

HUNT COUNTY DATA IMPROVEMENT PLAN

SECTION I

Hunt County falls under the Legislative Requirement, HB 2730, Article 21, Chapter 60.10, Code of Criminal Procedure (CCP), to establish a Local Data Advisory Board in order to address and improve disposition completeness percentages that must now be at or above 90 percent. The Hunt County Local Data Advisory Board was established July 27th, 2009 by the Hunt County Commissioner's Court, as referenced in the Court minutes #11216 Vol. 36, Page 83.

It is the responsibility of the Advisory Board to review current procedures, address reporting issues, and make improvements to these procedures in order to increase the current percentage of reporting. The Board must have a written Improvement Plan submitted to DPS no later than June 1, 2010 to meet the compliance requirements set out by the CCP.

It is the goal of this board to come together as a team and understand that we are a county, not just departments, that must work together to improve the disposition completeness percentages. By working together we are finding that the past procedures that have been used are not necessarily the best way of doing the reporting, but by discussing and looking at how each area uses the information, we are implementing new changes and procedures that will allow us to improve our reporting percentages.

SECTION II

The Local Data Advisory Board Members for Hunt County include the following personnel per the CCP requirements:

Hunt County Sheriff Department-	<i>Representative</i> -Chad Stroud
Hunt County District Attorney-	Nobie Walker, DA Norris Nix, Investigator
Hunt County Attorney-	<i>Representative</i> -Tito Hardman, Asst. CA Brandi Painter, Office Manager
Hunt County District Clerk-	Stacey Landrum, District Clerk Debbie Huffines, Criminal Clerk
Hunt County Clerk-	<i>Representative</i> -Jennifer Lindenzweig, Criminal Supervisor
Greenville Police Department-	<i>Representative</i> -Scott Smith, Asst. Chief
Hunt County Information Systems-	Mike Davis, IT Director Kami Williams
NetData Corp-	Debbie Reynolds, Programmer
Juvenile Probation-	Laura Sandlin

If, for any reason, an individual can no longer serve on the Board, the Department Head will then appoint a replacement member by submitting a written letter naming the replacement to the Board Members.

SECTION III

HUNT COUNTY DETENTION CENTER

The first step of the intake process is to determine if the charge of the person being arrested is reportable or not. Once determined, it is sent over to the L-1 Identity Solutions finger print machine. If the charge is reportable, the Officers do a DPS afis submission and it is sent to DPS. If the finger prints are accepted, it will send a mid back. The mid is conformation that the charge was added to the individual's criminal history. All reportable submissions are checked on a weekly basis by the Supervisor of the intake department. Any corrections that need to be done are done by mail or by faxing the correction to Error Resolution. The intake department of the detention center is responsible for generating the Tracking Number (TRN) and the Tracking Number Suffix (TRS).

If charges are disposed of by the arresting agency or prosecutor, copies of the paperwork are sent to the detention center. We keep copies of this paperwork in the individual's master file. This is reported to DPS by another county agency, not by the detention center.

If an individual is arrested on an out of county charge, we do not report the charge to DPS. We are taking two sets of fingerprints. If the individual makes bond on the charge, we are sending all of the arresting information and a set of fingerprints to the other county. We also send a teletype to the other county to let them know about the arrest and release of the individual.

An individual arrested out of county on in-county warrants have a process. If the individual bonds out and the other county mails us a set of prints and the arresting information, we can report the charge to DPS. The intake staff will fill out a CR-43 and assign a new TRN. The white copy and the prints are mailed to DPS in Austin, the yellow and pink copies are sent to the other county agencies to let them know a new TRN has been reported.

PROSECUTOR'S OFFICE

Cases are brought in from Law Enforcement Agencies and receipt signed for by Intake Clerk. Each case is reviewed by Intake Clerk for case contents pertaining to case such as Intake sheet, Criminal History/RAP sheet, videos, photos, etc. if the case file is incomplete and information is missing from the case file, the Intake Clerk contacts Reporting Agency for the missing information or returns the case to the Agency for further investigation. If the case file is complete the Intake sheet is date stamped and the file is prepared to be entered into the County Attorney's or the District Attorney's Computer System.

