generated by AIS through software provided to the County by DPS. The TRS (tracking suffix) designates and is assigned to each charge within the arrest. TRS – A001 is the primary charge of the arrest. Multiple reportable charges for an arrest are numbered in order and this is generated in AIS for each additional charge for that corresponding TRN or Event. (ie. A002, A003, etc..) Non-reportable charges are always assigned A999. A nonreportable charge includes, but is not limited to, probation violations, class C misdemeanors, bond forfeiture, and affidavit to go off bond (ATGOB), Justice of the Peace (JP) warrants, insufficient bonds, bench warrants and original capias (OC) with a tracking number (TRN).

An OC with a TRN is received often and the county uses the TRN provided from the original arresting agency. There are 3 places that this TRN could be located 1. on the warrant; 2. in the Forvus automated system; or 3. in the DPS automated system or CCH.

The TRN and TRS numbers are located and maintained in the booking record and remains with the corresponding event/arrest. Booking Records are stored in AIS (the Adult Information System) and JIS (the Juvenile Information System).

The TRN/TRS are submitted to DPS nightly when a message is received that an arrestee's case record on the Forvus system has been created, modified or updated.

The TRN and TRS(s) with corresponding fingerprints are transmitted to DPS via a LiveScan machine. The arresting agency imports demographic and charge information from AIS associated with the corresponding booking number into the LiveScan machine. Next, fingerprints and a photo are collected and transmitted to DPS through their automated system. All transmissions are sent to the "Store/Forward" cue first, and then data is sent to DPS. Normally, within 10 to 45 minutes, the DPS automated system returns with the known identification of the arrestee. It is at that point, which the LiveScan machine provides the jail with a response that the transmission was received and accepted. Simultaneously, DPS populates the CCH for that arrestee showing an open arrest record or added charges.

Dallas County I.T. services sends a current "Activity" file to DPS each night, seven days a week, during its nightly batch processing on the Forvus automated system (the County's judicial case management system) and JIS (juvenile information system). This current "Activity" file contains prosecution data and court data from Forvus (Adult) and JIS (Juvenile). Error reports from the DPS return file are sent to the appropriate County department for correcting in Forvus, JIS and AIS.

Dallas County arrest data is sent to DPS via LiveScan or a CR43 card completed manually is mailed via US mail from the arresting agency.

The Juvenile Justice System operates identical to the Adult System as it relates to DPS reporting with the exception of the automation system. The Adult Information System (AIS) is used for the Dallas County jail and adult bookings, and the Juvenile Information system (JIS) is used for the juvenile justice detention center and juvenile detainments. However, the DPS reporting challenges located in the adult system are different from that of the juvenile system. The challenges in the adult and juvenile system are being addressed separately by two committees as designed by the LDAB.

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How are added charges dealt with so that an added charge receive an appropriate TRS and reported to the next county entity and to the DPS?

Dallas County adds reportable charges consecutively and inventories these charges in order of the TRS beginning with A001 and lists them numerical thereafter. (i.e. TRS-A001, A002, etc...)

If it is a non-reportable charge, it is added as a TRS-A999. There is no consecutive numbering for the non-reportable charges.

If it is a reportable charge, then the CJIS Compliance coordinator at the jail views the CCH to identify the last TRS reported and reports the "add-ons" as the next consecutive TRS. This is entered on the DPS website (formerly known as Ursula's website) and automatically transmitted. The "add-on" charges are provided to the CJIS Compliance coordinator from the jail disposition clerks of the jail, who receives on-going messages from teletype machine, fax machines, hand carried orders from the Courts.

When an arrestee is booked in from an outside agency (on-site arrest), the TRN/TRS is provided on the booking sheet completed by the arresting agency. This could be handwritten or computer printed on the booking sheet. Handwritten TRN/TRS leave room for error, therefore all handwritten booking sheets are reviewed for accuracy and completeness. If there are any Dallas Sheriff's Office (DSO) warrants to be added within this arrest, they are consecutively listed after the on-site charges. Next, the CJIS Compliance coordinator views the criminal case history (CCH) to identify the last TRS number that was reported and reports the "add-ons" as the next consecutive TRS.

With all LEA's now having the opportunity to report Class C misdemeanors, there are incidents whereas an arresting agency submits Class C misdemeanors and have submitted the TRS as an A001. When this occurs, Dallas County updates AIS and Forvus systems manually to reflect the original report transmitted to DPS, Although it is out of the normal scope of procedure for a non-reportable offense to receive a TRS outside of A999, this process must be conducted to maintain consistency in reporting as well as reduction in errors.

This TRN populates in the Adult Information System (AIS), remains in AIS and can be obtained by jail, prosecution, arresting agency, clerical, court, or probation through various search methods in AIS.

How charges disposed by the arresting agency or prosecutor are reported to the next county agency and to the DPS?

Charges disposed in Dallas County are not reported to the agency to which the arrestee is transferred. It is the responsibility of an arresting agency to look-up previous events.

