

PUBLIC SAFETY REPORTING SYSTEM

USER BASIC TRAINING

AGENDA

- Introductions
- Resources for learning and system outages
- Bail Form: Start to Finish
  - Workflow
    - Searching for a defendant
    - Adding a Defendant/Arrest
    - Preparing a Public Safety Report (PSR)
    - Criminal History Retrieval Status/Errors/Results
    - Prepare and Certify a Bail Form
    - Send Notifications
    - Bail form Modifications
- Assistance and support resources

OFFICE OF COURT ADMINISTRATION (OCA) BAIL TEAM

Bail and Pretrial Program Manager

Melissa Astrowski

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Pretrial Program Specialist

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Clarence.Buff@txcourts.gov

Bail Inbox

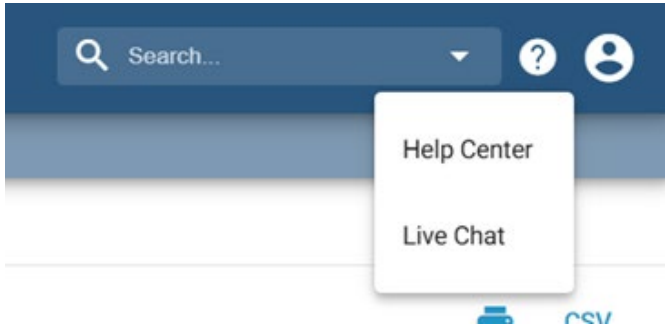
Where to send questions/issues

Bail@txcourts.gov

PSRS Helpful Resources and Contacts

include screen shots and summary of event

Helpful Resources for PSRS support (include screen shots of the issue or error):
Self-help - Catalis - PSRS Support Center – learning/training/usage documents
Live Chat - is available from 8am-8pm (PST)– click on the '? ' at the top of your PSRS home screen



Email - Catalis at support@automon.com
Phone - 480-368-8555 x2

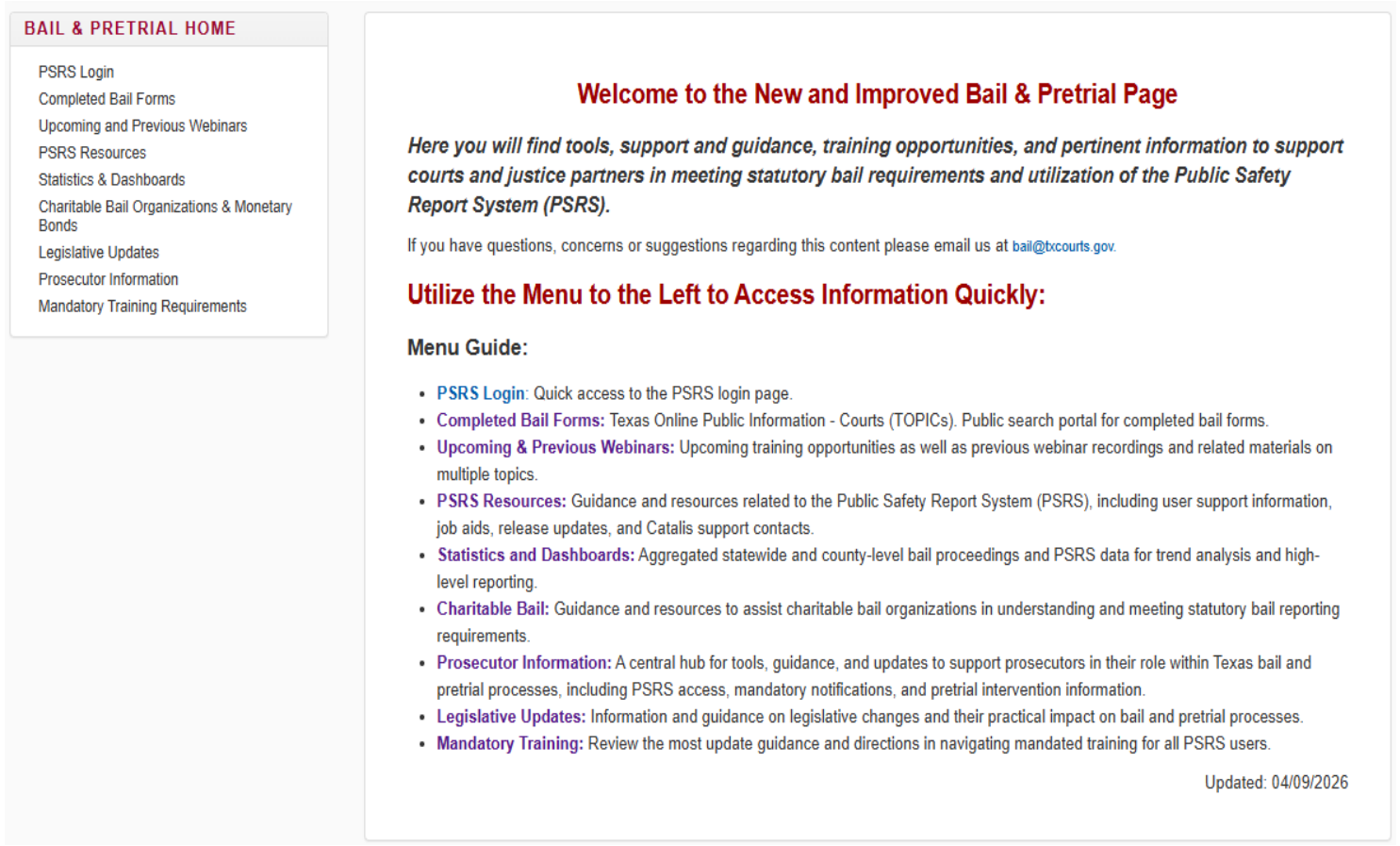
System Wide Outages:

Catalis will generally send an email to all users if there is a known outage. If an outage occurs **outside business hours**, please:

- Call **480-368-8555 ext. 2** and leave a message (checked during off hours)
- Email both Bail@txcourts.gov and support@automon.com
- Include screenshots and a brief description of the issue

OCA BAIL AND PRETRIAL WEBPAGE

- OCA Bail & Pretrial website: https://www.txcourts.gov/bail/
- Full of resources, upcoming/past webinars, legislative updates



BAIL FORM: START TO FINISH

PSRS WORKFLOW



PSRS PROCESS

Person is arrested



Person is processed



***Defendant information entered in PSRS**



PSR is produced



PSR presented to magistrate



Art. 15.17 hearing



***Bail decision entered in PSRS**



Certification of information



Bail form is produced



Bail form is published by OCA

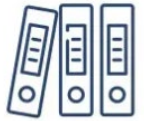


End **OR** Modify

Bail decision is modified



Modification is certified and sent to OCA





WHEN DO I UTILIZE THE PSRS?

- **The bail form is intended to capture the moment in time that the bail is set or modified.**

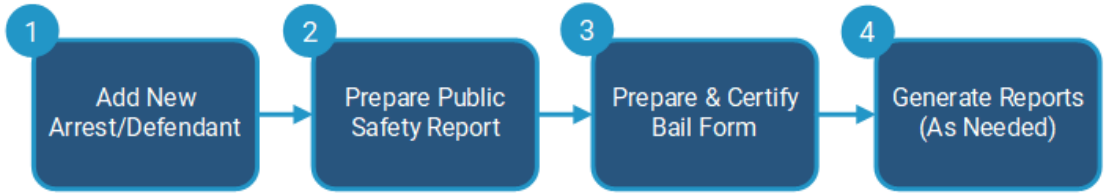
  - Bail data shall be entered into the PSRS:
    - At initial **bail setting** during the 15.17 hearing (Magistration);
    - When the **type** of bond is modified (personal, cash/surety, or bond denied);
    - The bond **amount** is modified (lessened/increased);
    - **Mandatory release** due to 'speedy trial' requirements - pursuant to Article 17.151 CCP.

WHEN DO I UTILIZE THE PSRS?

