



RUSK COUNTY DATA IMPROVEMENT PLAN

Pursuant to Article 60.10 of the Texas Code of Criminal Procedure, the Rusk County Local Data Advisory Board adopts this as its mandated Data Reporting Improvement Plan.

Mission

The Rusk County Local Advisory Board goals are to review and enact standards for meeting the reporting requirements of ART. 60.08 of the Texas Code of Criminal Procedure for each reporting entity.

Action

The Board met and review policy in place for submitting data to the Texas Department of Public Safety for the Texas Computerized Criminal History System. The Board realized there were no written plans in place for submitting data or for any follow up. The Board requested each entity to develop written plans for the submission of data to the Texas Computerized Criminal History System.

The Board reviewed the plans submitted by each reporting entity and worked with each entity to ensure the requirements of the law would be met.

The planned procedures for Rusk County to meet all reporting requirements are as follows:

Sheriff/Jail

After a person is arrested and a jailer has booked and processed the defendant into the jail, a TRN is assigned to that defendant for that particular arrest.

If the charge is reportable (above a class c misdemeanor) check the box titled reportable offense. Click the fingerprint icon: doing so will send all pertinent defendant information from NetData to the identix machine.

After the information is transmitted to the identix machine, the jailer will fingerprint the inmate in the identix machine and transmit the information to the Department of Public Safety.

Approximately 30 minutes after transmission you will receive a hit confirmation and an electronic rap sheet that will have that inmate name, FBI, and SID (copy attached)

The information printed will be attached to the inmates fingerprint card and placed in his or her folder.

SID and FBI numbers will be added to that inmate's information on the PID screen in NetData, if they have never been arrested with a reportable offense.

For out of county arrests where a courtesy card is forwarded to the RCSO, the needed information will be passed to the district attorney, and County/ District Clerk's offices.

For those individuals arrested out of county whose arrest is not contained on their individual criminal history and no courtesy card is forwarded, RCSO will book that individual assigning all required numbers using the process detailed above.

District Attorney

Upon acceptance of a case by the district attorney's investigator the case is entered into the intake database for assignment of a CR (cause) number.

In misdemeanor cases it is at this point that the CJIS process begins. In felony cases the process does not begin until such time as the grand jury reviews the case.

All CJIS required information is keyed into NetData at this point. Additionally NetData is checked for PID errors; all misdemeanor cases are reviewed to ensure that all B's and above were marked reportable during the jail booking process.

In those instances where the case is rejected by the district attorney's investigator and the defendant has been arrested the CJIS information is entered in NetData with the code of "N" to denote the rejection in CJIS. Additionally, faxed copies of the rejection are sent both to the jail as well as the agency bringing the charge.

In those instances where the case against the defendant was dismissed prior to arrest no CJIS information exists, therefore, nothing is reported.

District Clerk

Grand Jury Indictment Received - new cases opened

A week later arraignment list will be checked to see which cases do not have TRN's

- If they haven't been arrested yet then wait till bond a bond is received
- If they have been arrested then go to the TRN screen and pull over the TRN to the case

If a bond is received where they have been arrested out of county, a colored page printed with "ARRESTED OUT OF COUNTY" is put in the front of the file (loose) letting the clerk know they were arrested out of county, so whenever the file is pulled the clerk would know check CCH to see if the TRN has been reported.

- If the arrest has been reported, proceed to verify TRN for correct case.
- If it still hasn't been reported, clerk will check back later.

If a Judgment is received and there is not a TRN or SID typed on it, then the clerk will go to the CCH sight and try to get the information from there before the Judgment is fully processed (confinement only).

- If the defendant is getting probation and there is not a TRN then the probation dept. or RCSO will get the TRN for the clerk.

End of month. the clerk will go over all cases closed for that month to make sure CJIS was completed on all cases

Every week (or when a report is printed) the clerk will check and fix all errors possible. The CJIS error reports are ran about every week

County Clerk

On filing of a judgment the clerk will look at the Judgment and/or Dismissal (there should be TRN # on the top of the Document) and got to the NetData CJIS screen. Make sure the Arrest Details section of the CJIS screen match the Court Disposition section of the CJIS screen, that means the Offense and Level & Degree should be the same in both sections. If arrest details match proceed to fill out the Court Disposition section of the CJIS screen.

If information does not match, Check Prosecutor section of the screen to see if there is a "C" in the Prosecutor Action: if there is a "C" proceed to fill out the Court Disposition section; if no "C", STOP wrong TRN#. Call the DA's office and ask why the wrong TRN# is on the document.

If there is not a TRN # on the Judgment and/or Dismissal:

Call DA's office, talk to the misdemeanor clerk, (Shelly). Ask her if she has TRN # in her file records.

If DA's office does not have TRN # in their files, the clerk in the County Clerk's office will go into Other Maintenance in Net Data, CJIS information and search for the TRN #. This search will be done by defendant name and offense. If name is found, verify correct arrest offense and date then attach to case and proceed.

If you are unable to determine TRN information call Sheriff's Clerk (Janice) to see if she can help you determine which TRN is for the case.

