



# CR NEWS

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CR NEWS is published by the Texas Department of Public Safety. Comments, suggestions and mailing list updates are welcome.

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## 2018 ORI Biennial Validation

The ORI Biennial Validation for 2018 is upon us. NCIC and Nlets both require states to validate the Originating Agency Identifier (ORI) for their user agencies every two years. Validation/certification of the NCIC ORI file and Nlets ORION file require that the information contained in these files be reviewed and certified by the agency. They should also attest to the state that the information contained therein is current and accurate.

Agencies should review the following:

- Telephone number
- Fax number
- Street address
- Zip code

Most law enforcement agencies utilized the CJIS Audit website to complete the 2016 ORI Validation. DPS will use the same process again for this year's Biennial Validation. Agencies will receive a notification similar to the following:

*Your agency has been assigned an audit. Please login to the CJIS Audit system to complete this audit.*

*Audit Name: ORI Validation*

*Audit Description: Each Criminal Justice and Law Enforcement agency can receive an ORI (Originating Agency Identifier) from the Federal Bureau of Investigation. This number is used in warrant and stolen property submissions, criminal history transactions, court disposition submissions, and other transactions performed by or on an agency's behalf in the TCIC/NCIC and TLETS/Nlets systems. The FBI also uses this data for mailing pertinent information to agencies regarding criminal justice matters.*

*NCIC and Nlets require the validation of your agency's contact information at least every two years. In accordance with this policy, you are requested to carefully review your agency's information listed on the UORI (ORI Update) form in TLETS and validate that all information is correct. If any update is needed it can be made through the UORI form.*

*Agency ORI:*

*Agency Name: DEPT OF PUBLIC SAFETY TCIC & NCIC CONTROL CSA*

*Answer the audit questions and use message key UORI to validate your agencies information. If there are no changes, re-enter the phone number and depress the submit button.*

Maintaining accurate and up to date contact information is important for all law enforcement agencies. Please take a few moments to complete the CJIS Audit as soon as you receive the notification email. This will ensure that all agencies are compliant for 2018. If you have any questions, please feel free to contact the TCIC Control Room at (512) 424-2088 or by email at [TCIC.Operations@dps.texas.gov](mailto:TCIC.Operations@dps.texas.gov).

# Crime Information Bureau

## TLETS/TCIC Offline Search

All messages, database inquiries and other transactions sent over the TLETS network are logged at DPS and archived daily. Data that is sent and received via the TLETS system is stored in logs that can be searched with the right parameters. This capability provides a powerful investigative tool for law enforcement officials in dealing with criminal investigations, possible misuse of TLETS or official misconduct.

In addition, portions of each TCIC and computerized criminal history (CCH) inquiries and responses are saved on a separate file. The TCIC Control Room has the ability to conduct offline searches for any TCIC or CCH transaction.

Conducting offline searches requires considerable man-hours and DPS resources. Due to the volume of data available from the databases, requestors are asked to limit search criteria to parameters that will provide a manageable and meaningful result set. Requests for offline searches should follow the guidelines outlined below. To conserve limited DPS resources and preserve the integrity of ongoing criminal investigations, offline searches will ONLY be considered when the following criteria are met:

1. Only requests concerning ongoing criminal investigations will be processed. Evidence or allegations of illegal use or abuse of the TLETS or TCIC system must be submitted to [TCIC.Audit@dps.texas.gov](mailto:TCIC.Audit@dps.texas.gov).
2. Requests must be in written form to the Texas Department of Public Safety.

Include in your request:

- The nature of the investigation including the specific offense involved.
- A specific time period to be searched. DPS reserves the right to shorten the time frame requested, if the request could negatively impact DPS resources.
- Search criteria. Acceptable searchable elements include: full name and date of birth, driver's license or DPS ID card numbers, vehicle license numbers, VIN, serial numbers, owner applied identification numbers, NIC numbers
- Contact information. Include name, mailing address, phone number, fax number and email address of the person to contact with the search results.

Please note some requests may result in contact with NCIC, which may increase the turn-around time for a request.

Requests concerning any TLETS/Nlets, Texas CCH, III or TCIC/NCIC hot file transactions should be directed to the TCIC Control Room and can be requested 24 hours a day seven days a week. Requests must be submitted in writing to [tcic.operations@dps.texas.gov](mailto:tcic.operations@dps.texas.gov).