	Action	Bail Form Required?
Initial Setting of Bond	Magistration and setting bail after arrest on a warrant (no indictment or complaint)	Yes
	Magistration and setting bail after warrantless arrest	Yes
Modification of Bond	Changing the type of bond (between personal, cash/surety, or bond denial)	Yes
	Changing the amount of bond	Yes
	Denial of request for personal bond	No
	Changes to bond conditions	No
	Denial of request to change bond conditions	No
	Setting new bail after surety surrender on previous bail	Yes
Bond Forfeiture & Revocation *(Are you actually setting bail or just directing re-arrest?)*	Judge revokes bond	No
	Judge forfeits bond	No
	Forfeit or revoke bond and issue capias	No
	After arrest on forfeiture AND the defendant is brought and Judge sets a bond that is the same as the previous bond	No
	After arrest on forfeiture AND the defendant is brought and Judge sets a bond amount different from previous bond	Yes
	With defendant present, Judge orders a bond revocation and denies bond (and takes defendant into custody) or sets new bond	Yes
	After a bond denial, the judge later reinstates the previous bond	Yes
Warrants	Issuing a capias	No
	Issuing arrest warrants	No
	Recalling a warrant	No
Arrest Warrant After Indictment	After arrest following an indictment for new charges	Yes
	After arrest following an indictment if there is a change to the previous bond	Yes
	After arrest following an indictment but no new charges and no change to the previous bond	No
Probation (deferred & reg)	Making any change to the type or amount of the initial bond set after arrest	Yes
	Issuing a warrant for probation violation	No
	Setting an initial bond after arrest on the warrant	Yes

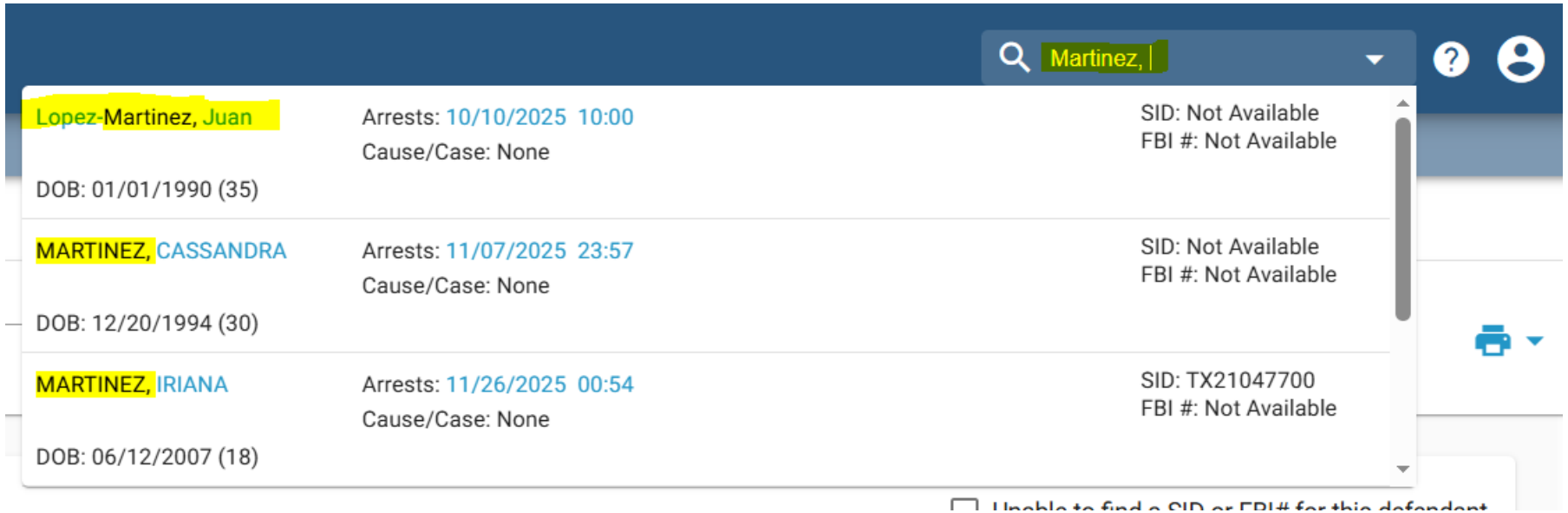
WORKFLOW

- Add a new arrest record in the PSRS
- Prepare the Public Safety Report
- Complete and certify the electronic Bail Form



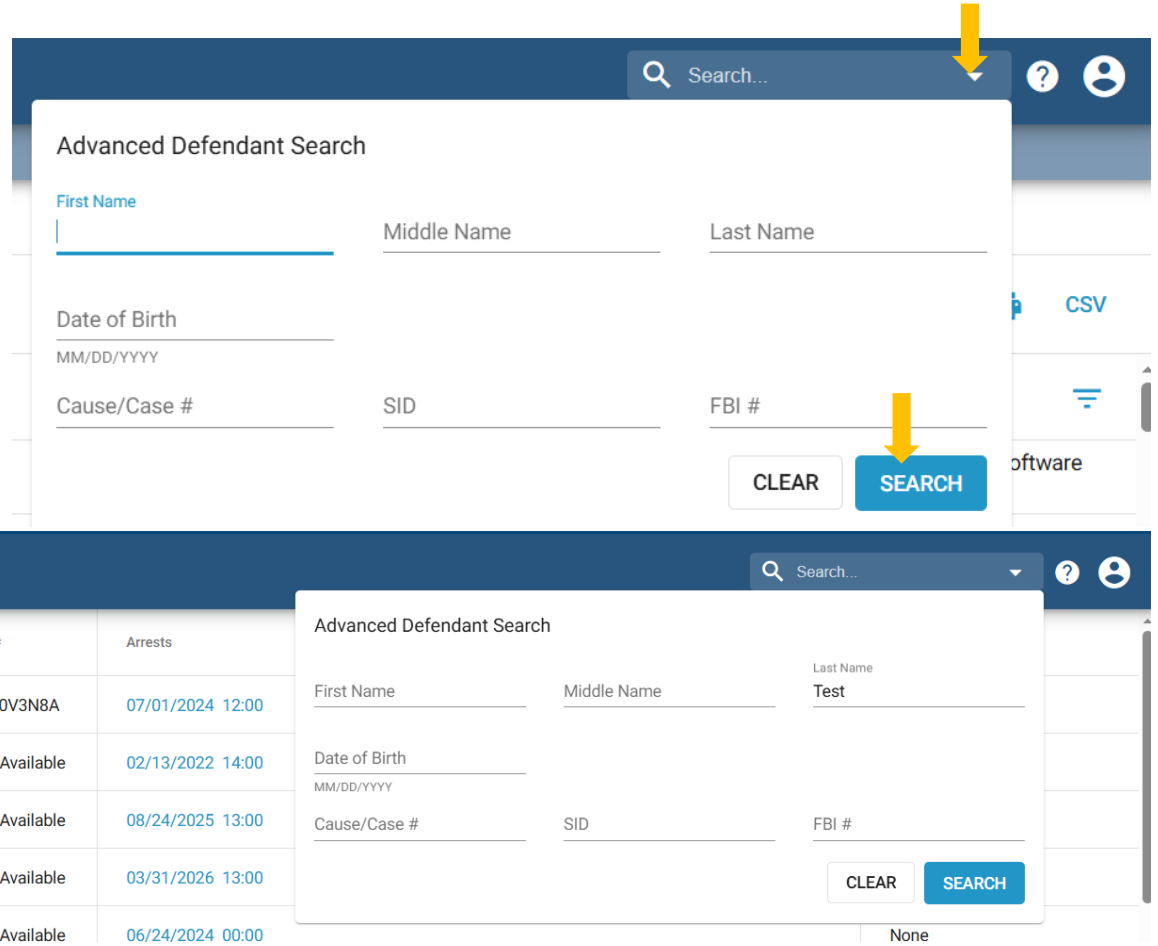
SEARCHING FOR DEFENDANT WITH MULTIPLE LAST NAMES

- If the defendant has multiple last names or hyphenated last names, as many Hispanic Cultures do, you will have to modify how you search for the defendant. (i.e. Lopez-Martinez, Lopez Martinez, LopezMartinez)
  - I have found it easy to search for the second last name as the last name.
  - If the name is listed like any of the examples, searching for "Martinez, [First Name]" has produced better results.



USING THE ADVANCED SEARCH

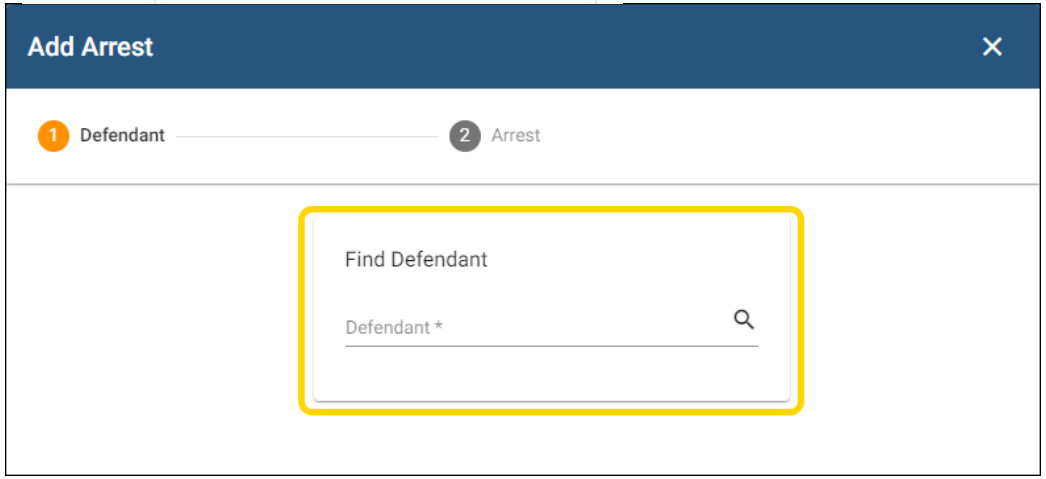
- You can also use the Advanced Search to find a defendant.
  - Click on the drop-down triangle
  - You can search by first name, middle name, last name, DOB, cause/case #, SID, or FBI #, or any combination of the fields.