Once the CJIS screen is completed for a case it is submitted to DPS (This is submitted by the District Clerk's Office). A list is received about a week or so later showing the errors. The errors are worked and if the CJIS reporting is unresolved at the end of the day, the file goes into a problem slot in the vault with an explanation of what the case is waiting on to complete the reporting process. These are checked weekly.

If fingerprints did not get submitted on intake level, DPS does not have anything to match to. These goes into a name based file until fingerprints are available at which time the two should be joined together.

Juvenile Justice Reporting

Juvenile Department will not accept cases from law enforcement if the Juvenile Justice Reporting form is not included with the offense report.

Misdemeanor Cases

Top sheet (White Sheet) of the CR-43 is completed by Law Enforcement along with fingerprints and photograph and kept by Law Enforcement. Juvenile Department completes Pre-Adjudication Section of the CR-43 (Green Sheet).

If Child is placed on Deferred Prosecution (619) for any referral by the Juvenile Department, the court never sees the Reporting form. Juvenile Department will complete Pre-Adjudication Section with a 619 being entered in the Intake Action Provision-Deferred Prosecution. The amount of time Juvenile will be on Deferred Prosecution is entered and the Green Sheet is MAILED to DPS Austin; the Blue Sheet (Court) will be kept until child has completed Deferred Prosecution.

After Juvenile completes Deferred Prosecution the Juvenile Department will cross out Deferred Prosecution date and write in Completion Date and in the intake Action Provision white out 619 and put in 604 (Dismissed). Also, Cross out amount of Deferred Prosecution Time and at the bottom of the form under Required Programs write Status Change. Make a copy of the form and MAIL to DPS in Austin.

Referral goes to Court, Felony or Misdemeanor

Juvenile Department fills out Pre Adjudication Section in Intake Action Provision Section Juvenile Department puts 612 (Refer to Prosecutor), makes a copy of form. Green and blue forms go to DA'S office to be completed by DA and County Clerk offices after final disposition.

County Clerk's Office mails the form to Austin after Adjudication and Disposition hearing are completed. If the DA refers the referral back to the Juvenile Department the Juvenile can be placed on Deferred Prosecution (619) or Case can be dismissed by Prosecutor without any Court (604) action.

County Clerk's CJIS Juvenile Reporting Procedure

After sentenced or dismissed, Juvenile probation will provide a completed copy of the CR-43 with the arrest and prosecutor actions. (The green form of this CR-43 is mailed to DPS by Juvenile Probation on paper with their intake information.) The Clerk's office is given the Blue part of the CR-43. The clerk uses the information from the blue form of the CR-43 and fills in the CJIS screen (F4) with the court information. If there are any code discrepancies, the Juvenile probation officer assigned to that case is called.

If finger prints did not get submitted on intake level, DPS does not have anything to match to and CJIS reporting stays unresolved until that information is submitted to DPS. Charges in Juvenile

cases need to be watched for action changes. After they have been submitted, sometimes the prosecutor action changes and the CJIS screen (F4) has to be corrected by printing out the old CJIS screen (F4) then making the necessary corrections and updating the system with the new information. The new updates must also be printed out and mailed to DPS. This procedure seems to be working for the Juvenile CJIS Reporting.

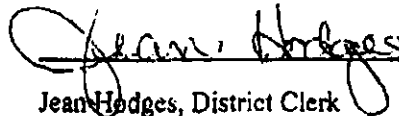
Conclusion

It takes all the entities working together to achieve and maintain the county's disposition completeness percentage at or above the percentage mandated by statute. Problems have been identified and corrected in each department. It is the Board's belief if the written plans are followed Rusk County Will meet all reporting requirements now and in the future.

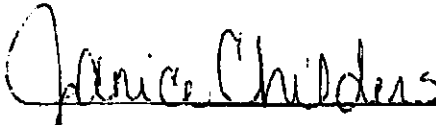
The undersigned members of the Advisory Board by signature agree to cooperate by utilizing the process detailed above to ensure that all required data transmitted for the specified purpose of CJIS reporting is accurate and timely. We also agree to communicate with once another any problems or discrepancies that occur in compiling the reports.



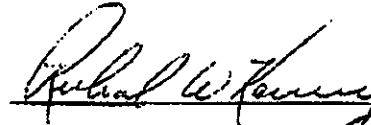
Joyce Lewis-Kugle, County Clerk



Jean Hodges, District Clerk



Janice Childers, Sheriff's Representative



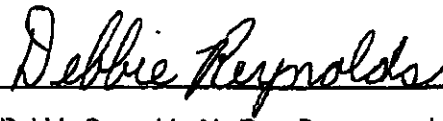
Richard Kennedy, Assistant District Attorney



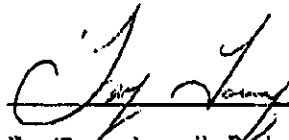
Carl Barber, Assistant District Attorney



James Pierson, Henderson PD



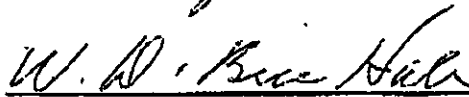
Debbie Reynolds, NetData Representative



Fay Terry, Juvenile Probation



Mark Hogberg, Adult Probation



Bill Hale, County Commissioner Pct 1