

# **PARKER COUNTY LOCAL DATA ADVISORY BOARD**



## **DATA REPORTING IMPROVEMENT PLAN**

### **CREATION OF BOARD**

The Parker County Local Data Advisory Board (hereinafter referred to the "Board") was created on October 29, 2009 by the Commissioners Court of Parker 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 Parker 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: LARRY FOWLER, Sheriff of Parker County; DON SCHNEBLY, District Attorney of Parker County; JOHN FORREST, County Attorney of Parker County; ELVERA JOHNSON, District Clerk of Parker County; JEANE BRUNSON, County Clerk of Parker County; MIKE MANNING, City of Weatherford Police Chief; TRISH RADFORD, Director of Parker County IT Department.

### **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) Cases returned to the agency for additional information needed for prosecution;
  - b) Cases with no recorded disposition; and
  - c) Cases not filed by a law enforcement agency with either the District Attorney's Office or the County Attorney's Office.
- 2) Arrests being made in Parker County, and processed through the Parker County Law Enforcement Center are fingerprinted on the AFIS fingerprint software imaging system. The following errors are affecting the overall percentage of the county:
- a) Fingerprints are not accepted by DPS due to quality; and
- 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; and
  - f) Special characters added to the suspect's name that is not identifiable by DPS.
  - g) Failure to upload CJIS data to the server.

### **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 county arrest report will be printed by a designee of the District Clerk's Office on a quarterly basis and distributed to the Parker County Sheriff, District Attorney,

County Attorney, District Clerk, County Clerk, and each and every law enforcement agency located within Parker County upon adoption.

- 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 District Attorney and County Attorney, will be followed up with a letter from the prosecutor's office on a quarterly basis in order to keep track of the progress on the case and have documentation as to why the case still remains open;
- 2) The Parker County Sheriff's Office will receive daily reports from the AFIS fingerprint software imaging system.
- a) Sheriff's Office 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 AFIS system will be crossed checked on a weekly basis with the information entered into the ELECTRONIC CASE MANAGEMENT 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 Parker County Sheriff's Office, District Attorney, County Attorney, District Clerk, County Clerk, will generate monthly DPS error reports by Department Designee. These reports will detail cases with errors not reporting to DPS. This will aid each office in the correction of common operator errors.

- a) Each office will designate an individual within their office to review and correct any errors appearing on the report;
  - b) Once errors are corrected on the ELECTRONIC CASE MANAGEMENT SYSTEM, the case will then be checked through the DPS website to ensure the correction reported;
  - c) 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;
  - d) Each office will communicate with other offices as needed in order to correct any errors or problems with CJIS reporting;
  - e) All warrants issued will have a section added, in case of an out of county arrest, that states: Please forward fingerprints to: Parker County Law Enforcement Center, Attn: Records, 129 Hogle Street Weatherford, Texas, 76086, and
  - f) 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 ELECTRONIC CASE MANAGEMENT SYSTEM to run reports, check status of cases, and research reasons for errors as needed in order to maintain compliance.

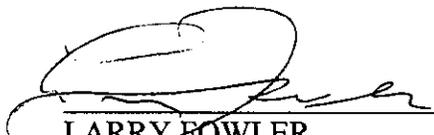
#### **CONTINUATION OF PLAN IN ORDER TO MAINTAIN COMPLIANCE**

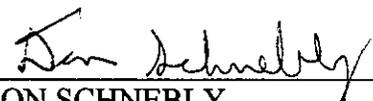
In order to permanently maintain the county's disposition completeness percentage at or above 90 percent, the Board further finds the following:

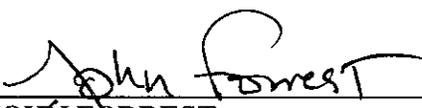
- 1) Once the county's disposition completeness percentage is at or above 90 percent, the Board will meet on a semi-annual basis or as needed throughout the year;
- 2) The Board will run periodic compliance reports to ensure the county's percentage is at or above 90 percent; and
- 3) Each official or 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.

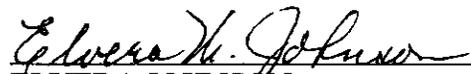
IT IS THEREFORE ORDERED, the above Data Reporting Improvement Plan is hereby agreed to and approved by all parties appointed on the Board as evidenced by their signatures below.

SIGNED and APPROVED on this the 28 day of May, 2010.

  
LARRY FOWLER  
Sheriff of Parker County

  
DON SCHNEBLY  
District Attorney of Parker County

  
JOHN FORREST  
County Attorney of Parker County

  
ELVERA JOHNSON  
District Clerk of Parker County

  
JEANE BRUNSON  
County Clerk of Parker County

  
MIKE MANNING  
City of Weatherford Police Chief

  
TRISH RADFORD  
Director of IT