ADD A NEW ARREST/DEFENDANT

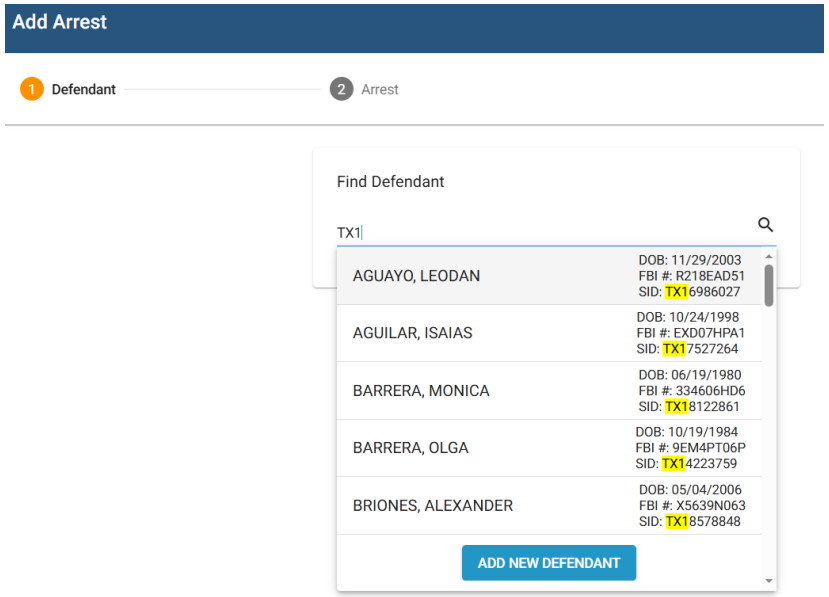
- On the Pending Bail Forms tab, click Add Arrest.
- Check to see whether the defendant's information already exists in the PSRS from a previous arrest.
  - You can search by defendant **Last Name, First Name** or by the defendant **SID** or **FBI** number (if known)
  - With the new enhancement of being able to search by SID or FBI number, it is suggested to search by these numbers. You may have to search both of them independently



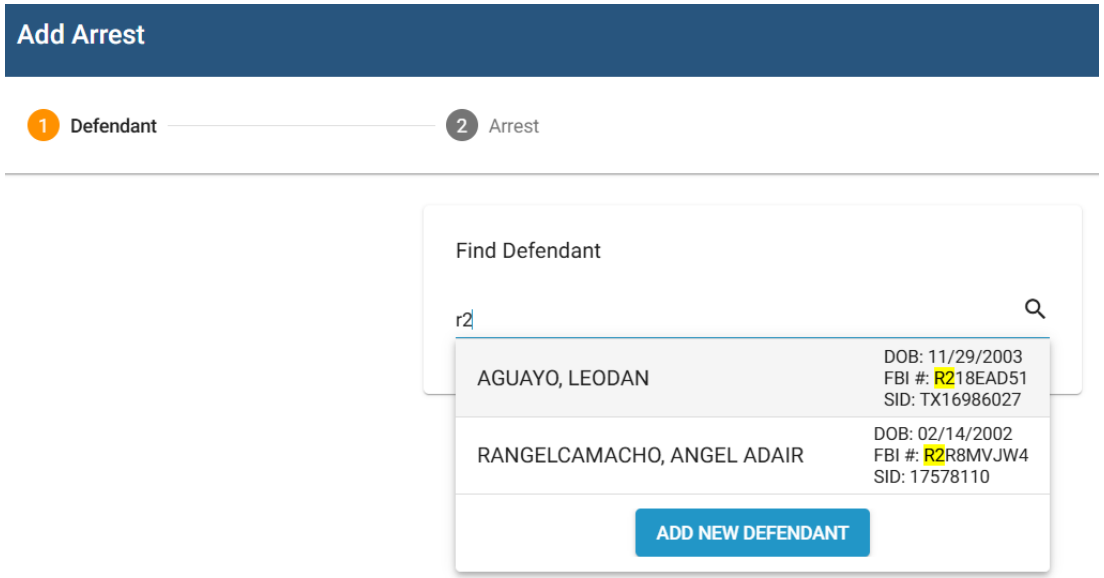


SID AND FBI NUMBER SEARCHES

Searching by SID number

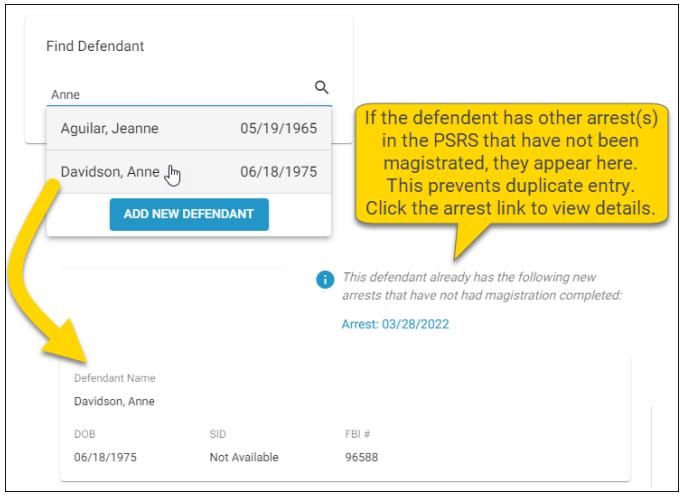


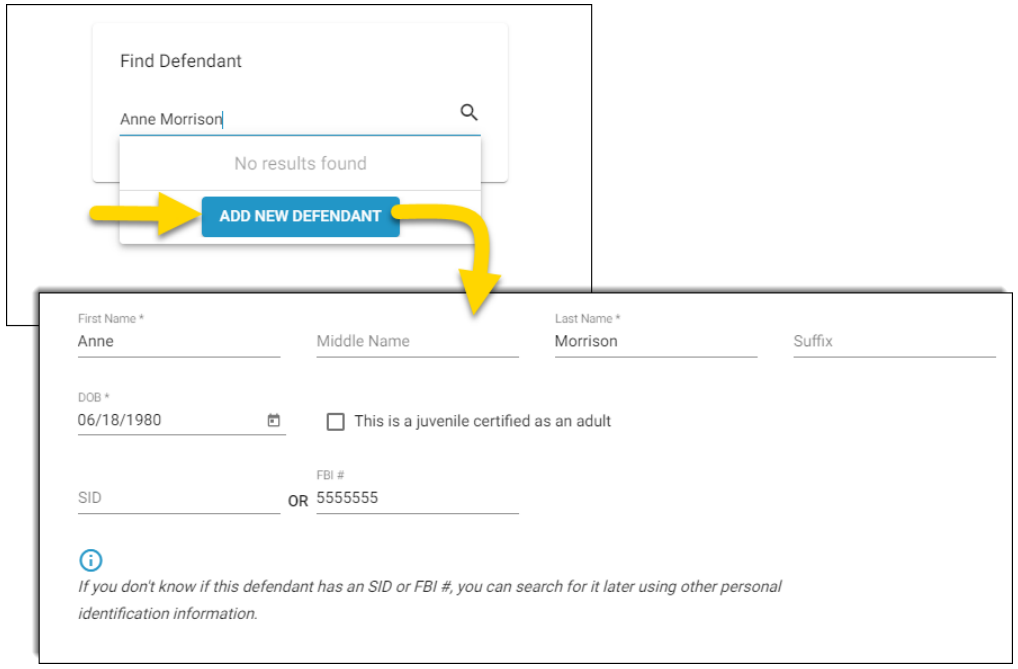
Searching by FBI number



ADD A NEW OR EXISTING DEFENDANT

- If the system, finds a match: Click their name to see their details. If the match is correct, go to the next step. If it's not, click again where you entered the name and select another match from the list.

