

**WISE COUNTY, TEXAS  
DATA REPORTING IMPROVEMENT PLAN  
CHAPTER 60.10 CCP COMPLIANCE**

**Pursuant to and in accordance with Section 60.10, Code of Criminal Procedure (“CCP”), as Adopted by Acts 2009, 81<sup>st</sup> Leg., R.S., Sec. 21.001, eff. September 1, 2009, herein is provided the Wise County Data Reporting Improvement Plan:**

**SECTION I. – Legislative Requirements Summary and Background:**

Chapter 60.10, Code of Criminal Procedures (CCP) created a required data reporting improvement plan that is to be enacted by each County in Texas that has an “*average disposition completeness percentage, including both juvenile and adult dispositions of less than ninety percent (90%)*” (the “Plan”), with said Plan, in addition to other associated duties prescribed by law, to comply as follows: (i) By the County Commissioners Court, establish a local advisory board under Chapter 60.10 made up of persons described by Article 60.09 (b) which must include: the County Sheriff (or designee); an attorney who represents the district courts of the county; an attorney who represents the county courts of the county; the clerk for the district court of the county (or designee); the clerk for the county court of the county (or designee); the police chief of the municipality with the greatest population located in the county (or designee); and a representative of the county’s automated data processing services, if the county performs those services; and a representative of an entity with whom the county contracts for automated data processing services, if the county contracts for those services. The plan for board membership must also identify a process whereby initial members will be added and/or replaced, when/if necessary; (ii) identify the historic and current issues of the information flow / procedures / strategy/ equipment, all being in regards to Wise County’s present inability to obtain the minimum goal of 90% “*disposition completeness percentage*” (being “*the percentage of arrest charges a county reports to the Department of Public Safety (DPS) to be entered in the computerized criminal history system under this chapter that were brought against a person in the county for which a disposition has been subsequently reported and entered into the computerized criminal history system*”); (iii) ensure that the county takes the steps necessary for the county’s average disposition completeness percentage to be equal to or greater than ninety percent (90%) in the first report the DPS submits under Article 60.21 (b) (2) on or after January 1, 2013; and (iv) include 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 DATA REPORTING IMPROVEMENT PLAN Board and the process of new and/or replacement members and designees:**

**Position Appointments by Commissioners Court – Effective November 1, 2009:**

Sheriff or Designee: Presently - Sheriff David Walker  
District Attorney or Assistant D.A. Designee: Presently - D.A. - Mr. Greg Lowery  
County Attorney or Assistant C.A. Designee: Presently - C.A. - Mr. James Stainton  
District Clerk or Designee: Presently District Clerk – Ms. Cristy Fuqua  
County Clerk or Designee: Presently County Clk.- Ms. Sherry Parker-Lemon (Coursey-Lemon)  
Police Chief of Decatur, Texas: Presently – Chief Rex Hoskins

Being in full collaboration with the above & To Be Appointed: County IT Manager: Randy Joy.

Additional persons collaborated with and having direct assignments of responsibilities and/or volunteer administrative assistance in collecting, coordinating, publishing, storing and using data, but not being appointed Board Members by the Commissioners Court:

County Sheriff’s Office: Chief Deputy - Doug Whitehead  
County District Attorney Office: Office Manager – Lisa Winfrey  
County Attorney Office: Office Manager - Becky Dear  
County Court-At-Law: Criminal Court Coordinator – Debbye Barnett  
County Commissioners Court Legislative Review / DRIP Committee Members: County Judge – Bill McElhaney and County Commissioner Kevin Burns;

Any vacancies occurring on the appointed Board will be replaced by statue requirement, with any new member or member designees' placements being ratified by the Commissioners Court. New non-appointed members will be added and/or current non-appointed members can be re-assigned or removed as/if necessary at the discretion of the Board.

### **SECTION III. – MISSION STATEMENT:**

It is the goal of the Wise County Data Reporting Improvement Plan Board, and its associated entities, to work together in the most efficient, effective and collaborative process that shall lead the Board to identify and eliminate all present issues, barriers, and obstacles that are preventing Wise County from achieving above a ninety percent (90%) average disposition completeness percentage, and conjunctively, with that process, collectively take necessary action that will put into place an associated comprehensive DATA REPORTING STRATEGY PLAN that will ensure infinite accurate, timely and complete reporting to the required and appropriate agencies of all reportable arrests, prosecutor actions and court dispositions that occur in the County.

