

STEAR Local Data Custodian Responsibilities

Each City and County that decides to participate in the STEAR program should assign a data custodian to act as the point of contact for registrants and for TDEM. Data custodians may be assigned for each jurisdiction or 2 or more jurisdictions may want to pool their resources especially in those more rural communities. The responsibilities of this individual are:

1. Access his/her STEAR account to review new registrations with a frequency that reflects the population of the jurisdiction. This could be daily for urban areas and large counties, weekly for towns and smaller counties or monthly for jurisdictions with very small populations.
2. Work with volunteer organizations within your area of responsibility to attempt to contact citizens who have additional needs during an event and encourage them to assist them to register in STEAR.
3. Conduct briefings at public forums on the STEAR system and encourage citizens to register in STEAR.
4. Compile a list of registrants assigned to the jurisdiction(s) that are deceased, no longer seek assistance or have moved away from the jurisdiction and provide to state point of contact.
5. Confer with other STEAR data custodians in neighboring jurisdictions to resolve problems assigning registrants to the proper jurisdiction in cases where the exact location of the registrant is unknown.
6. Share the geocoding for street addresses with the State, if the jurisdiction maintains records of correctly geocoded addresses using 9-1-1 or other official sources.
7. Report problems with the system to the state database administrator.
8. Confirm whether or not each registrant appearing on his/her online registration list lives in the custodian's jurisdiction.
9. Confirm that the registrant's STEAR information is current and accurate.
10. Work with the TDEM STEAR Administrator as necessary.