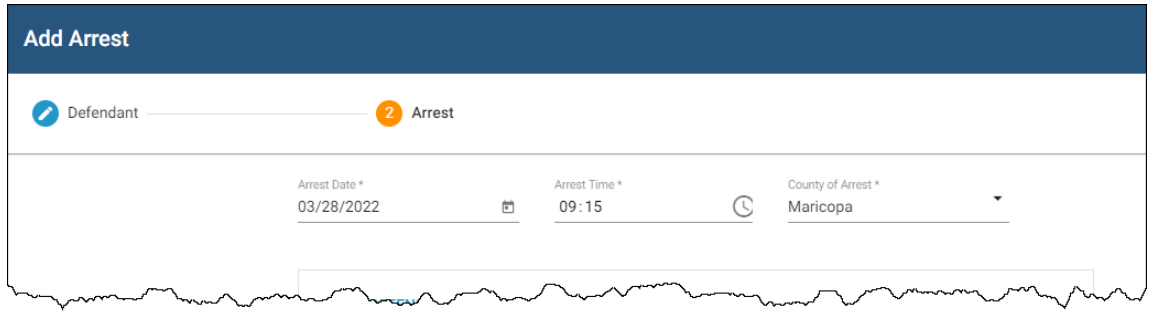




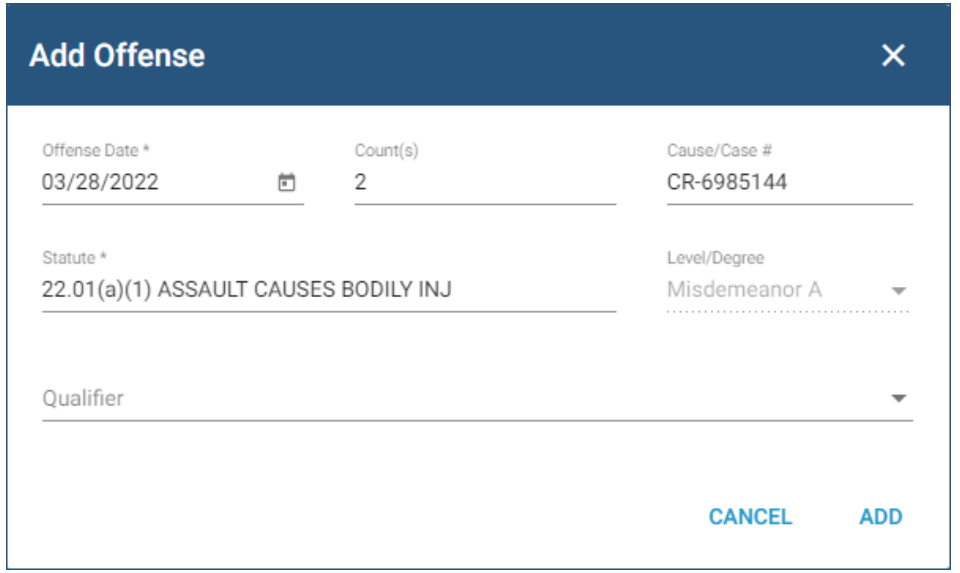
- If a match is not found, click Add New Defendant and enter the defendant's details.
  - If the defendant is a juvenile certified as an adult, select the "This is a juvenile certified as an adult" check box.

ENTER ARREST DETAILS

- Arrest Date/Time*
- County of Arrest*



- Add Offense
  - Offense Date*
  - Statute (Offense)*
  - Level/Degree (may auto-populate, and cannot be changed)
  - Qualifier
    - Enhanced, Attempted/Conspiracy, or Other mitigated

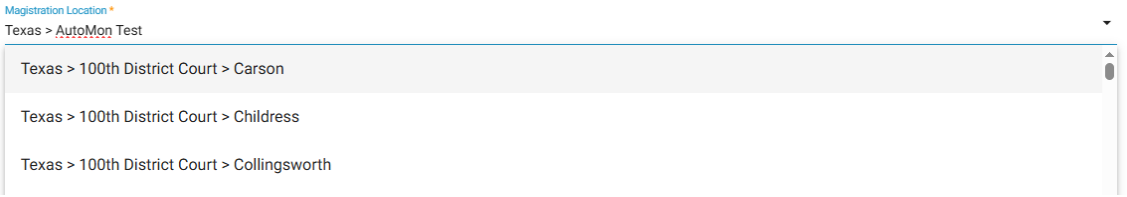


ENTER ARREST DETAILS (CONT.)

- To add another offense, click **Add Offense** and repeat the previous sub-steps.
- To edit or delete an offense, click the more options icon ⋮ to the right and select an option.

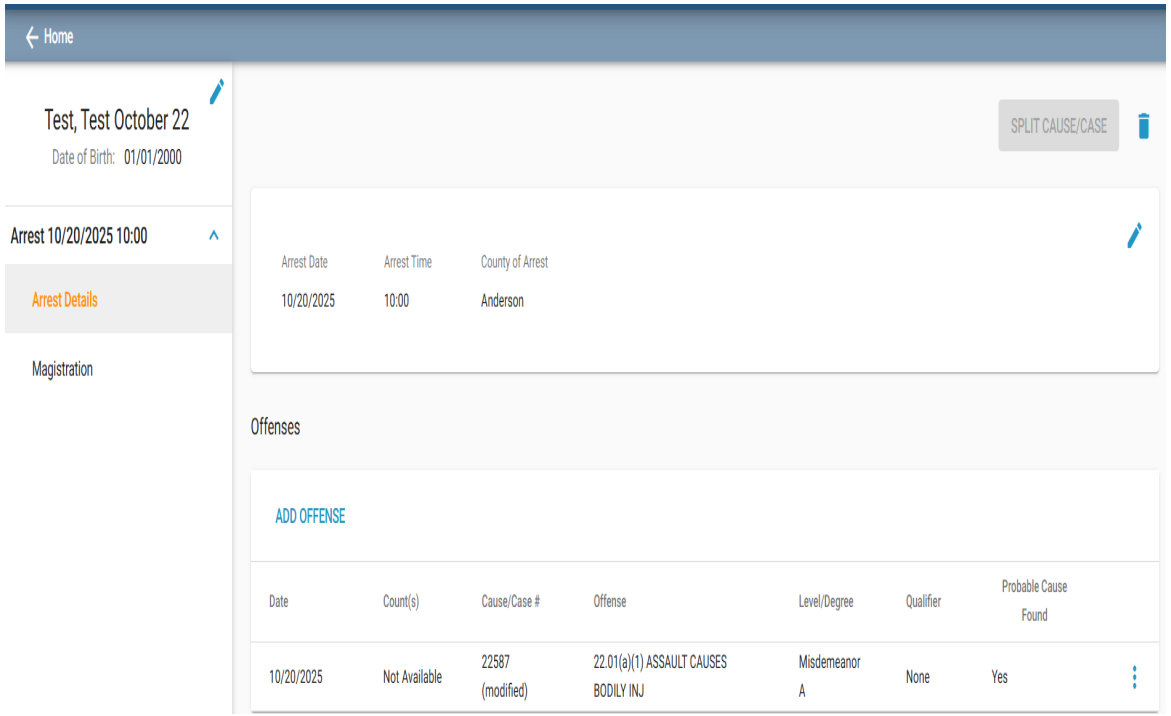


- Select the Magistration Location where the defendant will have their hearing.
  - Default display is your current security location
  - Can be changed by clicking on the drop-down arrow and selecting another location from the list.



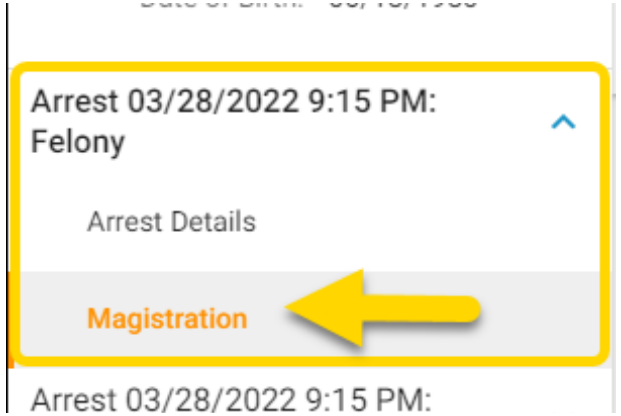
ENTER ARREST DETAILS (CONT.)

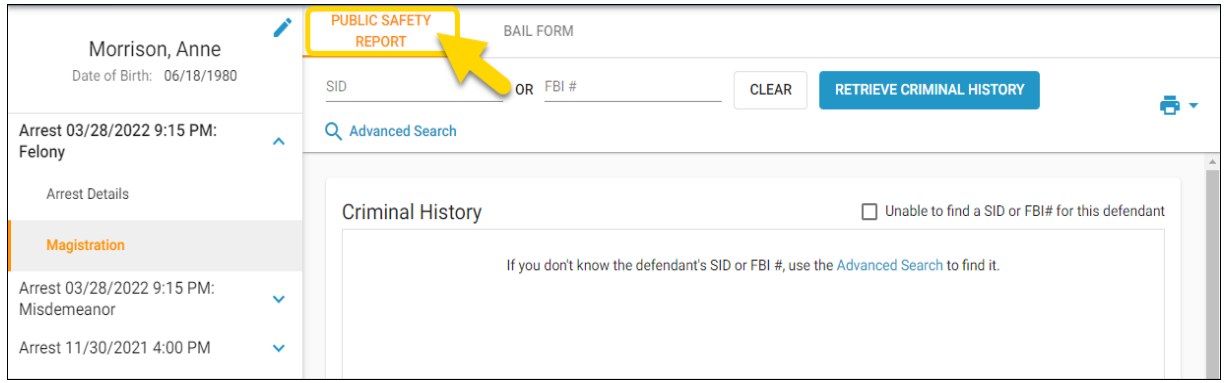
- At the bottom of the page, the page displays either a Save button or Save and Retrieve Criminal History button.
  - The Save button appears if you do not have an ORI and TLETS User ID listed in your profile, or you did not enter an SID or FBI # for the defendant. Click this button to finish adding the arrest.
  - The Save & Retrieve Criminal History button appears only if you have an ORI or TLETS User ID listed in your user account, and you entered an SID or FBI # for the defendant on the previous page. Click this button to finish adding the arrest.



