

DUI Court Case Assessment Of the Mississippi Justice Courts and Municipal Courts

**Prepared by
Thompson Consulting Group, LLC
Odell Thompson, Jr.**

**Presented to
Mississippi Office of Highway Safety
Shirley Thomas, Office Director
Governor's Representative**

September 23, 2013

Table of Contents

Executive Summary	5
Survey Background	8
Methodology	10
Justice Court Findings	13
Survey Question 1 – What is the County location of your Court?	13
Survey Question 2 – In what type of court do you work?	14
Survey Question 3- Does your Court have an electronic court record system?	15
Survey Question 4- If yes, are your DUI arrests and court documents scanned into your court record system?	16
Survey Question 5- What is the vendor name of your court software?	17
Survey Question 6- How are DUI Court Cases maintained in your Court?	18
Survey Question 7- If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?.....	19
Survey Question 8- If your Court DUI Cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?	20
Survey Question 9- Does your Police Department have an electronic arrest record system? ..	21
Survey Question 10- If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?	22
Survey Question 11-Is electronic DUI arrest information from the Police Department transferred to the Court electronically?.....	23
Survey Question 12- If No, who maintains the DUI arrest documents until trial?.....	24
Survey Question 13- Are DUI Defendants notified of their pending or continued court date? ..	25
Survey Question 14- If Yes, how are DUI defendants notified?	26
Survey Question 15- Would you upgrade your court record system, if given the proper resources?.....	27
Survey Question 16- Does your court issue ignition interlock orders in DUI cases?.....	28
Survey Question 17- Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?	29
Survey Question 18- Are MASAP completion notices sent to your court and recorded regarding the defendant’s completion of the course?	30

Survey Question 19- Does your court have written policies and procedures for court case processing or court operation?	31
Survey Question 20- Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?	32
Municipal Court Findings	33
Survey Question 1 – What is the County location of your Court?	33
Survey Question 2 – In what type of court do you work?	35
Survey Question 3- Does your Court have an electronic court record system?	36
Survey Question 4- If Yes, are your DUI arrests and court documents scanned into your court record system?	37
Survey Question 5- What is the vendor name of your court software?	39
Survey Question 6- How are DUI Court Cases maintained in your Court?	40
Survey Question 7- If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?.....	41
Survey Question 8- If your Court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?	43
Survey Question 9- Does your Police Department have an electronic arrest record system? ..	45
Survey Question 10- If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?	46
Survey Question 11- Is electronic DUI arrest information from the Police Department transferred to the Court electronically?.....	48
Survey Question 12- If No, who maintains the DUI arrest documents until trial?.....	50
Survey Question 13- Are DUI Defendants notified of their pending or continued court date? ..	51
Survey Question 14- If Yes, how are DUI defendants notified?	52
Survey Question 15- Would you upgrade your court record system, if given the proper resources?.....	53
Survey Question 16- Does your court issue ignition interlock orders in DUI cases?.....	54
Survey Question 17- Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?	55
Survey Question 18- Are MASAP completion notices sent to your court and recorded regarding the defendant’s completion of the course?	56
Survey Question 19- Does your court have written policies and procedures for court case processing or court operation?	57

Survey Question 20- Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?	58
Survey Conclusions	59
Recommendations	61
Survey	62
Survey Responses – Justice Courts	66
Survey Responses -Municipal Courts	87

Executive Summary

Driving Under the Influence (DUI) is a serious driving offense. The monetary cost of alcohol related fatalities and injuries, associated with DUI, are in the millions. Obtaining accurate and timely DUI Data could improve potential DUI prevention efforts by various agencies. This report is the findings from a DUI Court Assessment Survey, of the Justice Courts and of the Municipal Courts, in the State of Mississippi. The Justice Courts and the Municipal Courts, in the State of Mississippi, are the primary courts that hear DUI and other traffic law violations. The final disposition of DUI Cases and other traffic law violations must be submitted to the Mississippi Department of Public Safety for data entry. The accessibility of DUI Case data that is accurate and accessible in a timely manner is most important to the end users such as defendants, traffic safety outreach programs, and other agencies. Three-hundred and fourteen (314) Courts representing eighty-two (82) Justice Courts and two-hundred and thirty-two (232) Municipal Courts were surveyed. One-hundred and forty-three or 45% of the Courts responded to the survey. The responses and findings for the Justice Courts and the Municipal Courts were compiled separately.

The survey results reveal many facts about the DUI Arrest and the Disposition process in the Justice Courts and the Municipal Courts in Mississippi. A total of 62% of the Justice Courts and Municipal Courts have an electronic record system that maintains only certain items of personal data about the DUI defendant. All of the official paper documents, for the DUI defendant, such as the DUI Ticket, Court Orders, Police Reports and other court case documents are maintained in a separate paper file. A total of 38% of the Justice Courts and Municipal Courts maintain only paper files of the defendant and all DUI Court case documents. The total use, of paper files, contributes to the loss or misplacement of DUI Court Records. With the use of two separate systems, electronic and paper, for DUI Court Cases, it is also difficult to immediately verify DUI Arrests and Dispositions. The use of two systems also requires that the electronic disposition data be verified with the paper file copies.

The survey results also reveal that DUI Arrest information is entered independently into separate electronic record systems. The Police Departments use one electronic system and the Courts use another electronic system. The Police Department enters the DUI information into their Electronic Arrest Records system. The paper documents are then taken to the Courts for entry into the Court's Electronic Records system. This redundant function allows for errors. Data entry errors can have serious consequences for the defendants and the courts. These errors can result in a DUI charge being entered under the wrong defendant's name, date of birth, or DUI Ticket Number.

The Justice Courts and Municipal Courts have a legal responsibility to report all DUI Cases and dispositions, filed with the court, to the Mississippi Department of Public Safety. The law requires that DUI Court Case Dispositions be mailed, to the Commissioner of Public Safety, within five days. Mailing DUI Court Case Dispositions delays the entry of information into the Mississippi Department of Public Safety's Database. Mailing the Court Case Dispositions also results in a backlog of data entries. In addition, data entry delays may be a contributing factor to the variation in the number of DUI Arrests and the DUI Disposition Rates reported to the Mississippi Department of Public Safety. Using the mail may also result in misplaced and lost DUI Case Dispositions. The survey findings also reveal that 75% of the Justice Courts and Municipal Courts would upgrade their current court record system, if they are given the proper resources. Any upgrades to an electronic record system would also allow for the electronic reporting of DUI Dispositions to the Mississippi Department of Public Safety.

The DUI Court Assessment Survey findings reveal that 51% of the Justice Courts and Municipal Courts do not have written procedures for monitoring DUI defendants that have been ordered to take classes through the Mississippi Alcohol Safety Education Program (MASEP). This program is commonly known as MASAP. The DUI Court Assessment Survey results reveal that 42% of the Justice Courts and Municipal Courts do not have written policies and procedures for processing court cases or for the operation of the court. Of the Justice Court Clerks and Municipal Court Clerks surveyed, 50% of the clerks do not have a County or City Ordinance outlining the duties and responsibilities of Court Personnel.

The following recommendations are being made based on the findings of the DUI Court Assessment Survey of the Justice Courts and the Municipal Courts.

- Conduct a review of Justice Courts and Municipal Courts to identify the current technology being used in the courts.
- Conduct a review of the Justice Courts and Municipal Courts to identify areas for possible electronic records update.
- Create standardized written procedures for processing DUI Arrests and DUI Dispositions for the Courts.
- Create standardized written procedures for the submission of DUI Case Dispositions to the Mississippi Department of Public Safety.
- Provide specific court records technology funding for Justice and Municipal Courts for electronic transfer of DUI Court Case Dispositions to the Mississippi Department of Public Safety.

Should these recommendations be adopted, the outcomes of this survey would be the sharing of DUI Arrest data in a uniform manner between the Police Departments and the Courts. The use of technology would eliminate the duplication of DUI Case data entries and improve the timeliness of the transfer of data between the Police Department's records system and the Court's records systems. Using an electronic records system would also improve the timeliness of the transfer of DUI Dispositions from the Courts to the Mississippi Department of Public Safety. In return, the Mississippi Department of Public Safety would have more timely DUI data for analysis. A final outcome, if these recommendations are adopted, would be the creation and the use of written procedures for consistency in the sharing of data or records between the Police Departments, the Courts and the Mississippi Department of Public Safety.

Survey Background

There are four motivating factors for conducting this DUI Court Case Assessment Survey. The first factor is the inability, of the courts, to process DUI Court Cases in an electronic format. Most of the Justice Court and Municipal Court DUI Case Records are maintained in a paper format. The paper format can lead to the loss of court records. Court records can also be misplaced, misfiled or totally lost due to natural disasters. The loss of court records due to a natural disaster is a reality. Many cities experienced disasters during Hurricane Katrina and recently during tornados that devastated cities in Mississippi. In addition, the loss of paper court records equates to a loss of revenue for cities, counties and the state.

The second motivating factor is the current mailing process being used to send DUI Court Case Dispositions to the Mississippi Department of Public Safety. State law requires that DUI Court Case dispositions and other Traffic Violation Court Case dispositions be sent through the U.S. Mail to the Mississippi Department of Public Safety. (Miss. Code Ann. § 63-11-37) This state law requires DUI Court Case Dispositions to be mailed to the Commissioner of Public Safety within five days. Mailing DUI Court Case Dispositions delays information from being entered into the Mississippi Department of Public Safety's database and results in a backlog of data entries. In addition, these data entry delays may be a contributing factor to the variation in reported DUI Arrest and Disposition rates.

The third motivating factor is the reality that many Justice Courts and Municipal Courts do not have current standardized procedures, for processing DUI Court Cases and for sending information, from the court, to the Mississippi Department of Public Safety. Courts process their DUI Court Cases using different procedures. If the Mississippi Department of Public Safety changes the requirements for the courts to submit information to the Mississippi Department of Public Safety without a significant notification period, it can result in a delay of information from the courts and a delay in data entries at the Mississippi Department of Public Safety.

The fourth motivating factor is the State Laws that conflict with the duties of the Executive Branch (Police) and the Judicial Branch (Court) of government. According to Miss. Code Ann. § 21-23-13 “*the Marshal or Chief of Police of a municipality shall be the executive officer of the municipal court.*” In addition, Miss. Code Ann. § 21-23-11 allows a *police officer of the municipality to serve as the clerk of the court or a deputy clerk of the court.* This law can cause conflict in fulfilling the duties of the Clerk of the Court. Many municipalities and counties do not have ordinances outlining the specific duties and responsibilities of the Clerk of the Court and Court Personnel. Written duties and responsibilities are needed in order to minimize the potential conflict in these roles. There should be a distinct separation of duties between the Executive Branch, the Police and the Judicial Branch, the Court.

Methodology

The methodology for conducting this research involved surveying the Justice Courts and Municipal Courts in the State of Mississippi. A twenty (20) question survey was created using an online software survey tool. The survey questions were created in order to answer the Research Survey Objectives. The survey objectives were:

- To determine how DUI arrest and dispositions are processed in the Justice and Municipal Courts.
- To determine how technology is utilized in the Justice and Municipal courts to process DUI Court Cases.
- To determine how DUI arrest information from the Police Department is shared with the Courts.
- To determine if Justice and Municipal courts would upgrade their court records systems.
- To determine if the Justice and Municipal courts have written standards or policies and procedures in place for processing DUI Court Cases.

An online survey tool was used to send the survey directly to the recipient using email with attached messages. The survey was administered to two different court groups; the Justice Court Clerks and the Municipal Court Clerks. Consultation with the Justice Court Clerks Association and the Municipal Court Clerks Association was completed in order to obtain information and to assist in determining the survey population. For the purpose of this survey, the state was divided into Northern Counties, Central Counties and Southern Counties using the State Supreme Court Districts.

Based on the survey objectives, it was determined that the survey population would include all eighty-two (82) Justice Courts. The Justice Courts have jurisdiction over small claims civil cases involving amounts of \$3,500 or less, misdemeanor criminal cases and any traffic offense that occurs outside a municipality. Eighty-two (82) surveys were sent to Justice Court Clerks in the State of Mississippi. Fifty-four (54) Justice Court Clerks responded to the survey which

represented a 66% response rate. The Justice Courts and Municipal Courts were surveyed as separate groups.

The Municipal Courts have exclusive jurisdiction over city ordinance violations including traffic violations. According to the Mississippi Official and Statistical Register Blue Book 2012-2016, there are 298 Municipal Governments in the State. Sixty-six of the Municipal Governments did not have a Municipal Court. One Municipal Court was intentionally excluded from the survey pool. This Municipal Court was excluded because it is the only court that has a total digitized court record system with additional automated court record management features. Based on the survey objectives, it was determined that the survey population would be 232 Municipal Courts. Two-hundred and thirty-two (232) surveys were sent to Municipal Court Clerks in the State of Mississippi. Eighty-nine (89) Municipal Court Clerks responded to the survey which was a 38% response rate.

This DUI Court Assessment was a project beginning October 2012 thru September 2013. During the first and second quarters, DUI Arrest and Disposition data was obtained from the Mississippi Department of Public Safety. The DUI Court Assessment Survey was created and the survey pre-tested. Two Justice Courts and two Municipal Courts were randomly selected to participate in the pre-testing of the DUI Court Assessment Survey

The DUI Arrest and Disposition data was obtained from the Mississippi Department of Public Safety Planning. The most current DUI data available for this project was the period from 2009 thru 2011. The total DUI Arrests and Adjudications, i.e., Dispositions, from the Justice Courts for the Sheriff's Department were 19,807 DUI Arrests and 16,455 DUI Dispositions. This total indicates that 3,352 DUI cases did not have a disposition from the Justice Courts.

The DUI Arrests and Dispositions from the Justice Court for the Mississippi Highway Patrol were 18,189 DUI Arrests and 14,945 DUI Dispositions. This total indicates that 3,244 DUI cases did not have dispositions from the Justice Courts.

The DUI Arrests and Dispositions from the Municipal Courts for the Mississippi Municipalities were 32,677 DUI Arrest and 25,496 DUI Dispositions. This total indicates that 7,181 DUI cases did not have dispositions from the Municipal Courts.

From the data reviewed, it was concluded that there was some variation between the number of reported DUI Arrests and the reported DUI Dispositions. There was a total of 70,673 reported DUI Arrest during the period of 2009 thru 2011. Of this total, 56,896 of the DUI Arrests were Adjudicated or had a Court Disposition. This indicates that 13,777 DUI cases had not been adjudicated or did not have a Court Disposition.

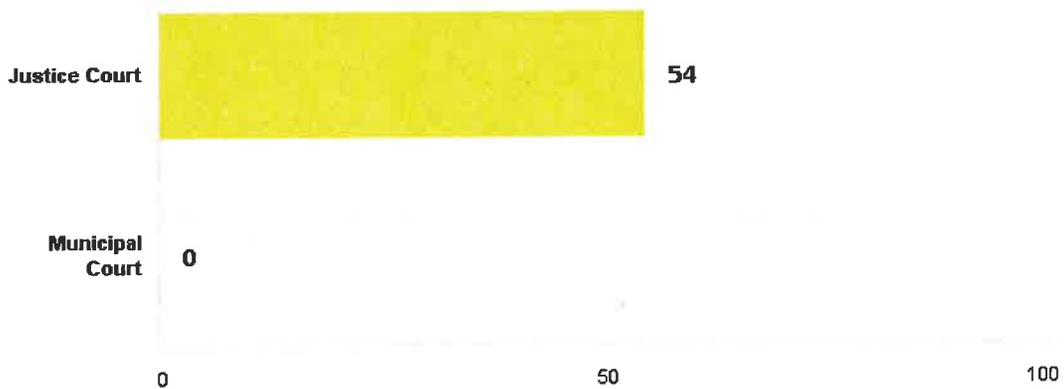
During the third quarter, the survey was administered. The survey was distributed to the survey population during the months of May 2013 and June 2013. During this time frame, two reminders were sent to the survey recipients. The survey was closed to responses on July 17, 2013. The fourth quarter tasks included compiling and analyzing the survey data, preparing the final report and the oral presentation.

Survey Question 2 - In what type of court do you work?

All of the respondents were Justice Court Clerks. The Justice Courts in Mississippi have jurisdiction over small claims civil cases involving amounts of \$3,500 or less, misdemeanor criminal cases and any traffic offense that occurs outside of a municipality. DUI Arrest made by officers of the Mississippi Highway Patrol and officers of the County Sheriff's Office are heard in the Justice Courts.

Q2 In what type of court do you work?

Answered: 54 Skipped: 0



Survey Question 3- Does your Court have an electronic court record system?