### **SECTION IV. – DETAIL CURRENT PROCESS THAT SUPPORT THE CHAPTER 60 REPORTING REQUIREMENTS - TO INCLUDE "KEY FUNCTIONS" OF THE FLOW OF INFORMATION BETWEEN CONCERNED ENTITIES:**

#### **Section IV. A – From the Sheriff's Office - Law Enforcement Center Perspective:**

1. DPS Incident Tracking Numbers (TRN) and Tracking Number Suffixes (TRS) are introduced at initial book-in into the Wise County Jail. These numbers are automatically generated by the book-in software used by the jail. Each book-in is checked for quality assurance. The numbers are evaluated and processed by two individuals inside the jail, Captain Jerry Gillin and Brent Hamilton. Applicable TRN's with appropriate TRS's are electronically submitted to DPS at intervals of two to three times a week. Each submitted record is then logged and forwarded to the applicable Prosecuting Entity with a receipt sheet that is signed and returned to the jail.
2. Additional charges that are submitted to the jail are evaluated to ascertain if DPS submission is necessary. If submission is necessary, then the DPS On-Line CJIS website is utilized for submissions.  
If additional charges are never presented to the jail, but rather introduced at the prosecutorial or court level then that particular entity is responsible for submission of the additional charge. The same On-Line CJIS website is utilized throughout the county.
3. The Jail does not typically deal with the disposing of charges. This is usually done at the prosecutorial level.
4. When a person is arrested on a Wise County warrant in another County, that county is responsible for sending a fingerprint card for the arrest plus any additional arrest and bonding information to the Wise County Jail. This information is typically received by Sgt. Debra Taylor who then submits the information to Capt. Gillin.  
If the charge or charges indicate, a CJIS form with TRN number and any applicable TRS numbers are created and then mailed into DPS along with the fingerprint card for that individual. These submissions cannot be done electronically because the fingerprints are not being held on electronic data but rather in raw form.
5. In county warrants are processed in the same manner as in county "on-view" arrests. Please see Section 1 for the entire process.
6. All arrests that are submitted by the Wise County Jail to DPS are then forwarded to the responsible prosecutorial entity. That entity is asked to review a "Receipt Verification Sheet" and sign stating that they have in fact received each CJIS form that has been submitted. These verification sheets are then returned to the Wise County Jail and held on file.

7. After each submission of electronic data, DPS returns a "Confirmation Response" for each submission. These responses are then cross matched with the actual list of submissions to ensure accuracy and receipt. The confirmations are then placed into the inmates file and held on record.

**Section IV. B – from the Wise County IT Director's Perspective (Mr. Randy Joy):**

A general overview of the creation of a TRN:

1. For arrests brought into the Wise County Sheriff's Office (WCS)), DPS TRN numbers are assigned by the computer system in a sequential manner. We have a block of TRN numbers and these are assigned at the time of arrest.
2. Our current software then "exports" the arrest information and TRN number to the LiveScan system, where the arrestee's fingerprints are taken. The arrest information and fingerprints are sent electronically to DPS Austin by the LiveScan system. A supervisor reviews each record and allows the data to be sent or corrects the data, usually with 24 hours of arrest.
3. A paper hard-copy is generated with the TRN number and forwarded to the prosecutor(s) when the case is filed.
4. If a charge is added, a subsequent "A" series hard-copy is generated and sent to the prosecutor.
5. **Prosecutors and the courts now use a web-based system to report on the TRN number. The County Court now has a LiveScan system for reporting dispositions when no initial arrest has been made (installed in the spring of 2010). That system generates a TRN number automatically.**
6. With out of county warrants, the hard-copy is sent to the issuing agency.
7. I am not familiar with the generation of TRN numbers when an arrest does not come into the SO – i.e., Decatur makes an arrest and they are released from their facility.
8. Each department, to my knowledge, reports to DPS and verifies the return electronically, but uses the hard-copy originally generated by the Sheriff's Office as a reference or as a trigger to report (this may have changed or will change with Odyssey becoming more robust and capable with their upgrades).

**Section IV - Summary Remarks:** The CJIS process is now electronic by every agency. The Wise County Sheriff's Department reports electronically upon arrest then sends a copy of the CJIS form to the prosecutor; the prosecutor then sends a copy to the county or district clerk, who electronically reports upon disposition.

After an out of county arrest is made, CJIS and fingerprints are done without a TRN and then submitted to the issuing county to assign the TRN.

**SECTION V. – IDENTIFY PROBLEM AREAS ASSOCIATED WITH COMPLIANCE TO CHAPTER 60 REPORTING REQUIREMENTS (TO INCLUDE ANY PROBLEM AREAS ELIMINATED BETWEEN NOVEMBER 1, 2009 AND MAY 31, 2010):**

**Section V.A – From the Courts, Clerks and Sheriff's Administration / Clerical Perspective:**

1. The main problematic area was in the duplication of CJIS forms between arresting agencies.
2. Prosecutors were not getting all CJIS forms from arresting agencies after a defendant was arrested out of county.

**Section V.B – From the Sheriff's Office – Law Enforcement Center's Perspective:**

1. From the Jail's perspective the only explanation that could prevent 90% compliance could be human error; meaning, the occasional mishap or

oversight that is inherent in a tedious work process such as this. Since 2006, the jail has limited the personnel responsible for submitting CJIS forms to two people. This drastic measure had a significant impact on the accuracy and completeness of CJIS submissions.