PREPARE A PUBLIC SAFETY REPORT (PSR)

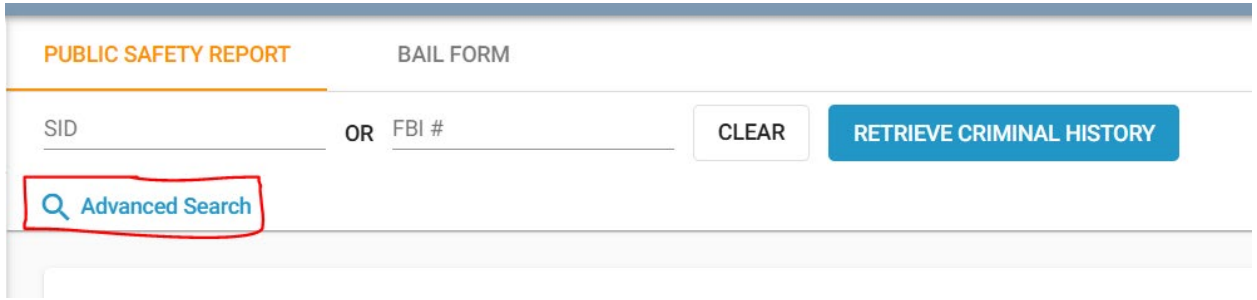
- Find the defendant by searching or selecting from the Pending List.
- On the left under the arrest date; Click on the Magistration tab.
- Click on the Public Safety Report tab.
- If the criminal History is not already retrieved, enter the SID and/or FBI number; then Retrieve Criminal History. (good idea to enter both)

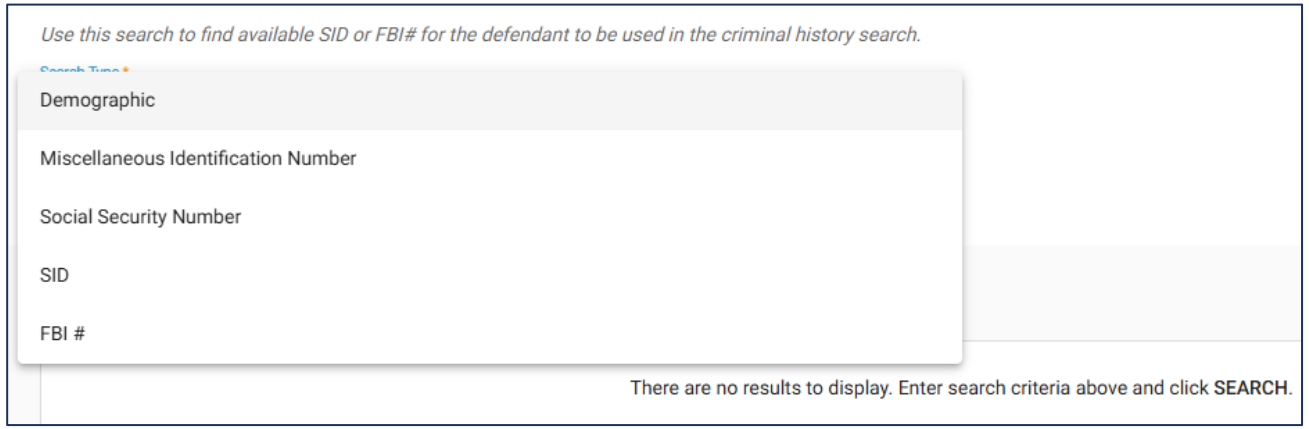




IF YOU DO NOT KNOW THE SID OR FBI#

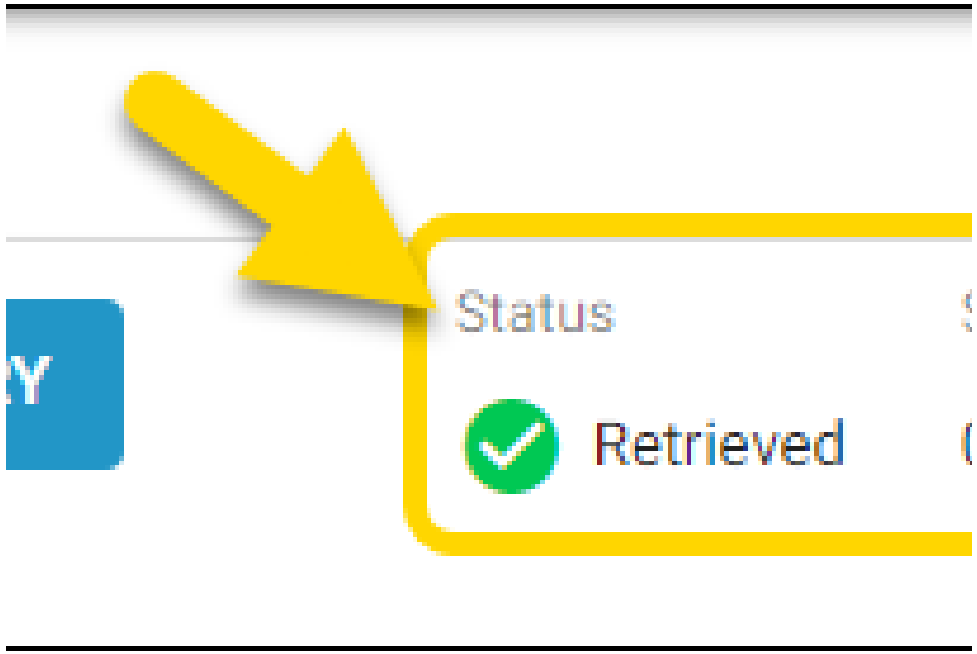
- If you do not know the SID or FBI# you can do an Advanced Search on the Public Safety Report page.
- Click on the Advanced Search
- There are multiple categories to search by
  - Demographics
  - Miscellaneous Identification Number
  - Social Security Number
  - SID (to ensure it is the right number for the defendant)
  - FBI # (to ensure it is the right number for the defendant)





