

JOHNSON COUNTY LOCAL DATA ADVISORY BOARD



DATA REPORTING IMPROVEMENT PLAN

CREATION OF BOARD

The Johnson County Local Data Advisory Board (hereinafter referred to the "Board") was created on October 26, 2009 by the Commissioners Court of Johnson County, Texas pursuant to Senate Bill 1061 which amended Chapter 60 of the Texas Code of Criminal Procedure. This Board was established due to the disposition completeness percentage of Johnson County being below 90 percent.

MEMBERS

In order to comply with Article 60.10 and 60.09(b), the Board consists of the following members: Chief Deputy Jimmy Johnson, designee of the Sheriff of Johnson County; Honorable Martin Strahan, Assistant District Attorney, designee of the District Attorney of Johnson County; Honorable Bill Moore, County Attorney of Johnson County; Karen Alexander, Chief Deputy, designee of the County Clerk of Johnson County; Catherine Lassater, Court Clerk, designee of the District Clerk of Johnson County; Commander Doug Sandifer, designee of the City of Burleson Police Chief; Santos Porras, Director of Johnson County ISS Department; Debbie Reynolds, Net Data Representative; and Lisa Tomlinson , Director of Johnson County Juvenile Services.

DEFINITION OF ISSUES

After discussion and review, the Board has established the following problems that need to be addressed in order to meet compliance:

- 1) Cases remaining open are affecting the overall percentage for the county. Open cases includes the following:
 - a) Un-arrested bond forfeiture cases;
 - b) Un-arrested surety to withdraw cases;
 - c) Cases returned to the agency for additional information needed for prosecution;
 - d) Cases with no recorded disposition; and
 - e) Cases not filed by a law enforcement agency with either the County Attorney's Office or the District Attorney's Office.
- 2) Arrests being made in Johnson County, and processed through the Johnson County Law Enforcement Center, are fingerprinted on the Mentalix fingerprint software imaging system. The following errors are affecting the overall percentage of the county:
 - a) The information submitted to Department of Public Safety (DPS) is directly linked with the software operating system for the county, Net Data. Any corrections appearing on Mentalix, are not always made on the Net Data server;
 - b) Fingerprints are not accepted by DPS due to quality; and
 - c) The time of the arrest between the hours of 11:45 and 12:15 are submitting the wrong day of arrest.
- 3) The following operator errors are affecting the overall percentage of the county:
 - a) Incorrect prosecutor action entered;

- b) Duplicate charges entered into the system due to re-indictments, motions to revoke, or motions to adjudicate;
- c) Incorrect offense code entered;
- d) Incorrect TRN/TRS entered;
- e) Invalid class of offense entered;
- f) Special characters added to the suspect's name that is not identifiable by DPS;
and
- g) Invalid SID numbers entered.

CORRECTION OF CURRENT ISSUES

In order to correct the above defined issues, the Board has established the following guidelines in order to raise the county's compliance rating:

- 1) An open case report will be printed by a designee of the Board on a quarterly basis and distributed to the District Clerk, District Attorney, County Clerk, County Attorney, Johnson County Sheriff, Johnson County Juvenile Services, and each and every law enforcement agency located within Johnson County.
 - a) Each office or law enforcement agency will be responsible to review the open case report and determine which cases can be closed;
 - b) All cases sent back to law enforcement agencies for additional information from the County Attorney, will be followed up with a letter from the prosecutor's office on a monthly basis in order to keep track of the progress on the case and have documentation as to why the case still remains open;
 - c) The District Attorney's office will review all unindicted cases within the District Attorney's office for status review every sixty (60) days;

- d) The County Attorney and District Attorney's Offices will review all pending bond forfeiture and surety to withdraw cases and make a determination if the case remains pending or should be dismissed; and
 - e) The printing and forwarding of open case reports shall be done on a quarterly basis to begin no later than May 1, 2010.
- 2) The Johnson County Sheriff's Office will continue to receive daily reports from the Mentalix fingerprint software imaging system.
- a) Chief Deputy Jimmy Johnson will designate an individual within the Sheriff's Office to review and correct any errors appearing on the report;
 - b) The information entered into the Mentalix system will be crossed checked on a weekly basis with the information entered into the Net Data system; and
 - c) After correction of any errors appearing between the two systems, the arrest information will then be checked through the DPS website to ensure the correction reported.
- 3) The County Clerk, District Clerk, County Attorney, District Attorney, and Johnson County Sheriff's Office, will receive weekly error reports printed by ISS and generated by Net Data. These reports detail cases with errors not reporting to DPS. This aids each office in the correction of common operator errors.
- a) ISS will upload, send, and verify on a weekly basis that records are received by DPS;
 - b) Each office will designate an individual within their office to review and correct any errors appearing on the report;

