

DATA REPORTING IMPROVEMENT PLAN COMANCHE COUNTY, TEXAS

Section I

The Data Advisory Board created pursuant to HB 2730 is charged with creating a data improvement plan stating the manner in which Comanche County will improve the county's disposition completeness percentages. Ensure steps are taken for Comanche 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 Article 60.21 (b) (2) on or after January 1, 2013. The Board for Comanche County shall prepare a comprehensive plan by which the county will permanently maintain the county's disposition completeness at or above 90 percent.

The Data Advisory Board has as its mission to create a plan to improve the disposition reporting process beginning with the arresting agency and ending with the submission of the disposition, sentencing information and any supplemental data to the Department of Public Safety. And to ensure the plan is enforced.

Section II

Commissioners' Court of Comanche County appointed members to the Data Advisory Board on October 26, 2010. Members were appointed pursuant to Article 60.10 (c) (1-8) Code of Criminal Procedure. The members are:

1. Doris Crenshaw-Sheriff Lambert's designee
2. Troy Walker-B. J Shepard, District Attorney's designee
3. Craig Willingham-County Attorney
4. Brenda Dickey-District Clerk
5. Ruby Lesley-County Clerk
6. Chief Bruce Bradshaw-Comanche Police Department

Vacancies in the Data Advisory Board shall be filled by appointment of Commissioners' Court within thirty days after becoming aware of the vacancy.

Section III

The following details the flow of information between entities:

The arrest information begins when the Booking Officer compiles the information sheet and enters the information into the jail's computer system. The information is then verified by a second person. The information is then interfaced from the jail system to LiveScan and transmitted to DPS. A TRN is generated at this time with The TRN Number and any TRS numbers. The hard copy of the TRN is then added to the list of

TRN's being transported to the County Attorney who signs to verify it has been received. TRN's are mailed to the District Attorney since his office is not in Comanche County.

The County Attorney reviews the case information from law enforcement and decides to accept the case or reject it. The County Attorney's Office enters the prosecutor information into the CJIS system and submits electronically to DPS.

The District Attorney reviews the case information received from law enforcement. Cases are presented to the Grand Jury to be indicted. The Grand Jury meets once every 3 months. After the indictment the District Attorney's Office enters the prosecutor information into the CJIS system and submits electronically to DPS.

Cases rejected by prosecutor, dropped by complainant (victim), or no billed are entered in CJIS and submitted electronically.

Other cases rejected by the District Attorney can be referred to the County Attorney. A copy of the TRN is forwarded with the case information to be completed by the County Attorney's Office.

The prosecutors then delivers a hard copy of the TRN to the clerk of the respective court when the case or indictment is filed or as soon as available if the person has not been arrested at that time.

The clerk holds the TRN with the case until a judgment is rendered in the case. The disposition and sentencing information is entered into the CJIS system and transmitted electronically to DPS. Changes to sentences, probation revocations, dismissals and completed probation are also reported to DPS. In some instances the hard copy is mailed to DPS.

Juvenile TRN's are initiated when the intake is prepared by the Juvenile Probation Officer. Finger prints are taken at this time. The County Attorney reviews the case information and decides to file an Original Petition with the court or handle the case as a deferred adjudication. If a petition is filed with the court the TRN is filed with the petition. The clerk retains the TRN with the case until disposition with or without adjudication is reached. Or in some cases the charge is dismissed or rejected. A TRN and any TRS charges are reported to DPS electronically thru the CJIS website.

Key functions of the current work flow of information are:

Incident Tracking Numbers (TRN) and Tracking Number Suffixes (TRS) are assigned at the time of booking and remain associated with that record. Each charge is assigned a different TRS number. The record is entered into the jail computer system and interfaced with LiveScan and the TRN is printed. These numbers remain associated with the record.

If for any reason a correction is made to a TRN after the jail submits the TRN to DPS and before it goes to the prosecutor a correction is made and it is resubmitted to DPS by the jail.

The District Attorney reviews the originating arrest and presents additional related charges on the defendant to the Grand Jury and an indictment is handed down. (ex: one arrest for forgery with multiple counts. A TRS is created for each forgery count). The TRN from the arrest is used and a new TRS is added by the District Attorney's Office when submitted electronically. A hard copy of the TRN is submitted to the District Clerk's Office.

When a person is arrested on an out of county warrant the booking information and fingerprints are taken at the jail. A paper TRN is mailed to the county that originated the warrant. The county originating the warrant completes the TRN with the arresting agency ORI, contributor agency ORI and all other data.

Each agency can insure that all charges are reported to the next agency by submitting a hard copy of the TRN to that entity.

The Return File can be used to as a learning tool to point out errors in reporting and allow for reporting in the future to be more error free.

Section IV

Identify problem areas associated with compliance to Chapter 60 reporting requirements:

The Jail has experienced the following problems when preparing the TRN or transmitting to DPS; the Jail computer system has encountered problems assigning Tracking Numbers. The Jail also experienced problems when the Jail computer system and the interface with LiveScan failed to transmit to DPS. The system indicates that it transmitted, but actually had not. A diligent effort is made to verify the transmission. Efforts are being made to correct these issues.

Occasionally errors are made when entering the ORI number for the arresting agency, Contributor ORI and Arresting ORI. Normally these errors are detected by checks and balances before submitting to DPS.

