

# WICHITA COUNTY

## CCP Art. 60.10 DATA REPORTING IMPROVEMENT PLAN

### **Section I: Legislative Requirement**

CCP Art. 60.10(d) requires a local data advisory board to establish and prepare a data reporting improvement plan that (1) describes the manner in which the county intends to improve the county's disposition completeness percentage; (2) ensures that the county takes the steps necessary for the county's average disposition completeness percentage to be equal to or greater than 90 percent in the first report the Department of Public Safety submits under Art. 60.21(b)(2) on or after January 1, 2013; and (3) includes a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above 90 percent.

### **Section II: Composition of the Local Advisory Board Members**

#### **Wichita County CJIS Data Advisory Board Members**

Kyle Lessor, Assistant Criminal District Attorney (County Courts Trial Division Chief)  
John Gillespie, Assistant Criminal District Attorney (District Courts Trial Division Chief)  
Laura Drury, Wichita Falls Police Department  
Raymond Schultz, Wichita County Sheriff's Office  
Nikki Rodriguez, Chief Deputy District Clerk  
Kim McCormack, Deputy District Clerk  
Annette Stanley, Deputy County Clerk  
Denise Wheeler, Wichita County Juvenile Probation Department  
Ed Hazeldean, LGS (Local Government Solutions/Wichita County's Software Provider)  
George Crutchfield, Wichita County Information Technology (IT) Director

#### **Data Advisory Board Member Replacement Process**

The Wichita County Commissioners Court will certify replacement board members upon the appointment by the individual department heads or elected or appointed officers.

#### **Mission Statement**

The Wichita County Data Advisory Board seeks to ensure a long term average disposition completeness percentage, including both juvenile and adult dispositions, above 90% for any given calendar year.

### **Section III: CJIS Reporting Process**

#### **Immediate Response to Past Deficiencies**

The Wichita County Data Advisory Board performed an analysis and review of the 2006 and 2007 case lists provided by the Department of Public Safety. Cases classified as pending or without disposition information reported to CJIS were analyzed for incomplete information with the goal of correcting and increasing the percentage disposition completeness. Upon review CJIS monthly disposition reports indicated completeness percentages increased yielding positive returns to our efforts to correct past deficiencies.

#### **Wichita Falls Police Department**

**STEPS BEING TAKEN BY THE WICHITA FALLS POLICE DEPARTMENT – CRIMINAL INVESTIGATION SECTION TO ENSURE THAT ADULT MISDEMEANOR AND FELONY CHARGE INFORMATION IS ENTERED IN THE CJIS DATABASE PROPERLY AND IN A TIMELY MANNER:**

- The Community Service Supervisor will manually enter on the Crime Records Service computerized criminal history website, of the Texas Department Of Public Safety the information when a charge filed by the WFPD is dropped by the WFPD or when the Judge finds no probable cause on a charge filed by WFPD.
- The Senior Administrative Clerk will complete the manual carbon copy DPS tracking forms that are sent over by WCSO (when Live Scan doesn't work) and mail the corresponding form to Crime Records Service, Texas Department of Public Safety, and send the corresponding form to the Wichita County District Attorney's Office.

#### **Wichita County Sheriff's Office**

**STEPS BEING TAKEN BY THE WICHITA COUNTY SHERIFF'S OFFICE – CRIMINAL INVESTIGATION SECTION TO ENSURE THAT ADULT MISDEMEANOR AND FELONY CHARGE INFORMATION IS ENTERED IN THE CJIS DATABASE PROPERLY AND IN A TIMELY MANNER:**

- In accordance with the rules and regulations set out by Code of Criminal Procedures, Department of Public Safety (DPS) Federal Bureau of Investigation (FBI) the DPS Incident Tracking Number (TRN) is generated when a person is brought into the Wichita County Detention Center (WCDC) for a Class B Misdemeanor or above. The TRN is generated when the person is entered into the WCDC Detention Data base. The TRN is generated through the LGS data processing system. LGS takes a TRN given to the WCDC from DPS. After the person is entered into the system it is then submitted to the L-1 Live Scan system as the person's information is transmitted over and their fingerprints are taken.

