

Llano County Data Reporting Improvement Plan

Llano County acknowledges the requirements for a Data Reporting Improvement Plan as set out by Chapter 60.10 Texas Code of Criminal Procedure.

SECTION I

COMPOSITION OF THE LLANO COUNTY DATA ADVISORY BOARD

The following are the members of the Llano County Data Advisory Board:

1. Chief Jailer Donny Stewart - Llano County Sheriff's Office
2. Chief James Schilling - City of Llano Police Department
3. Mr. Marc Bittner - Chief, Juvenile Department 33rd and 424th Judicial District
4. Ms. Cheryll Mabray - Llano County Attorney
5. Ms. Joyce Gillow - District Clerk, 33rd and 424th Judicial District
6. Ms. Linda Gibbs - Llano County Clerk - Chief Deputy
7. Mr. Gary Bunyard- Assistant District Attorney, 33rd and 424th Judicial District
8. Mr. Ramon Arriaga - Llano County IT Coordinator
9. Ms. Mary Summerlin – EDOC's
10. Mr. David Nance – Chief, Adult Probation Department 33rd & 424th Judicial Dist
11. Ms. Debbie Reynolds - NetData

In addition to the above-described members, personnel from the Llano County Jail shall be invited to provide necessary insight and opinion to the Board.

SECTION II

IDENTIFICATION OF PROBLEMS

- Each Department/Agency/Jail fails to insure that the next department/agency/Jail to handle the TRN report in the reporting process has all required information
- Jail not consistent is passing TRN reports to prosecutors or arresting agencies due to shift changes /experience /training /emergencies /other duties
- Jail entry mistakes lead to the failure to forward TRN report information appropriately or the creation of a double report for same offense resulting in inaccurate TRN reporting
- Delays in the preparation of jail packets with TRN reports that are to be sent to prosecutors office
- Cases rejected by prosecutor are not closed by prosecutor on a consistent basis
- Prosecutor personnel are not consistently making TRN report updates on cases with charges added or changed
- Probation Department not reporting completion of probations to Clerks in order to prepare TRN report updates
- Reports to DPS not reaching DPS from the automated system entries

- Due to various reasons, such as the inapprehension of a defendant or the need to wait for lab test results, many cases are not concluded and closed within a two year period
- Prosecutors and Clerks overwhelmed with other duties and backup in reporting TRN closures and updates
- The process for "Out of County Warrants" is not properly identified and followed by all Llano County Law Enforcement Agencies and the jail
- The process for the TRN reporting on arrest of Llano County warrants outside of the County is not properly identified and followed by jail and Sheriff's Office
- The completion of a deferral probation of felony cases are not consistently reported by adult probation to the Clerk's Office for a TRN update report to be prepared
- No periodic review of the entire TRN reporting system exists to ensure that the system is working properly
- No mechanism for review of old cases to ensure closure was done by prosecutor, clerk, jail, or arresting agency
- Too much paperwork – DPS not provided funding or staff to do all that is required.

SECTION III

ACTIONS TO BE TAKEN

The following are the actions identified that will help with the criminal reporting issues in Llano County:

1. Funding for training- The various Llano County Departments and Law Enforcement agencies that are a part of the criminal reporting system must take steps to seek appropriate funding from their governing bodies for the training of personnel on a regular basis. The training will ensure that all party participants understand the requirements and process to follow in TRN reporting.
2. Creation of permanent board- The Board supports the permanent creation of this Board in order to oversee the TRN reporting processes on a countywide basis. It is suggested that the board meet at least one time a year to re-review the Llano County Data Reporting Plan, and review the success of the system. Follow up meetings may be called to implement any needed changes to the system. Additionally, any member of the board should be allowed to call a meeting at any time in order to address any immediate need identified for the benefit of the system.
3. Such grants that would assist in the reporting process; i.e. additional personnel, technology or/and equipment.
4. County and District Clerks are to review all outstanding cases still in existence since 2005. The review is aimed at updating these cases up to present.
5. After indictment of felony cases, the District Clerk's Office shall confirm the TRN information of each case is accurate.
6. Prosecutors to review pending cases- In conjunction to the Clerk's Offices, both prosecutor offices in the County will be reviewing cases in which it has the responsibility to close or update in regards to TRN reporting

7. JPO to provide training- The Juvenile Probation Office administration shall continue to update and train its personnel to ensure that all proper reporting procedures are followed. This will ensure that the proper reporting of un-adjudicated deferrals, completed adjudications, completed court deferrals, rejected cases, and modifications of probations or deferrals occur.
8. Law Enforcement processes to be created- With the assistance of all law enforcement in Llano County, processes shall be identified to ensure proper TRN reporting after the arrest of an individual occurs. The processes shall also address the closing of cases not sent to a prosecutor, the steps to follow for the arrests of suspects outside of the County on Llano County warrants, the arrest of suspects in Llano County for an out of County warrant, the picking up of jail packets for arrested suspects, the following up of cases referred back for further investigation by the prosecutors office.
9. The County Attorney's and District Attorney's Offices have sent its personnel to TRN training to ensure that its obligations to the reporting process are met.
10. The County Clerk's and District Clerk's Offices to send its personnel to TRN training to ensure that its obligations to the reporting process are met.
11. Adult Probation to develop processes- The Adult Probation Office shall institute and train its officers on how and when notice shall be given to the Prosecutor or Clerks' Offices for TRN update reporting when individuals complete a pre-trial diversion program, and when a person completes a deferral or probation term.
12. The DA & CA to report rejected cases - To ensure that proper reporting is done, both prosecutor offices shall report and close all rejected cases for prosecution.
13. Prosecutors and Clerks to review need for additional personnel to ensure all reporting requirements are met in a timely manner.
14. Use of TRN Reporting by Website- Clerks shall focus its TRN reporting through electronic submission.
15. The Board recognizes the need of more personnel in the Llano County Sheriffs Department to be assigned and properly trained on the processes of reporting arrests by warrant and the posting of such warrants on law enforcement networks such as TCIC.
16. Each agency or department that is a part of the criminal data reporting process shall designate a contact person for all to address when issues arise. This list will be periodically updated.
17. The Board stresses that this plan is to be treated as a working document that will be modified.
18. The Board shall attempt to discuss with DPS reporting issues and seek policy changes regarding reporting guidelines for criminal cases that are over two years in age and remain open or un-reported for valid reasons.

SECTION IV

CONCLUSION

Llano County Data Advisory Board recognizes a need to adjust policies in regards to criminal data reporting to the State of Texas. The changes have been identified and are in the process of being implemented.

Donnie Stewart
Chief Jailer Llano Co. Sheriff Office

Chief James Schilling
City of Llano Police Department

Linda Gibbs
Chief Deputy Llano County Clerk

Chief Marc Bittner
Chief Juvenile Prob. 33rd 424th Jud. Dist.

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