
Evidence management at DAO

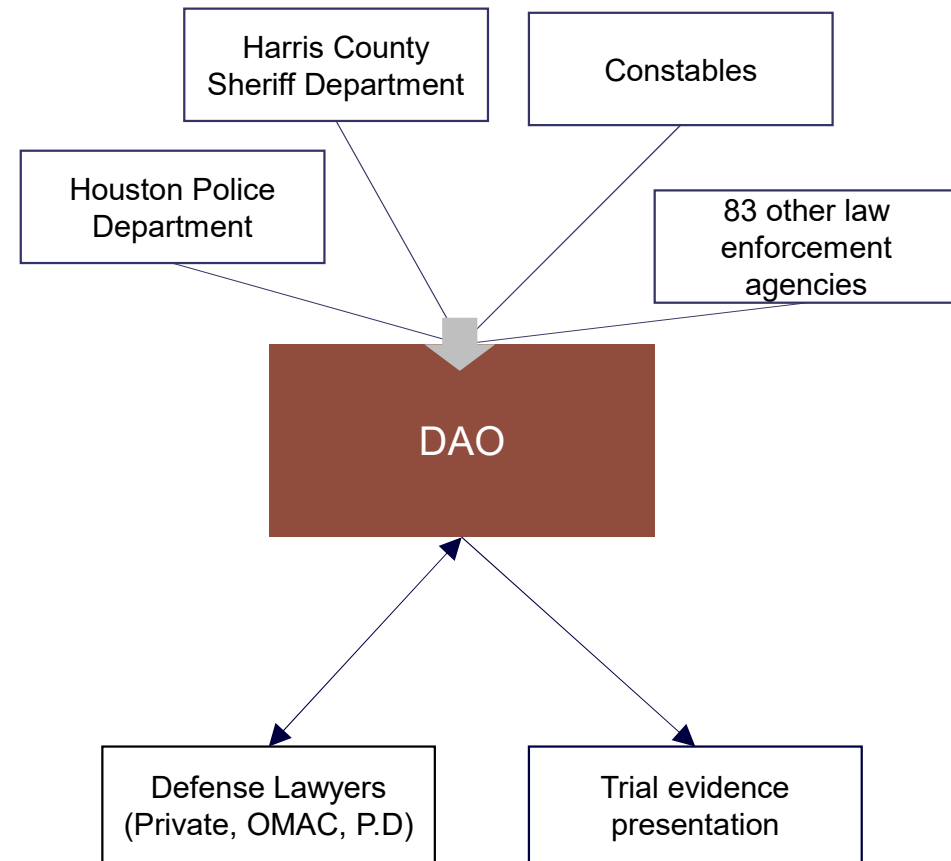
09/28/2021



Background

The Harris County District Attorneys Office (DAO) is a centralized consumer and disseminator of case evidence. They work with **86 law enforcement agencies** as well as **hundreds of defense lawyers, firms and Public Defenders offices**. The process of evidence management is complicated:

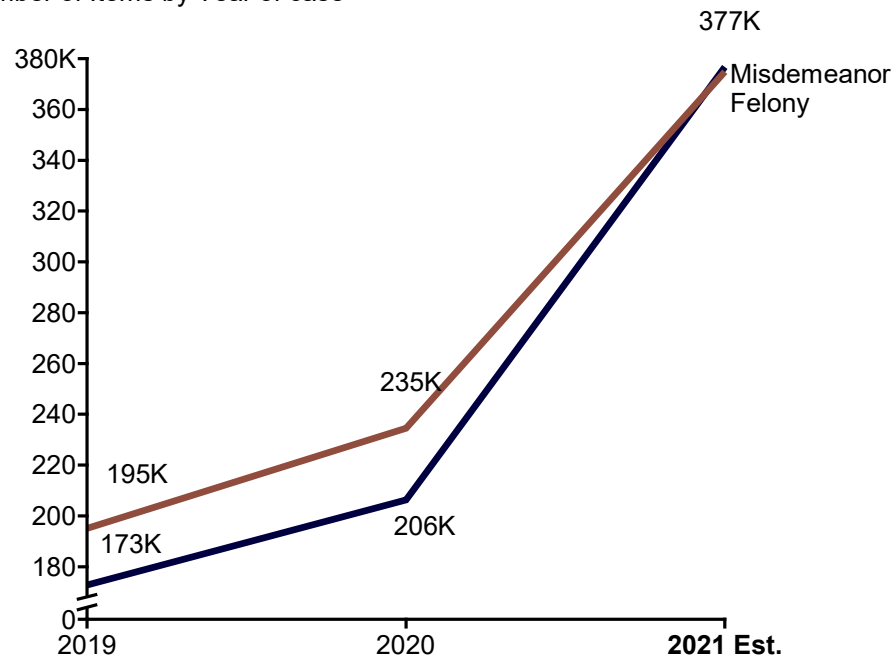
1. Once charged, the DAO **requests a number of evidentiary materials from the arresting law enforcement agencies** (including, but not limited to offense reports, 911 calls, Body worn camera footage, dash camera footage).
 - There is **no integrated portal** to make requests, and each request is made through an individual department portal.
 - Sometimes different portals for different pieces of evidence for the same department.
2. The materials are then received **in any number of forms such as, through integrated cloud access, CDs, USB drives and the like**.
3. On receipt of evidence the DAO processes this data, which could include **review of materials and redactions**
4. They then **share this data with the Defense lawyers**. **Defense lawyers also share** their findings with DAO in a process which is **as fragmented as that of Law enforcement agencies**
5. DAO then shares this evidence with the Courts for trial purposes