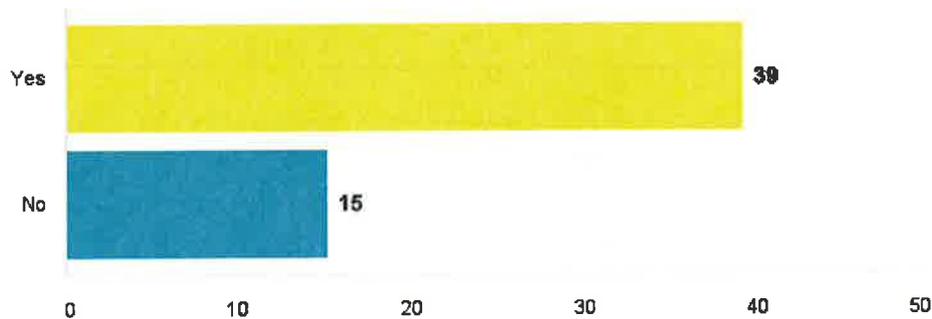
An electronic court records system for most courts means a computerized records system where certain personal data about the defendant is maintained. This electronic data usually consists of information about the defendant, the DUI traffic charge and the fine amount.

Thirty-nine or 72% of the Justice Court Clerks responded yes to having an electronic court record system.

Fifteen or 28% of the Justice Court Clerks responded no to having an electronic court record system.

Q3 Does your Court have an electronic court record system?

Answered: 54 Skipped: 0



Survey Question 4- If yes, are your DUI arrests and court documents scanned into your court record system?

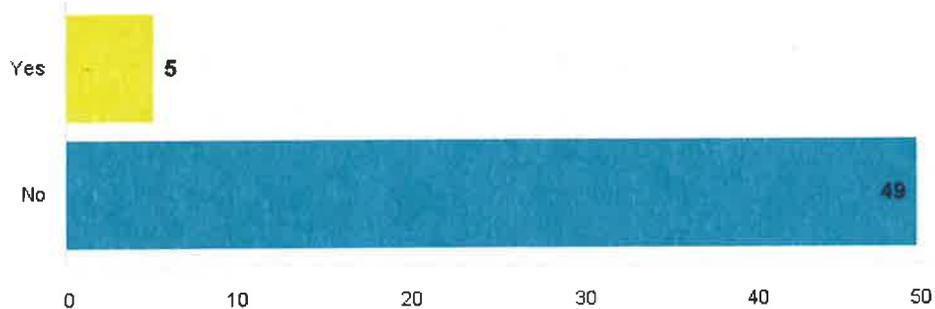
Forty-nine or 91% of the Justice Court Clerks responded that their DUI arrest and court documents are not scanned into their court records system.

Only Five or 9% of the Justice Court Clerks responded that their court records are scanned into their court records system.

Ten of the Justice Court Clerks provided additional comments or responses that explained how courts processed the DUI Arrest Tickets and court documents. Those responses were: The Tickets were entered manually; Typed In; We entered each ticket. Downloaded from MHP and all county DUI tickets are manually entered into our system. Note from respondent: What is meant by “Tickets are entered manually” certain information from the DUI Ticket is manually entered into the courts database system. For example: the DUI Ticket Number, Defendant Name, Address, DOB, Drivers Licenses number, the arresting charge (s), etc.

Q4 If Yes, are your DUI arrest and court documents scanned into your court records system?

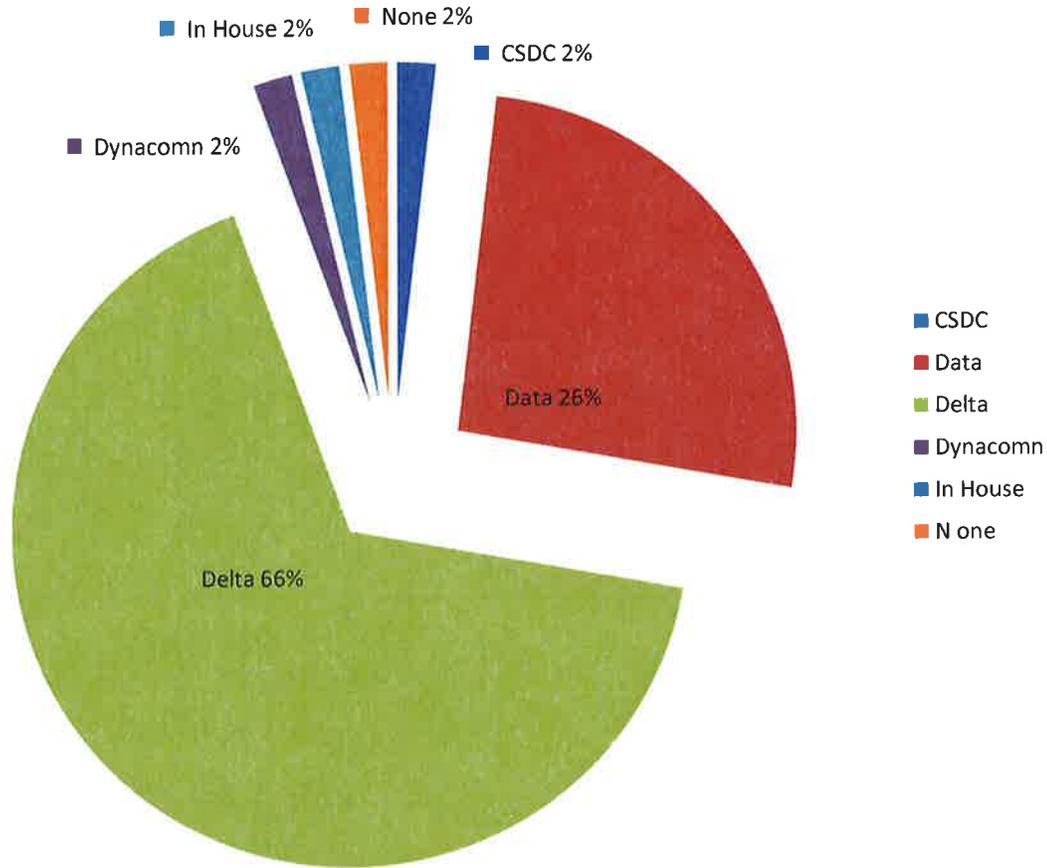
Answered: 54 Skipped: 0



Survey Question 5- What is the vendor name of your court software?

There are five (5) different court software vendors servicing the Justice Courts. One Justice Court did not have court software.

Justice Court Software Vendors



Justice Court Software Vendor Name					
CSDC	Data	Delta	Dynacomn	In House	None
1	14	36	1	1	1

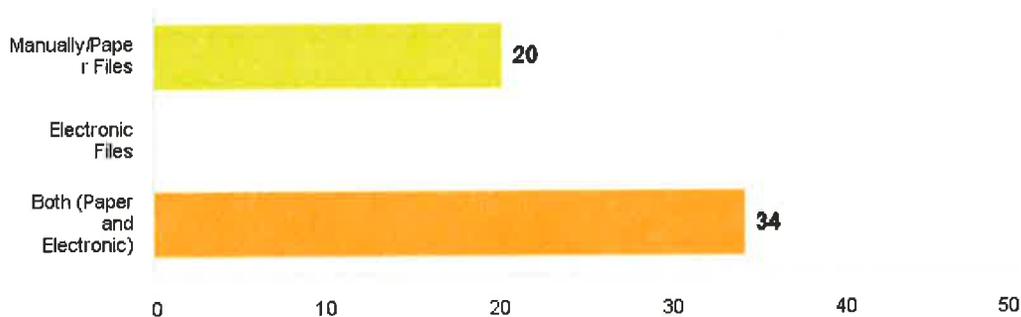
Survey Question 6- How are DUI Court Cases maintained in your Court?

Twenty or 37% of the Justice Court Clerks responded that their DUI Court Cases are maintained manually in a Paper File. This means that the entire DUI Court Case file i.e. DUI Ticket, DUI Test Analysis, Police Reports, Orders and Judgments, etc are maintained in a paper format in a filing cabinet or room.

Thirty-four or 63% of the Justice Court Clerks responded that their DUI Court Cases are maintained both by Paper and Electronically. This means that certain data from the DUI Ticket is maintained in an electronic database and the original documents such as the DUI Ticket, DUI Test Analysis, Police Reports, Judges Orders and Judgments are maintained in a separate paper file. Technically, these courts are maintaining two filing systems for their DUI Court Records.

Q6 How are DUI Court Cases maintained in your court?

Answered: 54 Skipped: 0



Survey Question 7- If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

In most police operations the DUI arrest information is initially entered into the Police Department's database and the original copy of the DUI Traffic Ticket is then sent for entering into the Court's database.

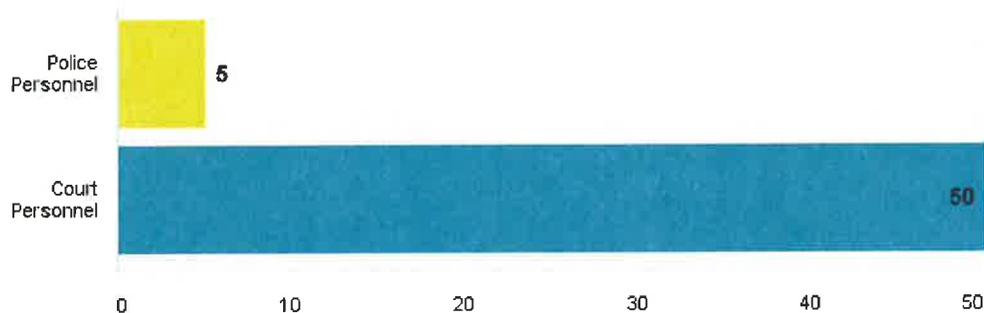
Fifty or 93% of the Justice Court Clerks responded that the court personnel are responsible for entering the initial DUI arrest information into the system.

Five or 9% of the Justice Court Clerks responded that the police personnel are responsible for entering the initial DUI arrest information into the system.

One Justice Court Clerk indicated that both the police and court personnel are responsible for entering the initial DUI arrest information into the system.

Q7 If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

Answered: 54 Skipped: 0

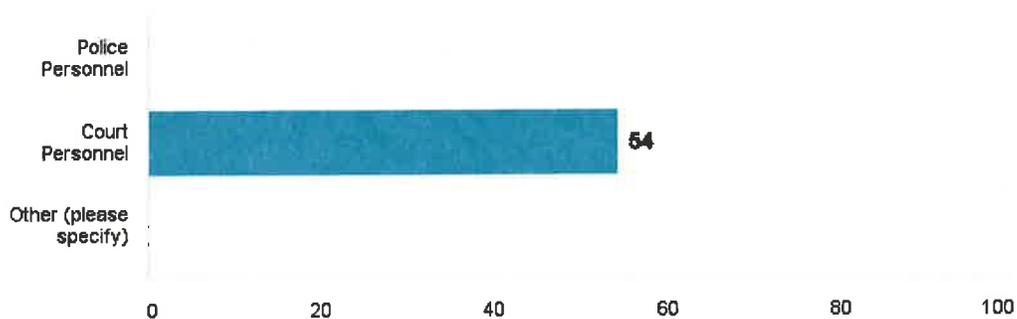


Survey Question 8- If your Court DUI Cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

All of the Justice Court Clerks (100%) responded that the Court Personnel are responsible for preparing the DUI Cases for court presentation.

Q8 If your court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Answered: 54 Skipped: 0



Survey Question 9- Does your Police Department have an electronic arrest record system?

Many police agencies have an electronic database records system for maintaining arrest records. The Justice Courts primarily are not connected electronically to a police department. However, the Justice Courts hear the traffic cases from the Mississippi Highway Patrol and the County Sheriff's Office. Therefore, this may account for the type of responses to this survey question.

Thirty-seven respondents answered this question and seventeen skipped the question. Two respondents answered yes and no to this question. Both responses were counted this accounts for 39 responses instead of 37, (22 yes - 17 no).

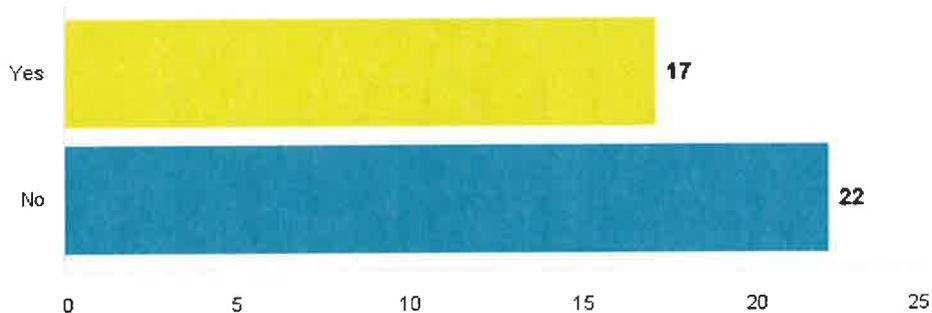
Seventeen or 46% of the Justice Court Clerks responded yes, that the police department has an electronic arrest record system.

Twenty-two or 59% of the Justice Court Clerks responded no, that the police department does not have an electronic arrest record system.

Seventeen Justice Court Clerks skipped this question and two of the Justice Court Clerks answered both Yes and No.

Q9 Does your Police Department have an electronic arrest record system?

Answered: 37 Skipped: 17



Survey Question 10- If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

The Justice Courts primarily are not connected to a police department. However, the Justice court hears traffic cases from the Mississippi Highway Patrol and the County Sheriff's Office.

Twenty-four (24) Justice Court Clerks answered this question and Thirty (30) Justice Court Clerks skipped this question.

Sixteen or 67% of the Justice Court Clerks responded that the Police Personnel are responsible for entering DUI arrest information into the Police Electronic Record System.

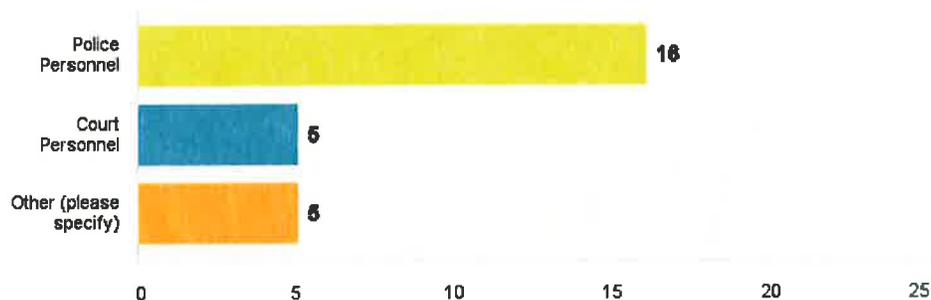
Five or 21% of the Justice Court Clerks responded that the Court Personnel are responsible for entering DUI arrest information into the Police Electronic Record System.

Five or 21% of the Justice Court Clerks provided an additional comment to the question. One of the Justice Court Clerks indicated that both the police and court personnel enter the DUI arrest information. Other responses were: Unknown; Separate from the Justice Court and the information is not available; Our police department doesn't really keep records and Don't Know.

Thirty (30) or 56% of the Justice Court Clerks skipped this question.

Q10 If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Answered: 24 Skipped: 30



Survey Question 11-Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Of the Forty-One respondents Thirty-five or 85% of the Justice Court Clerks responded no to DUI arrest information being transferred from the Police Department to the Court electronically.

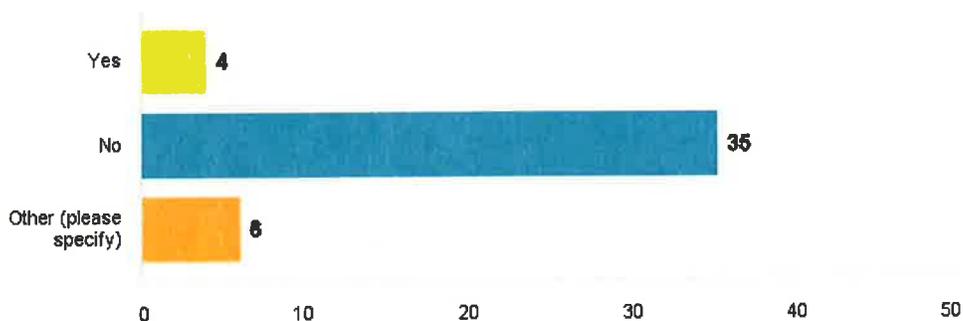
Four or 10% of the Justice Court Clerks responded yes to having the ability to transfer DUI arrest information from the Police Department to the Courts electronically.

Six or 15% of the Justice Court Clerks provided some other answer to the survey question. Those responses were: MHP transfers arrest information to the court electronically and the Sheriff Department does not; Officers or personnel bring the information to the court for input; and Unknown.

Forty-one Justice Court Clerks answered this question and Thirteen Justice Court Clerks skipped this question.

Q11 Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Answered: 41 Skipped: 13



Survey Question 12- If No, who maintains the DUI arrest documents until trial?

