

Hardin County Local Data Advisory Committee

RE: Hardin County Data Reporting Improvement Plan

The committee for Hardin County has met several times throughout this process and each department has submitted their own individual office procedure in dealing with missing data information. I can speak for all of the offices in the Courthouse by saying each department has made a collaborative effort to reduce and/or resolve any and all issues with the accuracy of the needed information. Each department takes pride in achieving the goal of complete accuracy.

The main concern from all of the departments within the Courthouse is the fact the problem starts with each arresting agency in Hardin County. Our committee does not think each law enforcement agency realizes the importance of the accuracy in tracking a case. After each arrest the importance of accuracy begins with that agency initiating the correct paperwork, if done incorrectly, then the burden is shifted to the various departments in the Courthouse. This burden becomes overwhelming at times, but through hard work and cooperation between our departments, the task is getting completed at a much higher success rate.

In closing our committee members agree there needs to be an extensive effort to show arresting agencies the importance of accurate data collection. Without corrections made on their part, this vicious cycle will continue to hinder the accuracy of the tracking system.

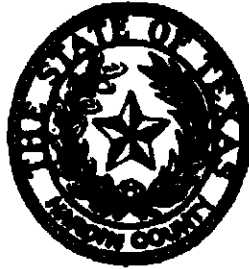
Thanks in advance for your considerations,

Hardin County Data advisory Committee

**TRANSFERS
MAY 27 2010
CRIME RECORDS
SECTION**

Monica Kelly
Chief Juvenile Probation Officer

Jarrold Fountain
Assistant Chief Juvenile Probation Officer



Hardin County Juvenile Probation

P.O. Box 7
Kountze, Texas 77625
409-246-5175 Office
409-246-8051 Fax

The Hardin County Juvenile Probation Department has incorporated new policy on processing TRN forms.

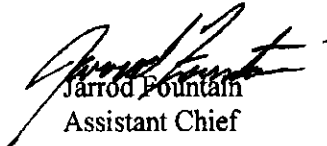
All offense reports that referred to the department must have a TRN form attached. Offenses that do not have a TRN form will no be accepted until the form is completed.

If the referral is referred to the County Attorney's office for prosecution, the juvenile probation department will fill out the pre-adjudication portion of the TRN form. Then the form will be given to the County Attorney's office to further process.

For all other referrals that are not referred to the County Attorney's office, the juvenile probation department will submit TRN data using the web-based services provided by the Department of Public Safety.

By utilizing these services, we feel that the percentages of open juvenile cases will be dramatically lower in the future.

If you have any questions concerning our policy and procedures on TRN forms, please feel free to call/


Jarrold Fountain
Assistant Chief

TEXAS
MAY 27 2010
CORRECTIONS
SERVICE



Hardin County Sheriff's Office

Ed J. Cain, Sheriff

Chief Deputy Kenny Davenport

Jail Administrator David Burrous

**P.O. Box 1990 Kountze, Texas
Office 409-246-3441 / Fax 409-246-3277
Jail 409-246-5105 / Fax 409-246-8602**

Process for TRN,

When a prisoner is brought to Jail and is charged with a Misd. B or above offence a TRN is done. If the charge is from the HCSO the TRN is given to the arresting deputy and its is his/her responsibility to turn this in with the case. If the prisoner is brought in from another agency such as Silsbee or Lumberton and if the TRN has not been completed yet from that agency we will do one and give it to the transporting officer. It is their responsibility to turn in.

When a prisoner is brought into jail for another agency warrant the TRN is done and this TRN will be mailed to the agency that issued the warrant. From time to time the Jail staff can get confused as to whether or not the prisoner has been fingerprinted already, i.e. arrested on indictments or alias capias warrants. This could be corrected if the TRN could be put on the indictment or capias warrant so that the jailer could see this.

Complaints,

DPS takes to long in entering data into the system.

DPS loses fingerprint cards and then sends back TRN asking for fingerprint cards.

Other agencies do not fill out the info correct and this is then sent back to the Jail to be corrected, again this takes to long.

Possible ways to correct,

The Jail needs to be able to electronically send TRN info to DPS. The HCSO Jail is in the process of attempting to get this set up. We have had issues the system that we currently have in place but believe that the issues have been corrected and are now waiting on a printer. We believe that this system will correct a lot of the problems with info being put into the DPS system and would ultimately correct each departments issues with the reporting of info.

Respectfully submitted,

Sgt. Darrick Parry
Hardin County Jail

TRN TO DPS
MAY 27 2010
COMMUNICATIONS
OFFICE

Debbie Stephens
Nadine Allbritton
Vickie Cross

Dee Collins
Tracie Morgan
Chassidy Thompson

VICKI JOHNSON,
DISTRICT CLERK
P. O. BOX 2997
KOUNTZE, TX 77625
(409) 246-5150

April 29, 2010

In re: TRN Process

The TRN process is handled in our office as follows: First we receive a tracking form from the District Attorney's office when a case is indicted. After a case is disposed of I enter the tracking number into the DPS website. If the tracking number is not in the system then I fill it out manually and mail it to DPS Austin. If I do not have a tracking form at the time of indictment, I usually call the District Attorney's Office to see if by chance they got it at a later date and if it is still in their file. If it is not with them then I contact Derrick Parry in the Sheriff's Office to see if he can find a TRN number for me. If the person has been placed on probation I will contact Tara in the probation dept. to see if she has a TRN number. Usually if she does not have one, the probation dept. will fingerprint that person when they come in to report. Between the District Attorney's Office, Derrick Parry, Tara and me, we usually wind up with a number.

