DATA REPORTING IMPROVEMENT PLAN
LIBERTY COUNTY, TEXAS

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 date 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.

> Liberty County acknowledges the provisions set out by Chapter 60.10 of the Code of Criminal Procedure as set out above.

"We, the data advisory board of Liberty County, Texas, shall keep all lines of communication open between our offices to better understand each entity's needs and requirements for fulfilling our obligation to report all information required as set out by Chapter 60.10 of the Code of Criminal Procedure."

Section II

Composition of the Local Advisory Board Members

The board members must meet the requirements under Chapter 60.10, CCP:

Members - Sheriff of the county, or the sheriff's designee; an attorney who represents the state in the district courts of the county; an attorney who represents the state in the county courts of the county; the clerk for the district courts of the county, or the clerk's designee; the clerk for the county courts of the county, or the clerk's designee; the police chief of the municipality with the greatest population located in the county, or the chief's designee; a representative of the county's

automated data processing services, if the county performs those services; and a representative of an entity with whom the county contracts for automated data processing services, if the county contracts for those services.

Members:

Sheriff Henry Patterson, or designee
District Attorney, Mike Little
County Attorney, Wesley N. Hinch
District Clerk, Melody Gilmore, or designee
County Clerk, Delia Sellers, or designee
Cleveland Police Chief, Mike Bradshaw, or designee
Liberty Police Chief, Billy Tidwell, or designee
IT Director, John Gaudet
Net Data Representative, Debbie Reynolds

When necessary, a replacement board member will be named by an elected official and/or by the board, and a newly elected official will take the place of an existing elected official.

Section III

Detail current process that supports the Chapter 60 reporting requirements.

The County's Plan detailing the flow of information is set forth in the attached exhibits.

I.   Arrest Reporting to Repository
II.   Arrest Reporting to Prosecutor
III.   Prosecution Reporting to Repository
IV.   Prosecution Reporting to Court Clerk
V.   Court Clerk Reporting to Repository

See Exhibits attached hereto.

The County's Plan addressed the following Key Function of the current flow of information.

- How the DPS Incident Tracking Number (TRN) and Tracking Number Suffix (TRS) are introduced into and maintained throughout the flow of information
- How added charges are dealt with so that they receive an appropriate TRS and reported to the next county entity and to the DPS
- How charges disposed by the arresting agency or prosecutor are reported to the next county agency and to the DPS
- How persons arrested on out of county warrants are processed
- How persons arrested out of county on in-county warrants are processed
- How each agency ensures that all charges are reported to the next county agency and to the DPS

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

Section IV

Identify problem areas associated with compliance to Chapter 60 reporting requirements.

- Arresting agencies have reported to CJIS incorrect DPS numbers.
- Arresting agencies have reported to CJIS arrest warrants, class c arrests, capias pro fine arrests, Petition to Revoke arrests and other inappropriate arrests.
- Arresting agencies have not supplied out of county DPS numbers to prosecutor office.
- Prosecuting offices have entered incorrect DPS numbers or have not entered in any DPS number at all.
- Clerk's offices have entered incorrect DPS numbers or have not entered in any DPS number at all.

The County's Plan to address remediation of the problems identified in Section IV.

The Sheriff's Department has ordered a new finger print machine capable of reporting to DPS the correct CJIS information. The prosecutor's office will retrieve CJIS information from the Sheriff's Office jail screen. Cleveland Police Department will continue to supply CJIS information when turning in cases to the prosecutor's offices. All charges added by prosecutors shall be entered into the CJIS screen with the next available appropriate TRS number. The Clerk's office will retrieve this information from the prosecutor by either pulling the information from the prosecutor's office or from each judgment.

The arresting agencies will not report out of county warrants unless the Defendant makes bond in Liberty County, the Liberty County will forward to the county which issued the warrant. When Liberty County warrants are executed out of county, the Sheriffs Office will retrieve the Defendant's information from the county in which the Defendant made bond and forward that information to the prosecutor's office.

All departments will train and retrain their department on properly reporting information to the next department. All departments will have open communications with each other to enhance our reporting capability. The county will increase availability to interdepartmental information.

All reporting for the prosecutors and clerks shall continue to be reported by the District Clerk's office once a month and any "Return Files" shall continue to be given to the appropriate office for corrections. Each department shall promptly correct this information so that it may be reported at the next reporting date.

In the future, each department shall check their reporting monthly and inform other departments of mistakes that need to be corrected or changed. Each department will be responsible for ensuring that the information they are reporting is correct.

Liberty County Sheriffs Office

I. Arrest Reporting to Repository

- The jail fingerprints the inmate,

- Clerk goes every morning and picks up fingerprints from the jail,

- The fingerprint cards are given to warrant clerk,

- Warrant clerk goes thru the fingerprint cards and takes out the ones that are not to be sent to DPS,

- Warrant clerk then fills out the information on each card,

- When all information is completed on fingerprint cards a CJIS report is printed to be attached to each fingerprint card,

- The fingerprint cards are then placed into an envelope and mailed to DPS,

- Warrant clerk then sends the cards that are not sent to DPS back to the jail to be placed in the correct envelope.