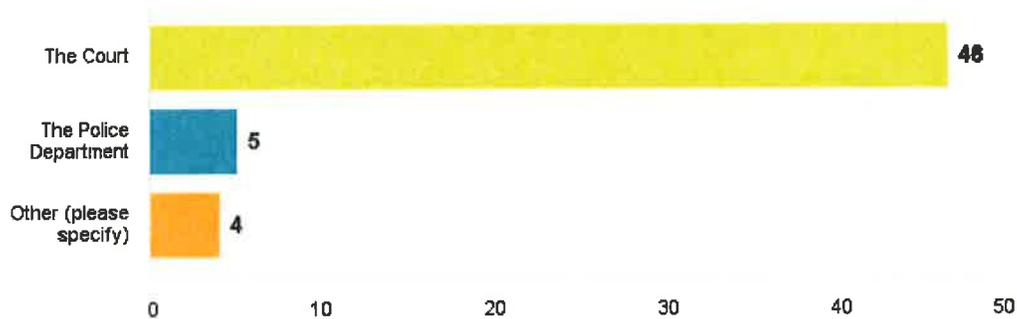
Forty-six or 85% of the Justice Court Clerks responded that the court maintains the DUI arrest documents until trial.

Five or 9% of the Justice Court Clerks responded that the Police Department maintains the DUI arrest documents until trial.

Four or 8% of the Justice Court Clerks responded unknown as to who maintains the DUI arrest documents until trial. One respondent answered both Police Department and Other.

Q12 If No, who maintains the DUI arrest documents until trial?

Answered: 54 Skipped: 0



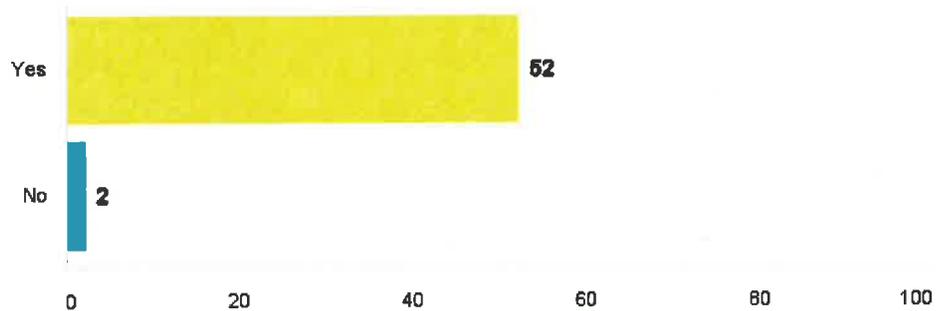
Survey Question 13- Are DUI Defendants notified of their pending or continued court date?

Fifty-two or 96% of the Justice Court Clerks responded yes that DUI defendants are notified of their pending or continued court date.

Two or 4% of the Justice Court Clerks responded no to the question.

Q13 Are DUI Defendants notified of their pending or continued court date?

Answered: 54 Skipped: 0



Survey Question 14- If Yes, how are DUI defendants notified?

Forty-eight or 89% of the Justice Court Clerks responded that they notify the DUI defendants by U. S. Mail.

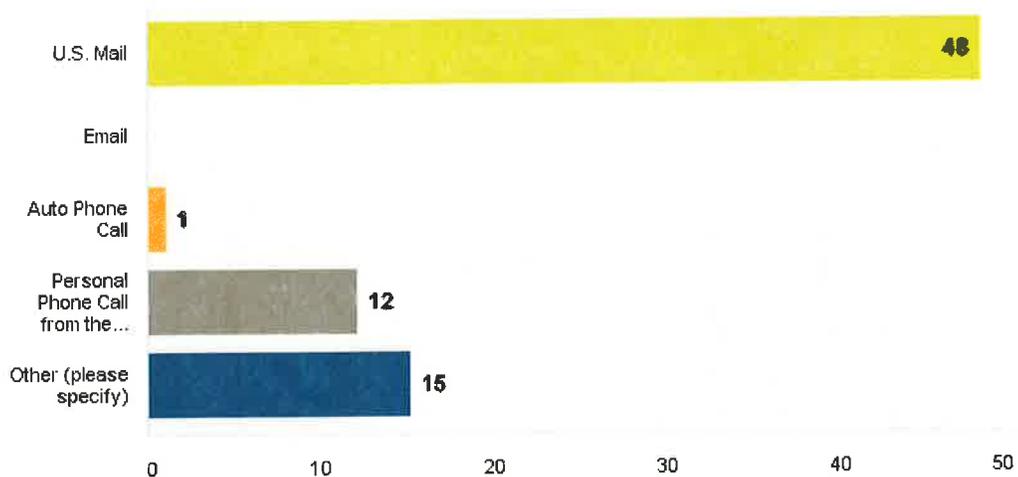
One Justice Court Clerk responded that they notify the defendant by an Auto Phone Call system.

Twelve or 22% of the Justice Court Clerks responded that in addition to notifying the defendants by U.S. Mail the defendant are notified by a personal phone call from the court. One Justice Court Clerk responded that they only make a personal phone call to the defendant.

Fifteen or 27% of the Justice Court Clerks responded that in addition to the other methods of notification mentioned in the survey they utilize other additional means of notifying the defendants. "The defendant is told at their initial appearance", "the bondmen are notified", "subpoena", "the defendant calls the court or their attorney", or "the court calls the attorney."

Q14 If Yes, how are DUI defendants notified?

Answered: 54 Skipped: 0



Survey Question 15- Would you upgrade your court record system, if given the proper resources?

Forty-four or 88% of the Justice Court Clerks responded that they would upgrade their court record system if given the proper resources. Two of the respondents who answered yes indicated that the decision would have to be approved by the Board of Supervisors.

Six or 12% of the Justice Court Clerks responded that they would not upgrade their court record system.

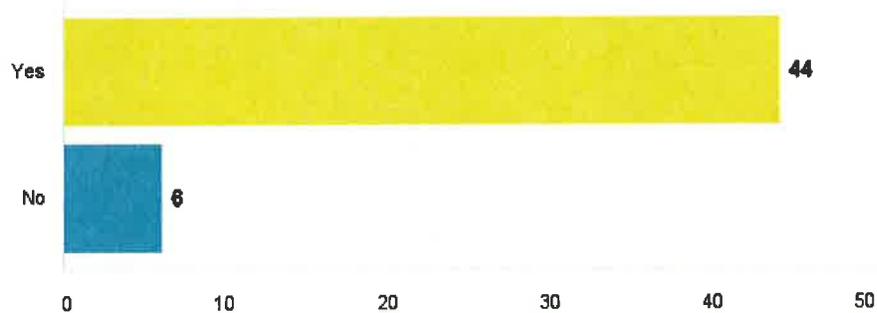
One of the respondents indicated they were undecided.

Three of the four Justice Court Clerks who skipped this question gave additional comments that they probably would upgrade but needed board approval.

Fifty of the Justice Court Clerks responded to this question and Four Justice Court Clerks skipped this question.

Q15 Would you upgrade your court record system, if given the proper resources?

Answered: 50 Skipped: 4



Survey Question 16- Does your court issue ignition interlock orders in DUI cases?

Seven or 13% of the Justice Court Clerks responded that their courts issue ignition interlock orders in DUI cases. Ignition interlock is a device that prevents a motor vehicle from being started if the blood alcohol concentration is beyond a certain level.

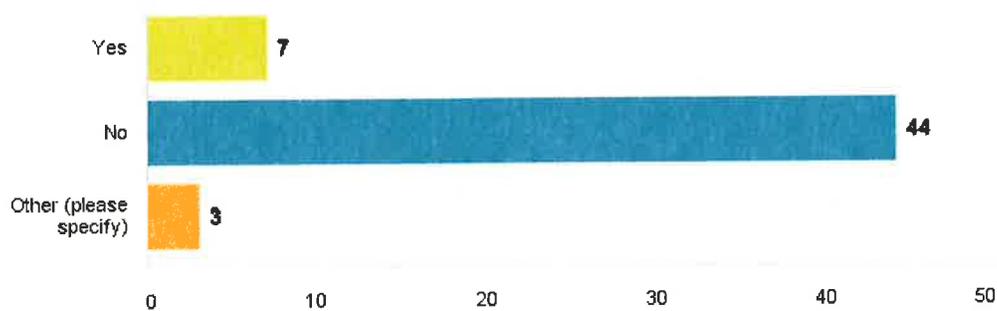
Forty-four or 81% of the Justice Court Clerks responded that their courts do not issue ignition interlock orders in DUI Cases.

Three or 6% of the Justice Court Clerks provided other responses to the question.

- "Ignition interlock orders are not issued often".
- "The judge gives them the option to sell the vehicle and provide proof of sale or have the interlock installed. Most usually sell the vehicle".
- "They are told by the presiding judge of the system and that on conviction or plea of guilty they are responsible for the vehicles that are registered in their name".

Q16 Does your court issue ignition interlock orders in DUI cases?

Answered: 54 Skipped: 0



Survey Question 17- Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?

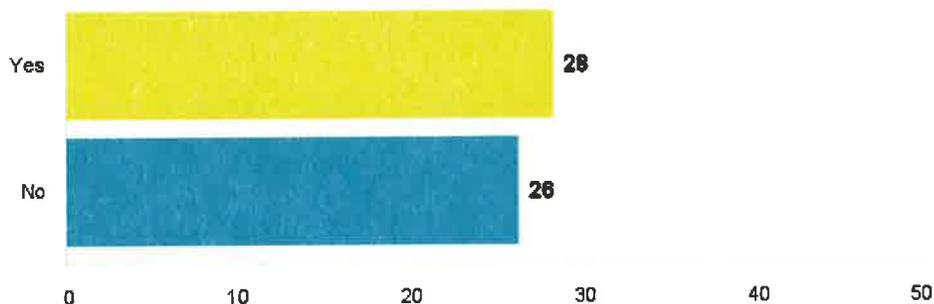
Mississippi Alcohol Safety Education Program (MASEP), commonly known as MASAP, is a statewide driver improvement program. This program is for first-time offenders convicted of driving under the influence of alcohol, or another substance which has impaired their ability to operate a motor vehicle.

Twenty-eight or 52% of the Justice Court Clerks responded that they have written provisions or procedures for monitoring defendants that have been ordered to MASAP.

Twenty-six or 48% of the Justice Court Clerks responded that they do not have any written provisions or procedures for monitoring defendants that have been ordered to MASAP.

Q17 Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?

Answered: 54 Skipped: 0



Survey Question 18- Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

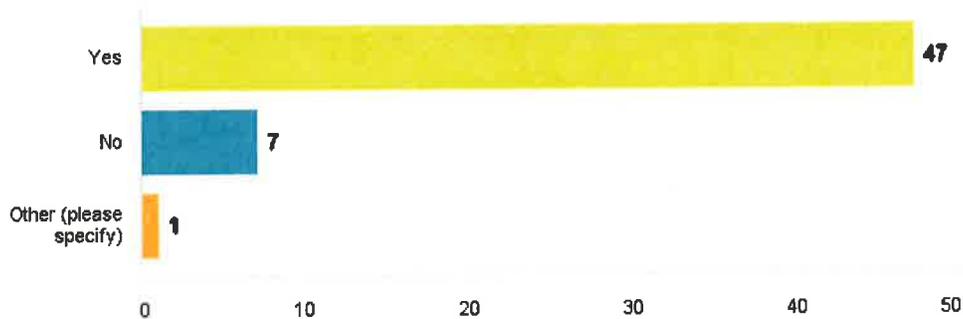
Forty-seven or 87% of the Justice Court Clerks responded that MASAP completion notices are sent to their court.

Seven or 13% of the Justice Court Clerks responded that MASAP completion notices are not sent to their court.

One of the Justice Court Clerks indicated that “only recently”, previously MASAP was not notified if someone was ordered to attend.”

Q18 Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

Answered: 54 Skipped: 0



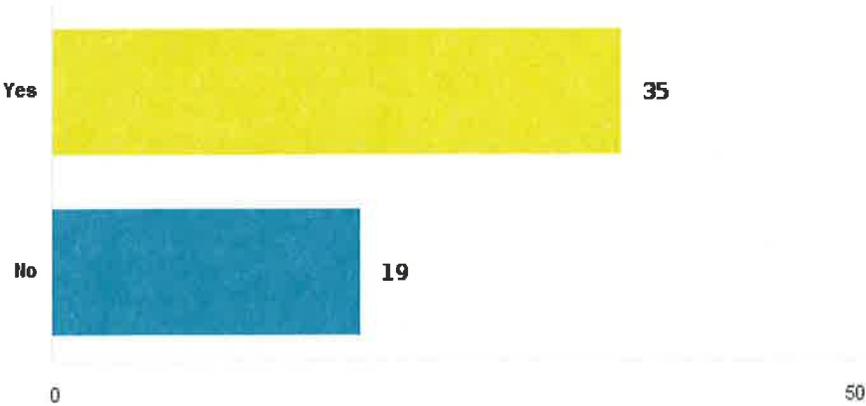
Survey Question 19- Does your court have written policies and procedures for court case processing or court operation?

Thirty-five or 65% of the Justice Court Clerks responded that they have written policies and procedures for court case processing or court operation.

Nineteen or 35% of the Justice Court Clerks responded that they do not have written policies and procedures for court case processing or court operation.

Q19 Does your court have written policies and procedures for court case processing or court operation?

Answered: 54 Skipped: 0



Survey Question 20- Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?

Twenty-three or 43% of the Justice Court Clerks responded that they had a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel.

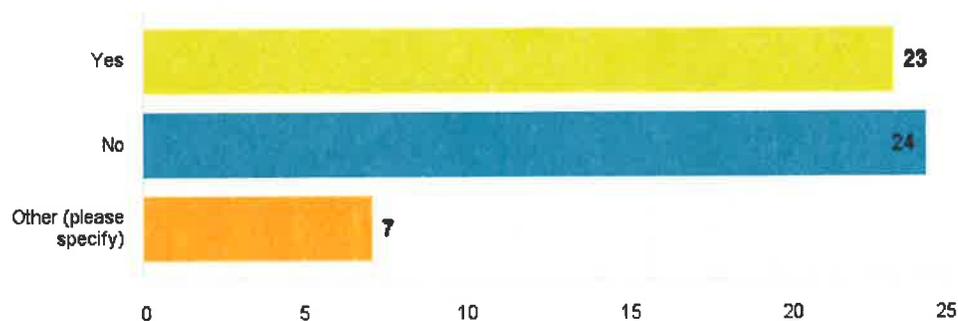
Twenty-four or 44% of the Justice Court Clerks responded that they do not have a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel.

Seven or 13% of the Justice Court Clerks provided some other response. They were:

- Three indicated “No Response”
- One indicated “Not Sure”
- One indicated “There is a county handbook but no ordinance that I know of”
- One indicated “Justice Court Procedure Book”
- One indicated “Personnel Handbook for all Employees”

Q20 Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?

Answered: 54 Skipped: 0

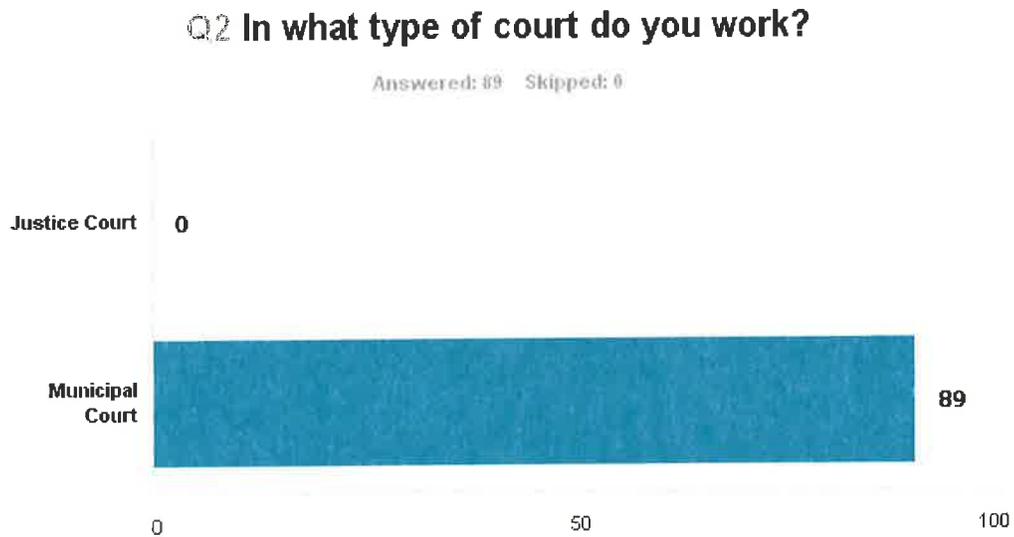


The Municipal Courts that participated in the Survey by City and County.