## OPT Field

At its June 2010 meeting, the CJIS Advisory Policy Board supported a proposal to add an OPT Type (OPT) Field in the NCIC Article and Vehicle Files. The OPT Field indicates whether each individual record should be made available for public dissemination by the FBI. Public dissemination of records that are marked as OPT IN will be handled by NCIC only. Local agencies, as well as DPS, will adhere to the current policies governing dissemination of information obtained via the TLETS network, and not disseminate information obtained from TCIC, NCIC, TLETS, or Nlets to the public. These policies are in effect regardless of whether the record is opted in or out.

After its implementation on Sunday, August 19, 2012, agencies had the ability to OPT their article or vehicle entry as OPT IN or OPT OUT. Agencies can specify a date equal to or greater than the current date for each individual record. In addition, agencies can indicate when the record will be available for public dissemination. All article and vehicle record entries will default to OPT OUT.

The date in the OPT field data will be displayed in a hit response as follows:

1. If "IN" is placed in the OPT Field via the entry transaction, it will be displayed in the hit response as OPT/IN AS OF <DATE OF ENTRY>.

# Crime Information Bureau continued

2. If "IN" is placed in the OPT Field via the modify transaction, it will be displayed in the hit response as OPT/IN AS OF <DATE OF LAST UPDATE>.
3. If "OUT" is placed in the OPT Field via an entry or modify transaction, it will be displayed as OPT/OUT.
4. If <OPT> was entered or modified as a date value and when the inquiry is made, the date value is greater than the current date, OPT/<OPT-Value> will be displayed as "OPT/OUT UNTIL <Date>" where <Date> is the date value stored.
5. If <OPT> was entered or modified as a date value and the date value is less than or equal to the current date, OPT/<OPT-Value> will be displayed as "OPT/IN AS OF <Date>" where <Date> is the date value stored.

For all new article and vehicle entries, NCIC and OpenFox Messenger default the OPT field to OUT. Agencies are not required to OPT IN. It is up to each agency to determine whether each entry should be available to the public by NCIC and to determine the date on which it will.

If you have any questions regarding the above information, please feel free to contact the TCIC Control Room at [\(512\) 424-2088](tel:5124242088).

## **Entering Gangs and Gang Members into TxGang**

The TxGang database was created by the Texas Department of Public Safety to fulfill the requirements set forth by Texas CCP, Chapter 61. TxGang is designed to help law enforcement agencies identify and track gang members in the state of Texas. The primary purpose of TxGang is the receipt, storage, and sharing of criminal intelligence information as related to criminal gangs.

TxGang requires that all records are supported by documentation that contains information relevant to both an individual gang member and a criminal street gang. No political, religious, or other First Amendment activities or the expression of personal opinions may be used as a valid basis for inclusion in TxGang; unless the activity satisfies criminal predicate. A TxGang record identifying a group of individuals as being a gang organization must meet the criminal predicate requirements or 28 CFR.

A TxGang record identifying an individual as a member of a gang organization requires each member score a minimum of 3 points on the Criteria for Entry table below.

<b>Criteria for Entry into TxGang</b>	
<b>Points</b>	<b>Criteria</b>
3	Judicial Self Admission
3	Judicial Finding
1.5	Non-Judicial Self-Admission
1.5	ID by Reliable Informant
1.5	ID by Corroborated Informant of Unknown Reliability
1.5	Gang Dress, Hand Signals, Tattoos or Symbols
1.5	Arrested or Detained with Gang Members or on a Gang Related Offense
1.5	Internet Recruitment
1	Frequents Documented Gang Area
1	Prison Visit of Gang Member

The entering agency, upon request, must be able to provide DPS with any relevant source documentation (e.g. arrest report or field intelligence notes).

# Crime Information Bureau continued

Entry into the NCIC Gang database requires that a gang member meet a minimum of 2 points on the Criteria for NCIC Entry table below.

Criteria for NCIC Entry	
Points	Criteria
2	Has admitted membership in that gang (and subgroup) at the time of his/her arrest or incarcerations; or
2	Has been identified as a gang member by an authorized penal organization; or
1	Has been identified by an individual of proven reliability as a gang member
1	Has been identified by and individual of unknown reliability as a gang member and that information has been corroborated in significant respects
1	Has been observed by members of the entering agency to frequent a known gang's area, associate with known gang members and/or affect that gang's style of dress, tattoos, hand signals, or symbols;
1	Has been arrested on more than one occasion with known gang members for offenses consistent with group activity
1	Has admitted membership in the identified gang at any time other than arrest of incarceration.