Vickie Cross
Deputy Clerk

PS Juvenile is handled with the County Attorney's Office and our dept.

TRN
MAY 27 2010
COUNTY CLERK'S
OFFICE

REBECCA R. WALTON
OFFICE OF THE COUNTY ATTORNEY
HARDIN COUNTY, TEXAS

P. O. Box 516
2nd Floor Courthouse
Kountze, Texas 77625
Tel: (409) 246-5165
Fax: (409) 246-4389

Richard B. Dutton
Assistant County Attorney

Tim Moody
Investigator

May 5, 2010

Procedures:

When a criminal case is received from the arresting agency with a copy of the tracking form, it is input on our system with the TRN #.

After a case is reviewed and approved for prosecution, a complaint is filed with the county clerk along with an input sheet that includes the TRN #. It is then reported on the CJIS system that the case was accepted.

If we do not receive the tracking forms with a case and the offense report shows an arrest, we review the defendant's criminal history to see if the arrest appears. If we find an arrest for the offense, we use that TRN# to input our information on the CJIS system.

If we do not find the arrest on the criminal history, we do nothing. Suggestions?

If we receive a tracking form, but the TRN# is not on the CJIS system, we place it in a folder to try again at a later date.

If a case is rejected, reduced, etc., that information is input into the CJIS system.

Complaints:

The system is too slow to use efficiently during most of the day.

At this time, they are approximately 26 TRN #'s that are not on the CJIS system. Why? The fingerprint cards have not been sent to DPS by the arresting agency, or DPS has rejected the fingerprint cards.

Maintenance:

We are in the process of reviewing and cleaning up the misdemeanor cases that have been disposed of but are still showing pending on the CJIS report. After inputting the prosecutor's portion, the report is copied and given to the county clerk's office, so they can input their portion. We plan to do this on an annual basis.

Complaint-We are finding numerous arrests that are appearing on our report that are referred to other county agencies. These arrests should not be showing as Hardin County arrests.

THOMAS
MAY 27 2010
CRIMINAL RECORDS
OFFICE



DAVID A. SHEFFIELD
OFFICE OF THE DISTRICT ATTORNEY
HARDIN COUNTY, TEXAS

PAT HARDY
 1ST ASSISTANT

DALLAS J. BARRINGTON
 2ND ASSISTANT

P. O. Box 1409
 2ND FLOOR COURTHOUSE
 KOUNTZE, TEXAS 77625
 (409) 246-5160
 (409) 246-5142

DALE WILLIFORD
 CRIMINAL INVESTIGATOR

RE: TRN Procedures

1. Manual Input:

Fill in the prosecutor portion as required. The following tracking sections of the prosecution portion that are routinely filled out: Prosecutor ORI, Office, Action Code, Action Literal (cause number is placed in this section and information regarding reason for dismissal if applicable) and Action date. Also fill in Court ORI and name and sign and date it.

Fill in Prosecutor portion. The required fields, marked by an asterisk, are Prosecutor ORI, Prosecutor Action (PAF), Prosecutor Offense (PON) and Level and Degree (LPD). Also fill in the Action Date (ACT) and the Domestic violence (DMV) question. Also fill out Victim's age only if it is applicable. In the Offense Literal (POL) section, Cause # is filled in and information regarding reason for dismissal if applicable.

2. Complaints/Concerns:

There are two things of concern. First is lack of ability to both upgrade a charge and also show that it is not going to be prosecuted. Example If a man is arrested for misdemeanor Assault-FV charge and during process the prosecuting agency realizes that he has a prior conviction. At that point it is a felony assault -fv and the case is sent to the D.A.'s Office to prosecute. However, if we prepare to take the case to the Grand Jury and the victim comes in to ask for the charges to be dropped (pre indictment) then I have to report both events on the tracking form. The current tracking form does not allow that. I feel that it is important to present an accurate representation of the charges on the tracking form.

The second concern is the duplicating of arrests on indicted cases. The problem is with cases added by prosecutors. If you add the D001 to the original TRN when the person is indicted, when they are arrested, a new tracking form is done for the charge. I'm not sure if there is a waas for arresting agencies to see that it is an added charge that has a D001 or if they just are not doing it. Either way, it messes up criminal histories, duplicates paperwork and creates a nightmare that can be complicated to straighten out. This system is only as good as the information that we input into it.

The only other concern, occurred when an out of county agency arrested for a Hardin County warrant but put their ORI number. It made it so that I couldn't update the criminal history online when he was indicted. This only occurred once.