Northern Cities	County	Central Cities	County	Southern Cities	County
Corinth	Alcorn	Byram	Hinds	Natchez	Adams
Farmington	Alcorn	Clinton	Hinds	Liberty	Amite
Derma	Calhoun	Edwards	Hinds	Shubuta	Clarke
Vardaman	Calhoun	Raymond	Hinds	Hattiesburg	Forrest
Vaiden	Carroll	Terry	Hinds	Petal	Forrest
New Houlka	Chickasaw	Durant	Holmes	Bay St. Louis	Hancock
Okolona	Chickasaw	Lexington	Holmes	Diamondhead	Hancock
Ackerman	Choctaw	DeKalb	Kemper	D'Iberville	Harrison
Clarksdale	Coahoma	Marion	Lauderdale	Gautier	Jackson
Olive Branch	DeSoto	Walnut Grove	Leake	Ocean Springs	Jackson
Southaven	DeSoto	Canton	Madison	Bay Springs	Jasper
Grenada	Grenada	Philadelphia	Neshoba	Heidelberg	Jasper
City of Oxford	Lafayette	Decatur	Newton	Louin	Jasper
Guntown	Lee	Union	Newton	Ellisville	Jones
Plantersville	Lee	Brooksville	Noxubee	Laurel	Jones
Saltillo	Lee	Macon	Noxubee	Purvis	Lamar
Tupelo	Lee	Florence	Rankin	Monticello	Lawrence
Veronal	Lee	Flowood	Rankin	New Hebron	Lawrence
Caledonia	Lowndes	Pearl	Rankin	Brookhaven	Lincoln
Potts Camp	Marshall	Richland	Rankin	Picayune	Pearl River
Byhalia	Marshall	Brandon	Rankin	Poplarville	Pearl River
Nettleton	Monroe	Forest	Scott	Beaumont	Perry
Batesville	Panola	Inverness	Sunflower	New Augusta	Perry
Como	Panola	Hollandale	Washington	Richton	Perry
Sardis	Panola	Greenville	Washington	McComb	Pike
Sherman	Pontotoc			Summit	Pike
Marietta	Prentiss			Mendenhall	Simpson
Sturgis	Oktibbeha			Morton	Smith
Belmont	Tishomingo			Waynesboro	Wayne
Tishomingo	Tishomingo			Woodville	Wilkinson
Myrtle	Union			Centreville	Wilkinson
New Albany	Union			Summit	Pike
Oakland	Yalobusha			Mendenhall	Simpson
				Morton	Smith
				Waynesboro	Wayne
				Woodville	Wilkinson
				Centreville	Wilkinson

Survey Question 2 – In what type of court do you work?

All of the 89 respondents were Municipal Court Clerks. The Municipal Courts have exclusive jurisdiction over city ordinance violations. This jurisdiction includes traffic violations and some misdemeanor charges. Under certain conditions, some Municipal Courts may also exercise jurisdiction in cases involving juveniles. DUI arrests made by Municipal Police Officers are heard in the Municipal Courts.



Survey Question 3- Does your Court have an electronic court record system?

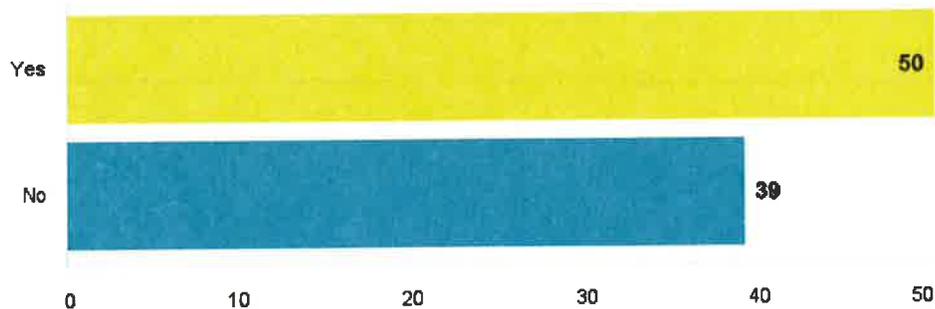
An electronic court record system for most Municipal Courts means a system where certain personal data on the defendant is maintained. This electronic data usually consist of pertinent information about the defendant, the DUI traffic charge, notes relating to the case and the fine amount.

Fifty or 56% of the Municipal Court Clerks responded that they have an electronic court record system.

Thirty-nine or 44% of the Municipal Court Clerks responded that they do not have an electronic court record system.

Q3 Does your Court have an electronic court record system?

Answered: 89 Skipped: 0



Survey Question 4- If Yes, are your DUI arrests and court documents scanned into your court record system?

Eighty or 90% of the Municipal Court Clerks responded that their DUI arrest and court documents are not scanned into their court records system.

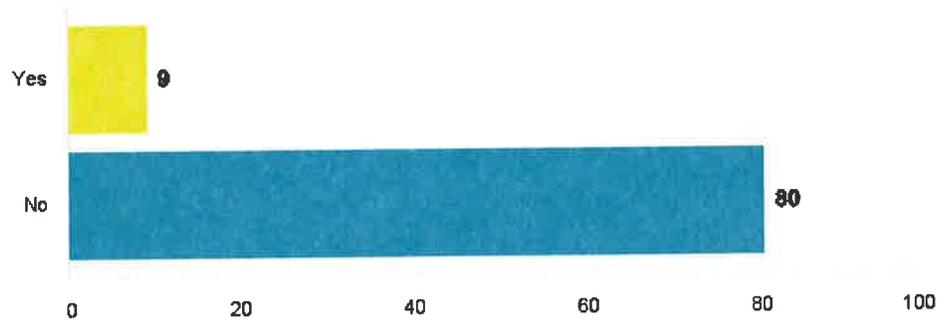
Only nine or 10% of the Municipal Court Clerks responded that their court records are scanned into their court records system.

Sixteen of the Municipal Court Clerks provided additional comments that explained how their court processed the DUI Arrest Tickets and court documents. Their exact responses were:

- "BBI"
- "A hard copy file is kept in office."
- "Our incident, jail, cad, and court systems are linked. All document are scanned into the records system."
- "They are not scanned but when tickets are entered and disposition complete, they are transmitted thru the citation built file thru the internet connection of our system."
- "All arrest are taken to the county jail and reports are put in a paper file."
- "Not Applicable."
- "N/A"
- "We will be changing software soon and at that time it will."
- "All of the information is keyed into our computer system."
- "They have to be keyed into software system."
- "DUI's have to be mailed into the state."
- "Manually entered."
- "Tickets and Judgments are entered into the computer for record keeping."
- "Manually entered BBI System."
- "Our recorders are not scanned into our system we input the data and it is electronic transferred."
- "Manually"

Q4 If Yes, are your DUI arrest and court documents scanned into your court records system?

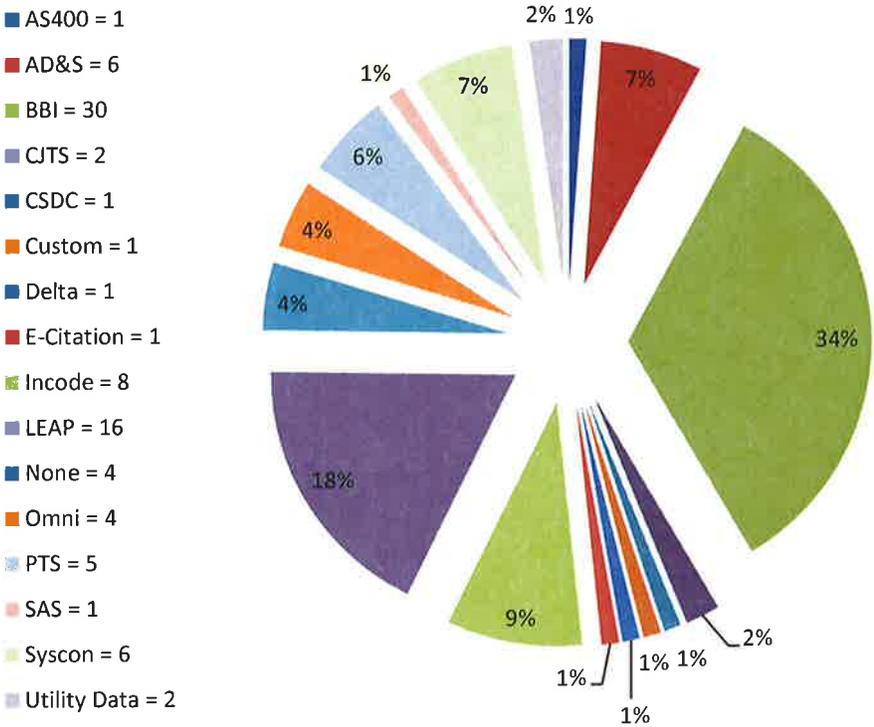
Answered: 89 Skipped: 0



Survey Question 5- What is the vendor name of your court software?

There are fourteen (14) different court software vendors servicing the Municipal Courts. Four Municipal Courts did not have any court software.

Municipal Court Software Vendors



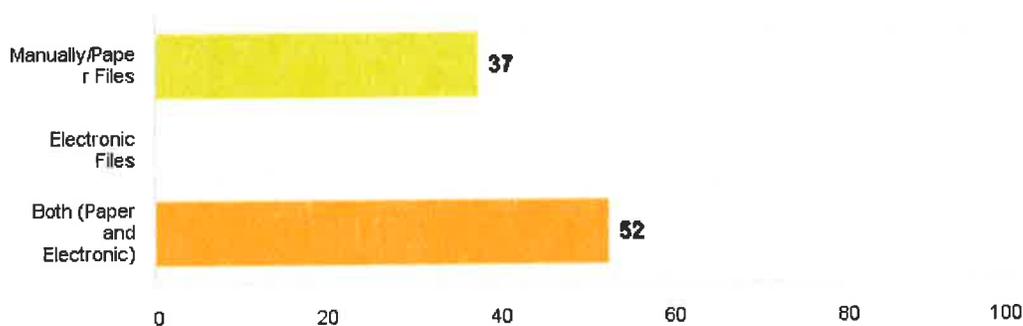
Survey Question 6- How are DUI Court Cases maintained in your Court?

Thirty-seven or 41% of the Municipal Court Clerks responded that their DUI Court Cases are maintained manually in a Paper File. This means that the entire DUI Court Case file, the DUI Ticket, DUI Test Analysis, Police Reports, Orders and Judgments and other documents are maintained in a paper format, in a filing cabinet or room.

Fifty-two or 58% of the Municipal Court Clerks responded that their DUI Court Cases are maintained both by Paper and Electronically. This means that certain data from the DUI Ticket is maintained in an electronic database and the original documents such as the DUI Ticket, DUI Test Analysis, Police Reports, Judges Orders and Judgments are maintained in a separate paper file. These courts are maintaining two filing systems for their DUI Court Records.

Q6 How are DUI Court Cases maintained in your court?

Answered: 39 Skipped: 0



Survey Question 7- If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

In most Municipalities, the DUI arrest information is initially entered into the Municipal Police Department's database and the original copy of the DUI Traffic Ticket is sent to the Municipal court, for entering into the Court's database.

Sixty-five or 73% of the Municipal Court Clerks responded that court personnel are responsible for entering the initial DUI Arrest information into the system.

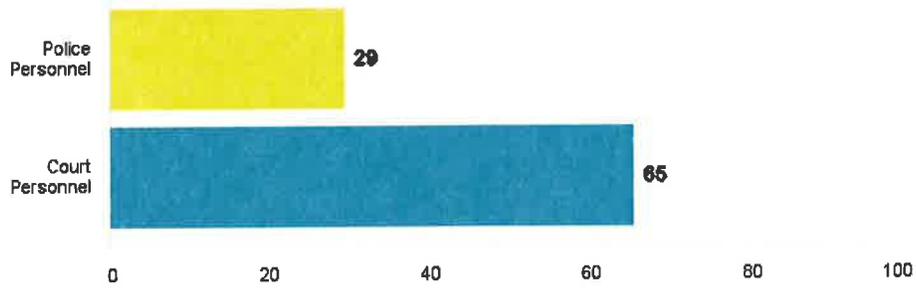
Twenty-nine or 32% of the Municipal Court Clerks responded that police personnel are responsible for entering the initial DUI Arrest information into the system.

Nineteen of the Municipal Court Clerks provided additional responses that were the same and were grouped together. Thirteen of the Municipal Court Clerks responded that they do not have an electronic system. The other six responses were:

- "Police Personnel enter the intoxilyzer information from the form that is sent to the MDPS"
- "Entered twice"
- "The Police department is on different software"
- "Entered by the clerk from tickets"
- "Manual"
- "Town Clerk/Court Clerk"
- "We pull over all arrest from jail arrest"

Q7 If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

Answered: 89 Skipped: 0



Survey Question 8- If your Court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Seventy-nine or 90% of the Municipal Court Clerks indicated that Court Personnel prepare the DUI Cases for court presentation.

Nine or 10% of the Municipal Court Clerks indicated that Police Personnel prepare the DUI Cases for court presentation.

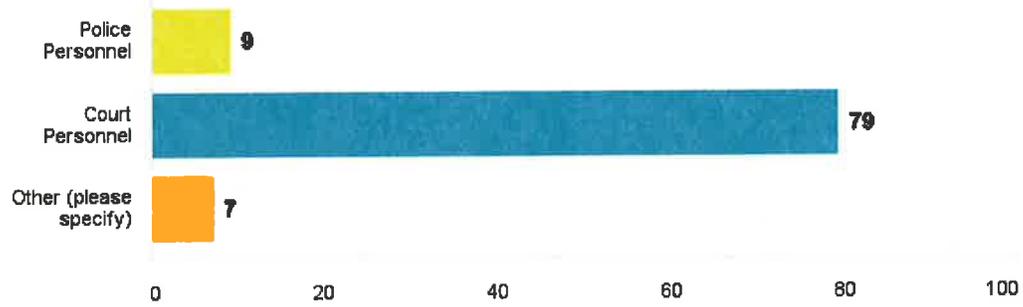
Seven of the Municipal Court Clerks also provided additional responses. The additional responses were:

- "Clerk"
- "Court has the ticket and other papers given to court while officer brings in officer copies and other info not turned into court"
- "Both, The officer has his responsibility and so does the clerk"
- "Both, The officer's part includes tickets, arrest report, NCIC printouts. Then the court adds any abstracts, waiver and any other required information"
- "The original file comes from the police department. Issuance of court date and subpoenas are done by the court clerk"
- "Attorney"
- "Court Clerk"

One Municipal Court Clerk skipped this question.

Q8 If your court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Answered: 88 Skipped: 1



Survey Question 9- Does your Police Department have an electronic arrest record system?

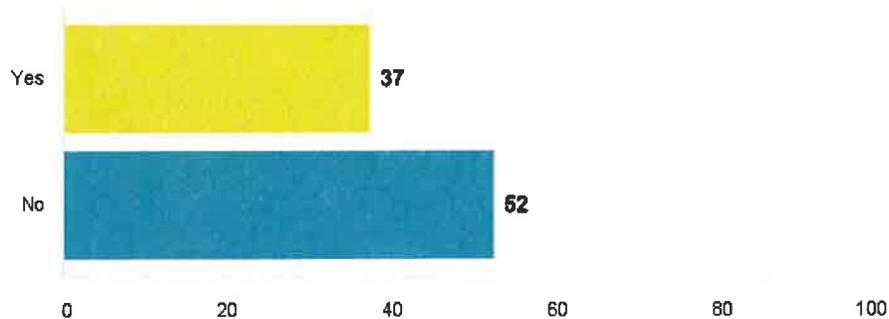
Some Municipal Police agencies have an electronic database records system for maintaining arrest records. The arrest records for some Municipal Police agencies are maintained by the County Sheriff Department.

Thirty-seven or 41% of the Municipal Court Clerks responded yes that the police department has an electronic arrest record system.

Fifty-two or 58% of the Municipal Court Clerks responded that the police department does not have an electronic arrest record system.

Q9 Does your Police Department have an electronic arrest record system?

Answered: 89 Skipped: 0



Survey Question 10- If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Forty-five (45) Municipal Court Clerks answered this question. The Municipal Courts are closely connected to the Municipal Police department.

Thirty-two or 71% of the forty-five Municipal Court Clerks responded that the Police Personnel are responsible for entering DUI arrest information into the Police Electronic Record System.

Nine or 20% of the forty-five Municipal Court Clerks responded that the Court Personnel are responsible for entering DUI arrest information into the Police Electronic Record System.

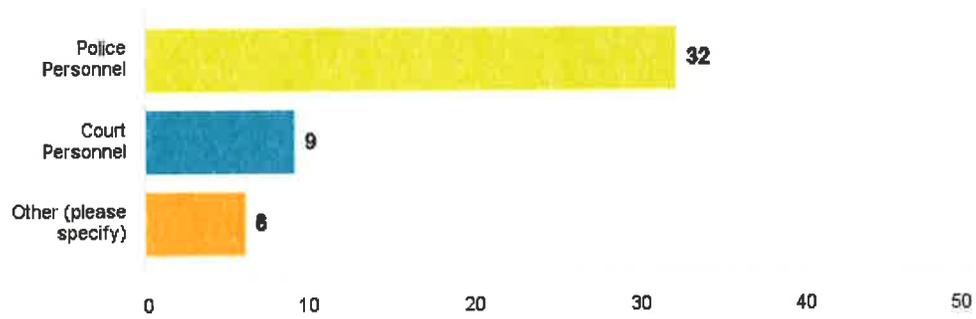
Six of the forty-five Municipal Court Clerks provided additional comments to the question.

