

Tyler County Local Data Advisory Board

Data Reporting Improvement Plan

Creation of Board

The Tyler County Local Data Advisory Board (hereinafter referred to the "Board") was created on October 20, 2009 by the Commissioners Court of Tyler 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 Tyler 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: Sheriff of Tyler County; Sheriff Administration Assistant; Chief Jailer; County Judge; Woodville Police Chief; Woodville Police Sergeant; Commissioner Pct. 1; District Attorney Felony Administration; District Attorney Misdemeanor Assistant; Criminal District Attorney; Chief Deputy; County Clerk of Tyler County; District Clerk of Tyler County; Net Data Representative, Debbie Reynolds; and Tyler County Juvenile Probation Officer; Chief Adult Probation Officer.

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) Un-arrested bond forfeiture cases;
 - b) Un-arrested surety to withdraw cases;
 - c) Cases returned to the agency for additional information needed for prosecution;
 - d) Cases with no record disposition; and
 - e) Cases not filed by a law enforcement agency with the Criminal District Attorney's Office.
- 2) Arrests being made in Tyler County, and processed through the Tyler County Law Enforcement Center, are fingerprinted on the Mentalix fingerprints software imaging system. The following errors are affecting the overall percentage of the county:
 - a) The information submitted to Department of Public Safety (DPS) is not directly linked with the software operating system for the county, Net Data. Any errors appearing on Mentalix, will not always appear on the Net Data server;

- b) Fingerprints are not accepted by DPS due to quality; and
 - c) The time of the arrest between the hours of 11:45 and 12:15 are submitting the wrong day of arrest.
- 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-indictment, 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.

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 case report will be printed by a designee of the Board on a quarterly basis and distributed to the District Clerk, District Attorney, County Clerk, County Attorney, Tyler County Sheriff, Tyler County Juvenile Services, and each and every law enforcement agency located within Tyler County.
 - 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 Criminal District Attorney, will be followed up with a letter from the prosecutor's office on a monthly basis in order to keep track of the progress on the case and have documentation as to why the case still remains open;
 - c) The Criminal District Attorney's Office will review all pending bond forfeiture and surety to withdraw cases and make a determination if the case remains pending or should be dismissed; and
 - d) The printing and forwarding of open case reports shall be done on a quarterly basis to begin no later than April 1, 2010.
- 2) The Tyler County Sheriff's Office will receive daily reports from the Mentalix fingerprint software imaging system.
 - a) Chief Deputy 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 Mentalix system will be cross checked on a weekly basis with the information entered into the Net Data 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 County Clerk, District Clerk, Criminal District Attorney, and Tyler County Sheriff's Office, do receive weekly error reports printed by ISS and generated by Net Data. These reports detail cases with errors not reporting to DPS. This aids 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 Net Data 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) In order to reduce the amount of duplicate charges being entered, all warrants and information to jailers will have the corresponding TRN and SID number added to the top portion of the form by the clerks. This process will alert the jail staff that a TRN already exists and not to re-enter the case;
 - f) All warrants issued will have a section added, in case of an out of county arrest, that states: Please forward fingerprints to:
 - g) 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 Net Data 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

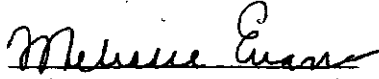
In order to permanently maintain the county's disposition completeness percentage at or above 90 percent, the Board further finds the following:


- 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 proposes a new version of live scan fingerprinting system be installed in the Tyler County Justice Center;

- 3) The Board will run periodic compliance reports to ensure the county's percentage is at or above 90 percent; and
- 4) 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 ____ day of _____, 2010


Melissie Evans, District Clerk


Gail Rains, Sheriff Admin. Asst.

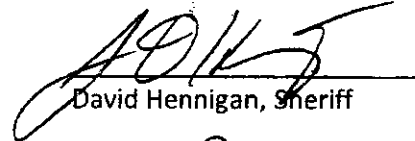

Steven Hoke, Chief Jailer

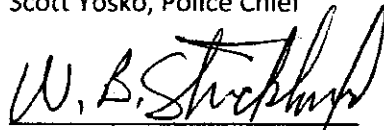

Joe Smith, Criminal District Atty.



Jacques Blanchette, County Judge



Donece Gregory, County Clerk

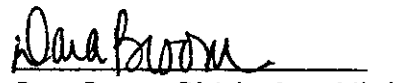

Scott Yosko, Police Chief



David Hennigan, Sheriff

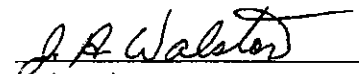

Bruce Strickland, Chief Adult Probation Officer

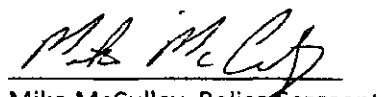

Terry Allen, Chief Juvenile Probation Officer

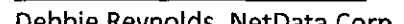

Paula Gibbs, District Atty. Felony Administration Assistant


Dana Broom, District Atty. Misd. Assistant


Dean Rivers, Chief Deputy County Clerk


Jack Walston, Commissioner Pct. #


Mike McCulley, Police Sergeant


Debbie Reynolds, NetData Corp.