A significant number of items are received each year through manual processes

Significant number of items are received each year

Number of Items by Year of case



Note: 2019 was still a transition period for the system and may not be representative of true volume of items closed;
Number of items (or to-dos as called by DAO) by year of case includes those items that have been completed, are in progress, or pending for that year

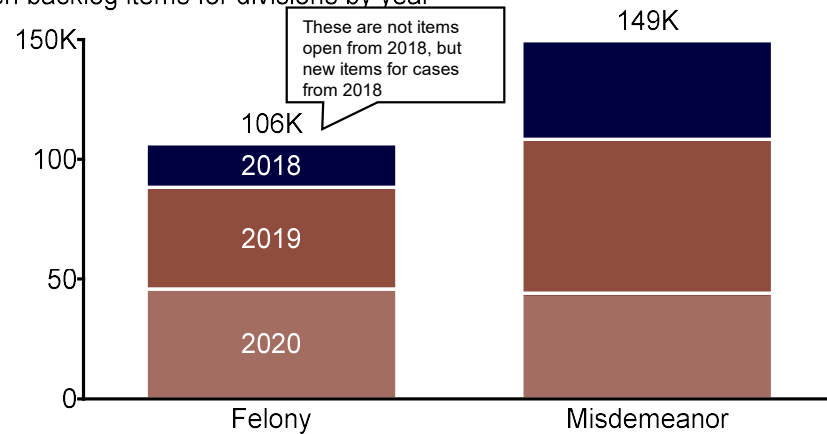
And the current processes are high-touch

Type of Task	Time taken to complete Task (in minutes)
911	40
Accident Report	8
Blood Test Results / Lab Analysis	70
Breath Test Slips / Intoxication Results	10
Body Worn Camera Videos	60
Dash Cam Videos	60
DIC-Dept.Public Safety forms/warnings	10
Discovery-Copy for Defense	15
Evaluation of Case for Trial	60
Prior Judgements/Sentences for	
Enhance/punish evidence	10
Lab Analysis and Results	60
LEOs-Disclosure	60
LEOs-Entry of Officers	45
Locate Complaining Witness	180
Locate Case Witness	180
Prepare/Present MOEmerg.Protect.	30
Notify Felony Court of New Misd Case	5
Offense Report	30
Photos	40
Contact Complainant-Restitution, etc	55
Send to Family Violence – workup	5
Send to Grand Jury	10
Police Station Video	60
Surveillance Video	30
Search Warrant	25

Short run: Add 31 temporary resources to clear backlog and keep pace

There is a backlog of evidence for older cases

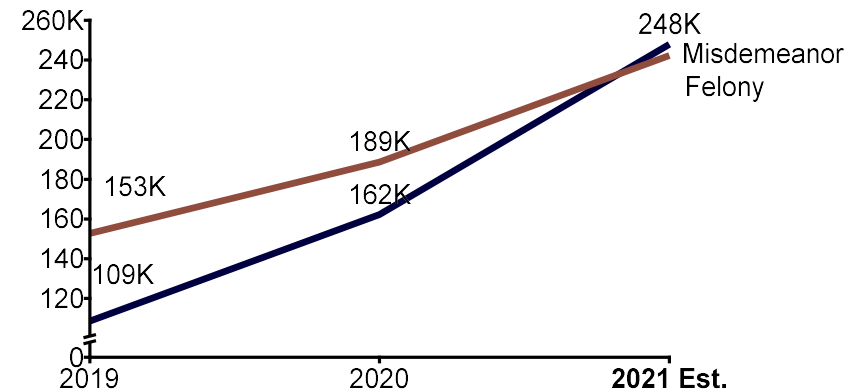
Open backlog items for divisions by year



Division	Backlog Items Count	Items cleared per year per person	Resources needed
Felony	106,000	11,000	10
Misdemeanor	149,000	31,000	5

And a growing number of items every month

Number of Items Processed by Year



Division	Backlog Items Count	Items cleared per year	Existing Headcount	Resources needed
Felony	242,000	11,000	22	12
Misdemeanor	247,000	31,000	8	4

Cost of implementation is **~\$2.5M*** for 1.5 years of additional 31 temporary resources

Note: Open items are those that are in "Pending" or "in progress" status; Number of items processed by Felony and Misdemeanor based on number of items processed this year, extrapolated out through the end of the year/available resources; 2019 was still a transition period for the system and may not be representative of true volume of items closed;

*Temp cost calculated as $\$25.54 \times 2080 = \$53,123$ per person for Admin II temp staff

Long run: Invest ~\$2M/yr in technology to reduce time to process evidence

Specific investments in technology...

1. Invest in Cloud technology:

- a) **Purchase Cloud technology** that would allow LEOs to upload evidence regardless of Record Management, Body worn camera or other evidence technology.
- b) **License other evidence cloud technologies** being used and paid for by LEOs to integrate directly with those interfaces and access the necessary evidence seamlessly

~\$1.5M*

2. Create Customizations:

- a) **Create case instances** in cloud technology so that LEOs can add evidence to a specific case at the DAO, rather than a data dump
- b) **Create Defense facing access** to send alerts once data has been uploaded
- c) **Build push-notifications to Court** to notify them when a case is ready for trial

~\$0.5M**

...Can create immense benefits

Reduce processing evidence time & cost

Near real-time data sharing with a potential ~50% reduction in the DAO admin time. Similar gains for other LEOs where they would reduce the physical drop offs of the data

Reduce time to share with Defense

Provide seamless and automated access to Defense attorneys through a simple, singular portal. And giving them a single portal to upload their evidence as well.