- One of the Municipal Court Clerks indicated that both the police and court personnel enter the DUI arrest information.
- "Don't have"
- "None"
- "Booked at County Jail"
- "County Jail"
- "Not available"
- "We do not have an electronic record system".

Forty-four (44) or 49% of the Municipal Court Clerks skipped this question.

Q10 If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Answered: 45 Skipped: 44



Survey Question 11- Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Eighty-five (85) Municipal Court Clerks answered this question.

Twelve (12) or 14% of the Eighty-five Municipal Court Clerks responded yes that DUI arrest information is being transferred from the Police Department to the Court electronically. Some courts have the ability to import DUI arrest information data from the Police Department to the Courts Record database electronically.

Seventy (70) or 82% of the Eighty-five Municipal Court Clerks responded no to having the ability to transfer DUI arrest information from the Police Department to the Courts electronically.

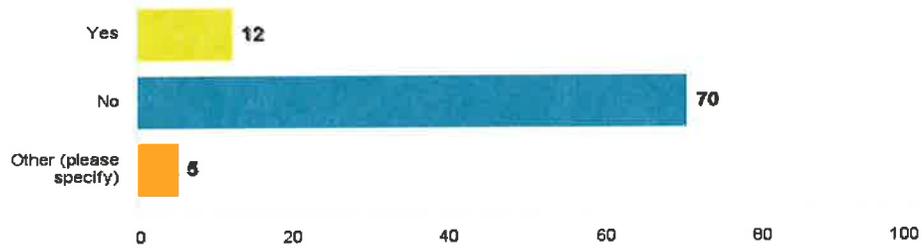
Five of the Eighty-five Municipal Court Clerks provided some other type of response to the question. Two of the Municipal Court Clerks responded No in addition to providing other response. Those responses were:

- "Sworn to court clerk in person, then entered into computer"
- "Clerk and Chief use the same program"
- "Our system should be up and working in the next week"
- "Manual"
- "Do not know"

Four or 4% of the Municipal Court Clerks skipped this question.

Q11 Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Answered: 85 Skipped: 4



Survey Question 12- If No, who maintains the DUI arrest documents until trial?

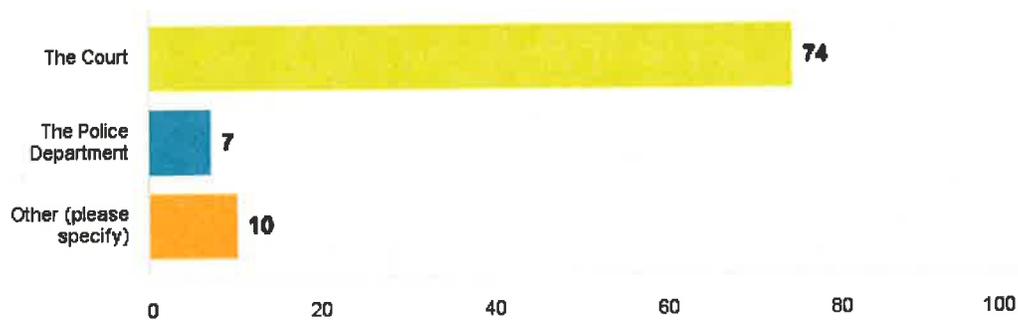
Seventy-four (74) or 83% of the Municipal Court Clerks responded that the court maintains the DUI arrest documents until trial.

Seven or 7% of the Municipal Court Clerks responded that the Police Department maintains the DUI arrest documents until trial.

Ten of the Municipal Court Clerks provided some other response to the question. Five of the Municipal Court Clerks responded that the Court Clerks maintain the DUI arrest documents until trial. One Court Clerk responded that the DUI Coordinator maintained the DUI arrest documents and another Court Clerk responded that the Sheriff maintained the DUI arrest documents until trial.

Q12 If No, who maintains the DUI arrest documents until trial?

Answered: 89 Skipped: 0



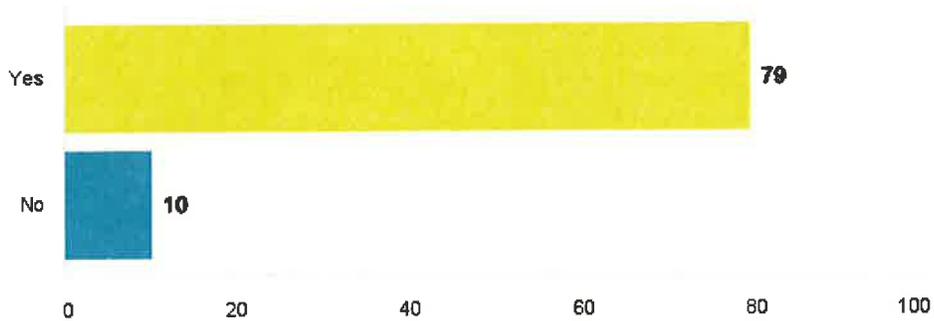
Survey Question 13- Are DUI Defendants notified of their pending or continued court date?

Seventy-nine (79) or 89% of the Municipal Court Clerks responded yes that DUI defendants are notified of their pending or continued court date.

Ten or 11% of the Municipal Court Clerks responded no to the question.

Q13 Are DUI Defendants notified of their pending or continued court date?

Answered: 89 Skipped: 0



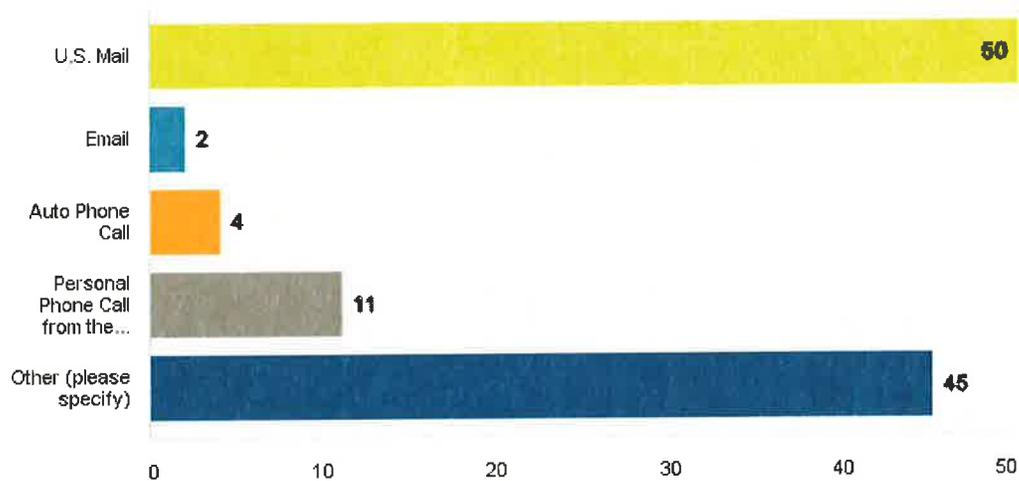
Survey Question 14- If Yes, how are DUI defendants notified?

Fifty or 56% of the Municipal Court Clerks responded that their courts notify the DUI defendants by U. S. Mail. Two or 2% of the Municipal Court Clerks responded that they notify the DUI defendants by Email. Four or 4% of the Municipal Court Clerks responded that they notify the DUI defendants by an Auto Phone Call. Eleven or 12% of the Municipal Court Clerks responded that they notify the DUI defendants by Personal Phone Call from the Court.

Forty-five of the Municipal Court Clerks provided some other additional response to the question. Twenty-three (23) of the forty-five Municipal Court Clerks also responded multiple times to the question. Most of the Municipal Courts respondents stated that DUI defendants are notified of their court date when they are given the ticket, when they plea in court; during their initial arraignment; by their bondsman; subpoena, the defendant calls the court or their attorneys, in court at the court hearing.

Q14 If Yes, how are DUI defendants notified?

Answered: 85 Skipped: 0



Survey Question 15- Would you upgrade your court record system, if given the proper resources?

Seventy-nine (79) of the Municipal Court Clerks answered this question.

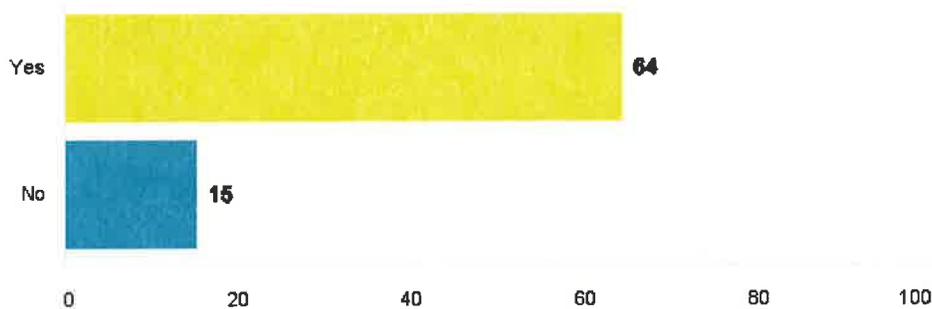
Sixty-four or 81% of the Municipal Court Clerks responding indicated that they would upgrade their court record system if given the proper resources.

Fifteen or 19% of the Municipal Court Clerks responding indicated that they would not upgrade their court record system. One of the Court Clerks indicated they would upgrade but the department would not.

Ten or 11% of the Municipal Court Clerks skipped this question. Several of the Municipal Court Clerks indicated that they were unsure because the decision would have to be up to the Board of Aldermen and it depended on the cost.

Q15 Would you upgrade your court record system, if given the proper resources?

Answered: 79 Skipped: 10



Survey Question 16- Does your court issue ignition interlock orders in DUI cases?

Eight or 9% of the Municipal Court Clerks responded that their courts issued ignition interlock orders in DUI cases.

One of the Court Clerks responded yes and other.

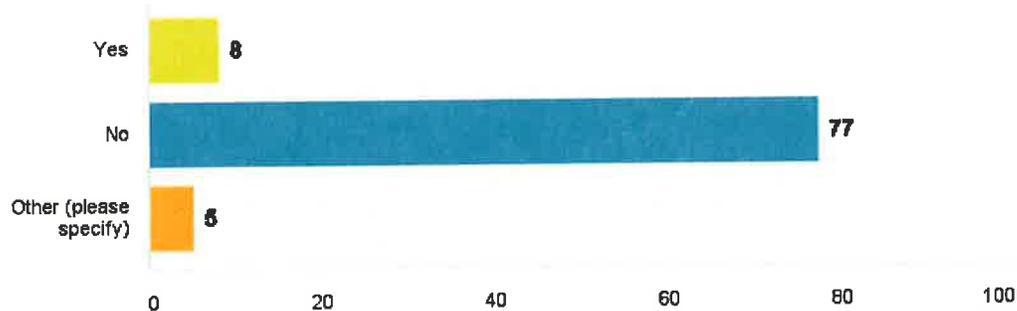
Seventy-seven or 86% of the Municipal Court Clerks responded that their courts do not issue ignition interlock orders in DUI Cases.

Five of the Municipal Court Clerks provided other responses to the question.

- "Not presently, but it is something that our judge has entertained."
- "Unsure what this question means."
- "We haven't had a second in long time. But did when we had a second conviction."
- "Not Sure."
- "This is done by the Probation Office."

Q16 Does your court issue ignition interlock orders in DUI cases?

Answered: 89 Skipped: 0



Survey Question 17- Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?

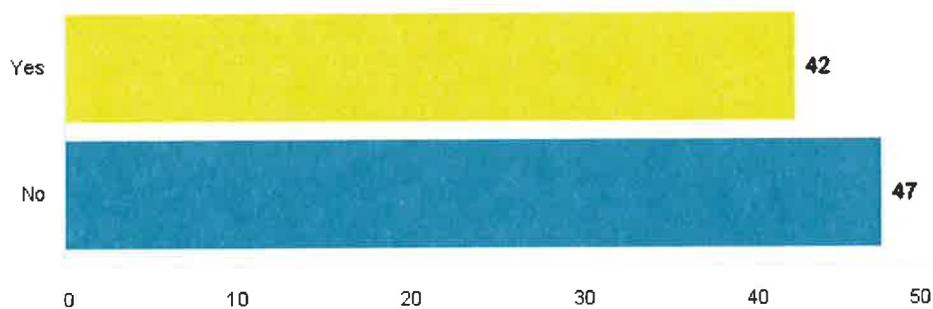
Mississippi Alcohol Safety Education Program (MASEP), commonly known as MASAP, is a statewide driver improvement program. This program is for first-time offenders convicted of driving under the influence of alcohol, or another substance which has impaired their ability to operate a motor vehicle.

Forty-two or 47% of the Municipal Court Clerks responded that they have written provisions or procedures for monitoring defendants that have been ordered to MASAP.

Forty-seven or 52% of the Municipal Court Clerks responded that they do not have written provisions or procedures for monitoring defendants that have been ordered to MASAP.

Q17 Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?

Answered: 89 Skipped: 0



Survey Question 18- Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

Seventy-eight or 88% of the Municipal Court Clerks responded that MASAP completion notices are sent to their court. One of the Court Clerks responded yes and that "File kept but not recorded on individual case." Another Court Clerk responded yes and that "Judge is notified by MASEP. I don't record completion unless defendant brings in certificate for me to get a copy."

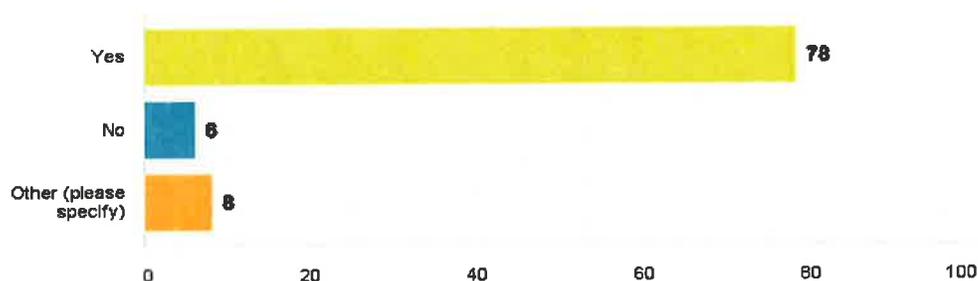
Six or 7% of the Municipal Court Clerks responded that MASAP completion notices are not sent to their court.

Eight of the Municipal Court Clerks provided other responses to the question. Two of these Court Clerks responded yes and their response is above.

- "Probation Officer gets notices and lets us know."
- "We receive the notices, but nothing is recorded."
- "Defendants take certificates to highway patrol."
- "Notices are received by not recorded."
- "We get the notices, but if they don't go they just don't get their driver's license back."
- "Not Always."

Q18 Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

Answered: 89 Skipped: 0



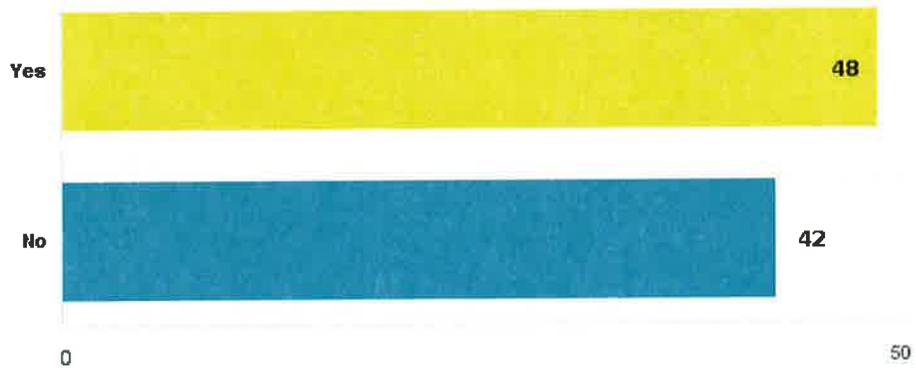
Survey Question 19- Does your court have written policies and procedures for court case processing or court operation?

Forty-eight or 54% of the Municipal Court Clerks responded that they have written policies and procedures for court case processing or court operation.

Forty-two or 47% of the Municipal Court Clerks responded that they do not have written policies and procedures for court case processing or court operation.

Q19 Does your court have written policies and procedures for court case processing or court operation?

Answered: 89 Skipped: 0



Survey Question 20- Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?

Thirty-two or 36% of the Municipal Court Clerks responded that they have a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel.