The case files are organized into date order and separated into arrested and non-arrest/warrant cases. The arrested cases are merged from the Jail computer module into the County Attorney or the District Attorney computer module. At which time the computer automatically assigns each case a CA or DA number. The non-arrest/warrant cases are hand entered into the computer system and assigned a CA or DA number.

The cases are sorted out by actions (Accepted Cases and Rejected Cases). The accepted cases are processed through the County Attorney or District Attorney computer module. The arrested cases are reported on the CJIS section of the County Attorney or District Attorney computer module with Code "A" (accepted), or Code "C" (changed the charge). The Court ORI is entered for the court which the case will be filed. Further, the information is saved and electronically reported; the Complaint and Information or Indictment forms are then prepared for each of these cases and filed with the Clerk's office.

A case which has been accepted but has not had an arrest; we file the Complaint and Information or Indictment with the Clerk's office and then issue a warrant of arrest. Once the

defendant has been arrested, the Intake Clerk enters the TRN number and accepts the case in the CJIS section of the County Attorney or District Attorney computer module.

The Intake Clerk processes the rejected cases by entering the Code "N" (prosecutor rejected charge), along with the rejection date, the Court ORI in the CJIS section of the County Attorney computer module. The CJIS is then electronically reported. These cases are now closed out and no further action is required.

CLERK'S OFFICE

Cases are brought to the Clerk from the prosecutor's office and using the prosecutor case number the clerk rolls the case information over to the clerk's case module for the criminal case number. If the defendant was arrested prior to the case being filed by the clerk, the CJIS screen is open and ready for the clerk to enter the court disposition information at the time the case is resolved. The disposition information is then electronically reported. If there are errors when reported, the clerk verifies the information and makes any necessary corrections or forwards to proper agency for corrections.

In cases that are filed with a warrant for arrest, the clerk must wait for arrest information in order to open CJIS and enter the court disposition. This is also true for out of county arrest on in-county warrants, if we have received the CR-43/CR-44 reporting forms from the arresting agency. We are able to report electronically from these forms if provided. If the forms are not provided, the clerk is unable to report the disposition of criminal cases.

JUVENILE DETENTION/PROBATION

When a juvenile is detained by an arresting agency, one of two things occurs. The juvenile is released to a parent or the juvenile is brought to detention. Once the juvenile is in detention the on call officer will request a copy of the fingerprints from the arresting agency and a copy of the CR-43J form. NOTE: not all arresting agencies will bring the CR-43J form to detention; some will wait and forward the CR-43J with the original report to the probation department.

The probation officer will keep the CR43J in the juvenile's file and will fill out the portion assigned for the intake agency; if the juvenile is handled internally the CR-43J will be mailed to DPS by the probation department. If the case is handled by prosecution, the CR-43J will be routed to the County Attorney's Office with the paperwork and reports for court. (It has been a standing police between the Juvenile Probation Department and the Hunt County Attorney's Office not to accept a case unless the appropriate CR-43J forms are attached when the referral is made.)

The Prosecuting office will fill out their portion and Clerk's office will fill out their portion of the CR-43J form. The Prosecuting office then furnishes the probation department a completed copy when making the required school notification of disposition in the case.

SECTION IV

Some of the issues that have affected Hunt County for a number of years are that each department was just that, their own department. The general rule was that the errors were someone else's responsibility in a different department. Some of the errors we have been dealing with is incorrect TRN numbers being used, arrests showing as non reportable when they should be reportable and vice versa, the Clerk's not opening a CJIS screen when there is a TRN available, no Prosecutor action being put in, not receiving arrest information from out of county agency when defendant is picked up on our warrant, bad prints being rejected or not taken in order to receive a SID number and proper TRN number and if an error was found, lack of training and understanding of process to get it corrected.

SECTION V

With forming this board, there is already improvement between the departments and the communication to decrease errors and improve reporting. We understand that this will be time consuming to correct past errors, but as we build the communication and begin to help each other in recognizing errors and how to fix them, we have a better understanding how each department uses this information and have also been able to make improvement suggestions and begin to implement them. In correcting these errors, we are also learning how not to do it and have begun improving the training process in the different departments so that everyone that handles reporting knows what to look for and how to get any errors corrected promptly.