- c) Once errors are corrected on the Net Data system, the case will then be checked through the DPS website to ensure the correction reported;
 - d) Each official will notify the Board of the designee, or any subsequent change in designee, for their office, and the Board will distribute a contact list to each office;
 - e) Each office will communicate with other offices as needed in order to correct any errors or problems with CJIS reporting;
 - f) In order to reduce the amount of duplicate charges being entered, all warrants and information to jailers will have the corresponding TRN and SID number added to the top portion of the form by the clerks. This process will alert the jail staff that a TRN already exists and not to re-enter the case;
 - g) All warrants issued will have a section added, in case of an out of county arrest, that states: Please forward fingerprints to: Johnson County Law Enforcement Center, Attn: Records, 1800 Ridgmar, Cleburne, Texas, 76031, 817-556-6008; and
 - h) If DPS has not received fingerprints, or fingerprints were rejected because of error, the Defendant will be fingerprinted upon arraignment, pre-trial, but no later than plea or sentence date.
- 4) All error reports from 2006 to present date will be corrected by each office no later than January 1, 2012. If unable to correct an error, each office will make appropriate documentation and submit a letter stating reasons to the Board.
- 5) Each office will utilize the DPS website and Net Data system to run reports, check status of cases, and research reasons for errors as needed in order to maintain compliance.

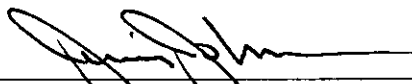
CONTINUATION OF PLAN IN ORDER TO MAINTAIN COMPLIANCE

In order to permanently maintain the county's disposition completeness percentage at or above 90 percent, the Board further finds the following:

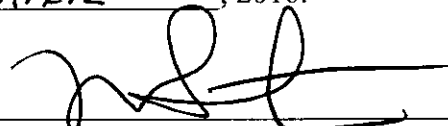
- 1) Once the county's disposition completeness percentage is at or above 90 percent, the Board will meet on a semi-annual basis or as needed throughout the year;
- 2) The Board proposes a new version of live scan fingerprinting system be installed in the Guinn Justice Center;
- 3) The Board will run periodic compliance reports to ensure the county's percentage is at or above 90 percent; and
- 4) Each official or designee will report any changes or problems to the Board. The Board will determine what steps need to be taken in order to resolve the issue.

IT IS THEREFORE ORDERED, the above Data Reporting Improvement Plan is hereby agreed to and approved by all parties appointed on the Board as evidenced by their signatures below.

SIGNED and APPROVED on this the 29 day of APRIL, 2010.



Chief Deputy Jimmy Johnson, designee of the Sheriff of Johnson County



Martin Strahan, Assistant District Attorney, designee of the District Attorney of Johnson County



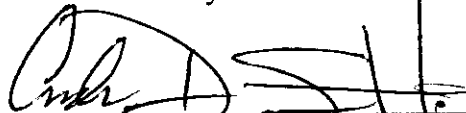
Bill Moore, County Attorney of Johnson County



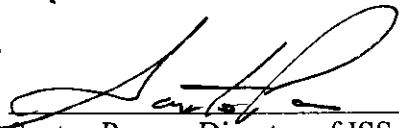
Karen Alexander, Chief Deputy, designee of the County Clerk of Johnson County



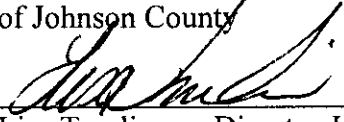
Catherine Lasater, Court Clerk, designee of the District Clerk of Johnson County



Commander Doug Sandifer, designee of the City of Burleson Police Chief



Santos Porras, Director of ISS Department
of Johnson County



Lisa Tomlinson, Director Juvenile Services
Of Johnson County



Debbie Reynolds, Net Data Representative