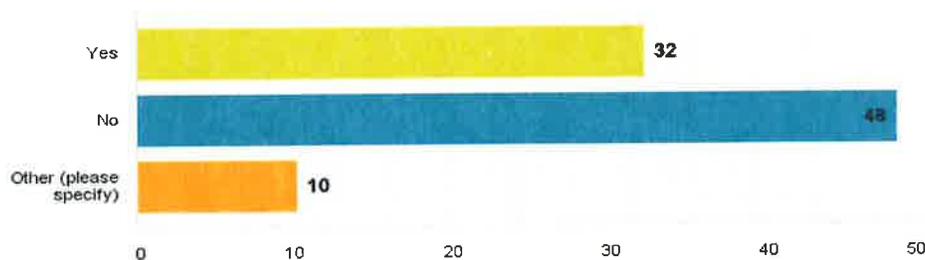
Forty-eight or 54% of the Municipal Court Clerks responded that they do not have a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel. One Court Clerk responded No and provided an Other Response – “We go by our job descriptions.”

Ten or 11% of the Municipal Court Clerks provided some other response. They were:

- “Not to my Knowledge”
- “It is not an ordinance-but the police chief does have a specific duties for each clerk”
- “I think we follow the State”
- “Don’t Know. Also don’t know for #19”
- “There is an ordinance giving guidelines for the Municipal Judge and prosecuting attorney, but I am not sure as it regards all court personnel”
- “As Needed”
- “I am not sure”
- “There is none, we just follow the Municipal Court Procedure Manual”
- “The State has one”

Q20 Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?

Answers: 39 Skipped: 0



Survey Conclusions

The results of the DUI Court Assessment Survey support the motivating factors and the objectives for conducting this survey. The research findings indicate that the majority of the Justice Courts and the Municipal Courts in Mississippi do not process DUI Arrest and DUI Dispositions in an electronic format. The majority of the courts in the survey currently utilizes paper files to process and maintains DUI Arrest and DUI Dispositions. The technology utilized by sixty-two percent of the courts is a computerized or electronic court record system that is used for maintaining specific data about the defendant and the DUI Charge. Certain information is extracted from the DUI Ticket and entered into the computerized court record system and the original documents such as the DUI Ticket, DUI Test Analysis, Police Reports, Judges Orders and Judgments are maintained in a separate paper file. The majority of the Court Clerks, in the Justice Courts and the Municipal Court Clerks, with computerized court records systems, would upgrade their electronic court records system, if given the proper resources.

The results of the survey also indicate that there is some uncertainty as to which entity has the responsibility for entering the initial DUI Arrest Information into the police department's electronic record system. Fifty-one percent of the Justice Courts and Municipal Courts did not respond to this question. It can be surmised that the Court Clerks did not know if the police department had an electronic records system or again who has the responsibility for entering DUI Arrest Information.

The initial entry of DUI Arrest information is critical to ensure data accuracy. In order to reduce duplication and data error, some courts have the ability to import DUI arrest data electronically from the Police Department to the Court's Record electronic record system. Seventy-three percent of the courts do not have the ability to import DUI Arrest data electronically from the police department. Recently, some Justice Courts have obtained the technology to import DUI Arrest Information electronically from the Mississippi Highway Patrol.

The majority of the DUI Arrest data, from the police departments is transferred to the courts manually and in a paper format. Without a consistent method of exchanging or sharing of DUI

Arrest Information between the police departments and the courts, there is the potential for the loss of data and significant time delays in data entry.

The research findings indicate that written standards or policies and procedures do not exist for processing DUI cases in the Justice Courts and Municipal Courts. The procedures for handling DUI cases, from arrest to disposition, are numerous and varied. These processing responsibilities are within the courts and the police departments. The responses to the DUI Case process questions indicate that written procedures would improve consistency in the courts. In addition, the survey responses indicate that written procedures do not exist for sharing information, about DUI Dispositions, with the Mississippi Department of Public Safety.

The responses from the Justice Court Clerks and Municipal Court Clerks reflect the need for further research in the utilization and the selection of technology, for the processing of DUI cases, in the courts. Further analysis of the technological options for sharing DUI data between the courts, the police departments and the Mississippi Department of Public Safety is needed. It is also suggested that defining the process for handling DUI Cases and Dispositions, along with written procedures, could improve consistency in the courts.

Recommendations

The DUI Court Assessment Survey reveals that DUI Arrests and Dispositions rates are difficult to track or validate after the courts send the final DUI Case Dispositions to the Mississippi Department of Public Safety. The following are the recommendations from this survey.

- Conduct a review of the Justice Courts and the Municipal Courts to determine the current level of technology used in all of the courts.
- Conduct a review of the technology needs of the Justice Courts and Municipal Courts for possible electronic records update and upgrading courts from paper to a electronic record system.
- Create standardized written procedures for processing DUI Arrest and DUI Dispositions for the Police Agencies and the Courts.
- Create standardized written procedures for submission of DUI Case Disposition to the Mississippi Department of Public Safety.
- Provide specific court records technology funding for Justice and Municipal Courts for electronic transfer of DUI Court Case Dispositions to the Mississippi Department of Public Safety.

Should these recommendations be adopted, the outcomes of this survey would be the sharing of DUI Arrest data in a uniform manner between the Police Departments and the Courts. The use of technology would eliminate the duplication of DUI Case data entries and improve the timeliness of the transfer of data between the Police Departments and the Courts records systems. Using an electronic records system would also improve the timeliness of the transfer of DUI Dispositions from the Courts to the Mississippi Department of Public Safety. In return, the Mississippi Department of Public Safety would have more timely DUI data for analysis. If these recommendations are adopted, a final outcome would be the creation and the use of written procedures for achieving consistence in the sharing of data or records between the Police Departments, the Courts and the Mississippi Department of Public Safety.

Survey

DUI Court Assessment Survey

Court Assessment Process

The purpose of this survey assessment is to explore the DUI arrest and adjudication process in the Justice and the Municipal Courts in Mississippi. The final goal of this assessment is to provide feedback and to make recommendations to the Mississippi Office of Highway Safety on how to assist the courts in the DUI arrest and adjudication processes.

There are 20 survey questions and your response to each question will be helpful in identifying needed court resources.

***1. What is the County location of your Court?**

***2. In what type of court do you work?**

- Justice Court
 Municipal Court

***3. Does your Court have an electronic court record system?**

- Yes
 No

***4. If Yes, are your DUI arrest and court documents scanned into your court records system?**

- Yes
 No

Other (please specify)

***5. What is the vendor name of your court software?**

***6. How are DUI Court Cases maintained in your court?**

- Manually/Paper Files
 Electronic Files
 Both (Paper and Electronic)

DUI Court Assessment Survey

***7. If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?**

Police Personnel

Court Personnel

Other (please specify)

8. If your court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Police Personnel

Court Personnel

Other (please specify)

9. Does your Police Department have an electronic arrest record system?

Yes

No

10. If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Police Personnel

Court Personnel

Other (please specify)

11. Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Yes

No

Other (please specify)

DUI Court Assessment Survey

***12. If No, who maintains the DUI arrest documents until trial?**

- The Court
- The Police Department
- Other (please specify)

***13. Are DUI Defendants notified of their pending or continued court date?**

- Yes
- No

***14. If Yes, how are DUI defendants notified?**

- U.S. Mail
- Email
- Auto Phone Call
- Personal Phone Call from the Court
- Other (please specify)

15. Would you upgrade your court record system, if given the proper resources?

- Yes
- No

Other (please specify)

***16. Does your court issue ignition interlock orders in DUI cases?**

- Yes
- No
- Other (please specify)

^ |

^ |

DUI Court Assessment Survey

***17. Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?**

Yes

No

***18. Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?**

Yes

No

Other (please specify)

***19. Does your court have written policies and procedures for court case processing or court operation?**

Yes

No

***20. Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?**

Yes

No

Other (please specify)

▲ |

▼ |

Survey Responses – Justice Courts

DUI Court Assessment Survey

1. What is the County location of your Court?

Answer Options	Response Count
54	
<i>answered question</i>	54
<i>skipped question</i>	0

Number	Response Date	Response Text	Categories
1	Jul 24, 2013 9:35 PM	Coahoma	
2	Jun 14, 2013 5:07 PM	Clay	
3	Jun 12, 2013 3:45 PM	Webster	
4	Jun 10, 2013 5:56 PM	Yazoo	
5	Jun 10, 2013 5:54 PM	Winston	
6	Jun 10, 2013 5:50 PM	Washington	
7	Jun 10, 2013 5:47 PM	Warren	
8	Jun 10, 2013 5:45 PM	Walthall	

9	Jun 10, 2013 5:41 PM	Tunica
10	Jun 10, 2013 5:38 PM	Stone
11	Jun 10, 2013 5:36 PM	Smith
12	Jun 10, 2013 5:33 PM	Panola
13	Jun 10, 2013 5:29 PM	Oktibbeha
14	Jun 10, 2013 5:26 PM	Newton
15	Jun 10, 2013 5:25 PM	Neshoba
16	Jun 10, 2013 5:22 PM	Marshall
17	Jun 10, 2013 5:19 PM	Madison
18	Jun 10, 2013 5:17 PM	Leflore
19	Jun 10, 2013 5:14 PM	Lamar
20	Jun 10, 2013 5:11 PM	Kemper
21	Jun 9, 2013 10:15 PM	Jackson
22	Jun 9, 2013 10:09 PM	Hancock
23	Jun 9, 2013 10:07 PM	Grenada
24	Jun 9, 2013 9:54 PM	Copiah
25	Jun 9, 2013 9:43 PM	Choctaw
26	Jun 9, 2013 9:36 PM	Chickasaw
27	Jun 9, 2013 9:32 PM	Carroll
28	Jun 9, 2013 9:28 PM	Attala
29	Jun 9, 2013 9:24 PM	Alcorn

30	Jun 9, 2013 9:18 PM	Adams
31	May 22, 2013 2:18 PM	Pearl River
32	May 20, 2013 2:18 PM	JASPER
33	May 15, 2013 10:02 PM	Prentiss
34	May 15, 2013 3:06 PM	Pike
35	May 13, 2013 2:33 PM	Tallahatchie County District II104 North Court Street Sumner, MS 38957
36	May 13, 2013 1:59 PM	Simpson
37	May 10, 2013 1:26 PM	union
38	May 9, 2013 2:44 PM	Bolivar
39	May 7, 2013 4:35 PM	Jefferson Davis County Prentiss, Ms.
40	May 6, 2013 2:08 PM	FRANKLIN
41	May 3, 2013 8:28 PM	Perry
42	May 3, 2013 3:26 PM	Lauderdale County
43	May 3, 2013 2:17 PM	Forrest
44	May 3, 2013 1:24 PM	Quitman
45	May 2, 2013 7:39 PM	LINCOLN
46	May 2, 2013 7:38 PM	Greene
47	May 1, 2013 1:40 PM	Harrison
48	Apr 30, 2013 6:51 PM	Rankin County
49	Apr 30, 2013 4:07 PM	Issaquena
50	Apr 30, 2013 1:07 PM	Calhoun

51	Apr 29, 2013 5:14 PM	Hinds
52	Apr 25, 2013 8:16 PM	Pontotoc, MS
53	Apr 25, 2013 4:30 PM	Noxubee
54	Apr 25, 2013 4:08 PM	Lowndes

Survey Responses - Justice Courts

2. In what type of court do you work?

Answer Options	Response Percent	Response Count
Justice Court	100.0%	54
Municipal Court	0.0%	0
<i>answered question</i>		54
<i>skipped question</i>		0

3. Does your Court have an electronic court record system?

Answer Options	Response Percent	Response Count
Yes	72.2%	39
No	27.8%	15
<i>answered question</i>		54
<i>skipped question</i>		0

Survey Responses - Justice Courts

4. If Yes, are your DUI arrest and court documents scanned into your court records system?

Answer Options	Response Percent	Response Count
Yes	9.3%	5
No	90.7%	49
Other (please specify)		11
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 14, 2013 5:07 PM	entered manually	
2	Jun 12, 2013 3:45 PM	typed in	
3	Jun 10, 2013 5:45 PM	We enter tickets	
4	Jun 10, 2013 5:41 PM	We enter each ticket	
5	Jun 9, 2013 9:36 PM	No Scanner	
6	May 3, 2013 3:26 PM	All DUI's are entered into the computer	
7	May 2, 2013 7:39 PM	N/A	
8	Apr 30, 2013 4:07 PM	entered manually (we do receive e-cites) but DUI's are entered manually	
9	Apr 30, 2013 1:07 PM	typed in system	
10	Apr 29, 2013 5:14 PM	Manually data entry	
11	Apr 25, 2013 8:16 PM	downloaded from MHP and all county dui tickets are manually entered into our system	

Survey Responses - Justice Courts

5. What is the vendor name of your court software?

Answer Options

Response Count

54

54

0

answered question
skipped question

Categories

Number	Response Date	Response Text
1	Jul 24, 2013 9:35 PM	data system
2	Jun 14, 2013 5:07 PM	data systems
3	Jun 12, 2013 3:45 PM	data
4	Jun 10, 2013 5:56 PM	Delta
5	Jun 10, 2013 5:54 PM	Data Systems
6	Jun 10, 2013 5:50 PM	Delta
7	Jun 10, 2013 5:47 PM	Delta
8	Jun 10, 2013 5:45 PM	Delta
9	Jun 10, 2013 5:41 PM	Data Systems
10	Jun 10, 2013 5:38 PM	Delta
11	Jun 10, 2013 5:36 PM	Delta
12	Jun 10, 2013 5:33 PM	Data System
13	Jun 10, 2013 5:29 PM	Delta
14	Jun 10, 2013 5:26 PM	Delta
15	Jun 10, 2013 5:25 PM	Data System
16	Jun 10, 2013 5:22 PM	Delta
17	Jun 10, 2013 5:19 PM	In House Program
18	Jun 10, 2013 5:17 PM	Data System
19	Jun 10, 2013 5:14 PM	Delta
20	Jun 10, 2013 5:11 PM	Delta
21	Jun 9, 2013 10:15 PM	Delta

22	Jun 9, 2013 10:09 PM	Delta
23	Jun 9, 2013 10:07 PM	Data Systems
24	Jun 9, 2013 9:54 PM	Delta
25	Jun 9, 2013 9:43 PM	Data
26	Jun 9, 2013 9:36 PM	Delta
27	Jun 9, 2013 9:32 PM	Data Systems
28	Jun 9, 2013 9:28 PM	Data
29	Jun 9, 2013 9:24 PM	None
30	Jun 9, 2013 9:18 PM	Delta
31	May 22, 2013 2:18 PM	Delta
32	May 20, 2013 2:18 PM	Delta Computer Systems inc
33	May 15, 2013 10:02 PM	Delta
34	May 15, 2013 3:06 PM	Delta
35	May 13, 2013 2:33 PM	Data Management Systems Columbus, MS
36	May 13, 2013 1:59 PM	Delta
37	May 10, 2013 1:26 PM	delta
38	May 9, 2013 2:44 PM	Delta
39	May 7, 2013 4:35 PM	delta
40	May 6, 2013 2:08 PM	DELTA
41	May 3, 2013 8:28 PM	delta
42	May 3, 2013 3:26 PM	Delta
43	May 3, 2013 2:17 PM	Delta Computers
44	May 3, 2013 1:24 PM	Data
45	May 2, 2013 7:39 PM	DELTA
46	May 2, 2013 7:38 PM	Delta
47	May 1, 2013 1:40 PM	CSDC Systems
48	Apr 30, 2013 6:51 PM	Delta Computer Systems
49	Apr 30, 2013 4:07 PM	delta
50	Apr 30, 2013 1:07 PM	delta
51	Apr 29, 2013 5:14 PM	Dynacomm UTS 4.1.34 System I believe the vendor is Unisys
52	Apr 25, 2013 8:16 PM	Delta Computer Systems
53	Apr 25, 2013 4:30 PM	Delta
54	Apr 25, 2013 4:08 PM	Delta Computer Systems

Survey Responses - Justice Courts

6. How are DUI Court Cases maintained in your court?

Answer Options	Response Percent	Response Count
Manually/Paper Files	37.0%	20
Electronic Files	0.0%	0
Both (Paper and Electronic)	63.0%	34
	<i>answered question</i>	54
	<i>skipped question</i>	0

7. If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

Answer Options	Response Percent	Response Count
Police Personnel	9.3%	5
Court Personnel	92.6%	50
Other (please specify)		8
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:45 PM	Both	
2	Jun 10, 2013 5:11 PM	No Response	
3	Jun 9, 2013 10:15 PM	Unknown	
4	Jun 9, 2013 9:24 PM	No Electronic record system	
5	May 13, 2013 2:33 PM	Highway Patrol	
6	May 6, 2013 2:08 PM	NO SYSTEM IN PLACE	
7	May 3, 2013 1:24 PM	Does not apply	
8	May 2, 2013 7:39 PM	N/A	

Survey Responses - Justice Courts

8. If your court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Answer Options	Response Percent	Response Count
Police Personnel	0.0%	0
Court Personnel	100.0%	54
Other (please specify)	0.0%	0
<i>answered question</i>		54
<i>skipped question</i>		0

9. Does your Police Department have an electronic arrest record system?

Answer Options	Response Percent	Response Count
Yes	45.9%	17
No	59.5%	22
<i>answered question</i>		37
<i>skipped question</i>		17