Reduce Court time

Send push notifications to Courts alerting them when a case has the necessary evidence to go to trial. Also potential to flag points of delay to keep the Court abreast of issues.

*Assuming ~800K costs for main purchase and additional \$700K for additional licenses per year

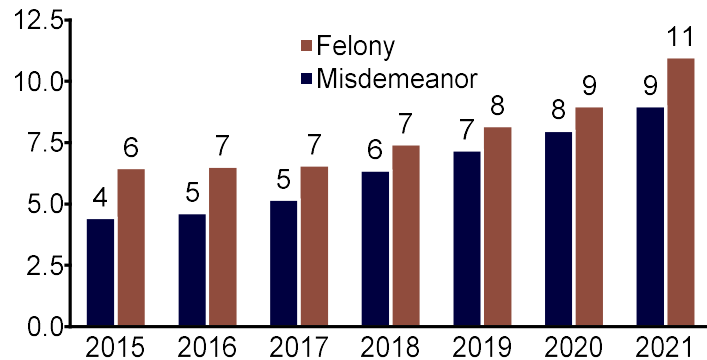
** Assuming 3 programmers at \$500K per year

These investments are offset by cost savings and reduction in judicial exposure

Reduce number of Court settings (~\$5-\$15M)

The number of settings per case has been increasing over the past several years. A primary issue of resets being a lack of evidence.

Average number of settings per case



Each reset is a use of the entire Court's time, including the Judges, Reporters, Bailiffs as well as the utilization of Public Defender and Prosecutors. Assuming \$50 per setting, we can gain the following cost savings based on number of settings reduced:

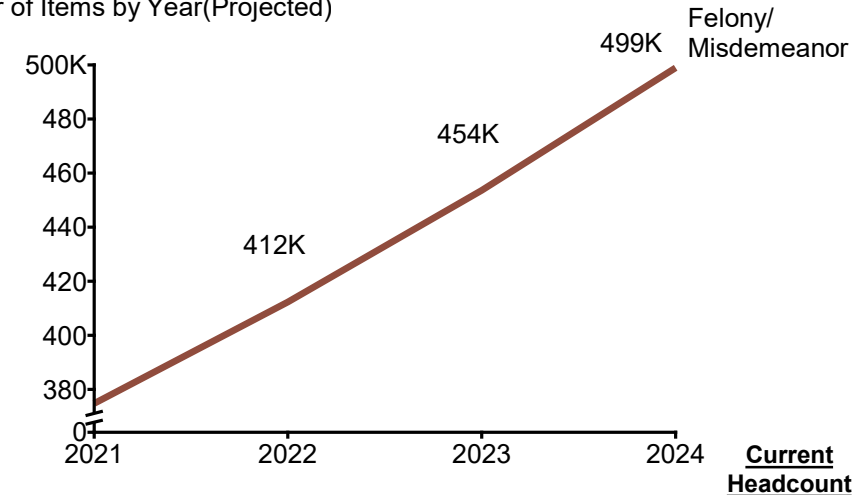
	Reduced by 1	Reduced by 2	Reduced by 3
Cost Savings	\$4,854,050	\$9,708,100	\$14,562,150

Source: DAO

Reduce manual costs of processing (~\$1.6M)

Assuming a 50% reduction in manual processing time, the DAO would no longer require the temporary resources that are being currently requested, even if we continue to look at a marginal growth of 5% in evidence items.

Number of Items by Year(Projected)



Felony Resources	17	19	21	23	22
Misdemeanor Resources	6	7	7	8	8

Timelines suggest we would recoup investment costs within 3 years

Based on the returns and implementation timelines, the following is the project lifecycle and payback we can expect:

Year		0	1	2	3	4	5
Short run resources	Net Cash Flow	-\$687,500	-\$1,650,000	-\$137,500			
	Technology Investments		-\$2,000,000	-\$1,500,000	-\$1,500,000	-\$1,500,000	-\$1,500,000
Savings	Net Cash Flow		\$2,427,025*	\$10,572,100**	\$10,572,100	\$10,572,100	\$10,572,100
Total	Cumulative Net Cash Flow	-\$687,500	-\$1,910,475	\$7,024,125	\$16,096,225	\$25,168,325	\$34,240,425
Payback Period		2.27					

Assumptions:

*Assumes that there is a reduction in the Court settings by 1 for the latter half of the year

** Assumes that there is a resource cost savings of \$864K for the 16 full time resources you would need to add to work through existing cases and a reduction of Court settings by 2 yielding savings of \$9.7M

Administrative Office of the District Courts

Harris County, Texas

Clay Bowman
ADMINISTRATOR

1201 Franklin, 7th Floor
Houston, Texas 77002
Telephone No. (832) 927-6559; Fax No. (832) 927-6573

September 27, 2021

Honorable Commissioners Court
1001 Preston
Houston, Texas 77002

Judge Hidalgo and Commissioners:

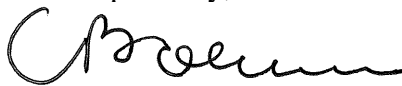
On June 29, 2021, Commissioners Court approved a Justice Administration Department recommendation to create six associate judge positions and initial budget pending confirmation from the Criminal District Courts to Commissioners Court of the associated Criminal District Court local rules once they are established, intended goals and outcomes for the program, and associated timeline for initiating and implementing this program and achieving stated goals and outcomes during its first year.

