

CERTIFIED ASSURANCES CITY COURT CRIMINAL REPORTING GRANT

Please provide the following assurances pursuant to federal guidelines to the CMIS Division, Louisiana Supreme Court, so that we may forward to you Federal funds:

- A. The grantee assures that all funds provided through this grant will be used exclusively for project expenses as described in the Grant Award Letter.
- B. The Clerk of Court's Office will provide the CMIS Division, Louisiana Supreme Court, at a minimum the following information on each criminal and DWI traffic case filed with the Court. The data will be transmitted electronically, using the CMIS specifications and transmitted in an XML format, on a nightly recurring basis, (within 10 working days of conviction, adjudication, or commitment as required by recent legislative changes, including but not limited to: LA R.S. 13:753; Acts 403 & 404 of the 2013 Louisiana legislative session; LA R.S. 14:35.3; and LA C.Cr.P 330.3:
- parish identification number,
 - court identification number,
 - court section,
 - docket number,
 - defendant State Identification (SID) number,
 - defendant last name,
 - defendant first name,
 - defendant date of birth,
 - defendant race,
 - defendant sex/gender
 - offense date,
 - prosecuting attorney,
 - defense attorney,
 - arraignment date charge(s) filed by District Attorney,
 - case title,
 - arrest date,
 - judge,
 - date the case is filed,
 - type of trial (judge, jury, or no trial),
 - trial start date,
 - final disposition date,
 - final disposition,
 - sentencing data (sentencing date, sentence start date, sentence length, fine amount, credit for time served, suspended sentence length, probation type, probation length, community service length),
 - domestic violence flag,
 - defendant relationship to victim value,
 - summons date (when a summons was issued in lieu of an arrest

- judge-ordered firearm prohibitions,
- firearms prohibitions as a condition of probation
- mental health adjudication (incompetent to stand trial, or not guilty by reason of insanity)

In no event will the transmission take longer than within the ten (10) working days of conviction, adjudication, or commitment as required by R.S. 13:753.

For each DWI traffic case filed with the Louisiana Supreme Court, the following additional information is required:

- defendant's driver's license number,
- state of issuance of defendant's driver's license,
- driver's license class,
- defendant's complete address, including zip code,
- ticket number,
- violation date,
- arrest date (effective 8/1/14 R.S. 15:590),
- OMV Original Charge,
- OMV Conviction Charge,
- Commercial Vehicle flag,
- Hazardous Material flag,
- Fatality flag,
- Multi-Violation sequence number,
- defendant plea,
- sentencing data (bond forfeiture, fine paid, jail time),
- Article 893/894 flag,
- Blood Alcohol Content,
- Posted and Actual Speeds,
- all other additional information available from the ticket,
- commercial driver flag,
- flag indicating that a vehicle involved in a citation was a bus or van for 16 or more passengers,
- summons date (when a summons was issued in lieu of an arrest)

If the transmission exceeds ten (10) days, the grantee will notify the CMIS Division, Louisiana Supreme Court, in writing.

- C. Failure of the Clerk of Court to forward electronic information in a timely manner, pursuant to the agreement and consistent with the requirements of LA 13:753, LA R.S. 32:393 and LA R.S. 15:590, will result in a letter of notification to the Clerk of Court and Chief Judge indicating that electronic transmissions on criminal and DWI traffic cases are not being received. Reasonable allowances will be made for Clerks to resolve transmission issues with their vendors on a case by case basis. A continued lack of responsiveness from the Clerk of Court or Chief Judge will result in a request for the return of grant funding issued by the CMIS Division, Louisiana Supreme Court.

- D. The grantee assures that he/she will maintain adequate records on equipment and supply purchases funded by this grant, etc. to support an audit of the program so that the CMIS Division, Louisiana Supreme Court, the Louisiana Commission on Law Enforcement, and the State of Louisiana Legislative Auditor shall have access, for the purpose of audit and examination of any documents, records, papers, etc., of the grantee and/or contractors. This shall not extend to any records not directly related to this grant.
- E. All required records, including inventory of software, or a record of services purchased with grant funds, shall be maintained by grantee for five (5) years after completion of project.
- F. Software and professional services acquired under the grant will be used in the criminal justice system consistent with the objectives described in the Grant Award Letter.
- G. The grantee certifies that procurement of contract services shall be on the basis of competition, in accordance with applicable State and Local procurement regulations.
- H. The grantee certifies that no grant agreement changes shall occur without prior written approval from the CMIS Division, Louisiana Supreme Court including changes in the approved vendor proposal, changes in the implementation period or changes to the project completion date. Project shall be completed within 90 days of notification of award, including 30 days of successful data transmission. In no event will this date be later than August 31, 2015.
- I. The grantee certifies that any statements or press releases coming from the Judicial District describing projects, activities, or results shall name the CMIS Division, Louisiana Supreme Court and the Louisiana Commission on Law Enforcement as responsible for making funds available for such activity.
- J. The grantee certifies to abide by and incorporate any additional Special Conditions and Requirements placed on the grant.
- K. The grantee will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

I HEREBY AGREE TO COMPLY WITH AND ABIDE BY THE ABOVE CERTIFIED ASSURANCES.

 Chief Judge, _____ Parish _____ Date

 Clerk of Court, _____ Parish _____ Date