

**Local Data Advisory Board
Polk County, Texas
Data Reporting Improvement Plan**

Organizational History

The Polk County Commissioners' Court established the Polk County Local Data Advisory Board (PCLDAB) pursuant to the Texas Rules of Criminal Procedure Article 60.21 on September 8, 2009. An organizational meeting was held November 12, 2009. Officers of the PCLDAB were duly selected and statutorily included members were asked to identify contact personnel to create a working board. The working board has subsequently met monthly to identify problem areas in reporting and formulate plans for improved reporting.

Plan Objective

It is the Objective of the Polk County Local Data Advisory Board to create a plan that is sufficiently detailed to assure that inputs to the Department of Public Safety Computerized Criminal History System are timely and of such a quality that Polk County consistently meets or exceeds standards of completeness promulgated by the State.

DATA REPORTING IMPROVEMENT PLAN

1. The Polk County Local Data Advisory Board shall identify a year or year(s) of focus which shall be defined as any year identified or subject to be next identified by the State as a year to which "disposition completeness percentage" standards are to be applied.
2. Essential reporting entities within the County are identified as the (1) Booking Authority which consists of peace officers and jail personnel; (2) the Prosecuting Attorney; and (3) the Court Clerks.
3. Each entity shall designate a primary contact and responsible person, to be referred to as the Data Reporting Officer, to the PCLDAB.
4. Each entity shall promulgate internally and publish to the LDAB a detailed procedure for reporting of data.
5. Reporting data shall be maintained and reported using the County's automated data processing services.
6. The Booking Authority has the duty to submit all reportable arrest data and secure a valid state identification number (SID), transaction number (TRN) and local Personal identification number (PID). Generation or identification of the SID requires that adequate identifiers and print information be successfully submitted to the Department of Public Safety.

7. The Prosecuting Attorney has the responsibility to input to the County's automated data processing service information on dispositions that do not involve Court activity (Cases declined, etc.)
8. The Court Clerks have the responsibility to input to the County's automated data processing service all disposition data.
9. The Court Clerks shall periodically generate, using the County's automated data processing service, updated disposition data. Timing shall be at the discretion of the Clerk's Data Reporting Officer, but not less than semi-monthly.
10. The automated data processing service shall pre-screen disposition data and any errors identified will be transmitted to the appropriate Data Entry Officer for correction.
11. After submission, any errors identified by the Department of Public Safety will be distributed to the appropriate Data Entry Officer for correction.
12. The Data Entry Officers shall meet at least monthly to review current reporting statistics, identify recurring problems and review reporting procedure plans in light of errors identified.
13. In the event that the "disposition completeness percentage" of any year identified as a year of focus does not meet or exceed the reporting standards promulgated by the State, the PCLDAB shall meet not less than quarterly to receive reports from the Data Reporting Officers, consider modifications to the detailed data reporting procedures and any other corrective action deemed appropriate by the PCLDAB to assure compliance with reporting standards.

Approved and adopted this the 28th day of May, 2010, by the Polk County Local Data Advisory Board.


Board Chairman