This transmittal is intended to address those outstanding items and to in turn enable the program to proceed under the timeline included below.

1. Amended Local Rules (attached)
2. Intended goals and outcomes for the program:
 - a. To allow courts more opportunities to explore contested discovery matters.
 - b. To allow courts more time for contested pretrial matters.
 - c. To reduce time constraints on the judges from increased dockets.
 - d. To alleviate time spent by judges on these matters so judges have more time for trials.
3. Associated timeline for program implementation
 - a. October 1, 2021 – Associate Judge positions are posted
 - b. October 12, 2021 – Commissioner's Court Meeting
 - c. October 31, 2021 – job posting Application window ends
 - d. November 15 – 16, 2021 – First round of applicant interviews
 - e. December 3, 2021 – Second round of applicant interviews
 - f. January 5, 2022 – Criminal Board votes on appointment of Associate Judges

Thank you for your kind attention in this matter.

Respectfully,



Clay Bowman

ATTACHMENT: Amended Local Rules For District Courts in Harris County

Supreme Court of Texas

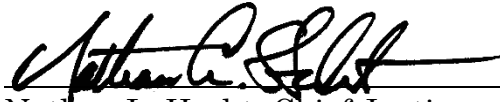
Misc. Docket No. 21-9111

**Approval of Amended Local Rules For
District Courts in Harris County**

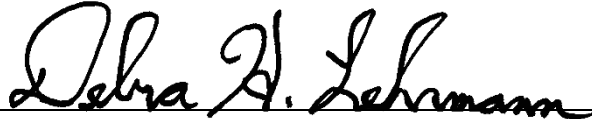
ORDERED that:

The Supreme Court approves the following amended local rules for District Courts trying criminal cases in Harris County.

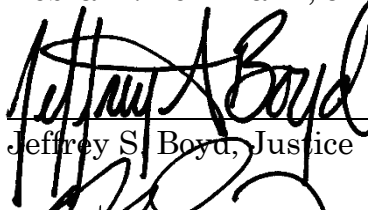
Dated: September 14, 2021.



Nathan L. Hecht, Chief Justice



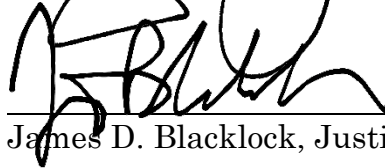
Debra H. Lehrmann, Justice



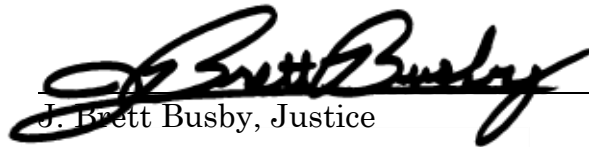
Jeffrey S. Boyd, Justice



John P. Devine, Justice



James D. Blacklock, Justice



J. Brett Busby, Justice



Jane N. Bland, Justice



Rebeca A. Huddle, Justice

IN THE COURT OF CRIMINAL APPEALS OF TEXAS

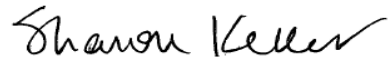
Misc. Docket No. 21-004

**Approval of Amended Local Rules For
District Courts in Harris County**

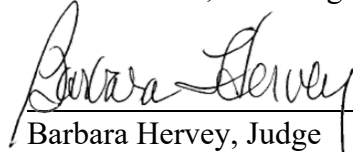
ORDERED that:

The Court of Criminal Appeals approves the following amended local rules for District Courts trying criminal cases in Harris County.

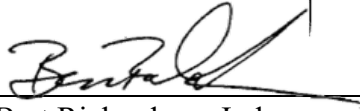
Dated: September 14, 2021.



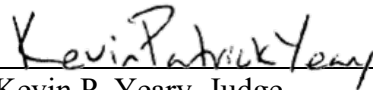
Sharon Keller, Presiding Judge



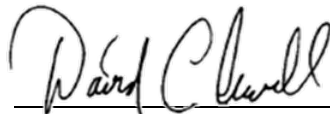
Barbara Hervey, Judge



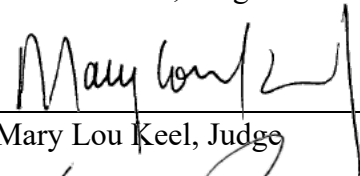
Bert Richardson, Judge



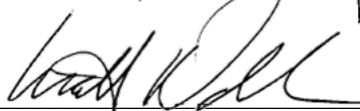
Kevin P. Yeary, Judge



David Newell, Judge



Mary Lou Keel, Judge



Scott Walker, Judge



Michelle M. Slaughter, Judge



Jesse F. McClure III, Judge

**THE LOCAL RULES
OF THE
DISTRICT COURTS TRYING CRIMINAL CASES IN HARRIS COUNTY, TEXAS**

AUTHORITY AND OBJECTIVE

These rules are authorized by the creation of the Division of District Courts Trying Criminal Cases by the Board of Judicial District Courts of Harris County under its authority in Texas Government Code § 74.093. The objective of these rules is to comply with Rule 10 of the Texas Rules of Judicial Administration, to provide guidance to all litigants and agencies engaged with the District Courts Trying Criminal Cases in Harris County, Texas, and to provide information to the public at large as to the administration of justice.