The Department uploads and updates each TxGang entry to the NCIC database; all gang updates to the NCIC file are made via TxGang. Due to the different entry requirements, not all TxGang entries will be found in NCIC.

TCIC identifies a gang member based on a criteria of three points; whereas, NCIC identifies a gang member based on a criteria of two points. For example, in viewing the above table for NCIC, if a gang member "has admitted membership in that gang (or subgroup) at the time of his/her arrest or incarcerations." This criterion has met two points which would allow entry into NCIC. The other statements that show 1 in the box must add up to two points before the gang member is allowed entry in NCIC.

TxGang automatically sends detected gang members to the NCIC Gang file. This allows law enforcement and criminal justice agencies to be notified of potential gang involvement when using query transaction MKE/QW. TxGang and NCIC play a critical role with the information it provides concerning gang and member identification. Using a gang intelligence database such as TxGang improves officer safety and provides knowledge to help assist our law enforcement agencies.

If you have any questions about the TXGang database, please send an email to [TxGang@dps.texas.gov](mailto:TxGang@dps.texas.gov).

## Access and Dissemination Bureau (ADB)

### Texas Civil and Criminal Justice Rap Back Released

On January 15, 2018, the Texas Civil and Criminal Justice Rap Back programs were released. Both programs are free to use.

Organizations setting a subscription on an individual will receive notifications on national criminal history as well as Texas criminal history.

### Civil Rap Back

The Civil FBI Rap Back program is designed to assist organizations in the continuous vetting of individuals in a position of trust.

An applicant is eligible for FBI Civil Rap Back if they were fingerprinted after June 1, 2015. If an applicant is not eligible for FBI Civil Rap Back, they must be re-fingerprinted to become eligible. A Texas Only subscription can still be set for the applicant.

# Access and Dissemination Bureau (ADB) continued

More eligibility criteria and information can be found in the Civil Rap Back User Guide, available in the FACT Clearinghouse under the FBI Rap Back Resources link.

## Criminal Justice Rap Back

The Criminal Justice Rap Back program is designed to provide immediate notifications to law enforcement on an NGI Identity of subscribed individuals currently under an active criminal investigation, active probation, or parole (custody and supervision).

More information on applying for an account and using the CJ Rap Back Site can be found in the Criminal Justice Rap Back Participation Guide and Criminal Justice Rap Back User Guide, both available from the Rap Back Unit at RapBackUnit@dps.texas.gov.

## Rap Back Statistics (As of June 01, 2018)

Rap Back Notifications		
	Civil	Criminal
Texas	1,768	354
Other States	243	20
Federal	180	86
Other	23	0
Total	2,214	460

Rap Back Subscription Request	
	Subscriptions
Civil	364,946
Criminal	412
Total	365,358

## Success Stories

Please tell us how the Texas Rap Back Programs have helped your agency! Let us know of any success stories that have resulted from a Rap Back notification by emailing us at RapBackUnit@dps.texas.gov

If you have any questions on the Rap Back Programs of Texas, or to request a copy of the Civil or Criminal Justice Rap Back User Guides, please contact us at:

512-424-2746

RapBackUnit@dps.texas.gov

# Criminal Justice Information System (CJIS)

## New Field Auditor

Please welcome our new field support auditor, Kelsey Freeman.

Kelsey is a recent graduate from The University of Texas at Arlington where she studied her Master of Arts degree in Criminology and Criminal Justice. Before earning her graduate degree, Kelsey graduated from Sam Houston State University in 2014 with a Bachelor of Arts degree in Victim Studies. She is new to DPS and Austin. In her free time she loves to shop and attend boxing and kickboxing class!

## CJIS Website

Due to FBI CJIS Security protocols, accounts that have no activity for 30 consecutive days will be automatically deactivated. Please make sure to log in to your CJIS Site account regularly to avoid deactivation.

Links included in the emails to establish a new account/access or to re-activate an existing account do expire. Be sure to finish the activation/re-activation process using the link in the email within the described time frame. When the setup is completed, there will be an email notifying you of your update/recent account setup. Please follow all steps when activating your new account through receiving the notification email.