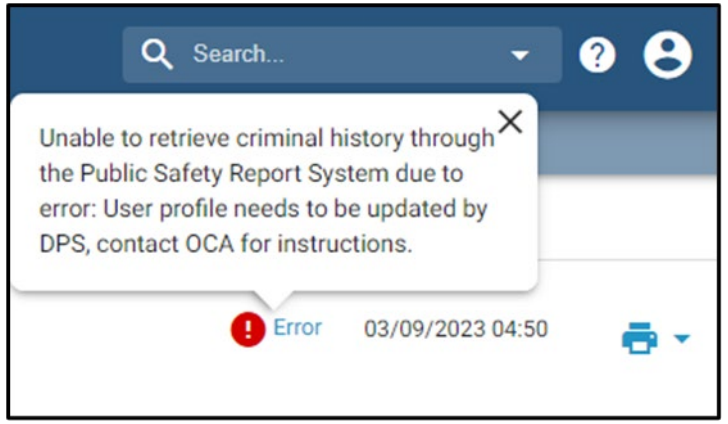
CRIMINAL HISTORY RETRIEVAL STATUSES

- Not Started
- Retrieving
- Retrieved
- CHRI Not Found
- Error
- Expired

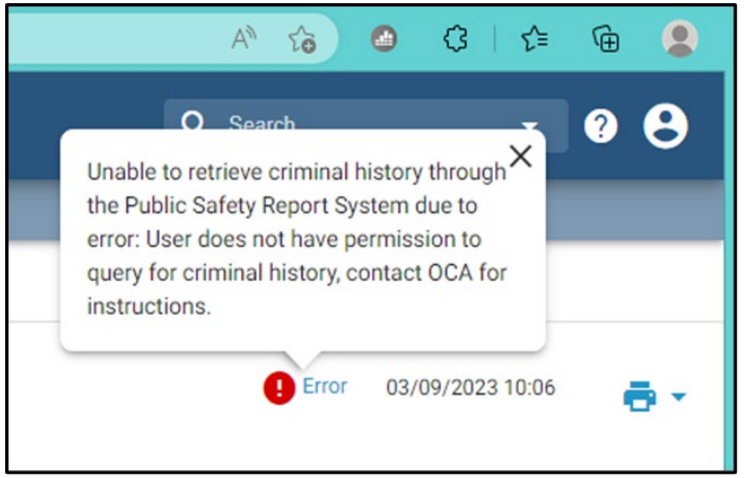


CRIMINAL HISTORY RETRIEVAL ERRORS

- Profile needs to be updated by DPS

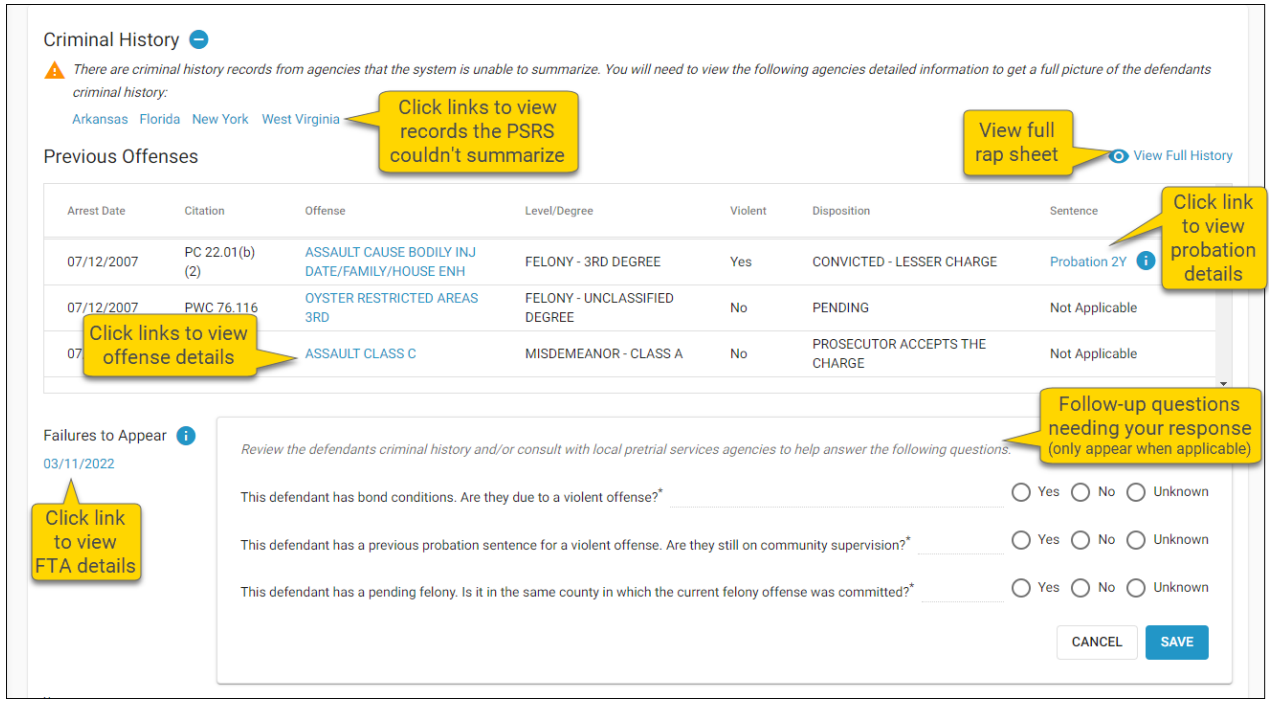


- Does not have permissions to query for criminal history

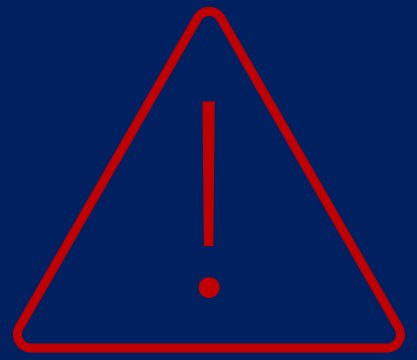


VIEW CRIMINAL HISTORY RESULTS

- Other States with criminal history
- View Full History
- Summary of Texas criminal history
- Follow-up questions needing answers
- Failures to Appear



Public Safety Report in the PSRS
vs
Public Safety Report Printed



Reviewing the PSR within PSRS ensures access to all available criminal history and supervision information at the time of decision-making.

Printed versions reflect only a portion of the criminal record.

PRINTED VS. ONLINE CRIMINAL HISTORY INFORMATION (CHI)

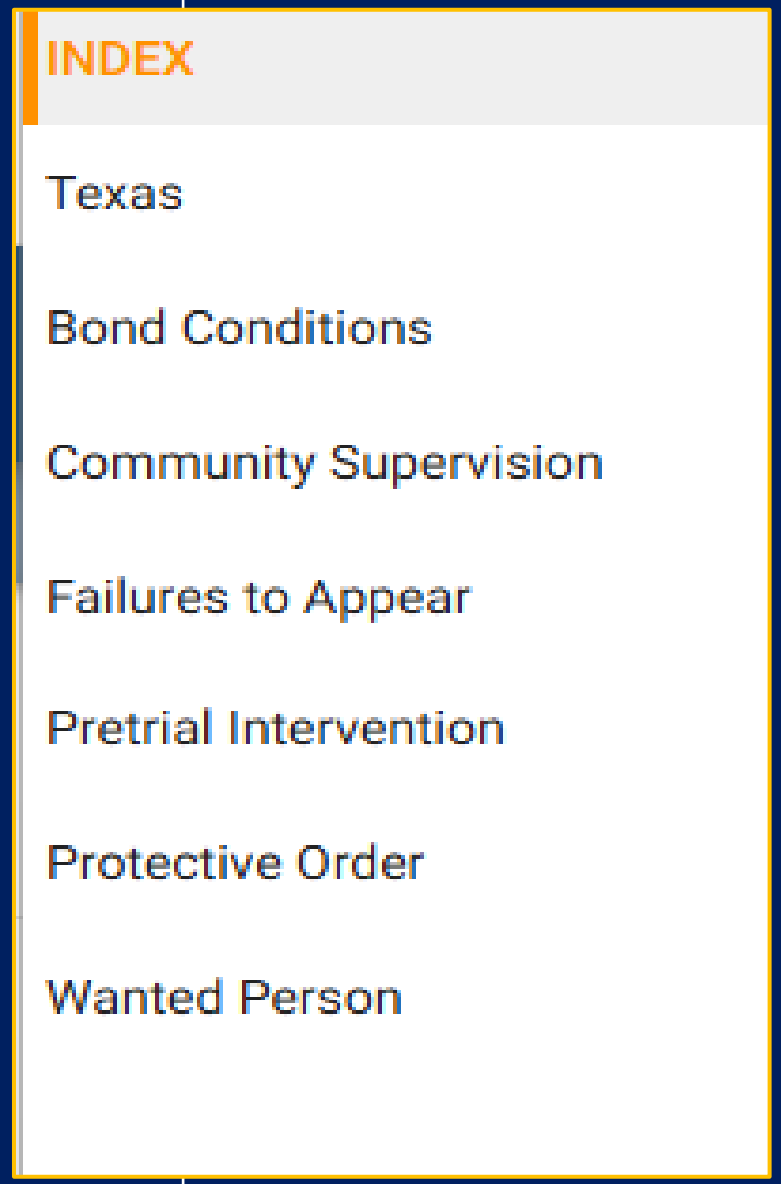
Printed PSR

- Limited to Summary of Texas Criminal History
- Does not show
  - Bond Conditions entered in TCIC/NCIC
  - Community Supervision
  - Failures to Appear
  - Pretrial Intervention
  - Protective Orders
  - Wanted Persons

Online PSR/Full CHI

- More in-depth criminal history view
- View (if entered in TCIC/NCIC)
  - Other states history
  - Bond Conditions, Community Supervision, Failures to Appear, Pretrial Intervention, Protective Orders, & Wanted Persons

PSRS Online Criminal History



LEGEND

Texas = click to view the defendant's complete Texas criminal history record

Other States = Click to view out-of-state criminal history by state (displayed within one tab per state)

Bond Conditions = Click to see current bond conditions.

Community Supervision = Click to determine whether the defendant is currently or has previously been subject to supervised release, including probation, parole, or other supervision programs.