T. W. WILKINS
 MAY 27 2010
 CRIMINAL RECORDS
 KOUNTZE

Pat Hardy

**HARDIN COUNTY, TEXAS
GLENDA ALSTON
COUNTY CLERK**

**P O BOX 38
KOUNTZE, TX 77625**

(409) 246-5185

DATA REPORTING IMPROVEMENT PLAN:

**TASK FORCE COMMITTEE: HARDIN COUNTY
CRIMINAL MISDEMEANOR PROCEDURES**

1. Receive complaints, information and defendant ID sheets from the County Attorney Office
2. File stamp and sign these papers
3. Match bonds with complaints
4. Assign cause #'s
5. Input information from the complaints and ID sheets along with bond into the system
6. Assign the next available court date
7. Add attorney information if there is an attorney
8. Print labels and docket sheets to set up criminal folders
9. Once defendant has gone to court and plead, plea information is entered into the system
10. Complete the court section of the CR43 form
11. Coordinate with Adult Probation and County Attorney Office
12. Give copies of complete paperwork to each office (some paperwork include judgment, defendant's waiver, trial court's certification of defendant's right of appeal, stipulation and agreement)

**7/27/10
MAY 27 2010
CLERK'S OFFICE**

INPUT JUDGMENT INFORMATION IN CCH

LOG INTO CCH
UNDER EDR TAB (CLICK ON)
TYPE IN TRACKING NUMBER (CLICK SUBMIT)
CLICK AN SID NUMBER – (POPS UP AUTOMATICALLY)
SELECT TRS # (ENTER) (CHOOSE APPROPRIATE ONE FROM CR43 FORM)
ADD COURT (CLICK ON)
TYPE IN COURT (ORI #) TAB OVER
“ “ “ CAUSE NUMBER (CAU) TAB
OFFENSE CODE (CON) TAB
LEVEL & DEGREE (LDC) TAB
FINAL PLEA (FPO) TAB
COURT DISP. DATE TAB
SENTENCE DATE (SAME AS COURT DATE) TAB
COURT DISPOSITION (CDN) TAB
COURT COST (CST) TAB
COURT CONFINEMENT (CMT) TAB
COURT PROBATION (CPR) TAB
COURT FINE (CFN) TAB
AGENCY RECEIVING CUSTODY (ARC) TAB
ENTER DIC INFORMATION IF ANY (DWI CASES)
CLICK SUBMIT

If any information is incorrect or any field not completed entirely it will reject submission until corrections are made and all information is completely filled out.

TRIALS
MAY 27 2010
CORRECTIONS
SERVICE

COMPLAINTS AND/OR CONCERNS

1. The County Clerk Office has nothing to do with the fingerprint cards
2. Some of the CR43 forms do not have TRN #'s (arresting agency information)
3. Document information is different than CCH (ex.: date of arrest)

THOMAS
MAY 27 2010
CRIME RECORDS
SECTION

HARDIN COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

Procedures

When a defendant is placed on Community Supervision a criminal history is run on all defendants when entering the cases into Hardin County CSCD'S Computer System. Each case is compared to the criminal history to make sure that the offense that the defendant is being supervised by Hardin County CSCD is on the criminal history. If the offense is on the criminal history the TRN is entered from the criminal history.

If the TRN is not on the criminal history, Hardin County CSCD will call the District/County Clerk's office and the Jail to verify TRN information for the Defendant. If the District/County Clerk or Jail has the TRN number for the defendant for the offense, but the offense is not showing on the criminal history the TRN is entered into Hardin County CSCD'S Computer System. Hardin County CSCD will fingerprint the Defendant on a blank CR-43P form and use the TRN number that was used at the time of arrest. Before processing the CR-43P forms Hardin County CSCD will run another criminal history to verify that the information is not on the criminal history to avoid reporting duplicate arrests information for the same offense. The CR-43P forms are sent to the appropriate departments for processing.

If the TRN is not on the criminal history, Hardin County CSCD will call the District/County Clerks and Jail. If there is no TRN for the offense or the Defendant has never been arrested for an offense. Hardin County CSCD will fingerprint the Defendant on a Printed CR-43P form and then send the CR-43P form to the District/County Courts for processing.

Transfer In Cases

Procedures

When a case is transferred from another County each case is reviewed for a TRN If the case does not have a TRN Number for the offense the case is sent back to the County to have the defendant printed before the case is accepted into Hardin County for supervision. If the case is complete with a TRN, a criminal history is run and the case is accepted for Supervision into Hardin County CSCD.

RECEIVED
MAY 27 2010
COMMUNITY SUPERVISION
OFFICE

HARDIN COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

Goals

Hardin County CSCD goals are to make sure that all supervised offenses will have a TRN on the criminal history. Our department strives for accuracy when fingerprinting the Defendant and reporting the information on the CR-43P form. Hardin County CSCD works with the Hardin District/County Offices and the Hardin County Jail to insure all the information is correct on the Defendant's criminal history and we are reporting the information as accurate as possible.

CRIMINAL RECORDS
MAY 27 2010
CRIMINAL RECORDS
OFFICE