

GRAY COUNTY DATA REPORTING IMPROVEMENT PLAN

Pursuant to Article 60.10, Texas Code of Criminal Procedure, the Gray County Local Data Advisory Board adopts this as the Data Reporting Improvement Plan. By Minute Order Number 09-232, the Gray County Commissioners Court established this board to meet and establish a data reporting and improvement plan, which would:

- (1) describe the manner in which the county intends to improve the county's disposition completeness percentage;
- (2) ensure that the county takes steps necessary for the county's average disposition completeness percentage to be equal to or greater than mandated by statute;
- (3) include a comprehensive strategy by which the county will permanently maintain the county's disposition completeness percentage at or above the percentage mandated by statute.

Section II

The members of the Board are:

Lisa Parman - sheriff's designee, Jeff Mathiews – Assistant District Attorney, Josh Seabourn – County Attorney, Gaye Honderich – District Clerk, Susan Winborne – County Clerk, Becky Fulton – police chief's designee, Shawna Howard – Juvenile Probation Officer and Lynda Wheat – Local Government Solutions.

If it becomes necessary, a member will be replaced by the office holder or administrative assistant.

Section III

Arresting agency reports directly to Repository

Arresting agency sends hard copy to Prosecutor within 10 working days

Prosecution sends hard copy to Repository

Prosecution forwards hard copy to court clerk

Court Clerk holds hard copy until disposition. Judgments are reported electronically to the Repository

Section IV

Arresting Agencies

In order to improve arrest data reporting, Gray County Sheriff's Office and Jail will report each arrest processed within the facility (class B and above) to the Texas Department of Public Safety no later than the 7th day after the date of arrest, in accordance with Art. 60.08(d) of the Code of Criminal Procedure.

The Gray County Sheriff's Office and Jail will make a copy of each TRN available to the county and district prosecutors weekly.

A copy of the TRN will be maintained in the individual's arrest file and a copy will be available, by request, to the arresting agencies, clerks and prosecutors.

The Pampa Police will send juvenile tracking sheets to the state in a timely manner. The Pampa Police will get juvenile arrest reports to Juvenile Probation within 10 days of arrest.

Prosecutor:

The Gray County Attorney's Office is working with the Pampa Police Department and Gray County Sheriff's Office in getting tracking sheets submitted in a timely manner. As of May 15, 2010 the County Attorney's Office has submitted information electronically with the exception of some tracking sheets that required corrections.

The office will work with the juvenile department and will begin putting tracking numbers on all petitions filed with the court clerks. Tracking numbers will also be included on all complaints at the time presented to the court clerks for filing. This will allow our department and the court to access tracking sheets electronically.

The District Attorney's Office shall maintain open lines of communications with all other local agencies that report to CJIS.

This office shall strive to maintain accurate reporting of information to CJIS.

The District Attorney's Office shall notify any other reporting agency of missing or absent data if a discrepancy is observed, which will give that agency the opportunity to amend or correct the discrepancy and ensure more accurate reporting.

Law enforcement and other reporting agencies shall notify the District Attorney's Office of missing or absent data if a discrepancy is observed, which will allow the District Attorney's Office to amend or correct the discrepancy and ensure more accurate reporting.

Juvenile Probation Department:

Juvenile Probation (JPO) has requested the local police department and sheriff's office to provide offense reports with tracking sheets attached, within ten days of the offense date, or as soon as possible. If a juvenile is arrested for an offense which requires a tracking sheet, but no tracking sheet was completed, the JPO will call the responsible law enforcement agency and request that they finger print that juvenile and forward the tracking sheet to our department.

Next, JPO will complete the intake section. If the juvenile is placed on Deferred Prosecution, or if an informal disposition is made, JPO will complete the tracking sheet as instructed and will mail the appropriate sheets to DPS. Upon successful completion of the Deferred Prosecution, JPO will fill out the bottom line of the intake section and send to DPS.

If the juvenile's offense is forwarded to the prosecutor, a copy of the tracking sheet will be with the new suit and the tracking sheets will be mailed to DPS after JPO makes a copy for our file.

District and County Clerks:

When the clerks' offices receive a judgment, the disposition is reported electronically to the repository. All rejections are worked upon receipt and resubmitted. An entry is made in the case management system to indicate that a tracking sheet has been sent to the repository.

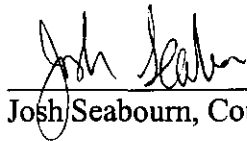
The undersigned members of the advisory board pledge to cooperate in compiling the data required by law and forwarding the appropriate information to agencies in the county and to DPS. We also agree to communicate with one another any problems or discrepancies that occur in compiling the reports.



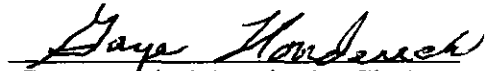
Lisa Parman Sheriff's designee



Jeff Mathews, Assistant District Attorney



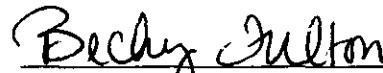
Josh Seabourn, County Attorney



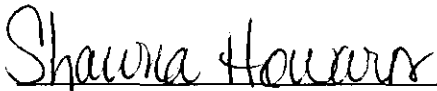
Gaye Honderich, District Clerk



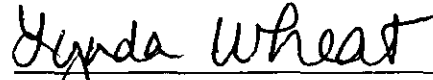
Susan Winborne, County Clerk



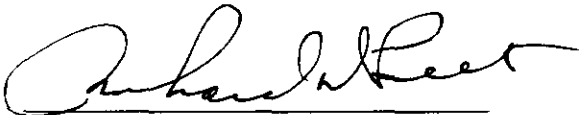
Becky Fulton, Police Chief's designee



Shawna Howard, Juvenile Probation



Lynda Wheat, Local Government Solutions



Richard D. Peet, County Judge

May 14, 2010

date