RULE 1: APPLICATION

These Rules apply to the District Courts Trying Criminal Cases in Harris County, Texas (Felony Division Board). These rules supersede any and all previously published Local Rules of the District Courts Trying Criminal Cases in Harris County, Texas.

RULE 2: DEFINITIONS

The following definitions apply to these Rules:

- (a) “The Felony Division Board” means the Board of Judges, District Courts Trying Criminal Cases in Harris County, Texas. The terms “Felony Division,” “Felony District Courts” and “District Courts Trying Criminal Cases” shall be used interchangeably to mean the Elected Judges of the Harris County District Courts Trying Criminal Cases.
- (b) “Felony Division Administrative Judge” means the Administrative Judge for the District Courts Trying Criminal Cases in Harris County, Texas
- (c) “Local Administrative Judge” means the Local Administrative Judge for all District Courts in Harris County, Texas.

- (d) “Presiding Judge” means the presiding judge of the Eleventh Administrative Judicial Region.
- (e) “Assigned Judge” means a judge assigned in a manner provided by Rule 8 of the Texas Rules of Judicial Administration.
- (f) “Media” means any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, in-house publication, professional journal, vlogger, blogger, or other news reporting or news gathering agency, whether the information is transmitted or disseminated by broadcasting, cable, satellite, internet, or other means.
- (g) “Recording” means photographing, audio recording, or video recording by any means
- (h) “Broadcasting” means disseminating or transmitting to the public through newspapers, television, radio, internet, or other means.

RULE 3: BOARD OF JUDGES, DISTRICT COURTS TRYING CRIMINAL CASES, HARRIS COUNTY, TEXAS

- (a) The Board of Judges, District Courts Trying Criminal Cases (Felony Division Board) is comprised of the elected Judges of the felony district courts as enabled by Texas law or assigned by the Local Administrative Judge to try criminal cases in Harris County, Texas.
 - (1) The Felony Division Board shall meet the first Wednesday of every month.
 - (2) The Felony Division Administrative Judge may call an Emergency Meeting at any time to dispose of time-sensitive matters pending before the Felony District Courts.
- (b) The Harris County District Courts Administrator shall serve as Secretary to the Felony Division Board.
- (c) The Harris County District Courts staff attorney for the District Courts Trying Criminal Cases shall serve as Parliamentarian for the Felony Division Board.

(d) The Felony Division Board will elect an Administrative Judge for the District Courts Trying Criminal Cases in Harris County, Texas.

(1) The Felony Division Administrative Judge shall serve a two-year term beginning in October of **odd**-numbered years. The election for the Felony Division Administrative Judge shall be held at the September Board Meeting, held the first Wednesday in September of odd-numbered years.

(2) No judge may serve more than two consecutive full terms as Felony Division Administrative Judge.

(3) If a vacancy occurs in the office of Felony Division Administrative Judge, the Judges of the Division of District Courts Trying Criminal Cases must hold an election at a monthly meeting to fill the vacancy for the pendency of the term.

(e) The Felony Division Board shall adopt Local Rules of the District Courts Trying Criminal Cases in Harris County, Texas in accordance with applicable Texas statutes, the Texas Rules of Judicial Administration, the Eleventh Administrative Judicial Region of Texas, and local rules of the Board of Judges of all District Courts in Harris County, Texas.

(f) The Felony Division Board shall adopt rules governing the deliberations of the Board of Judges, District Courts Trying Criminal Cases in Harris County, Texas.

RULE 4: AUTHORITY OF THE ADMINISTRATIVE JUDGE FOR THE DISTRICT COURTS TRYING CRIMINAL CASES IN HARRIS COUNTY, TEXAS

(a) The Felony Division Administrative Judge shall preside over all Felony Division Board matters.

(b) The Felony Division Administrative Judge shall create sufficient committees to determine policy recommendations, oversee statutorily required duties of the Felony Division Courts, and provide monthly reports to the Felony Division Board. The Felony Division Administrative Judge shall appoint the members of each committee and shall assign one committee member to chair each committee.

- (c) The Felony Division Administrative Judge shall oversee the approval of statutorily required amendments to Orders and Judgments in use by the Felony Division, unless a statute requires the full Felony Division Board, or some part thereof, to act.
- (d) The Felony Division Administrative Judge shall have sole discretion to grant exceptions to the prohibition against dual operations among the District Courts Trying Criminal Cases.
- (e) The Felony Division Administrative Judge shall appoint an elected judge of the Division to act for the judge when the Felony Division Administrative Judge is absent or unable to act. The judge so designated shall have all the duties and authority granted by these Rules to the Felony Division Administrative Judge during the period of the designation.

RULE 5: JUDGE ON DUTY

- (a) Each Harris County District Judge Trying Criminal Cases shall serve as Judge on Duty on a rotating basis. Each Felony Judge shall serve two weeks as Judge on Duty. The Judge on Duty terms commence at 7:00 a.m. on the first Monday of the term of service. The Schedule of Judges on Duty shall be published by the District Courts Administrator.
- (b) In addition to maintaining the home court docket, the Judge on Duty shall have the following duties:
 - (1) Hear writs not pre-assigned or where the pre-assigned Court Judge is unavailable.
 - (2) Meet with the Administrative Judge when emergencies dictate.
 - (3) Be available to sign warrants 24 hours a day, seven days a week during Judge on Duty term.
 - (4) Handle all waivers of extradition and writs of habeas corpus (where charges are not pending in a District Court).