CJIS Entity Administrators: When you remove a user from your entity, they are only separated from your entity and remain active. Please make an Account Deactivation request to fully De-activate a user.

# Criminal Justice Information System (CJIS) continued

## Juvenile Sealing Worklist

Please make sure that DPS Legal is on the list of agencies to notify for sealing a juvenile record.

Texas Department of Public Safety  
PO Box 4143  
Austin, TX 78765-4143  
Attn: Expunctions/Sealings  
Fax number - 512 424 5666

## Reporting Reminders

Juvenile Referral Reporting Agencies- The most common mistake made on the CR-43J/CR-44J is dates.

***There are three required dates in the Referral Section on the CR-43J and CR-44J reporting forms;***

1. The Date of Fingerprinting (DOA)
2. The Date of Birth (DOB)
3. The Referral Date (ADA)

Please be sure to complete all of the required fields to ensure that the referral is entered into CCH in a timely manner.

## CJIS and JJIS Completeness Percentages

A reminder that the granting agencies will be looking at the 2012 through 2016 reporting years for the 90% Completeness Percentages. It is recommended that someone in each department for your county run a County Combined Completeness Report on a regular basis to track how your county is doing.

***If you are currently below 90% completeness in either Adult or Juvenile for the 5 year average then please contact your CJIS Field Support Auditor or the CJIS main line for information and assistance.***

## Name Based Disposition (NBD) File

When a Prosecution or Court transaction submitted from the reporting agency passes edits but cannot be matched to an arrest, the CCH application places the transaction into the Name Based Disposition (NBD) file. When a new arrest is processed, the transactions in the NBD file are searched for matches. Any matching prosecution or court transactions are automatically re-submitted for processing. Transactions remain in the NBD file until they match an arrest, are manually corrected and re-submitted by the agency, or are closed by the original submitting agency. DPS is requesting the agencies to review and correct any NBD that they created in the database. NBD via the CJIS Online Portal allows agencies to review their NBD transactions and either make a correction and resubmit it or close the transaction.

The CJIS Field Auditors have been given a list of all Felony NBD records in the file through February 2018. If you have not received this yet, please contact your Field Auditor so they can get the list to you. They can explain what the possible reasons and solutions that are needed to resolve the list.

### Felony NBD Breakdown by Level/Degree

Level / Degree	Prosecutor	Court
FX	91	692
F1	5,997	26,252
F2	13,549	47,903
F3	16,307	48,113
FS	26,665	93,449
F*	747	1,426

## Subscribing to the listserv

The CHRIP Bureau has a listserv to inform all of our reporting agencies of updates, changes and any notifications about what is happening with the CJIS and JJIS Reporting. All Offense Code updates and CJIS Conference Information are sent to the listserv.

If you would like to subscribe to the listserv, please follow these steps:

- 1) Send an email to [LISTSERV@LISTSERV.DPS.TEXAS.GOV](mailto:LISTSERV@LISTSERV.DPS.TEXAS.GOV). Make sure that:
  - a. The subject line is left blank.
  - b. The message body is clear/blank (including signatures).
  - c. Type: SUBSCRIBE CJISJJIS First Name Last Name in the message body.
- 2) Once you have completed that, you will receive an email stating that "You are now subscribed to the CJISJJIS list."

# CJIS SECURITY OFFICE

## **Network Diagram Basics**

The CJIS Security Office Technical Audit team answers many inquiries about the network diagram requirements in the FBI CJIS Security Policy section 5.7. To help shed some light on this topic, we will discuss some diagram basics to get started. Each agency is unique in how they connect with TLETS and how many devices connect so we cannot cover them all here, but there are basics that are required on every diagram.

## **What is a Network Diagram?**

A network diagram is a visual representation of a network layout. The network diagram maps out the logical structure of a network with a variety of different symbols and line connections and is a CJIS requirement. A visual presentation makes it easier to understand how items are connected. Pictures or symbols (like squares or boxes) represent network components and varying line types (like straight lines, dashed lines or lightning bolts) connect the devices.