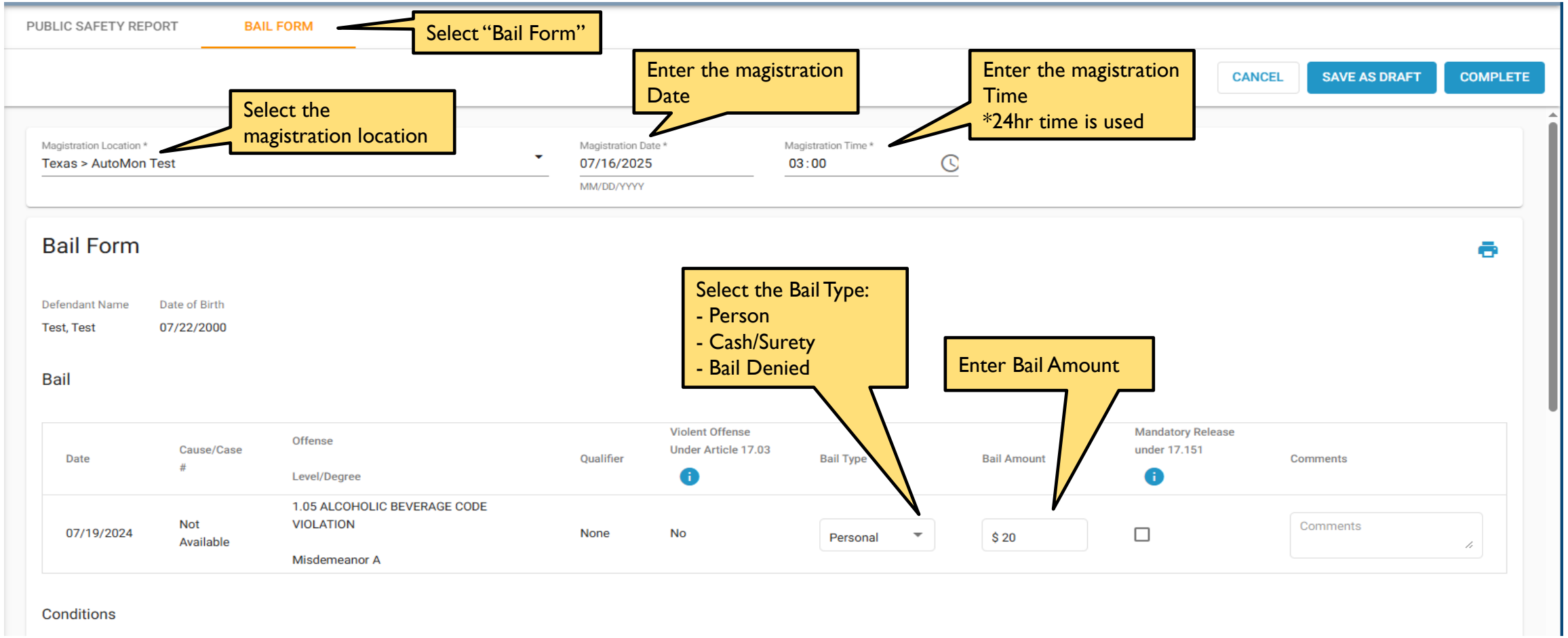
Failure to Appear = Click to a summary of willful failures to appear.

Pretrial Intervention = Click to determine if the defendant is participating in a Pretrial Intervention Program, and what the conditions are.

Protection Order = Click to determine if the defendant is a party to a protective order.

Wanted Person = Click to determine whether the defendant has any outstanding warrants, including out of state warrants.

PREPARE AND CERTIFY THE BAIL FORM



PREPARE AND CERTIFY THE BAIL FORM (CONT.)

Conditions

Enter the bond conditions
- You can add to, or remove, any pre-filled conditions

Mandatory/Discretionary	Condition
Discretionary (CCP 17.47)	Defendant is ordered to provide a specimen of DNA to local law enforcement for the purpose of creating a DNA record. (Mandatory for Defendants described by Government Code Section 411.1471(a).)
Mandatory if released on personal bond under Art. 17.032	Defendant will be released on personal bond under Art. 17.032 and is ordered to submit to outpatient or inpatient mental health treatment or intellectual and developmental disability services as recommended by the service provider that contracts with the jail to provide mental health or intellectual and developmental disability services, the LMHA, the LIDDA, or another qualified mental health or intellectual and developmental disability expert.
Discretionary (CCP 17.44)	Defendant is ordered to home confinement and electronic monitoring, under the supervision of the following agency: _____.
Discretionary	Defendant must attend and timely appear in court as required.

Add Another Condition

Check this certification box

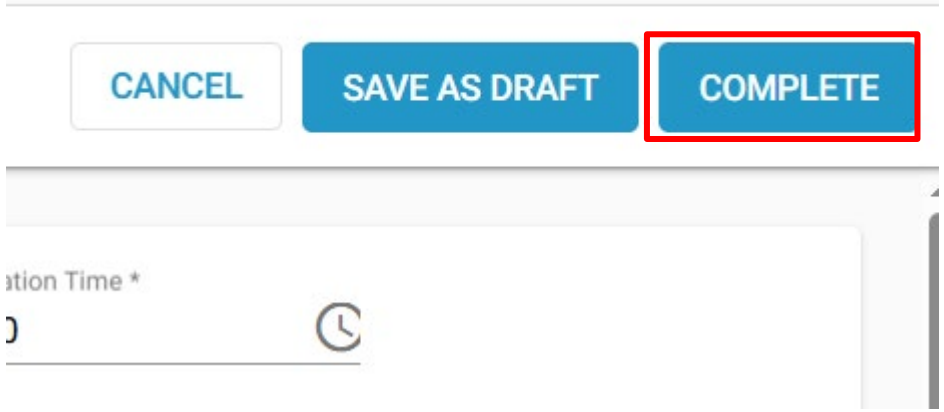
Select the Magistrate's Name
*if the magistrate is certifying, they will just need to check the box.

Certification

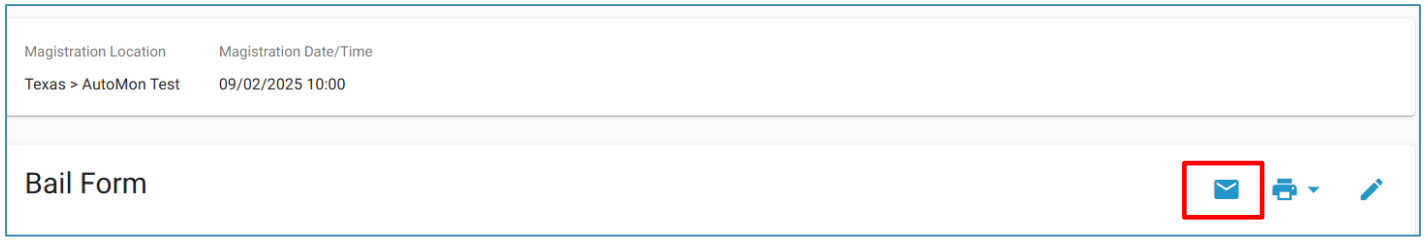
☐ I, Clarence Buff, Ph.D., Global Admin/OCA, hereby certify on behalf of Magistrate * Jordan Butler, PM/AutoMon , that each factor required by Code of Criminal Procedure Art. 17.15(a) for setting bail and the information provided by the Public Safety Report System was considered, if applicable.

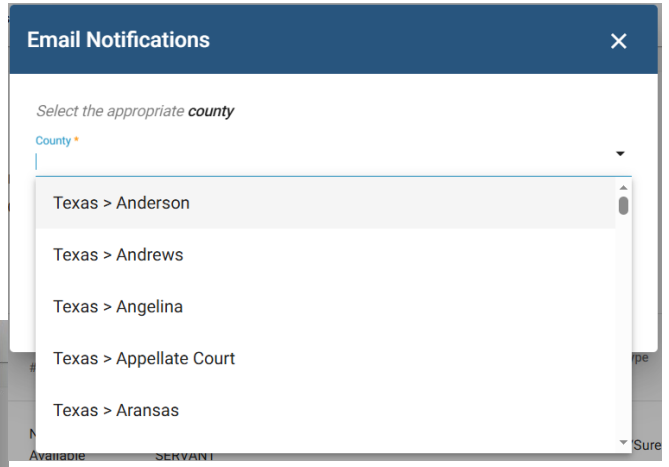
PREPARE AND CERTIFY THE BAIL FORM (CONT.)

- Once the bail form is filled out, and you have checked the certification box and selected the magistrate
- You will click "COMPLETE"
  - The bail form is NOT completed until this is done.

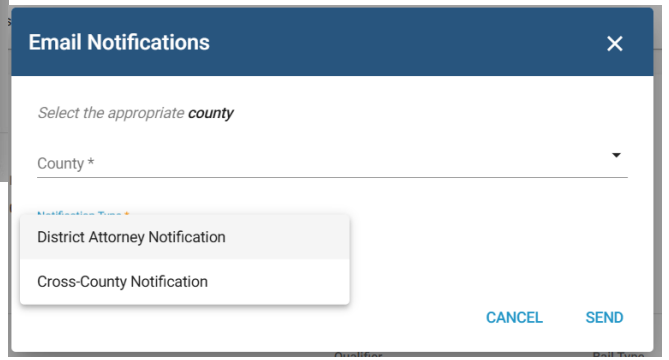


SENDING NOTIFICATIONS









Once the bail form is completed,
You can send the notification (if required)

1) Click on the envelope
2) Select the County to send the notification to
   a) All counties will have "Texas > " preceding the county name,
   b) You can start typing the county name, then select it
3) Select the Notification Type
   a) District Attorney Notification
   b) Cross-County Notification
4) Click Send

MODIFYING A BAIL FORM

PROCESS TO MODIFY A COMPLETED BAIL FORM

New/Original

Modify Existing Bail Form

Create a New Bail Form When:

1. The charge is new: A judge or magistrate is making the initial bail decision. Bond type, amount, and conditions are being set for the first time.
2. Case was prior to PSRS implementation or was not entered.