- After the Detention Officer checks to ensure the information is correct and fingerprints were accepted by the system, the prints along with the criminal charge information are transmitted to DPS via a secure I.P. address.
- If there are additional charges that are added on at the point of arrest, the information is transmitted with the first charge that is imputed into the system. If it is discovered that the live scan system is not submitting, then a CR-43 is generated and sent to the arresting agency for them to submit to DPS via the mail.
- If there are additional charges added at a later date, a CR-43 is generated and sent to the arresting agency to submit to DPS. If there is more than one charge that needs to be added then a CR-44 is attached to the CR-43 and the paperwork is sent to the arresting agency for submission.
- If the charges are dismissed by the arresting agency, it is the responsibility of that agency to ensure the proper paperwork is completed and sent to DPS to show the charge(s) have been disposed of.
- If a person is arrested on an out of county charge, the person will be fingerprinted on the CR-43 and the prints are mailed to the agency that the warrant belongs to, along with the information needed for the other agency to properly fill out the form and mail it in.
- If a person is arrested on a Wichita County warrant in another county within the state of Texas, the county will mail a CR-43 to the Wichita County Sheriff's Office where they will determine if it was a warrant that was generated by another agency within Wichita County or through the Sheriff's Office. At which time the CR-43 will be forwarded to the appropriate agency along with all information needed to ensure the CR-43 can be completed and forwarded to DPS.
- The Wichita County Sheriff's Office tries to ensure that all information is forwarded to the appropriate agency when the person is arrested and booked in to the Wichita County Detention Center. There fingerprints are taken on the L-1 Live Scan fingerprint machine and submitted to DPS. If the machine is down the person will be fingerprinted on the CR-43 and if there are more than one charge a CR-44 will be forwarded to ensure the outside agency has that appropriate paperwork need to have the charges added to the persons CCH.
- The return file is checked against the person to ensure that the proper TRN was transmitted and also that the person also provided the correct information if they have ever been handled by another agency in the state of Texas. The SID number that is generated will be checked to ensure that the TRN is on their CCH and that they provided the correct information or if they have given a different name, DOB, etc... .

**Wichita County Juvenile Probation Department**

**STEPS BEING TAKEN BY THE JUVENILE PROBATION DEPARTMENT TO ENSURE THAT JUVENILE INFORMATION IS BEING ENTERED IN THE CJIS DATABASE PROPERLY AND IN A TIMELY MANNER:**

- The Juvenile Probation Department is now making copies and mailing the original tracking form to Burkburnett PD, Iowa Park PD and Electra PD, then checking CJIS to make sure they have been sent in and entered. Also, making copies of tracking forms delivered to the Sheriff's Dept.
- The Office Manager of the JPD enters the following juvenile dispositions online:
  - Deferred Prosecution
  - Supervisory Caution
  - Refused/Dismissed misdemeanor cases
- For assault cases that are deferred JPD also enters the intake and prosecutor's action for:
  - Referred to Prosecutor
  - Returned to Intake

*(For dates, all incoming and outgoing DA correspondence is entered in a chronological note in Caseworker by the admin. assistant of office manager)*
- Supervision terminations for deferred and official probation are also entered by the JPD.
- To keep track of what is entered online, each month a disposition report and supervision termination report are run from the Juvenile Probation Department's Caseworker data program. A field has been entered in Caseworker for TRN COMPLETE on the disposition screen and the supervision screen. As the information is entered in CJIS, the date field is checked in Caseworker. Then a final report is run and placed in a binder.
- As information is being entered in CJIS, corrections are also being sent in on offenses that were not revised when petitions were filed and official dispositions were entered in prior years. If a modification is missing it is also entered.

**Wichita County District Attorney's Office**

**STEPS BEING TAKEN BY THE WICHITA COUNTY DISTRICT ATTORNEY'S OFFICE TO ENSURE THAT ADULT MISDEMEANOR AND FELONY PROSECUTION AS WELL AS JUVENILE STATISTICS ARE ENTERED IN THE CJIS DATABASE ACCURATELY:**

- The Juvenile Legal Assistant will complete the carbon copy DPS tracking forms upon acceptance or dismissal/rejection by prosecution staff and mail the corresponding form to Crime Records Service, Texas Department of Public Safety to ensure Wichita County maintains the required Disposition Completeness Percentage.

- The Misdemeanor Legal Assistants will manually enter on the Crime Records Service computerized criminal history website, of the Texas Department of Public Safety the initial charging decision (i.e. acceptance, rejection, change charge), rejection date if applicable, and offense level classifications.
- The Felony Intake Coordinator will manually enter on the Crime Records Service computerized criminal history website, of the Texas Department of Public Safety the initial charging decision (i.e. acceptance, rejection, change charge), rejection date if applicable, and offense level classifications.