When DSO receives notification from another agency out of county/state that an arrestee is ready for pick-up, that agency sends a teletype notice to DSO. The fugitive section of DSO completes all necessary documents for extradition. Fugitive personnel do not pass along information of any dispositions that occurred while in the custody of Dallas County, unless a TDCJ custody commitment in the form of a detainer is active, then this information is hand carried with the detention officers and arrestee. The TDCJ commitment includes instructions to the out of state agency to return the arrestee to the Court of Jurisdiction (COJ).

In the instance where an arrestee is transferred to an out of county agency, but remains in the state of Texas and also has a TDCJ commitment, then the arrestee is transported to that Texas County with a TDCJ detainer. Once that county completes all court business, that arrestee is transported to TDCJ as stipulated in the detainer.

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Charges disposed by Dallas County are reported to DPS electronically through Forvus. In order for DPS to receive the prosecution detail and/or court status, the TRN, TRS and SID must all correspond to close an open arrest with DPS. When one or more of these elements are missing, then an EDR Error Report is transmitted to the County IT services department for review, distribution to another county department or correction.

Prior to the creation of the LDAB, Dallas County's automated systems have been programmed to close arrests automatically when the statute of limitations were reached with an automatic "Prosecution action of D" (dropped by the arresting agency) in the ER4 area of the CCH. Upon research in agreement with DPS, the CJIS field representative and the arresting agencies, the automated "D" process was ceased in December 2009. Procedures have been established with the arresting agencies and reports are being distributed monthly to address these open arrests.

There are instances when the Dallas county jail receives a TRN on the booking sheet from another municipality and the arrestee is a transfer from that agency, and the arrestee is only charged with a Dallas County warrant. The CJIS Compliance coordinators will receive the paper CR43 with this TRN in the mail at a later date. Currently, Duncanville, Seagoville and Balch Springs are consistently placing a TRN on the booking sheet without an on-site charge to coincide with a charge. Every on-site arrest must have a TRN to correspond to a charge. These TRN are being disregarded because they are generic numbers that are not attached to a charge. The fingerprint technician and/or CJIS Compliance coordinators will assign a TRN once booked into the jail for the Dallas County charge per DPS policy compliance. There are many unusual scenarios and instances that can't all be named or listed here. These instances are passed along to the CJIS Compliance coordinators in the jail who will arrive at a resolution in conjunction with an arresting agency and in compliance with county and DPS policy.

In the event of a court-ordered expunged record, that charge and all documents and system records are deleted with Dallas County and DPS. However, the TRN used in the arrest of said expunged record is being recycled. (At this point Booking numbers are being deleted)

How persons arrested with out of county warrants are processed?

Although, the agency issuing the warrant is responsible for submitting the arrest information to DPS, a 2 finger look-up may be conducted for identification and demographic verification purposes. A teletype notice is sent to the Out of County agency requesting pick of the inmate within 10 calendar days of the notice.

Persons arrested with holds that are not Dallas County charges are fingerprinted for identification and security purposes through the same processes as an in-county warrant. In some instances a TRN is presented, but Dallas County does not transmit data to DPS on this TRN. Out of County charges or holds do not receive a Dallas County TRN.

Upon transfer of the person arrested with out of county charges, a hard copy of the fingerprints are sent to the warrant holder along with the fingerprints and the defendant or bond paperwork. This allows the warrant holder to complete the CR43 and submit the information by mail to DPS.

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

If an individual is arrested outside of the County on a Dallas County charge, one of two things may occur:

1. The arrestee does not bond out, then the Out of County agency notifies Dallas County that the arrestee is ready for pick-up. The Fugitive section of the Dallas County

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Sheriff's Department picks up the arrestee and all documentation. The arrestee is booked into the Dallas County jail through the same processes as an "In-County" arrest.

2. If the arrestee bonds out before being transferred to the Dallas County jail, the bond paperwork, demographics and fingerprint card is mailed via US post office to the Dallas County jail's CJIS Compliance coordinators. When fingerprints/demographics are partial or of poor quality, then the CJIS Compliance coordinators research each individual case in attempts to fill in any unknown information. They assign a TRN to the fingerprints, then the TRN, its demographics and charge information is submitted to DPS via mail. For items sent via US mail, there is not a tracking mechanism available to verify that the information has been submitted and this paperwork can get lost.

How each agency ensures that all charges are reported to the next county agency and to the DPS?

If there are multiple charges at the time of arrest, these charges are entered into the AIS system and linked to the same TRN, but with different TRS suffixes, the fingerprints are taken and transmitted to DPS. The TRN and TRS are created in AIS through a box labeled "Assign TRN automatically". When the "Assign TRN automatically" box is marked, it tells AIS to assign a TRN to this arrestee. This is conducted during the booking process. Holds and Out of County charges do not receive a Dallas County TRN.

If charges are added at a later date, these also receive a TRS through the same TRN of the most recent originating arrest date. These charges/holds must be released or if the arrestee is released to another agency. A "Conditional Release" with a Detainer noting these holds are outstanding is passed off to the next agency.

