

Kaufman County Data Advisory Board

I. Acknowledgement

It has been brought to the attention of the Kaufman County Sheriff's Department that as a county we fail to meet the required reporting percentage of 90% for adult and juvenile reporting. The D.A.'s office and the Sheriff's Department are in the process of going through and closing out any open arrest we show since 2006. We are currently in the process of putting together a class for training and informing our Officers the importance of reporting all information and making sure it is all accurate. We plan to implement this training as an in house training course for our F.T.O. program, and possibly an informative course for all county employees who report for the prosecutor and court information. We too, plan to utilize any training that is offered by D.P.S. We have formed a committee and plan to hold monthly meetings to discuss updates, changes, and to make sure that we are maintaining our 90% as required.

II. Composition of the Local Advisory Board

Our committee consists of the following:

Sheriff or designee:	Sheriff David A. Byrnes / Chief Bryan Beavers
Attorney for District Courts:	Rick Harrison / Brandi Fernandez
Attorney for County Courts:	Rick Harrison / Brandi Fernandez
District Court Clerk:	Sunni Haney
County Court Clerk:	Jamie Swagerty
Terrell Police Chief or designee:	Capt. Arley Sansom / Debra Stevens
Forney Police Chief or designee:	Police Chief Rick Barnes /
I.T. Department Representative:	George York
Juvenile:	Jessica Quintero
Sheriff's Department Records Clerk:	Officer Mitzi Tinsley
Coordinator:	Officer Susan McGuire

If replacement of any of the above mentioned members is necessary it will be by request of the person needing to be replaced, or by nomination and vote of current members of the formed committee.

III. Key Functions

- During the process of booking each subject is fingerprinted on our Live Scan machine, which automatically generates a TRN number. Once the fingerprint card is signed, the fingerprint card and the CR-43 are given to the records clerk. It is the records clerk's job to check, do any correction (if needed), and then disperse each person's CR-43 to the correct locations.

- When a subject receives an added charge, the subject is pulled from his housing location and fingerprinted on our Live Scan machine. The supplement is then given to the records clerk to be checked, corrected (if needed), and sent to the correct agency.
- Upon disposing of a case by the Sheriff Department or the Court it is done one of two ways. Our County does have access to URSULA's site, where we in fact do most of our reporting, and if at anytime the website is unable to be used we report all information by mail and fax.
- When an offender is arrested at our location on an out of county warrant, the offender is only class C printed. Upon completion the booking officer gives the records clerk said fingerprint card and as a courtesy, the records clerk sends a partially filled out CR-43 and the fingerprint card to the warrant holding agency.
- When a CR-43 is received from another agency on one of our Counties charges it is given to the records clerk for completion and submitting. Our records clerk generates a handwritten CR-43, she then sends the white copy with fingerprint to Austin, and the rest to the appropriate agency or court.
- Every morning our records clerk is responsible for logging on to URSULA's site making sure each person was fingerprinted correctly and all paperwork is submitted to the correct location.
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IV. Reporting Requirements

We will be utilizing a timeline and through monthly meetings we will be able to go over and verify that we are holding ourselves to required standards.

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| ✓ Arrest Reporting to Repository: | 24 hours |
| ✓ Arrest Reporting to Prosecutor: | 72 hours |
| ✓ Prosecution Reporting to Repository: | (up to)30 days |
| ✓ Prosecution Reporting to Court Clerk: | (up to)30 days |
| ✓ Court Clerk Reporting to Repository: | (up to)30 days after Judgement |

V. Remediation

Kaufman County is currently forming our committee and working on our plan. Within our committee we plan to set up guidelines and timelines for each area. We plan to hold, at minimum, one meeting a month to discuss updates, changes, and progress. After each meeting or system update, a newsletter will sent out to each member of the Data Advisory Board and if needed a mass circulation to each affected County employee. Upon the first business day of each month the coordinator or the records clerk shall run an "Open Arrest Report" for the previous month, and send out a copy to each agency within our jurisdiction. Each agency is then responsible for making sure that none of their arrest have gone overlooked. We are working on implementing training for all our current employees. Our training will be for new hires, FTO's, DTO's, and any employee deemed necessary by their supervisor.

Timeline for Reporting

- Upon an arrest the booking Officer has 24 hours to report any incoming inmate's charge that is, in fact, reportable to DPS.
- Our records Officer, on the following business day, will run a roster and check to see that all inmates, which were brought in, were booked in correctly and charges were reported correctly. If there are any corrections to be made, she will do so immediately, by using the D.P.S. website or fax.
- If the charge is a Kaufman County charge, we will keep a copy of the CR-43 and fingerprint card in the jail jacket and forward all other paperwork to the appropriate court or agency the same business day.
- If the charge is an out of county charge, the subject will be class c printed and the records officer will then fill out a handwritten CR-43 and forward all paper work with fingerprints to the correct agency.
- Once the CR-43 is received by the arresting agency they have 72 hours to file said report with the Prosecutor.
- If the CR-43 is received by the arresting/charging agency and they choose to not pursue such charges, that agency has 72 hours to notify the records officer at the Kaufman County Sheriff's Department.
- Upon receipt of the case the prosecutor has up to 30 days to report any information to the repository or the court clerk. (whether case is accepted or rejected)
- Once the judgement is final and complete the court clerk has up to 30 days to report to the repository.