**Wichita County District Clerk's Office**

**STEPS BEING TAKEN BY THE WICHITA COUNTY DISTRICT CLERK'S OFFICE TO ENSURE THAT ADULT FELONY PROSECUTION AS WELL AS JUVENILE STATISTICS ARE ENTERED IN THE CJIS DATABASE ACCURATELY:**

- The deputies have gone through each file cabinet and each drawer, pulling each and every file, double checking the information with the CJIS database to ensure that all information reported is correct. All entries were verified and/or corrected electronically or by a hand written Supplemental Court Reporting Form.
- The report for the 2006 felony cases provided to our office has been reviewed sheet by sheet to verify our information has been properly reported. If information was omitted, it was forwarded to the appropriate department for their review and correction.
- All cases being disposed of presently, which include dismissals, convictions, deferred adjudications and/or other dispositions, are entered electronically within a 24 hour period following the entry of such disposition.
- Upon review of presently disposed cases, any cases lacking information from another department is forwarded to that department for correction and/or updates. These files are kept in a secure area to ensure that no file is placed back in the cabinet without EDR submission.

**Wichita County Clerk's Office**

**STEPS BEING TAKEN BY THE WICHITA COUNTY CLERK'S OFFICE TO ENSURE THAT ADULT MISDEMEANOR STATISTICS ARE ENTERED IN THE CJIS DATABASE ACCURATELY:**

- When a case has been disposed and brought to the office, it is file stamped and put into the criminal LGS system.
- Once all cases are entered into LGS, it is then entered into the CJIS website.

- If there is no TRN number or one does not work, all information needed is written on a list and sent down to the Sheriffs Department to have a TRN number assigned to the case(s) in question.
- Once the WCSO is finished with the list, it is then returned to the office so any information on the disposed case(s) may be entered into CJIS.

**THIS PROCESS SHOULD ENSURE THAT ALL CASES ARE ENTERED INTO THE WEBSITE PROPERLY AND IN A TIMELY MANNER.**

#### **PROCESS FOR CASES IN 2006-2007**

- We are pulling boxes from the warehouse and going through each individual file to ensure each case is in the CJIS website.
- The same procedure, from the paragraph above, is implemented when there is no TRN number or one does not work.

#### **Local Government Solutions**

**STEPS BEING TAKEN BY LOCAL GOVERNMENT SOLUTIONS TO ENSURE THAT ADULT MISDEMEANOR AND FELONY PROSECUTION AS WELL AS JUVENILE STATISTICS ARE ENTERED IN THE CJIS DATABASE ACCURATELY:**

- Most of the LGS applications will be affected by this change in reporting. The process begins in the Sheriffs office at the time of booking. What is critical to this process is that the TRN be made available to all departments upon completion of the booking process. That being said it is not necessary for the data to travel through the traditional flow from the Sheriff to Prosecution to Clerks. This process can now be a multi-dimensional process where the key electronic linkage between the offices will happen in Austin by using the TRN. It is therefore critical that the TRN be available publically for other offices to have access to this. It will be the project team's responsibility to embed the levels of integration required to make this feasible.

The following application will be affected:

- Prosecutor- Criminal Case Management
- County Clerk – Misdemeanor Criminal Case Management
- District Clerk – Felony Criminal Case Management

Each of these application types will have to incorporate CJIS reports.

- Data will be reported using the DPS – CJIS application interface. This will not be an automated process although we have approached DPS about setting up a SSH/SSL secure layer connection to their site for allowing our application to directly interface with DPS across the web. Ideally it would seem that the connectivity between DPS for the CJIS data reporting and

the browser TeLETS Inquire application should be usable for transmitting this information since the TeLETS uplink exists in all counties in Texas. This process would provide a secure linkage between the State and the County for data transfer and archival.

- LGS is presently working on elements of this project plan and expects to have the final plan ready for management signoff no later than June 1, 2010. Detail specification will be made available when they are completed and approved by the LGS VP of Technology Development.

## **Section IV: Problem Areas Associated with Compliance to Chapter 60 Reporting Requirements**

### **Wichita Falls Police Department**

- The issue WFPD seems to have a little problem with is when a person is taken into custody for more than one charge. Occasionally, our office will get a call from the D.A.'s or CMO's office about them not receiving a case packet or information sheet. It seems they get one of the case packets but not the other (most commonly if the two charges are DWI and DWLI).

### **SHERIFF'S OFFICE**

- The biggest problem for the Wichita County Sheriff's Office is in the submission of the prints. The major problems are with the L-1 Live Scan fingerprint machine. The Live Scan goes down a lot more than before. Since the last updates the machine locks up, stops submitting where the queue is busy, the camera does not work, the printer goes off line, or after submission the prints were not received properly and have to be submitted. The major problem is the fact that when a call is made to have the machine fixed it sometimes takes days to get it fixed, and you have to make multiple calls to get it fixed. There are times when it seems the prints were submitted to find that when the court or clerk tries to add information to the TRN, the prints/TRN does not exist. Another issue is if the charges are dismissed at the law enforcement level the records division is not notified and the TRN is not disposed of.