For automated counties, how the DPS "Return File" is processed and used to enhance reporting?

Dallas County I.T. Services department oversees batch processing of the send and the return files. The EDR Return File is used for reporting total records received and correcting transactions processed with errors. The file is summed by transaction type and scanned for transactions with the error-byte on. An error report by type of case is sent to the responsible department.

Data corrections are made by the Dallas County Sheriff's CJIS Compliance coordinators, the District Clerk and the County Clerk departments in the AIS and Forvus systems. These corrections are sent to DPS with new or updated prosecution and/or disposition data in the current activity file nightly.

Non reportable arrests that are submitted to DPS in error are sent to the CJIS Compliance coordinators at the jail, who must close these arrests through the DPS website.

Section IV

Identify problem areas associated with compliance to Chapter 60 reporting requirements: *(This area should include issues related to processing and submission of arrest, prosecution and court data, timeliness of reporting to each entity, system limitations, inconsistent use of quality control measures in the following areas: Arrest reporting to Repository, Arrest reporting to Prosecutor; Prosecution Reporting to Repository; Prosecution reporting to Court Clerk; Court Clerk reporting to Repository.)*

(This section must specifically address problems associated with the Key Functions identified in Section III.)

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The Dallas County LDAB is actively working to identify problems and troubleshoot scenarios as they arise as it relates to reporting arrest data, prosecution detail and court data to DPS. Stakeholders are meeting and communicating regularly.

There are many unusual scenarios and instances that can not all be named or listed here. These instances are referred to and begin with the CJIS Compliance coordinators in the jail who will arrive at a resolution in conjunction with an arresting agency, other county departments and in compliance with county and DPS policy. When additional support is needed, the CJIS Compliance coordinators will consult or refer the matter to the LDAB:

1. When an agency completes a "Change in charge" and a bond is also moved to a different charge the TRN needs to be moved also and the charge must be changed on the DPS website manually through the Prosecutors office.
2. In the incident where a Court determines that the wrong person has been detained and charged with an at-large warrant, the Court sends a disposition to the disposition clerks in the jail to release that person per "Wrong person in jail" or the court lets that person walk out of court. (At this point, the prosecution should notify DPS, however this is not consistently occurring.)
3. There are instances where Dallas County receives a TRN on the booking sheet from a municipality, the arrestee is a transfer from that agency, and the arrestee is only charged with a Dallas County warrant. The CJIS Compliance coordinators will receive the paper CR43 with this TRN in the mail at a later date. Currently, Duncanville, Seagoville and Balch Springs are consistently placing a TRN on the booking sheet without an on-site charge to coincide with a charge. Every on-site arrest must have a TRN to correspond to a charge. These TRN are being disregarded because they are generic numbers that are not attached to a charge. The fingerprint technician and/or CJIS Compliance coordinators will assign a TRN once booked into the jail for the Dallas County charge per DPS policy compliance.

In Dallas County, the Juvenile Justice System operates identical to the Adult System as it relates to DPS reporting with the exception of the automation systems used. The AIS system is used for the jail and adult bookings, and the JIS system is used for detention and juvenile detainments. However, the DPS reporting challenges located in the adult system are different from the juvenile system. These challenges are being addressed by two separate committees within the LDAB. The biggest challenge within the Juvenile Justice System in regards to DPS reporting is capturing the offender's fingerprints. These challenges are linked to the four different ways a juvenile can enter the juvenile justice system (see attached juvenile flowchart for the four ways to create an event).

Dallas County I.T. services distributes a list of cases that have not been filed by the Dallas County District Attorney in a spreadsheet to all Dallas County arresting agency's. The arresting agency reviews and researches each case to determine if the open arrest should or should not be closed. The arresting agencies use the DPS website (formerly know as Ursula's site) to close open arrests that are identified from the list provided by Dallas County I.T. services. These reports are distributed monthly via email to contacts designated by an agency's Police Chief. These lists continue to be a work in progress.

Section V

Provide a plan to address remediation of the problems identified in Section IV: *(This area should include a detailed improvement plan, a timeline and a comprehensive strategy to maintain compliance in reporting. The strategy must include how the Key Functions will be added, if they are not currently being performed, or will be enhanced if they are identified as being part of the deficiencies within the current process.)*:

It is the intent of the Dallas County LDAB to comply with all DPS reporting standards set forth in Chapter 60.10, Code of Criminal Procedure (CCP) and create provisions that will

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increase reporting at or above 90 by January 1, 2013. Timelines are difficult to determine due to the on-going changes, upgrades and enhancement to the automated system and the progress within the Dallas County justice system.

However, staff from each arresting agency in Dallas County attended a LDAB meeting in April 2010. They were asked to designate a CJIS Compliance coordinator within their agency with an alternate back-up staff member to work the LDAB. Currently, each agency is working internally to identify new procedures to address the open arrests as provided in the list from the Dallas County IT Services. The LDAB will meet regularly with the arresting agencies' CJIS Compliance coordinators until the DPS reporting percentage is at or above 90 percent.