RULE 6: JUDGE'S VACATION, ABSENCES, AND DISQUALIFICATION

A Felony Division Judge may request a visiting judge be assigned by the Presiding Judge of the Eleventh Administrative Judicial Region for service in Harris County due to vacation, sick leave, attendance at conferences, or other matters or in the event of voluntary recusal or disqualification. The request shall follow the procedures as set by the Eleventh Administrative Judicial Region. No Felony Division Judge may request a visiting judge for dual operations unless approved by the Felony Division Administrative Judge.

RULE 7: STANDARDS FOR TIME TO DISPOSITION OF CASES

As reasonably possible, Felony Division Courts shall ensure that all cases are brought to trial or final disposition in conformity within 12 months of arrest or return of indictment, whichever is earlier.

RULE 8: SELECTION AND CONTROL OF JURIES

The Felony Division Courts will adhere to the jury plan as adopted by the Board of Judges for All District Courts in Harris County.

The Felony Division Courts will empanel five Grand Juries during each term of the District Courts in Harris County.

(a) The five Harris County Grand Juries shall be empaneled on a rotating basis, in descending order of Felony Court District.

(1) At the beginning of each calendar year, the Felony District Court in the fifth spot in the November term of court shall not be included on the following year's Grand Jury empaneling schedule.

(2) The Felony Division Administrative Judge shall not be included in the rotation for empaneling Grand Juries.

(b) The Harris County Grand Juries shall be empaneled in accordance with the Texas Code of Criminal Procedure.

RULE 9: COURT ADMINISTRATION AND LOCAL RULES

- (a) Case Filings - Cases shall be filed in the Harris County District Courts Trying Criminal Cases in accordance with the Harris County District Courts Direct Filing Order
- (b) Appointment of Counsel for Indigent Defendants -- The Harris County District Courts shall appoint counsel for indigent defendants in accordance with Texas Code of Criminal procedure art. 26 and the Harris County District Courts Trying Criminal Cases Standards and Procedures Appointment of Counsel for Indigent Defendants
 - (1) The appointment of counsel for indigent defendants is handled individually in each District Court, District Court Specialty Court, or District Court Docket.
 - (2) The appointments for appeals are made at the time a pauper's oath is filed with the District Clerk
 - (3) The Harris County Auditor shall not pay any lawyer for legal services rendered on a case to which the lawyer has been appointed unless, unless the lawyer has certified an itemized voucher through the Harris County Voucher information Processing System (ViPS) that automates and streamlines payments for court appointed attorneys in Harris County and District Courts through on-line claims processing and verification.
- (c) Appearance of Defendant and Counsel
 - (1) Defendant and Defendant's attorney must be present during docket call unless permission to waive appearance is granted.
 - (2) Waiver of Defendant's presence must be obtained by the attorney prior to the setting.
 - (3) Each attorney is expected to conduct himself or herself in accordance with the State Bar of Texas Code of Professional Responsibility, the Texas Rules of Civil Procedure, the Texas Code of Criminal Procedure, the Regional Rules of Administration for the Eleventh Administrative Region, these local rules, and such other rules of conduct as may be published by the courts of this county and state.

(d) Withdrawal or Substitution of Counsel

- (1) If, prior to the disposition of a case, an appointed or retained attorney wishes to withdraw as attorney of record, the attorney must file a written motion to withdraw at least 15 days prior to a trial setting.
- (2) An attorney retained to replace existing counsel must file a written motion to substitute counsel, naming both the attorney substituting in and the attorney being relieved.
- (3) A retained attorney of record at the time of trial will be considered the attorney of record in the event of an appeal unless the attorney files a written motion to withdraw when notice of appeal is given.

(e) Docket Calls and Announcements

- (1) The Felony District Courts dockets shall be staggered to alleviate crowded conditions in the Harris County Criminal Justice Center.
- (2) The District Courts Administrative Office shall publish docket times for all Felony District Courts, Felony District Courts Specialty Courts, and Felony District Courts dockets.
- (3) Attorneys must announce “ready” or “not ready” upon call of the trial or motion docket. If a case is placed “on-call,” the attorneys must be readily available within one hour after notification from the Court that the case is ready to proceed.

(f) Continuances and Resetting Cases

- (1) When a case is to be rescheduled, a reset agreement must be prepared by the attorney seeking the reset and concurred in by opposing counsel. The reset agreement must be submitted for approval to the Court and subsequently filed with the Harris County District Clerk. Future dates must be obtained from the Coordinator or Judge prior to leaving the courtroom.

- (2) Off-docket resets must be handled in person by the attorney of record. A reset agreement must be prepared by the attorneys and approved by the Court where the case is pending.

