

CJIS DATA REPORTING IMPROVEMENT PLAN FOR NACOGDOCHES COUNTY

SECTION I LEGISLATIVE REQUIREMENT

Pursuant to Article 60.10, Texas Code of Criminal Procedure, the Nacogdoches County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. By resolution dated September 15, 2009, the Nacogdoches 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 percentage;
- (2) ensure that the county takes steps necessary for the county's average disposition completeness to be equal to or greater than mandated by statute;
- (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.

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).

Data to Include in CCH.: Chapter 60, CCP requires that information on arrests, prosecutions and the disposition of the case for persons arrested for Class B misdemeanor or greater violation of Texas criminal statutes be included in 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. Of special note is that Chapter 60, CCP creates an Incident Tracking Number (TRN) and Incident Tracking 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.

SECTION II
COMPOSITION OF THE LOCAL ADVISORY BOARD MEMBERS

The board members must meet the requirement under Chapter 60.10, CCP: Members - Sheriff of the county or the sheriffs 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 clerks 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 chiefs 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.

The members of the Data Advisory Board of Nacogdoches County are:

Sheriff's designee:	Karla Swanzy
District Attorney:	Nicole Lostracco
County Attorney:	John Fleming
District Attorney Designee:	Debbie Ives
County Attorney Designee:	Trish Agnew
District Clerk's Designee:	Sharon Sowell
County Clerk's Designee:	Becky Crawford
Special Projects Manager:	Tara Triana
Adult Probation Designee:	Danita Tucker
District Clerk:	Loretta Cammack
Computer Department / I T Rep:	John Ericson
Juvenile Probation Department:	Melanie Ramsey
Nacogdoches Police Department Designee:	Rhonda Modisette

SECTION III LOCAL REPORTING RESPONSIBILITIES AND REQUIREMENTS

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

Arresting Agencies: The law enforcement agencies 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 7 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 the 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 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.

SECTION IV REVIEW OF THE REPORTING PROCESS FOR RESOLUTION

The Board reviewed processes and procedures related to Chapter 60 Reporting Requirements. In particular, the Board reviewed: (1) Arrest Reporting to Repository, (2) Arrest Reporting to Prosecutor, (3) Prosecution Reporting to Repository, (4) Prosecution Reporting to Court Clerk, and (5) Court Clerk Reporting to Repository. More specifically, the Board reviewed system limitations, quality control measures and other data so that an improvement plan could be suggested.

SECTION V
PLAN FOR COUNTY'S DISPOSITION COMPLETENESS PERCENTAGE

1. ARREST REPORTING TO REPOSITORY

Any inconsistencies regarding SIDs, TRNs, PIDs, and reporting have been resolved by having one agency, Nacogdoches County Sheriff's Office, booking and reporting all arrests into Spillman, our most recent data program. Since Spillman creates a TRN we now have limited the inconsistencies concerning TRNs. Duplicate PIDs have been resolved by allowing merge capabilities to the County Attorney's Office, District Attorney's Office, County Clerk's Office and the District Clerk's Office. Our recommendations to the Sheriff's Office are to continue ongoing training to booking officers, and to have a procedure of verifying arrests in other counties on warrants issued by Nacogdoches County. We should also have a contact at the Sheriff's Office in which to verify the out of county arrests on Nacogdoches County warrants.

2. ARREST REPORTING TO PROSECUTOR

Any inconsistencies regarding TRNs and related arrests filed with the prosecutor's office have been corrected by having the Sheriff's Office enter the information into Spillman and assigning the TRN. For efficiency, if possible, law enforcement agencies should limit issuing citations on certain offenses. Then the arrest can be made, and the defendant booked, and assigned a TRN at arrest. On citation cases, fingerprints are now being taken when the defendant goes to court and a TRN assigned at that time.

3. PROSECUTION REPORTING TO REPOSITORY

The County Attorney's Office is now reporting their own cases, entering the information from Spillman into Net Data, and is now making this a priority. The District Attorney's Office went from paper reporting to electronic reporting, which has increased efficiency and timeliness.

4. PROSECUTION REPORTING TO COURT CLERK

Inconsistent TRNs reporting is being resolved by entering the TRN on the judgment.

5. COURT CLERK REPORTING TO REPOSITORY

Any difficulties locating TRNs and having duplicate TRNs have been resolved by having the Probation Department and the County Attorney's Office add the TRN to the judgment. Duplicate PIDs have been corrected by allowing merge capabilities to the County Clerk's and District Clerk's Offices. Duplicate reporting has been resolved by having access to the CJIS website, and viewing the criminal history of the defendant before entering the information, thereby verifying all information is correct. Having the proper tools, like the CJIS website, has also increased efficiency and timeliness. CJIS reporting is now a priority in the County and District Clerk's Offices.

SUMMARY

CJIS reporting has not been a priority for most reporting departments in Nacogdoches County. This has now become a priority to all the departments. With the Sheriff's Office being the only agency booking arrests, thus assigning the TRN immediately, the timeliness of reporting should improve for all Nacogdoches County Departments. Communication with other departments has increased our understanding of how one departments' procedures effect the next department, making CJIS reporting more accurate and efficient. Finally, having the proper tools available has increased the accuracy, efficiency and timeliness of all reporting from the arrest to the reporting of the disposition.

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

District Clerk's Designee:	Sharon Sowell Chair	<u>Sharon Sowell</u>
Sheriff's designee:	Karla Swanzy Vice-Chair	<u>Karla Swanzy</u>
District Attorney Designee:	Debbie Ives Secretary	<u>Debbie Ives</u>
District Attorney:	Nicole Lostracco	<u>Nicole Lostracco</u>
County Attorney:	John Fleming	<u>John Fleming</u>
County Attorney Designee:	Trish Agnew	<u>Trish Agnew</u>
County Clerk's Designee:	Becky Crawford	<u>Becky Crawford</u>
Special Projects Manager:	Tara Triana	<u>Tara Triana</u>
Adult Probation Designee:	Darita Tucker	<u>Darita Tucker</u>
District Clerk:	Loretta Cammack	<u>Loretta Cammack</u>
Computer Department / IT Rep:	John Ericson	<u>John Ericson</u>
Juvenile Probation Department:	Melanie Ramsey	<u>Melanie Ramsey</u>
Nacogdoches PD Designee:	Rhonda Mod'sette	<u>Rhonda Mod'sette</u>