

# HOOD COUNTY LOCAL DATA ADVISORY BOARD



## DATA REPORTING IMPROVEMENT PLAN

Pursuant to Article 60.10, Texas Code of Criminal Procedure, The Hood County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. By resolution dated October 13, 2009, the Hood County Commissioner's Court established this board to meet and establish a data reporting and improvement plan which would:

- (1) Describe the manner in which the county intends to improve the county's disposition completeness average;
- (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; and
- (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.

In order to comply with Article 60.10 and 60.09(b), the board consists of the following members: Sheriff of Hood County, District Attorney of Hood County, County Attorney of Hood County, District Clerk of Hood County, County Clerk of Hood County, City of Granbury Chief of Police, Director of Hood County IT Department. Other members may be appointed to the board by vote of the Hood County Commissioners Court or may be designated by elected officials to act in their stead.

### I.

History: Chapter 60, Texas Code of Criminal Procedure (CCP) defines the Computerized Criminal History System (CCH) as the statewide repository of criminal history data reported to the Texas Department of Public Safety (DPS) by local criminal justice agencies in Texas. CCH is one component of the Texas Criminal Justice Information System (CJIS). The other component of CJIS is the Corrections Tracking System (CTS) managed by the Texas Department of Criminal Justice (TDCJ).

### II.

Data to Include in CCH: Chapter 60, CCP requires that information on arrests, prosecutions, and the dispositions of the case for persons arrested for Class B misdemeanors or greater violations of Texas criminal statutes be included in the CCH. The statute identifies many of the actual data elements. In addition, although not required by statute, CCH has traditionally included limited supervision data reported to DPS by TDCJ. Cf special note is that Chapter 60, CCP, created an Incident Tracking Number (TRN) and Incident Tracking Number Suffix (TRS) as the keys for linking charges from arrest through adjudication. Use of the TRN and TRS ensures that the outcome of each arrest charge can be tracked through the system, but establishing this capability requires each reporting entity to be extremely careful in its management of cases to include and pass along the TRN and TRS.

### III.

**Local Reporting Responsibilities:** Chapter 60, CCP, established a flow of information at the local level that is required for successful CCH reporting in each county. The statute places responsibility for reporting to CCH on specific local criminal justice agencies, as follows:

**Arresting Agencies:** The Hood County Sheriff's Department, the county police departments (Granbury PD, Tolar PD, Lipan City Marshal's Office), The Brazos River Authority and the local office of the Texas Department of Public Safety that arrests a person for a Class B misdemeanor or higher violation of a Texas statute is required by CH 60, CCP, to report that event to DPS within seven days. The report, if on paper, must be on the Criminal History Reporting form (CR-43) created by DPS.

The report must include the arrested person's fingerprints, the TRN and other data required by statute. If available, electronic transmission of the data is the preferred method. A critical component of successful reporting is cooperation within the county. A large part of that cooperation is each reporting agency passing on TRN and TRS to the next level. The arresting agency needs to send the TRN and TRS to the prosecutor, as indicated below.

**Prosecutor:** Chapter 60, CCP, requires that any County Attorney, District Attorney or other prosecutor receiving a class B misdemeanor or greater offense must report to DPS the decision to accept, reject, change or add to the charge for trial. As with arresting agencies, prosecutors may report on paper or electronically, including the TRN as received from the arresting agency.

**District and County Clerks:** Chapter 60, CCP, requires that the District and County Clerks whose courts try class B misdemeanor or greater violations of Texas statutes must report the disposition of the case to DPS. The clerks are dependent upon receiving the TRN and TRS from the prosecutor. The reports may be reported on paper or electronically.

### IV.

#### **Problems Identified in Hood County**

1. **Dual Reporting:** Although the county Sheriff's Office previously used an electronic fingerprinting system for their arrest reporting, certain problems arose between the county booking system and the fingerprinting/reporting system resulting in duplicate arrests.

**Proposed Solution:** This fingerprinting/reporting system has since been replaced with a new system from IDENTIX and a new program written to properly interface with the county booking systems. Replacing the system with a new one which properly interfaces with the county systems will help eliminate the problem of dual reporting.

2. **Arrest on Probation Violation:** In the past, Defendants placed on community supervision or having bonded out of jail, in which a warrant was subsequently issued for either a Motion to Revoke Probation or Motion to Revoke Bail, were reported as arrested again for the original charge. This resulted in conflicting or duplicate TRN numbers being submitted to DPS.

**Proposed Solution:** The addition of a full time liaison between the county Sheriff's office and the County and District Attorney's/Clerk's Offices concerned primarily with crime reporting and error resolution of past criminal arrests. These errors will be fixed by making a concerted effort at reducing mistaken submissions and through using the DPS CCH reporting site.

VI.

Counties Average Disposition Completeness

Currently, the County is at 89% Average Disposition Completeness for 2006 and 97% for 2007 and 2008.

The goal for the Hood County Local Data Advisory Board is to reach 90% for 2006 and maintain 90% Average Disposition Completeness for each year thereafter.

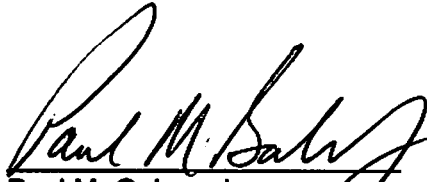
Local Data Advisory Board On-Going Committee: Each year on an as needed basis the Committee will meet to review the current and past Average Disposition Completeness percentages and the DPS Annual Compliance Report. The Committee will consist of at least one representative of the undersigned members of the advisory board. The Committee will attempt to correct identifiable mistakes contained in the Compliance Report. The committee will communicate, as needed, when members identify a problem.

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.

THE UNDERSIGNED OFFICIALS HEREBY AGREE TO THE ABOVE DATA IMPROVEMENT PLAN THIS THE 26<sup>th</sup> DAY OF AUGUST, 2010:




Roger Deeds  
Hood Co Sheriff



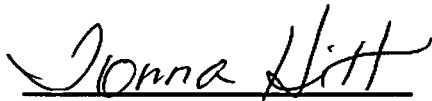
Paul M. Galvan Jr.  
Chief of Police, Granbury



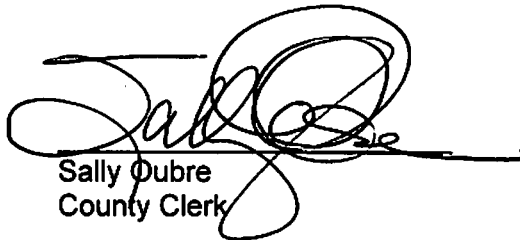
Robert Christian  
District Attorney



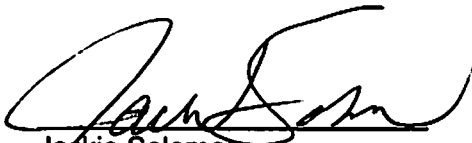
Kelton Conner  
County Attorney



Tonna Hitt  
District Clerk



Sally Oubre  
County Clerk



Jackie Solomon  
Hood Co. IT Director