(g) Inclement Weather, Emergency and Public Health Scheduling Procedures

In an effort to balance constitutionally protected due process rights during an emergency with public health and safety concerns of the citizens of Harris County, the Harris County Board of District Judges have established the following procedures for conducting court business as a result of inclement weather, emergencies, or other public health concerns:

- (1) If the County Judge of Harris County announces that County buildings will be closed, the District Courts will remain closed until the County Judge announces the reopening of the buildings. Essential court matters will be re-scheduled or held at approved alternate locations. Check with your specific Court for more information on time and location.
- (2) If Houston Independent School District cancels classes, then all nonessential matters, in the District Courts will be cancelled on the days classes are cancelled. Should the HISD closure last more than seven (7) days, the District Courts will communicate an alternate schedule on www.justex.net. An individual District Court may opt out of this portion of the protocol by providing the Court Administrator with written notice of the Court's decision.
 - a). Courts that decide to proceed with scheduled court matters must contact all parties and inform them that the scheduled proceedings will continue.
 - b). If a court decides to proceed with scheduled court matters, it must also provide the Court Administrator with that information.
 - c). The Court Administrator or his designee will post court closures and schedules on www.justex.net.
 - d). Essential court matters will go forward as scheduled unless the parties receive notice from the assigned individual court.

- (3) If the district courts invoke these Inclement Weather, Emergency, and Public Health Scheduling Procedure, then all non-essential court matters will be continued and re-scheduled. Essential court matters will go forward as scheduled.
- (4) During times of inclement weather emergencies or public concern, all litigants are encouraged to: a. Submit contested motions on a submission docket where available; or b. contact assigned individual court to determine if telephone or video conferencing is an available alternative to an in-person hearing.
- (5) Jury Service: In an effort to balance constitutionally protected due process rights during an emergency with public health and safety concerns, Harris County District Courts will prioritize jury trials. Jury trials will be prioritized based on constitutional and statutory requirements, as well as the need for essential trials as shown in Section (6). For guidance on your case, contact specific courts for further information. If you have received a jury summons, please go to <https://www.hcdistrictclerk.com/> or call 713-755-6392 for more information regarding your particular day of service.
- (6) For purposes of these Procedures, the term “essential court matters” shall include but are not limited to the following:
- Determination of probable cause
 - Setting of Bail
 - Appointment of Counsel
 - Pre-trial writs of habeas corpus
 - Presentment of Motions for New Trial
 - Grand Jury proceedings
 - MOEPS and other Protective Orders
 - Statutorily required deadlines;
 - Chapter 33 hearings; and
 - Other matters if a Court determines good cause exists.

Any questions regarding whether a matter is essential, please contact the home court.

(7) Special procedures for each court are to be communicated using official means of communication, namely the www.Justex.net website for each individual court.

(8) The Felony Division Board may enact any temporary measures deemed necessary to deal with an emergency.

(h) Associate Judges

1. Pursuant to Texas Government Code 54A.002(d), the Felony Division Board establishes this rule to govern Associate Judge Positions to serve all District Courts Trying Criminal Cases in Harris County.
2. The appointment of each Associate Judge Position shall be made by the Felony Division Board by approval of two-thirds (2/3) of the Judges for the District Courts Trying Criminal Cases in Harris County.
3. The qualifications for Associate Judges shall be governed by Texas Government Code 54A.003. In addition, to qualify for an appointment as an Associate Judge to serve all District Courts Trying Criminal Cases in Harris County, a person must possess the following:
 - (a) significant criminal law experience, including knowledge of statutory and constitutional procedure, district court trial procedure, the Texas Code of Criminal Procedure, and the Texas Penal Code;
 - (b) the ability to conduct objective hearings; evaluate facts; and apply knowledge of the law to issues arising in felony cases; and
 - (c) the capability of handling busy, diverse, felony dockets with minimal supervision.
4. The compensation for Associate Judges shall be governed by Texas Government Code 54A.004.
5. The termination of an Associate Judges shall be governed by Texas Government Code 54A.005.

6. The Judges for the District Courts Trying Criminal Cases in Harris County may refer any of the following matters to an Associate Judge pursuant to Texas Government Code 54A.006.¹
- (a) a negotiated plea of guilty or no contest before the court;
 - (b) a bond forfeiture;
 - (c) a pretrial motion;
 - (d) a writ of habeas corpus;
 - (e) an examining trial;
 - (f) an occupational driver's license;
 - (g) an appeal of an administrative driver's license revocation hearing;
 - (h) a civil commitment matter under Subtitle C, Title 7, Health and Safety Code;
 - (i) setting, adjusting, or revoking bond;
 - (j) the issuance of search warrants, including a search warrant under Article 18.02(a)(10), Code of Criminal Procedure, notwithstanding Article 18.01(c), Code of Criminal Procedure; and
 - (k) any other matter the judge considers necessary and proper.
 - (l) An associate judge may accept an agreed plea of guilty or no contest from a defendant charged with misdemeanor, felony, or both misdemeanor and felony offenses and may assess punishment if a plea agreement is announced on the record between the defendant and the state.
 - (m) An associate judge has all of the powers of a magistrate under the laws of this state and may administer an oath for any purpose.

¹ Texas Government Code 54A Subchapter A shall supersede the authority to refer matters to Felony Division Associate Judges enumerated in this Local Rule.

- (n) An associate judge may select a jury. Except as provided in Subsection (l), an associate judge may not preside over a trial on the merits, whether or not the trial is before a jury.
- 7. Each Felony District Court referring a matter to an Associate Judge shall enter an Order of Referral pursuant to Texas Government Code 54A.007 and the procedural rules of docketing and transferring cases established by the Felony Division Board.
- 8. The powers of the Associate Judges shall be governed by Texas Government Code 54A.008.
- 9. All other requirements and limitation on Associate Judges pursuant to Subchapter A of Texas Government Code 54A will apply.