Arrest reporting to the prosecutor is made every two weeks either by delivery in person to the County Attorney's Office or mailing to the District Attorney's Office from the jail.

Prosecutor reporting to repository depends on how quickly the prosecutor receives officer's reports and determines how to proceed with the case. When this is determined both the District Attorney's Office and County Attorney's Office make a diligent effort to timely submit the report to DPS.

The County Attorney's Office submits the TRN's to the County Clerk when filing the case or if the case is filed before receiving the TRN it is forwarded on to the clerk when received from the jail.

County status for 2006 arrests as published in January 2009 reflected low percentages in juvenile reporting. This was due to the fact that TRN's were being held and not reported to the clerk.

The District Attorney's Office reports TRN's to the District Clerk after an indictment or later if the defendant is not arrested until after the indictment. Occasionally the Clerk's Office will call to get a TRN after judgment is rendered if they do not have the TRN.

Clerk's process of reporting to repository includes: The procedure is the same for District and County Court. Both courts make a practice of including reporting to DPS as part of the process of working the cases heard in court each court session. If a TRN has not been received the prosecutor or arresting agency is contacted to submit the TRN.

Section V

The mission of this Data Advisory Board is to identify problem areas as related to reporting dispositions and develop a plan to improve the disposition reporting process beginning with the arresting agency and ending with the submission of the disposition, sentencing information and any supplemental data to the Texas Department of Public Safety.

An important part of the improvement plan is to keep the lines of communication between entities open. Each entity in the line of reporting acts as a double check for the previous entity.

Make sure everyone stays informed on the proper procedures related to reporting and have more than one person qualified to prepare the forms and report data to DPS. Regularly request the DPS field representative to provide training to everyone in the process.

The jail has addressed their problem areas by contacting their software vendor to work with them to correct the issue of failure to properly submit their report to DPS. Also information entered by the booking officer is double checked by a second person before submitting to DPS and printing the TRN. Lastly to submit TRN's to the prosecutor more often than every two weeks.

The issue of not submitting juvenile TRN's to the clerk has been resolved. Holding the TRN's was the procedure of a previous County Attorney. The present County Attorney submits the TRN with the Original Petition and works with the Juvenile Probation Officer to determine deferred adjudication or filing the case. The clerk is working to dispose of the backlog of TRN's and will be in compliance before January 1, 2013.

Deana Gann from the District Attorney's Office developed a plan for that office that would also serve as a plan for all entities in this county. Some portions have been incorporated previously in this plan. A copy of the District Attorney's Plan is attached to this plan as Exhibit "A".

Section Five of Deana Gann's plan expressed the best solution for insuring that all dispositions are reported to DPS and is incorporated in this plan and is to be followed by

the District Attorney's Office, the County Attorney's Office, District Clerk's Office, and County Clerk's Office at least quarterly.

Section Five states:

- A. An Open Arrest Report is generated from TDPS website by office staff.
- B. TRN's are reviewed and case status assessed.
- C. If no case received in Prosecuting Attorney's Office, office staff contact arresting agency to check status of case presentment.
- D. If disposition has been made by conviction, office staff contact appropriate court personnel to check status of TRN submission to DPS.

It is the goal of this plan to bring our county into compliance by January 1, 2013 or before and assure that we stay in compliance. By working together we can accomplish this goal. The procedures presently in place and followed by each entity are workable procedures and every effort will be made to insure they are carried out.

Respectfully submitted,
Comanche County Data Advisory Board
June 1, 2010

DISTRICT ATTORNEY CJIS REPORTING PLAN

The following is the process of steps taken by the District Attorney's office with regards to CJIS reporting.

1. Indicted Cases

- A. Case received from Law Enforcement Agency
- B. Case presented to Grand Jury and indicted. Grand Jury hearings are held once every 3 months.
- C. TRN processed electronically on TDPS website.
- D. Copy of completed TRN submitted to District Clerk's office.

2. Rejected Cases by Prosecutor, Dropped by Complainant (Victim), or No Billed

- A. Case received from Law Enforcement Agency
- B. Case rejected by prosecutor, dropped by complainant (victim), or no billed.
- C. TRN processed electronically on TDPS website.

3. Referred to County Attorney

- A. Case received from Law Enforcement Agency.
- B. Case rejected by prosecutor, and forwarded to County Attorney.
- C. Copy of TRN forwarded with case to be completed by County Attorney's Office.

4. Added Charges

- A. Prosecutor reviews originating arrest and presents additional related charges on Defendant to Grand Jury and indictment is handed down. (example: One arrest for forgery with multiple counts. TRS is created for each forgery count)
- B. TRN from arrest is used, and new TRS is added by District Attorney's office when electronically processing TRN on TDPS website. (Each count issued a different TRS, D001, D002, etc)
- C. Copy of completed TRN submitted to District Clerk's office.

5. Annual Check of Open Arrests

- A. Open Arrest Report is generated from TDPS website by office staff for prior year.
- B. TRNs are reviewed and case status assessed.
- C. If no case received in Prosecuting Attorney's office, office staff contacts arresting agency to check status of case presentment.
- D. If disposition has been made by conviction, office staff contacts appropriate court personnel to check status of TRN submission to TDPS.