**SECTION VI. – THE PLAN TO ADDRESS REMEDIATION OF THE PROBLEMS IDENTIFIED IN SECTION V HEREINABOVE- TO INCLUDE A DETAILED IMPROVEMENT PLAN, A TIMELINE TO COMPLETE AND PUT INTO ACTION, AND A COMPREHENSIVE STRATEGY TO MAINTAIN REPORTING COMPLIANCE INTO THE INFINITE FUTURE:**

From November 1, 2009 to May 2010, Wise County has added the LiveScan Program at the County Court; we have also linked the courthouse (prosecutors and courts) with the Sheriff's Office / Law Enforcement Center with high-speed connections in the County's preparation for an upgrade to new software that will allow the arrest to flow to the prosecutor and then to the courts through the same software system, "Odyssey." Wise County is expected to see the Odyssey system integrating with LiveScan and the other departments within ninety (90) days (projected effective completion / start date of December 1, 2010). This will maintain the TRN through the software system, preventing a TRN from "dropping" or erroneously being used.

The Commissioners Court approved initial funding for the Odyssey program (which includes Equipment, Software and staff training) in September 2005 – for beginning during Fiscal Year 2006 – "Step 1" being for the four (4) Justices of the Peace Courts @ a cost of \$177,000.00; with completion of training and software being completed during FY 2006;

Odyssey "Step 2" Funding of \$568,900.00 was approved by Commissioners Court for the "Courts and Clerks" along w/ Prosecutors' levels in August 2008 – all for Fiscal Year 2009 (October 1, 2008 – September 30, 2009); and

Odyssey "Step 3" Funding of \$725,000 was then approved in September, 2009 – for Fiscal Year 2010 - for final connection being provided for LE and Jail (Law Enforcement and Jail). "Step 3" is presently being phased in, and is anticipated to be completed, and all areas to be fully connected together by December 1, 2010 @ at a total collective cost of approximately One Million , Four Hundred- Seventy Thousand and no/100 Dollars (\$1,470,000.00).

**Section VI.A – Additional Info From the Sheriff's Office – Law Enforcement Perspective:**

1. Since approximately July of 2008 the jail has utilized the "Identix" fingerprinting system which allows us the capability of utilizing electronic submissions. This asset in and of itself has streamlined the process of CJIS transactions for the jail. Since the Identix machines implementation however, the jail has implemented a few systems of checks and balances to ensure quality control:
  - Each and every single book-in is evaluated for accuracy and dependability. The computer file is cross checked with an inmate's hard file for quality assurance.
  - Prior to each electronic submission, the actual CJIS report that is submitted to the appropriate prosecutorial entity is cross checked with the data contained within the Identix machine to verify accuracy.
  - As previously stated, each submission is checked against the DPS returns for accuracy.
  - Also, the jail has put into effect the use of verifying receipt of CJIS reports by each prosecutorial entity via the internal verification sign off sheet.

**Concluding Summary Remarks:**

Through improved communication and cooperation of the Arresting Agencies, Prosecutors and Clerks, along with the visionary and monetary support approval of the Wise County, Texas Commissioners Court, those problems listed in Sections IV and V, herein, have been addressed and procedures timely put into place over the past year; and thus, the majority of said problems have improved or have been totally eliminated. Any remaining issues are expected to be addressed by 12/01/10.

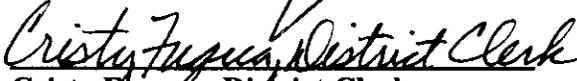
**With the training, software installation completion and full implementation of the Odyssey program, Wise County's law enforcement and judicial courts/clerks system is expected to meet or exceed the ninety percent (90%) compliance of the State's Disposition Completeness standard of achievement. Beyond that, Wise County will continue to consistently monitor and cross-check its system procedures and results to ensure we have ongoing compliance, and will conjunctively look for new programs and processes that will not only maintain the high standards set forth from this Plan, but also further improve its systems in a necessary manner that is relative to Wise County's continued growth in future population and dispositions.**

**APPROVED AND AGREED AS PRESENTED; AND BEING**

**RESPECTFULLY SUBMITTED BY COUNTY ADVISORY BOARD MEMBERS:**

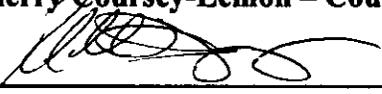
  
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Greg Lowery - District Attorney

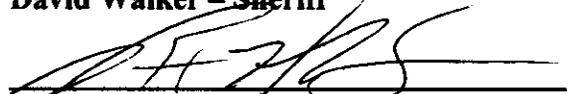
  
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James Stainton - County Attorney

  
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Cristy Fuqua - District Clerk

  
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Sherry Coursey-Lemon - County Clerk *Chief Deputy*

  
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David Walker - Sheriff

  
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Randy Joy - IT Director

  
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Rex Hoskins - Chief of Police - Decatur, TX