Modify the Original Bail Form When:

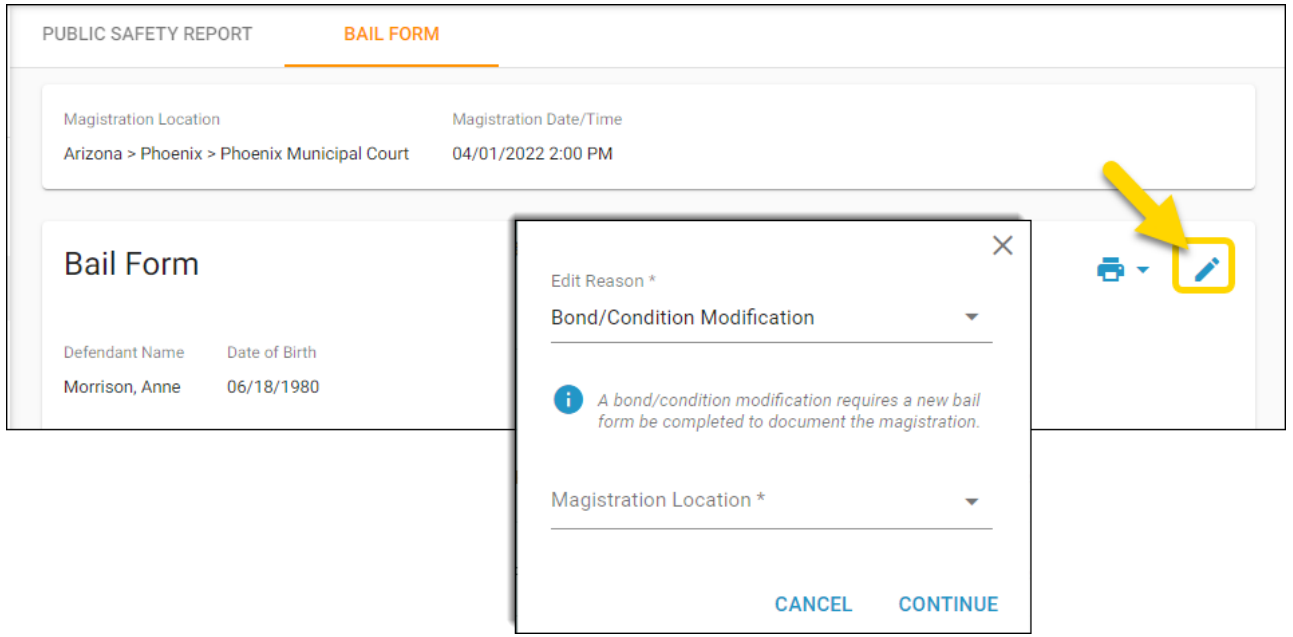
1. The charge has previously been magistrated.
2. A judge is modifying a prior bail decision (Magistrate or Trial Court Judge)
   - Bond amount changed
   - Bond type changed
   - Article 17.151 release

OR

3. The defendant is rearrested (warrant, indictment, Motion to Revoke/Adjudicate)

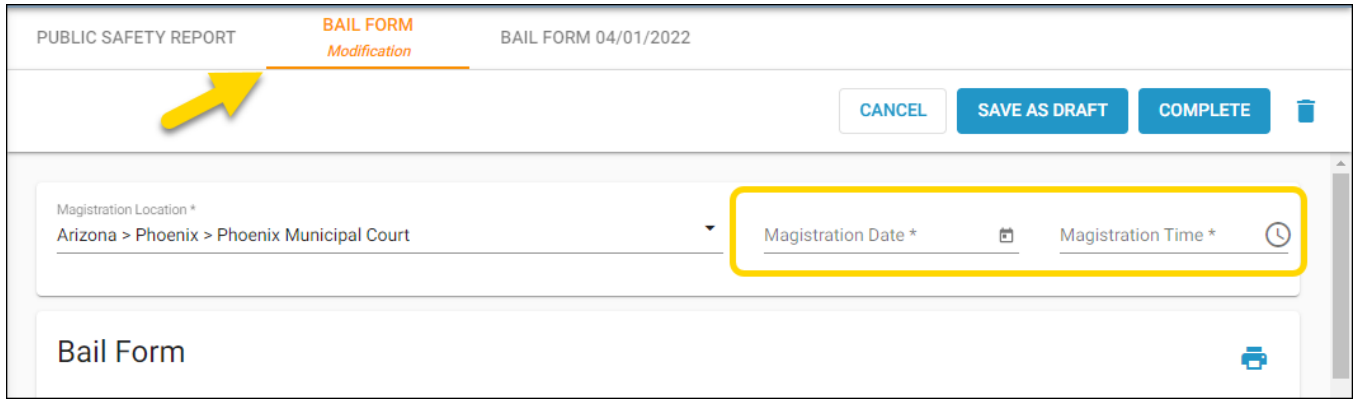
BAIL FORM MODIFICATION

- To modify a bail form, you will
  - Open the bail form that needs to be modified
  - Click the blue pencil, and select the 'Bond/Condition Modification' option
  - Choose the magistration location (the court doing the modification), then click continue.



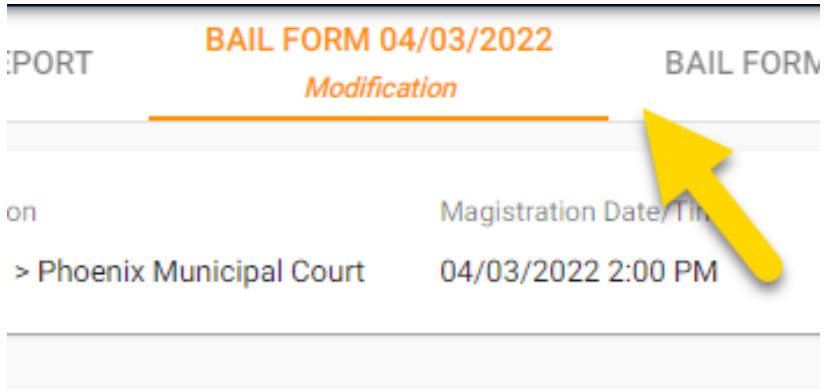
BAIL FORM MODIFICATION

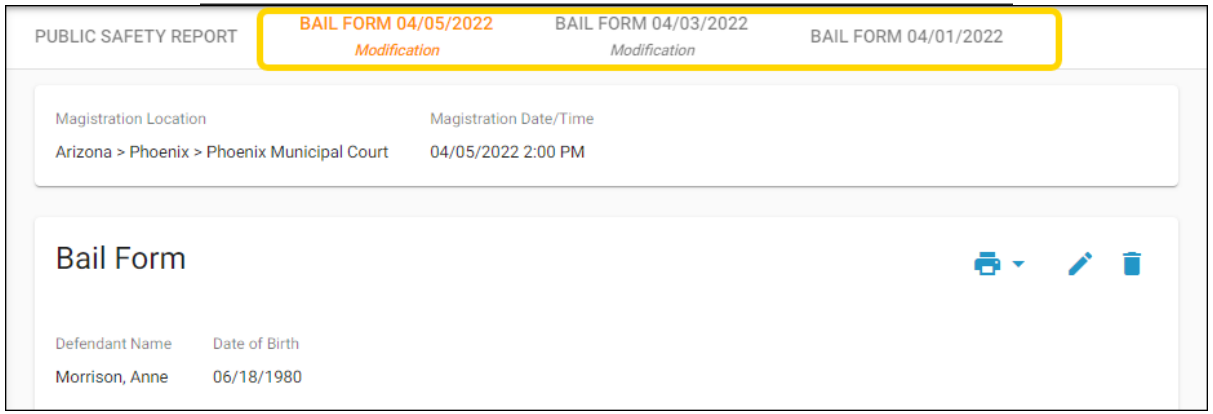
- A new bail form tab will be created for the defendant and show as a modification
- You will enter the magistration date and time the modification took place
- All the information from the original bail form is copied to the modified form
- You will make any needed changes to the type, amount, and/or conditions
- Then certify and complete the bail form



BAIL FORM MODIFICATION

- After certifying the form, the modified Bail Form remains on its own tab with the date of magistration.
- The original Bail Form also remains on its own separate tab with the date of the original magistration.
- Click on a tab to view that version of the form.
- If additional modifications occur, repeat these steps to open a new Bail Form.
  - NOTE: you can only modify the last bail form changed. (i.e. last modified form). All previous forms are locked.
- The PSRS will add separate tabs for each modified form for review.





ASSISTANCE AND SUPPORT RESOURCES

- Bail and Pretrial Website - https://www.txcourts.gov/bail/
- OCA Website - https://www.txcourts.gov/
- Email Notifications FAQ
- Catalis (PSRS vendor) - https://help.catalisgov.com/psrs/Content/Home.htm
- Upcoming and Previous OCA Webinars - https://www.txcourts.gov/bail/upcoming-and-previous-webinars/

  - **Email questions to: Bail@txcourts.gov**

QUESTIONS



Thank You

OCA Bail Team

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