Survey Responses - Justice Courts

10. If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Answer Options	Response Percent	Response Count
Police Personnel	66.7%	16
Court Personnel	20.8%	5
Other (please specify)	20.8%	5
	<i>answered question</i>	24
	<i>skipped question</i>	30

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:45 PM	Both	
2	Jun 9, 2013 10:07 PM	Unknown	
3	May 20, 2013 2:18 PM	separate from Justice court /info not available	
4	Apr 30, 2013 4:07 PM	Our police department doesn't really keep records	
5	Apr 30, 2013 1:07 PM	don't know	

Survey Responses - Justice Courts

11. Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Answer Options	Response Percent	Response Count
Yes	9.8%	4
No	85.4%	35
Other (please specify)	14.6%	6
	<i>answered question</i>	41
	<i>skipped question</i>	13

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:54 PM	MHP - Yes	Sheriff Dept- No
2	Jun 10, 2013 5:45 PM	Officer brings to us	
3	Jun 10, 2013 5:41 PM	Officer or personnel brings court file	
4	Jun 9, 2013 10:07 PM	N/A	
5	Jun 9, 2013 9:28 PM	Unknown	
6	May 20, 2013 2:18 PM	n/a	

Survey Responses - Justice Courts

12. If No, who maintains the DUI arrest documents until trial?

Answer Options	Response Percent	Response Count
The Court	85.2%	46
The Police Department	9.3%	5
Other (please specify)	7.4%	4
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 9, 2013 10:07 PM	Unknown	
2	Jun 9, 2013 9:28 PM	Unknown	
3	May 20, 2013 2:18 PM	n/a	
4	May 3, 2013 1:24 PM	Does not apply	

Survey Responses - Justice Courts

13. Are DUI Defendants notified of their pending or continued court date?		
Answer Options	Response Percent	Response Count
Yes	96.3%	52
No	3.7%	2
	<i>answered question</i>	54
	<i>skipped question</i>	0

Survey Responses - Justice Courts

14. If Yes, how are DUI defendants notified?

Answer Options	Response Percent	Response Count
U.S. Mail	88.9%	48
Email	0.0%	0
Auto Phone Call	1.9%	1
Personal Phone Call from the Court	22.2%	12
Other (please specify)	27.8%	15
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:56 PM	Told on initial appearance date of trial date	
2	Jun 10, 2013 5:54 PM	Bondsman are notified	
3	Jun 10, 2013 5:45 PM	Subpoena	
4	Jun 10, 2013 5:36 PM	They call us or their attorney is notified by mail	
5	Jun 10, 2013 5:33 PM	Subpoena and Notify their Lawyer	
6	Jun 10, 2013 5:29 PM	Attorney	
7	Jun 10, 2013 5:17 PM	Subpoena and Attorney	
8	Jun 9, 2013 10:15 PM	In person on plea date	
9	Jun 9, 2013 10:07 PM	Subpoena notify attorney of record	
10	Jun 9, 2013 9:36 PM	If they make Bond the court date is on Bond	
11	Jun 9, 2013 9:32 PM	Bonding Company	
12	Jun 9, 2013 9:24 PM	Date on Pending Bond	
13	May 13, 2013 1:59 PM	court date is given when they make bail.	
14	Apr 30, 2013 1:07 PM	subpoena	
15	Apr 25, 2013 4:08 PM	Court date is entered on citation; bond also shows court date	

Survey Responses - Justice Courts

15. Would you upgrade your court record system, if given the proper resources?

Answer Options	Response Percent	Response Count
Yes	88.0%	44
No	12.0%	6
Other (please specify)		8
	<i>answered question</i>	50
	<i>skipped question</i>	4

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:54 PM	Up to the Board of Supervisors	
2	Jun 10, 2013 5:50 PM	That is through the Administration Office	
3	Jun 10, 2013 5:36 PM	Undecided	
4	Jun 10, 2013 5:26 PM	If approved by the Board of Supervisors	
5	Jun 10, 2013 5:25 PM	If approved by the Board of Supervisors	
6	Jun 9, 2013 9:54 PM	Probably	
7	May 15, 2013 3:06 PM	need board approval	
8	Apr 30, 2013 1:07 PM	maybe	

Survey Responses - Justice Courts

16. Does your court issue ignition interlock orders in DUI cases?

Answer Options	Response Percent	Response Count
Yes	13.0%	7
No	81.5%	44
Other (please specify)	5.6%	3
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	May 1, 2013 1:40 PM	Not often	
2	Apr 30, 2013 6:51 PM	The judge gives them the option to sell the vehicle and provide proof of sell or have the interlock installed. Most usually sell the vehicle.	
3	Apr 25, 2013 8:16 PM	They are told by the presiding judge of the system and that on conviction or plea of guilty they are responsible for the vehicles that are registered in their name.	

Survey Responses - Justice Courts

17. Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?

Answer Options	Response Percent	Response Count
Yes	51.9%	28
No	48.1%	26
	<i>answered question</i>	54
	<i>skipped question</i>	0

Survey Responses - Justice Courts

18. Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

Answer Options	Response Percent	Response Count
Yes	87.0%	47
No	13.0%	7
Other (please specify)	1.9%	1
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Apr 30, 2013 4:07 PM	only recently, previously MASEP was not notified if someone was ordered to attend	

Survey Responses - Justice Courts

19. Does your court have written policies and procedures for court case processing or court operation?			
Answer Options	Response Percent	Response Count	
Yes	64.8%	35	
No	35.2%	19	
		54	<i>answered question</i>
		0	<i>skipped question</i>

Survey Responses - Justice Courts

20. Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?

Answer Options	Response Percent	Response Count
Yes	42.6%	23
No	44.4%	24
Other (please specify)	13.0%	7
	<i>answered question</i>	54
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 5:54 PM	No Response	
2	Jun 10, 2013 5:50 PM	No Response	
3	Jun 10, 2013 5:47 PM	No Response	
4	Jun 9, 2013 9:32 PM	Not Sure	
5	Apr 30, 2013 6:51 PM	There is a county handbook but no ordinance that I know of	
6	Apr 30, 2013 1:07 PM	justice court procedure book	
7	Apr 25, 2013 8:16 PM	personnel handbook for all employees	

Survey Responses -Municipal Courts

1. What is the County location of your Court?

Answer Options	Response Count
<i>answered question</i>	89
<i>skipped question</i>	0

Number	Response Date	Response Text	Categories
1	Jul 24, 2013 8:07 PM	Grenada	
2	Jul 17, 2013 3:02 PM	Lowndes	
3	Jun 18, 2013 7:36 PM	NESHOBA	
4	Jun 18, 2013 6:12 PM	Hancock	
5	Jun 14, 2013 9:16 PM	Holmes	
6	Jun 14, 2013 12:51 PM	Scott	
7	Jun 13, 2013 3:39 PM	McComb Municipal	
8	Jun 13, 2013 12:58 PM	Wayne	
9	Jun 13, 2013 1:03 AM	Perry	
10	Jun 12, 2013 5:22 PM	Union	
11	Jun 12, 2013 4:07 PM	LEAKE	
12	Jun 12, 2013 3:59 PM	Noxubee	
13	Jun 12, 2013 3:50 PM	Lawrence	
14	Jun 12, 2013 3:50 PM	Prentiss	
15	Jun 12, 2013 2:39 PM	Calhoun	
16	Jun 11, 2013 9:08 PM	RANKIN	
17	Jun 10, 2013 6:13 PM	Yalobusha	
18	Jun 6, 2013 6:13 PM	Rankin County	
19	Jun 4, 2013 1:11 PM	Forrest	
20	Jun 3, 2013 9:49 PM	Chickasaw	
21	Jun 3, 2013 7:16 PM	Tishomingo	
22	Jun 3, 2013 3:51 PM	Adams	
23	May 31, 2013 3:47 PM	Lee	
24	May 30, 2013 9:38 PM	WASHINGTON	
25	May 30, 2013 3:37 PM	Pearl River	
26	May 30, 2013 3:31 PM	Amite	
27	May 30, 2013 3:27 PM	PIKE	
28	May 30, 2013 3:19 PM	STURGIS	
29	May 30, 2013 3:13 PM	Rankin	
30	May 30, 2013 3:12 PM	Jackson	

31	May 30, 2013 3:06 PM	Carroll
32	May 30, 2013 2:25 PM	Jasper
33	May 30, 2013 1:57 PM	JACKSON
34	May 30, 2013 1:48 PM	Hancock County
35	May 30, 2013 1:33 PM	Monroe County
36	May 30, 2013 1:19 PM	Panola
37	May 30, 2013 1:15 PM	Rankin
38	May 30, 2013 1:12 PM	Lee
39	May 30, 2013 1:10 PM	Marshall
40	May 30, 2013 1:08 PM	Lawrence
41	May 30, 2013 1:03 AM	Simpson
42	May 30, 2013 12:33 AM	Union
43	May 29, 2013 11:56 PM	Coahoma
44	May 29, 2013 4:26 PM	PERRY
45	May 29, 2013 3:29 PM	Pontotoc
46	May 28, 2013 10:49 PM	JASPER
47	May 28, 2013 9:22 PM	PANOLA
48	May 28, 2013 8:10 PM	TISHOMINGO
49	May 28, 2013 6:47 PM	HINDS
50	May 28, 2013 5:43 PM	LAFAYETTE
51	May 28, 2013 4:56 PM	Lauderdale
52	May 28, 2013 4:35 PM	LINCOLN
53	May 28, 2013 3:42 PM	Marshall County
54	May 28, 2013 2:45 PM	Decatur municipal court
55	May 28, 2013 2:05 PM	CHOCTAW
56	May 28, 2013 1:31 PM	SUNFLOWER
57	May 28, 2013 12:48 PM	LAMAR
58	May 27, 2013 7:00 PM	WILKINSON CO.
59	May 25, 2013 6:08 PM	Washington County
60	May 25, 2013 4:38 AM	Rankin
61	May 24, 2013 8:46 PM	Hinds
62	May 24, 2013 8:21 PM	Alcorn
63	May 24, 2013 8:21 PM	Lee
64	May 24, 2013 7:36 PM	JASPER
65	May 24, 2013 7:35 PM	Noxubee
66	May 24, 2013 7:14 PM	JONES
67	May 24, 2013 6:58 PM	Lee
68	May 24, 2013 6:44 PM	Calhoun
69	May 24, 2013 6:27 PM	Kemper

70	May 24, 2013 6:07 PM	DESOTO
71	May 24, 2013 6:01 PM	WILKINSON
72	May 24, 2013 5:45 PM	Lee
73	May 24, 2013 5:13 PM	PANOLA
74	May 24, 2013 5:00 PM	Clarke
75	May 24, 2013 4:57 PM	Madison
76	May 24, 2013 4:43 PM	Smith
77	May 24, 2013 4:42 PM	Pearl River
78	May 24, 2013 4:31 PM	HINDS
79	May 24, 2013 4:12 PM	Newton County
80	May 24, 2013 4:08 PM	Forrest
81	May 24, 2013 4:01 PM	Hinds
82	May 24, 2013 4:01 PM	Harrison
83	May 24, 2013 3:56 PM	Jones
84	May 24, 2013 3:54 PM	Perry
85	May 24, 2013 3:29 PM	HINDS
86	May 24, 2013 3:14 PM	Alcorn
87	May 24, 2013 3:13 PM	Chickasaw
88	May 24, 2013 3:11 PM	HOLMES
89	May 24, 2013 3:07 PM	DeSoto

Survey Responses - Municipal Courts

2. What type of court do you work?

Answer Options	Response Percent	Response Count
Justice Court	0.0%	0
Municipal Court	100.0%	89
<i>answered question</i>		89
<i>skipped question</i>		0

3. Does your Court have an electronic court record system?

Answer Options	Response Percent	Response Count
Yes	56.2%	50
No	44.9%	40
<i>answered question</i>		89
<i>skipped question</i>		0

Survey Responses -Municipal Courts

4. If Yes, are your DUI arrest and court documents scanned into your court records system?

Answer Options	Response Percent	Response Count
Yes	10.1%	9
No	89.9%	80
Other (please specify)	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 13, 2013 1:03 AM	BBI	
2	Jun 12, 2013 5:22 PM	A hard copy file is kept in office.	
3	May 30, 2013 3:12 PM	Our incident, jail, cad, and court systems are linked. All documents are scanned into the records system.	
4	May 30, 2013 3:06 PM	They are not scanned but when tickets are entered and disposition complete, they are transmitted thru the citation built file thru the internet connection of our system.	
5	May 30, 2013 1:10 PM	All arrest are taken to the county jail and reports are put in a paper file.	
6	May 30, 2013 1:08 PM	Not Applicable	
7	May 28, 2013 10:49 PM	N/A	
8	May 28, 2013 6:47 PM	We will be changing software soon and at that time it will.	
9	May 28, 2013 5:43 PM	All of the information is keyed into our computer system.	
10	May 28, 2013 4:56 PM	They have to be keyed into software system.	
11	May 28, 2013 2:05 PM	DUI'S HAVE TO MAILED IN TO THE STATE.	
12	May 25, 2013 6:08 PM	Manually entered	
13	May 24, 2013 6:44 PM	tickets and judgments are entered into the computer for record keeping	
14	May 24, 2013 5:13 PM	MANUALLY ENTERED BBI SYSTEM	
15	May 24, 2013 4:57 PM	Our recorders are not scanned into our we in put the data and it is electronic transferred	
16	May 24, 2013 3:56 PM	manually	

Survey Responses -Municipal Courts

5. What is the vendor name of your court software?

Answer Options	Response Count
<i>answered question</i>	89
<i>skipped question</i>	0

Number	Response Date	Response Text
1	Jul 24, 2013 8:07 PM	AD&S
2	Jul 17, 2013 3:02 PM	N/A
3	Jun 18, 2013 7:36 PM	BBI
4	Jun 18, 2013 6:12 PM	Omni Gov
5	Jun 14, 2013 9:16 PM	CWC Leap
6	Jun 14, 2013 12:51 PM	BBI
7	Jun 13, 2013 3:39 PM	Delta
8	Jun 13, 2013 12:58 PM	BBI
9	Jun 13, 2013 1:03 AM	BBI
10	Jun 12, 2013 5:22 PM	LEAP
11	Jun 12, 2013 4:07 PM	BBI
12	Jun 12, 2013 3:59 PM	Leap
13	Jun 12, 2013 3:50 PM	Criminal Justice Tracking System-CJTS with AD &S Automation Designs & Solutions, Inc.
14	Jun 12, 2013 3:50 PM	none
15	Jun 12, 2013 2:39 PM	none
16	Jun 11, 2013 9:08 PM	AD&S
17	Jun 10, 2013 6:13 PM	LEAP
18	Jun 6, 2013 6:13 PM	Utility Data Systems
19	Jun 4, 2013 1:11 PM	omni-court
20	Jun 3, 2013 9:49 PM	BBI
21	Jun 3, 2013 7:16 PM	Custom Database
22	Jun 3, 2013 3:51 PM	CSDC SYSTEMS FORMERLY KNOWN AS PCSS

23	May 31, 2013 3:47 PM	BBI
24	May 30, 2013 9:38 PM	BBI, INC
25	May 30, 2013 3:37 PM	PTS
26	May 30, 2013 3:31 PM	BBI
27	May 30, 2013 3:27 PM	CWC Custom Database-LEAP
28	May 30, 2013 3:19 PM	BBI
29	May 30, 2013 3:13 PM	PTS
30	May 30, 2013 3:12 PM	PTS- Professional and Technical Software Solutions
31	May 30, 2013 3:06 PM	BBI
32	May 30, 2013 2:25 PM	BBI
33	May 30, 2013 1:57 PM	SYSSCON (THE BEST)
34	May 30, 2013 1:48 PM	Incode Systems
35	May 30, 2013 1:33 PM	BBI
36	May 30, 2013 1:19 PM	Southern Automated Systems
37	May 30, 2013 1:15 PM	PTS
38	May 30, 2013 1:12 PM	BBI
39	May 30, 2013 1:10 PM	Leap
40	May 30, 2013 1:08 PM	AD&S
41	May 30, 2013 1:03 AM	Utility Data (Municipal Court Record System)
42	May 30, 2013 12:33 AM	Leap
43	May 29, 2013 11:56 PM	Syscon
44	May 29, 2013 4:26 PM	BBI
45	May 29, 2013 3:29 PM	Leap
46	May 28, 2013 10:49 PM	BBI, INC.
47	May 28, 2013 9:22 PM	LEAP
48	May 28, 2013 8:10 PM	BBI
49	May 28, 2013 6:47 PM	AD&S (CJTS Software)
50	May 28, 2013 5:43 PM	Omni-Gov out of Alabama
51	May 28, 2013 4:56 PM	LEAP
52	May 28, 2013 4:35 PM	BBI
53	May 28, 2013 3:42 PM	Leap
54	May 28, 2013 2:45 PM	Syscon
55	May 28, 2013 2:05 PM	BBI
56	May 28, 2013 1:31 PM	CWC (LEAP)