The Sheriff's office has a new fingerprint machine which is also helping to make sure the prints are being submitted properly to DPS. A new process for added charges has also been started. The defendant is now booked in and out again. This will generate the new TRN. The new charges and prints are reported to DPS. In the computer under the current booking, this new charge is added but as a non reportable charge. It is noted on the booking screen that this TRN is invalid and that new TRN has been generated under the specified date. The other reporting agencies then know to look for the new TRN.

In working with the Open Arrest Report, the Clerk is first checking each open arrest for errors and fixing errors that belong to the Court. If the error or lack of information belongs to the Prosecutor, the clerk is making notations and forwarding that information to that office so that they may review, correct or forward on to the arresting agency. If the error is with the arresting agency, the Clerk is making notations and forwarding the information to that office for corrections.

Changes for the Juvenile processes include all fingerprinting being done and completed at the Detention Center and the arresting agency will be provided a copy of the CR43J by the Juvenile Probation Department. All other aspects of the process will remain the same.

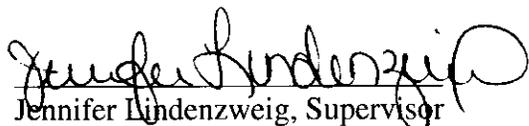
The arresting agency is calling the prosecutor or clerk to double check on some questionable warrants if it should be reportable or not. The clerk is now looking for the TRN to provide to the prosecutor office on a copy of an executed warrant. Any subsequent warrants issued in a case are now being printed with the original TRN number and SID number so that the arresting agency will know that one already exists and this arrest should be non reportable. In regard to case warrants, we have also added the degree of the offense and date of offense to help insure proper data entry for the arresting agencies. We are also running the dockets and making sure that each criminal case has an open TRN prior to the hearings. If they do not, we are making notes for prosecutor and court to have defendant report to the Sheriff's office to have fingerprints done to generate the TRN.

By improving the communication, training and understanding between arresting, prosecuting, and clerk we are now able to fix errors or stop errors prior to it ever reporting which will save us all time and improve our reporting percentages.

HUNT COUNTY

LOCAL DATA IMPROVEMENT PLAN

SIGNATURE PAGE



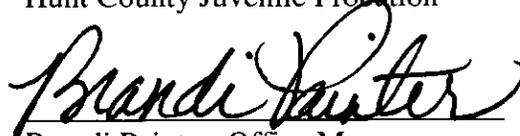
Jennifer Lindenzweig, Supervisor
Hunt County Clerk's Office



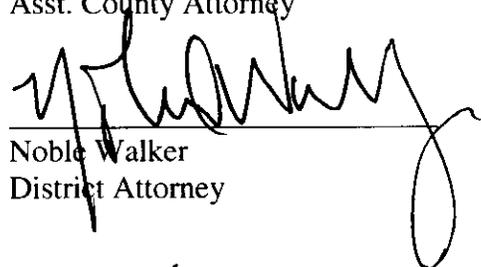
Laura Sandlin
Hunt County Juvenile Probation



Tito Hardman
Asst. County Attorney



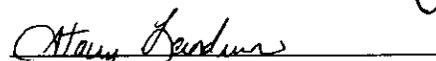
Brandi Painter, Office Manager
Hunt County Attorney's Office



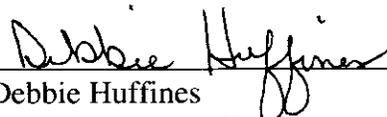
Noble Walker
District Attorney



Norris Nix, Investigator
District Attorney's Office



Stacey Landrum
District Clerk

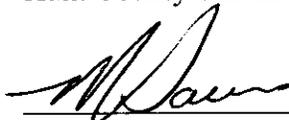


Debbie Huffines
District Clerk's Office

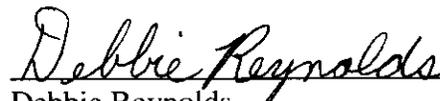


Chad Stroud
Hunt County Sheriff's Office

Scott Smith
Asst. Chief, Greenville Police Dept.



Mike Davis
IT Director



Debbie Reynolds
Programmer, NETDATA