### **JUVENILE PROBATION**

- The juvenile probation department enters non-official dispositions and supervision completions online. While entering data online, the following issues were found, but steps have already been taken to correct them: (NOTE: Our department added two more areas).
- Arrest Reporting to Repository – WFPD does an excellent job of filling out the arrest section and sending it in immediately. There were several cases from other arresting agencies not entered in CJIS (steps have been taken to correct this as stated in a previous section).

- **Prosecution Reporting to Repository –Occasionally an entry for a petition being filed was not entered. This could have happened sometimes because the green portion of the tracking form was initially sent back to intake because the case was deferred, and that portion of the form was being mailed in at the time of the deferred disposition. The case was later sent back for prosecution. Also, offenses were not being revised. (This doesn't appear to be happening anymore.)**
- **Court Clerk Reporting to Repository – In the past, sometimes offenses were not revised, and modifications for probation violations were not being entered (if there wasn't a new penal code offense), probably because a tracking form is not done for Violation of Probation. At a CJIS training a few years ago, it appeared that a lot of people (including other counties and myself) were not aware that a supplemental form must be done for VOP modifications. (This also doesn't appear to be a problem anymore.)**
- **Juvenile Probation Department – Supervision completions were not being entered prior to about three years ago. As the data entry person for juvenile probation, our department was unaware that it was required. We actually didn't know a lot about the data entry to CJIS until we started doing it online and saw the errors. Then, our office took the time to read the entire manual instead of just the part that pertained to entering deferred dispositions.**
- **CJIS Website – The site would be much more user friendly if it was actually set up like the tracking form, i.e. with a pre-adjudication section. Our office was actually resistant to entering online at first because of all the opening, closing and waiting there was to make pre-adjudication entries. Currently we have to enter everything in the "court" section. For Assault, weapon charges and felonies that are returned to intake the court screen must be opened and closed three times and much of the same data entered three times to show Intake's referral to the DA, the DA's return to intake and the final disposition of deferred prosecution or supervisory caution. The probation department is making all three entries. As everyone knows there is waiting every time the submit button is clicked on. It would be a lot quicker if you could open a pre-adjudication screen and make all three entries at once.**

**DISTRICT CLERK**

- **The CJIS site should be easily accessible and move from screen to screen at a quick pace. It is frustrating to enter in all the pertinent information only to have the site go down.**
- **The Correct TRN # or SID # should be on each judgment for identification purposes (provided by the Sheriff's Department).**
- **The prosecution information "PAF" should be correctly entered. The District Clerk's Office has no way to correct and therefore, cannot enter our data for the case.**

## **Section V: Plan to Address Remediation of the Problems Identified in Section IV**

### **SHERIFF'S OFFICE:**

- For the plan, our department was not sure what can be done with the major problems the Sheriff's Office is having. The L-1 Live Scan is under a grant from the state so we feel that we are at the mercy of the company. If the problems with the live scan cannot be solved then the process is not only going to affect the Sheriff's Office, it will also affect the whole system, because without the TRN, no one can get their job done.

### **JUVENILE PROBATION:**

- The Juvenile Probation Department is now making copies and mailing the original tracking form to Burkburnett PD, Iowa Park PD and Electra PD, then checking CJIS to make sure they have been sent in and entered.
- Since the probation department doesn't need the green copy of the tracking form to make pre-adjudication entries, the DA's Office can keep those in their files in case they choose to adjudicate a case that has been deferred.
- To keep track of what is entered online, each month a disposition report and supervision completion report are run from the Juvenile Probation Department's Caseworker data program. A field has been entered in Caseworker for TRN COMPLETE on the disposition screen and the supervision screen. As the information is entered in CJIS, the date field is checked in Caseworker. Then a final report is run and placed in a binder. As information is being entered in CJIS, corrections are also being sent in on offenses that were not revised when petitions were filed and official dispositions were entered in prior years. If our office sees that a modification is missing we are also entering those.

### **DISTRICT CLERK:**

- As the District Clerk's Office is the last department to enter any information on this site, it is very important that the other departments and agencies uphold their part in completing all the necessary information for this office to enter the final disposition on each case. Any incorrect information entered prevents the district clerk from upholding their end and they have no authority or way to correct entered data. Forms are currently being handwritten to make necessary corrections, which takes additional time and prevents the correct information being reported in a timely manner.