57	May 28, 2013 12:48 PM	BBI
58	May 27, 2013 7:00 PM	NONE
59	May 25, 2013 6:08 PM	OMNI court
60	May 25, 2013 4:38 AM	PTS Solutions
61	May 24, 2013 8:46 PM	AD&S
62	May 24, 2013 8:21 PM	Tyler Technologies
63	May 24, 2013 8:21 PM	BBI
64	May 24, 2013 7:36 PM	CJTS
65	May 24, 2013 7:35 PM	Leap
66	May 24, 2013 7:14 PM	INCODE, TYLER
67	May 24, 2013 6:58 PM	BBI
68	May 24, 2013 6:44 PM	BBI
69	May 24, 2013 6:27 PM	AD&S
70	May 24, 2013 6:07 PM	Incode
71	May 24, 2013 6:01 PM	BBI
72	May 24, 2013 5:45 PM	Currently AS400, however we are in the process of upgrading to Tyler.
73	May 24, 2013 5:13 PM	BBI
74	May 24, 2013 5:00 PM	e-citation
75	May 24, 2013 4:57 PM	Syscon
76	May 24, 2013 4:43 PM	BBI
77	May 24, 2013 4:42 PM	Syscon
78	May 24, 2013 4:31 PM	LEAP
79	May 24, 2013 4:12 PM	BBI, INC
80	May 24, 2013 4:08 PM	Syscon
81	May 24, 2013 4:01 PM	Tyler Technology Incode
82	May 24, 2013 4:01 PM	Incode
83	May 24, 2013 3:56 PM	BBI
84	May 24, 2013 3:54 PM	BBI
85	May 24, 2013 3:29 PM	TYLER TECHNOLOGIES - INCODE
86	May 24, 2013 3:14 PM	LEAP
87	May 24, 2013 3:13 PM	BBI
88	May 24, 2013 3:11 PM	LEAP
89	May 24, 2013 3:07 PM	Incode from Tyler Technologies

Survey Responses -Municipal Courts

6. How are DUI Court Cases maintained in your court?

Answer Options	Response Percent	Response Count
Manually/Paper Files	41.6%	37
Electronic Files	0.0%	0
Both (Paper and Electronic)	58.4%	52
	<i>answered question</i>	89
	<i>skipped question</i>	0

Survey Responses -Municipal Courts

7. If your court has an electronic records system, who is responsible for entering the initial DUI arrest information?

Answer Options	Response Percent	Response Count
Police Personnel	32.6%	29
Court Personnel	73.0%	65
Other (please specify)		19
	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 18, 2013 6:12 PM	Do not have electronic records system.	
2	Jun 13, 2013 3:39 PM	we dont have	
3	Jun 12, 2013 4:07 PM	NONE	
4	Jun 12, 2013 3:50 PM	none	
5	Jun 12, 2013 2:39 PM	none	
6	May 30, 2013 3:37 PM	Do not have electronic records system	
7	May 30, 2013 3:12 PM	We pull over all arrests from the jail arrests screen. There is no manual entry of cases into court.	
8	May 30, 2013 2:25 PM	Town Clerk/Court Clerk	
9	May 30, 2013 1:48 PM	do not have electronic system	
10	May 30, 2013 1:33 PM	Police Personnel enter the intoxilyzer information for the form that is sent to the Mississippi Dept. of Public Safety.	
11	May 30, 2013 1:08 PM	Not Applicable	
12	May 28, 2013 10:49 PM	N/A	
13	May 28, 2013 6:47 PM	The Police Dept is on different software. It is entered twice.	
14	May 24, 2013 6:07 PM	do not have electronic records system	
15	May 24, 2013 5:13 PM	ENTERED BY CLERK FROM TICKETS	
16	May 24, 2013 4:43 PM	We don't have electronic record system	
17	May 24, 2013 4:12 PM	DO NOT USE ELECTRONIC SYSTEM	
18	May 24, 2013 3:56 PM	Manual	
19	May 24, 2013 3:13 PM	No electronic	

Survey Responses -Municipal Courts

8. If your court DUI cases are maintained by paper or manually, who prepares the DUI Cases for court presentation?

Answer Options	Response Percent	Response Count
Police Personnel	10.2%	9
Court Personnel	89.8%	79
Other (please specify)	8.0%	7
	<i>answered question</i>	88
	<i>skipped question</i>	1

Number	Response Date	Other (please specify)	Categories
1	Jun 12, 2013 2:39 PM	Clerk	
2	Jun 3, 2013 3:51 PM	COURT HAS THE TICKET AND OTHER PAPERS GIVEN TO COURT WHILE OFFICER BRINGS IN OFFICER COPIES AND OTHER INFO NOT TURNED INTO COURT	
3	May 30, 2013 3:27 PM	BOTH, THE OFFICER HAS HIS RESPONSIBILITY AND SO DOES THE CLERK.	
4	May 30, 2013 1:03 AM	Both. The officer's part includes tickets, arrest report, NCIC printouts. Then the Court adds any abstracts, waiver and any other required information.	
5	May 28, 2013 5:43 PM	The original files come from the police dept. Issuance of court date and subpoenas are done by the court clerk	
6	May 24, 2013 8:21 PM	Attorney	
7	May 24, 2013 5:13 PM	COURT CLERK	

Survey Responses -Municipal Courts

9. Does your Police Department have an electronic arrest record system?

Answer Options	Response Percent	Response Count
Yes	41.6%	37
No	58.4%	52
answered question		89
skipped question		0

Survey Responses -Municipal Courts

10. If Yes, who is responsible for entering the DUI arrest information into the police electronic record system?

Answer Options	Response Percent	Response Count
Police Personnel	71.1%	32
Court Personnel	20.0%	9
Other (please specify)	13.3%	6
	<i>answered question</i>	45
	<i>skipped question</i>	44

Number	Response Date	Other (please specify)	Categories
1	Jun 13, 2013 3:39 PM	don't have	
2	Jun 12, 2013 4:07 PM	NONE	
3	Jun 12, 2013 3:50 PM	Booked at County Jail	
4	May 30, 2013 3:19 PM	COUNTY JAIL	
5	May 30, 2013 1:48 PM	not available	
6	May 24, 2013 8:21 PM	We do not have an electronic record system.	

Survey Responses -Municipal Courts

11. Is electronic DUI arrest information from the Police Department transferred to the Court electronically?

Answer Options	Response Percent	Response Count
Yes	14.1%	12
No	82.4%	70
Other (please specify)	5.9%	5
	<i>answered question</i>	85
	<i>skipped question</i>	4

Number	Response Date	Other (please specify)	Categories
1	Jun 12, 2013 5:22 PM	Sworn to court clerk in person, then entered into computer	
2	Jun 10, 2013 6:13 PM	clerk and chief use the same program	
3	May 24, 2013 4:57 PM	Our system should be up and work in the next week.	
4	May 24, 2013 3:56 PM	Manual	
5	May 24, 2013 3:29 PM	DO NOT KNOW	

[100]

Survey Responses -Municipal Courts

12. If No, who maintains the DUI arrest documents until trial?

Answer Options	Response Percent	Response Count
The Court	83.1%	74
The Police Department	7.9%	7
Other (please specify)	11.2%	10
	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jul 17, 2013 3:02 PM	Court Clerk	
2	Jun 12, 2013 5:22 PM	Court Clerk	
3	Jun 12, 2013 2:39 PM	clerk	
4	Jun 4, 2013 1:11 PM	DUI Coordinator	
5	May 30, 2013 3:12 PM	the previous question was yes so i didn't answer this one b/c it say only to answer if no	
6	May 28, 2013 9:22 PM	SHERIFF	
7	May 24, 2013 6:44 PM	COURT CLERK	
8	May 24, 2013 5:13 PM	CLERK	
9	May 24, 2013 4:42 PM	Does not apply	
10	May 24, 2013 3:07 PM	see answer to question #11	

Survey Responses -Municipal Courts

13. Are DUI Defendants notified of their pending or continued court date?

Answer Options	Response Percent	Response Count
Yes	88.8%	79
No	11.2%	10
	<i>answered question</i>	89
	<i>skipped question</i>	0

Survey Responses -Municipal Courts

14. If Yes, how are DUI defendants notified?

Answer Options	Response Percent	Response Count
U.S. Mail	56.2%	50
Email	2.2%	2
Auto Phone Call	4.5%	4
Personal Phone Call from the Court	12.4%	11
Other (please specify)	50.6%	45
	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jul 17, 2013 3:02 PM	Date is on their ticket	
2	Jun 18, 2013 6:12 PM	When they are arrested they receive a Court Date.	
3	Jun 14, 2013 12:51 PM	sign a continuance form in the courtroom	
4	Jun 12, 2013 4:07 PM	NONE	
5	Jun 12, 2013 2:39 PM	police personnel contact	
6	Jun 11, 2013 9:08 PM	BY COURT CONTACTING BONDING COMPANY	
7	Jun 10, 2013 6:13 PM	when they are given the ticket they are given a court date	
8	Jun 6, 2013 6:13 PM	Given plea date when arrested	
9	Jun 3, 2013 9:49 PM	In court at plea	
10	Jun 3, 2013 7:16 PM	we do not notify, but would not let me finish until I answered #14	
11	Jun 3, 2013 3:51 PM	IN COURT	
12	May 31, 2013 3:47 PM	Time and date is listed on the citation	

13 May 30, 2013 3:31 PM The court date is noted on the DUI ticket/affidavit

14 May 30, 2013 3:27 PM BOTH, MAIL AND PHONE CALL FROM THE COURT

15 May 30, 2013 3:19 PM JAIL NOTIFICATION

16 May 30, 2013 3:12 PM Plea dates are set upon release from jail on bond; trial dates are set in person at the plea date; if an attorney is obtained, the defendant is notified through said attorney, and the attorney is notified by email.

17 May 30, 2013 1:33 PM They are notified when they are arrested by the arresting officer.

18 May 30, 2013 1:19 PM Advised in court at initial appearance when trial is set

19 May 30, 2013 1:15 PM Defendants are given court slips by the arresting officer

20 May 30, 2013 1:12 PM Most have attorneys and they notify defendants, if not they come to court and plead not guilty and have next court date.

21 May 30, 2013 1:03 AM If they appear in court to obtain a continuance the defendant is given a subpoena.

22 May 29, 2013 11:56 PM Subpoena

23 May 28, 2013 8:10 PM DUI TICKET

24 May 28, 2013 6:47 PM In person at court hearings

25 May 28, 2013 5:43 PM by their attorneys or by the bonding companies that bonded them out of jail.

26 May 28, 2013 4:56 PM Ct date assigned upon arrest. If continued, by mail.

27 May 28, 2013 4:35 PM ONCE THEY BOND OUT THE BONDSMAN ISSUE DATE

28 May 28, 2013 2:05 PM THEY GET A COPY OF TICKET

29 May 28, 2013 1:31 PM Notification is on the ticket. If continued they will be notified by mail.

30 May 28, 2013 12:48 PM ON TICKET AND IN COURT

31 May 25, 2013 6:08 PM In court during arraignment process defendant is present

32 May 24, 2013 7:14 PM DURING INITIAL APPEARANCES

33 May 24, 2013 6:58 PM By the Officer that issues DUI citation

34 May 24, 2013 6:44 PM BY POLICE OFFICER

35 May 24, 2013 6:07 PM if case continued from initial appearance they are given a continuance

36 May 24, 2013 4:43 PM They call us or if it is continued they get a new court while they are in court

37 May 24, 2013 4:12 PM NO

38 May 24, 2013 4:08 PM court date on citation /trial date give to def on plea day

39 May 24, 2013 4:01 PM court date at bottom of ticket

40 May 24, 2013 4:01 PM they are notified of their court date at time of arrest.

41 May 24, 2013 3:56 PM court date notification at time of bonding
42 May 24, 2013 3:29 PM PRE TRIAL RELEASE, BOND PAPERWORK
43 May 24, 2013 3:14 PM written notification on bond
44 May 24, 2013 3:11 PM NOTIFIED OF COURT DATE AT TIME OF ARREST
45 May 24, 2013 3:07 PM Defendants are given a continuance order each time case is continued

Survey Responses -Municipal Courts

15. Would you upgrade your court record system, if given the proper resources?

Answer Options	Response Percent	Response Count
Yes	81.0%	64
No	19.0%	15
Other (please specify)	<i>answered question</i>	79
	<i>skipped question</i>	10

Number	Response Date	Other (please specify)	Categories
1	Jun 13, 2013 3:39 PM	I would but the department will not.	
2	Jun 12, 2013 3:50 PM	Only been using this program about a year. We only have a few DUI cases. we are satisfied with our program	
3	May 30, 2013 3:12 PM	Absolutely	
4	May 30, 2013 3:06 PM	satisfied with what we have	
5	May 30, 2013 1:12 PM	NOT SURE, BOARD WOULD DECIDE	
6	May 28, 2013 10:49 PM	THATS LEFT UP TO OUR CITY CLERK AND ALDERMEN.	
7	May 28, 2013 4:35 PM	The City of Saltillo is on one software program.	
8	May 24, 2013 8:21 PM	Decision would have to be made by Board of Alderman	
9	May 24, 2013 6:58 PM	Maybe	
10	May 24, 2013 4:43 PM	NOT SURE JUST DEPENDS ON THE COST	
11	May 24, 2013 4:12 PM	not sure	
12	May 24, 2013 4:01 PM	Possibly	
13	May 24, 2013 3:14 PM		

Survey Responses -Municipal Courts

16. Does your court issue ignition interlock orders in DUI cases?

Answer Options	Response Percent	Response Count
Yes	9.0%	8
No	86.5%	77
Other (please specify)	5.6%	5
	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jun 10, 2013 6:13 PM	unsure what this question means	
2	Jun 3, 2013 3:51 PM	WE HAVENT HAD A SECOND IN LONG TIME. BUT DID WHEN WE HAD A SECOND CONVICTION	
3	May 30, 2013 3:12 PM	Not presently, but it is something that our judge has entertained.	
4	May 24, 2013 4:31 PM	NOT SURE	
5	May 24, 2013 4:01 PM	This is done the probation office	

Survey Responses -Municipal Courts

17. Does your court have written provisions or procedures for monitoring defendants that have been ordered to MASAP?			
Answer Options	Response Percent	Response Count	
Yes	47.2%	42	
No	52.8%	47	
			answered question
			89
			skipped question
			0

Survey Responses -Municipal Courts

18. Are MASAP completion notices sent to your court and recorded regarding the defendant's completion of the course?

Answer Options	Response Percent	Response Count
Yes	87.6%	78
No	6.7%	6
Other (please specify)	9.0%	8
	<i>answered question</i>	89
	<i>skipped question</i>	0

Number	Response Date	Other (please specify)	Categories
1	Jul 17, 2013 3:02 PM	Probation Officer gets notices & lets us know	
2	Jun 14, 2013 12:51 PM	We receive the notices, but nothing is recorded	
3	Jun 6, 2013 6:13 PM	Defendants take certificates to hwy patrol	
4	May 30, 2013 3:37 PM	judge is notified by MASEP . I don't record completion unless def. brings in cert. for me to get a copy	
5	May 28, 2013 10:49 PM	NOTICES ARE RECEIVED BUT NOT RECORDED	
6	May 25, 2013 6:08 PM	File kept but not recorded on individual case	
7	May 24, 2013 4:12 PM	we get the notices, but if they don't go they just don't get their driver's license back.	
8	May 24, 2013 4:08 PM	not always	

Survey Responses -Municipal Courts

19. Does your court have written policy and procedures for court case processing or court operation?

Answer Options	Response Percent	Response Count
Yes	53.9%	48
No	47.2%	42
<i>answered question</i>		89
<i>skipped question</i>		0

Survey Responses -Municipal Courts

20. Is there a City or County Ordinance outlining the Duties and Responsibilities of Court Personnel?			
Answer Options	Response Percent	Response Count	
Yes	36.0%	32	
No	53.9%	48	
Other (please specify)	11.2%	10	
			89
			0

Number	Response Date	Other (please specify)	Categories
1	Jun 18, 2013 6:12 PM	Not to my knowledge.	
2	Jun 6, 2013 6:13 PM	It is not an ordinance--but the police chief does have specific duties for each clerk	
3	Jun 3, 2013 3:51 PM	I THINK WE FOLLOW THE STATE...	
4	May 30, 2013 3:37 PM	don't know. also don't know for #19	
5	May 30, 2013 3:31 PM	There is an ordinance giving guidelines for the Municipal Judge and prosecuting attorney, but I'm not sure as it regards all court personnel.	
6	May 28, 2013 9:22 PM	AS NEEDED	
7	May 28, 2013 8:10 PM	I AM NOT SURE	
8	May 28, 2013 5:43 PM	we go by our job descriptions,	
9	May 24, 2013 4:12 PM	There is none, we just follow the Municipal Court Procedure manual.	
10	May 24, 2013 4:01 PM	the state has one	