RULE 10: SUPPLYING INFORMATION

The Administrative Office of the District Courts may provide to the State Office of Court Administration, and others, such information regarding court activity and docket management systems of the courts as the Presiding Judge approves.

RULE 11: RECUSAL

All recusals shall be conducted in accordance with the Texas Rules of Civil Procedure Rules 18a and 18b and the procedures set by the Eleventh Administrative Judicial Region.

- (a) Upon denial of a motion to recuse, the Felony District Judge shall promptly notify the Felony Division Operations Coordinator, who shall refer the matter to the Presiding Judge of the Eleventh Administrative Judicial Region.
- (b) The Felony Division Operations Coordinator shall maintain a system for transferring cases in which Felony District Judges have been recused or disqualified. The system shall not be published to prohibit forum shopping.
- (c) Upon recusal or disqualification of a Felony District Judge, the Felony Division Operations Coordinator shall transfer the case in which the Judge was recused

to the next Court in line to receive a case in accordance with the system for transferring cases under this Rule.

RULE 12: RECORDING AND BROADCASTING PROCEEDINGS

- (a) The Harris County District Judges Trying Criminal Cases have inherent power to control proceedings to maintain the dignity, decorum, and impartiality of court proceedings.
- (b) No photographs, video recordings, audio recordings, livestreaming, tweeting, or broadcasting of any nature is allowed of any proceeding before a Felony District Court without express permission from the Court.
- (c) A person wishing to broadcast, televise, record, or photograph a court proceeding must file with the court clerk a request to cover the proceeding
- (d) Any party may file a response to the request submitted in (c). If a party objects to coverage of the argument, the response should state the injury that will allegedly result from coverage.
- (e) In deciding whether to allow coverage, the Felony District Court may consider information known ex parte to the Court. The Court may allow, deny, limit, or terminate coverage for any reason the Court considers necessary or appropriate, such as protecting the parties' rights or the dignity of the Court and ensuring the orderly conduct of the proceedings.
- (f) If a person is granted permission to record, photograph, or broadcast proceedings, the Felony District Court shall specify the placement of personnel and equipment to permit reasonable coverage without disrupting the proceedings.

RULE 13: CONFLICTING ENGAGEMENTS

For conflicting engagements of attorneys already in trial and/or assigned to two courts for the same date, the Harris County District Courts Trying Criminal Cases shall follow Rule 13 of the Eleventh Administrative Judicial Region of Texas Regional Rules of Administration. In addition, the Harris County District Courts Trying Criminal Cases set the following order of precedence for conflicting settings in Harris County Felony District Courts;

- (a) Trial cases take precedence over conflicting non-trial settings
- (b) A trial setting assigned takes precedence over a conflicting trial setting not yet assigned
- (c) Trial settings in which a Defendant is in custody take precedence over trial setting sin which the defendant is on bond
- (d) Trial settings with the oldest pending matter take precedence if the Defendant is not in custody

RULE 14: VACATIONS OF COUNSEL

The Harris County District Courts Trying Criminal Cases shall follow Rule 14 of the Eleventh Administrative Judicial Region of Texas Regional Rules of Administration.

RULE 15: COURTROOM DECORUM

- (a) All attorneys, litigants, and witnesses shall be expected to act in a manner calculated to promote decorum, respect for the judicial system, and the prompt and fair administration of justice.
- (b) Attorneys shall be responsible for advising their clients and witnesses of the formalities of the courts.
- (c) All officers of the court are expected to be prompt, prepared, and appropriately dressed in business attire.

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County District Attorney's Office Business Unit Number: 54500

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Create 31 Temporary Administrative Assistant III Positions to clear backlog, approved in Commissioners Court on 10/12/2021

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/23/2021</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: <u>10/23/2021</u> To: <u>08/25/2023</u>	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	31
Position Description (Title)		Position Description (Title-30 Spaces Max)	Administrative Assistant III
Job Code Description		Job Code Description	000042
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	54500
Home Department ID Number		Home Department ID Number	54511100
Location		Location	Default
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Temporary
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	\$27.44
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10023632
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	54511100
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_CRTBLOG
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROGRAM
Resource Type (Not currently used)		Resource Type (Not currently used)	

Craig Ambriz

Digitally signed by Craig Ambriz
Date: 2021.10.05 15:42:00 -05'00'

10/05/2021

Business Unit Approval (Business Unit Head or Designee)

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County District Attorney's Office Business Unit Number: 54500

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Create 3 Systems Architect positions to clear backlog, approved in Commissioners Court on 10/12/2021

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/23/2021</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: <u>10/23/2021</u> To: <u>08/25/2023</u>	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	3
Position Description (Title)		Position Description (Title-30 Spaces Max)	Systems Architect I
Job Code Description		Job Code Description	000356
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	54500
Home Department ID Number		Home Department ID Number	54511100
Location		Location	Default
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	\$74.74
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10023632
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	54511100
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_CRTBLOG
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROGRAM
Resource Type (Not currently used)		Resource Type (Not currently used)	

Craig Ambriz

Digitally signed by Craig Ambriz
Date: 2021.10.05 15:59:24 -05'00'

10/05/2021

Business Unit Approval (Business Unit Head or Designee)

Date