County Attorney's Office Procedure

II. Arrest Reporting to Prosecutor

Defendants booked-in through Sheriff's Office

- run jail activity list daily
- retrieve book-in sheet on all Defenants booked-in on misdemeanor (A) or (B) from system where we get TRN & TRS numbers.

Defendants not booked-in through Sheriff's Office

- booked-in through Cleveland PD we receive a tracking form with offense report where we get TRN & TRS numbers
- non-arrest (ex. TABC) we process and create a tracking form where we get TRN & TRS numbers and send to Austin DPS

Added Charges

- use original TRN number from original arrest and use next available TRS number (ex. A002, A003).

Warrants arrested out of county

- prosecutors rarely receive any tracking information on these cases, if received we put into computer system.

Return Files

- prosecutor corrects misinformation when possible.

IV. Prosecution Reporting to Court Clerk

Disposed of Cases

- are entered into computer system and are electronically pulled by next county agency or the retrieve from judgment

County Clerk's Office Procedure

County Court at Law ORI TX146013J

IV. Prosecution Reporting to Court Clerk

Cases are filed in County Clerk's Office by County Attorney's Office

- All TRN numbers that are available are included when cases are pulled from system from County Attorney's Office

Cases are then taken to court and disposed of

- When a case has an existing TRN number attached and the case is disposed of the disposition is entered on the CJIS screen and then reported electronically,
- When a case does not have a TRN number attached the clerk reporting the case will look in the case file and located number on judgment,
- If a TRN number is not present on judgment, the clerk will then contact the County Attorney's Office for the information.

Out of County Arrests and Bonds

- When a warrant and/or bond has been executed in another county TRN information is unavailable
- When TRN information is available the clerk will make a copy of the disposition and mail to DPS for their records.

Return Information

- All information reported incorrectly is corrected and mailed back to DPS.

District Attorney's Office CJIS Procedure

II. Arrest Reporting to Prosecutor

Receive case from investigation agency.

If Cleveland Police Department Case–Enter new case and enter CPD tracking number.

All other agencies–If Defendant was booked into Liberty County Jail–make sure the charge is checked reportable and then transfer case. (This will automatically pull the tracking number.) If Defendant was not arrested, enter case and enter tracking number.) If Defendant was not arrested, enter case and enter tracking number at time of arrest.

Charges (for purpose of CJIS) are accepted at time of indictment or when a complaint and information is filed. If the case is not accepted or no billed the information is entered at that time.

Any misinformation is corrected and resubmitted by mail or electronically when necessary.

District Clerk's CJIS Procedure

IV. Prosecution Reporting to Court Clerk

75TH Judicial District Court ORI TX146015J

253RD Judicial District Court ORI TX146025J

Complaint/Indictment

1.)   Receive Indictment or Complaint from District Attorney's Office
2.)   Transfer case using District Attorney's File Number
        (A.)   This usually transfers all CJIS history to our file
        (B.)   If not the Judgment will have TRN Number and clerk manually enters the information.
3.)   Assign Case Number and build paper file
4.)   Wait for file to be Disposed by Plea or Trial
5.)   Once Disposed fill out F4 screen (CJIS Criminal History Form)

Petition to Revoke

1.)   Receive revocation motion
2.)   Wait for Case to Dispose
3.)   Once disposed fill out F4 screen (CJIS Ciminal History Form)

Return Files

1.)   Any misinformation is corrected and resubmitted by mail or electronically when necessary.

District Clerk's On-Line CJIS Reporting

III. Prosecution Reporting to Repository

V. Court Clerk Reporting to Repository

1.) Go to Command Line in Net Data System
    A.) Type: MENU CJSM03, SECLIB
    B.) Select option 1 (build DPS Send File)
        1.) this submits records to DPS producing reports detailing these records
    C.) Click Okay
        1.) If you need to reprint a specific date put date in
    D.) Click Print Button
        1.) Highlight files to be printed
        2.) Release Files
    E.) Look at last page and if total number transmitted is zero go to step 3
    F.) If you get an error message call Net Data and technician will help fix error
        1.) All steps above will have to be reran if error occurs

2.) Go to PC Desktop
    A.) Select send CJIS icon
        1.) This automatically uploads disposition to CCH website
    B.) Look at record count and make sure it matches from step 1 if not call Net Data and technician will help correct
    C.) Click enter when you see the pause and select any key to continue

3.) Wait about five minutes

4.) Go to PC Desktop
    A.) Select Receive CJIS
        1.) This automatically downloads records from CCH website
        2.) You will see a row of zeros come up on screen and as download progresses you should notice the zeros changing to numbers
        3.) If no change call Net Data technician
        4.) When you see pause select any key to continue hit enter

5.) Go to command line in Net Data
    A.) Select option 2 (Receive DPS Return Files)
        1.) This will update all information and creates report for any errors
        2.) Click okay
        3.) Click print button
        4.) Highlight files to be printed and Release Files

6.) These reports are distributed to the necessary offices.