## **What needs to be on the network diagram?**

Generally, computers and network equipment accessing the TLETS network directly or indirectly. Some examples include - computers, laptops, tablets, smartphones, servers, network switches, routers, firewalls and satellites connected directly to the TLETS network or indirectly through a hosting agency solution. Drawn straight lines then connect the devices together showing how the data flows from device to device. For items like wireless or clouds, the lightning bolt is drawn instead of a straight line. The FBI CJIS requirement is to include the agency's name, current date and 'For Official Use Only' on the diagram. Write any notations like the make and model of the devices, encryption types (include relevant certificate numbers) and notes to explain complex items like VLAN segmentation.

## **What not to include on the network diagram?**

Do not include IP numbers, secure device settings or passwords. If equipment does not process, store or transmit CJI data that should not be included. An agency could have thousands of computers, but not all process, store or transmit CJI data. If the agency has many computers, then draw one box or picture for the computer and note how many numerically under the box or picture. For example, if the agency has eighty-eight computers connecting with TLETS, it is not necessary to draw eight-eight computers individually on the diagram. Draw one computer and note underneath it the number 88.

## **What software do I need to draw the diagram?**

Software is handy to draw neatly presented diagrams, but not required. The basic Paint program in the computer operating system is sufficient to draw the most basic diagram. One can draw the network diagram on paper with pens and pencils or draw it electronically. The important thing to remember is that it accurately reflects the connections for the agency.

## **Questions?**

As always, if you are unsure how to proceed give us a call. We are always happy to assist in any way that we can in assisting agencies to meet the FBI CJIS requirements. For network diagram examples, visit our web page

<https://www.dps.texas.gov/SecurityReview/documents.htm>

We're here to help! Contact your auditor or the CJIS Security Committee at [security.committee@dps.texas.gov](mailto:security.committee@dps.texas.gov)

## Electronic Arrest Reporting (EAR)/Livescan

It is very important for law enforcement agencies to pay attention to the message in the responses that are received on the livescan device. The messages will let you know what the status is of the record and if it has processed. If an arrest record processes successfully you will receive at least two DPS responses, a FBI and a DHS response. For the DPS responses, when a record is submitted and received by DPS, but not processed, you will receive an accepted message (MAC). If a record processes successfully, you will receive an identification message (MID). The MID response will contain the state's identification number (SID) for that individual. If you have received a reject message (MRJ), this means there is likely something that needs to be corrected and the record resubmitted. You may resubmit the corrected record without contacting DPS. Agencies can look up MRJ reject codes in the [Livescan Booklet](#) to review specific codes and actions to be taken when a MRJ message is received.

There are times when agencies do not receive responses from the arrest record they have submitted. This could be due to several factors that are potentially keeping an agency from receiving a response. DPS requests that agencies do not resubmit if a response is not received. An agency should check the [CJIS Site](#) to verify the arrest has applied to the Computerized Criminal History (CCH). If the arrest has not been applied to CCH after 4 hours, then contact DPS (call 512-424-5248). Please keep in mind if systems go down and are unable to process records, allow a minimum of 24 hours after systems are functioning normally before contacting DPS when a record has not been applied to CCH. When contacting DPS, DPS will verify if the prints have/have not gone through MBIS and let the agency know if they are able resubmit.

To make corrections or add additional charges to an arrest, which has been applied to CCH, should be done through the [CJIS Site](#) or by faxing 512-424-2476. For questions or concerns about electronic arrest reporting, please contact your DPS Field Support (general support line: 512-424-2478) or the Livescan Coordinator at [livescan@dps.texas.gov](mailto:livescan@dps.texas.gov).

# Incident Based Reporting Bureau (IBRB) Uniform Crime Reporting (UCR)

## Crime in Texas Online

The Crime in Texas (CIT) Online Portal was released in January 2018, and was developed to provide a platform for the public to access online and on demand statistical and analytical information about crime reported in the state. The Portal allows users to create unique queries utilizing specific data points associated with selected contributing entities, resulting in a more intuitive way to gather statistical data that is tailored to the needs of the requestor, without the need to make a manual request to the UCR program office.

To view CIT Online, please visit <https://txucr.nibrs.com/>. We value all feedback as our goal is to make the public portal as easy to use as possible, and to provide the public with a system allowing them to conduct research, trend analysis, comparisons and statistical review for contributing UCR agencies across the state. Please submit all feedback and suggestions to [ucrstats@dps.texas.gov](mailto:ucrstats@dps.texas.gov).

## Going Paperless!

The Department's UCR program will be going paperless on January 1<sup>st</sup>, 2019.

*What does this mean?*

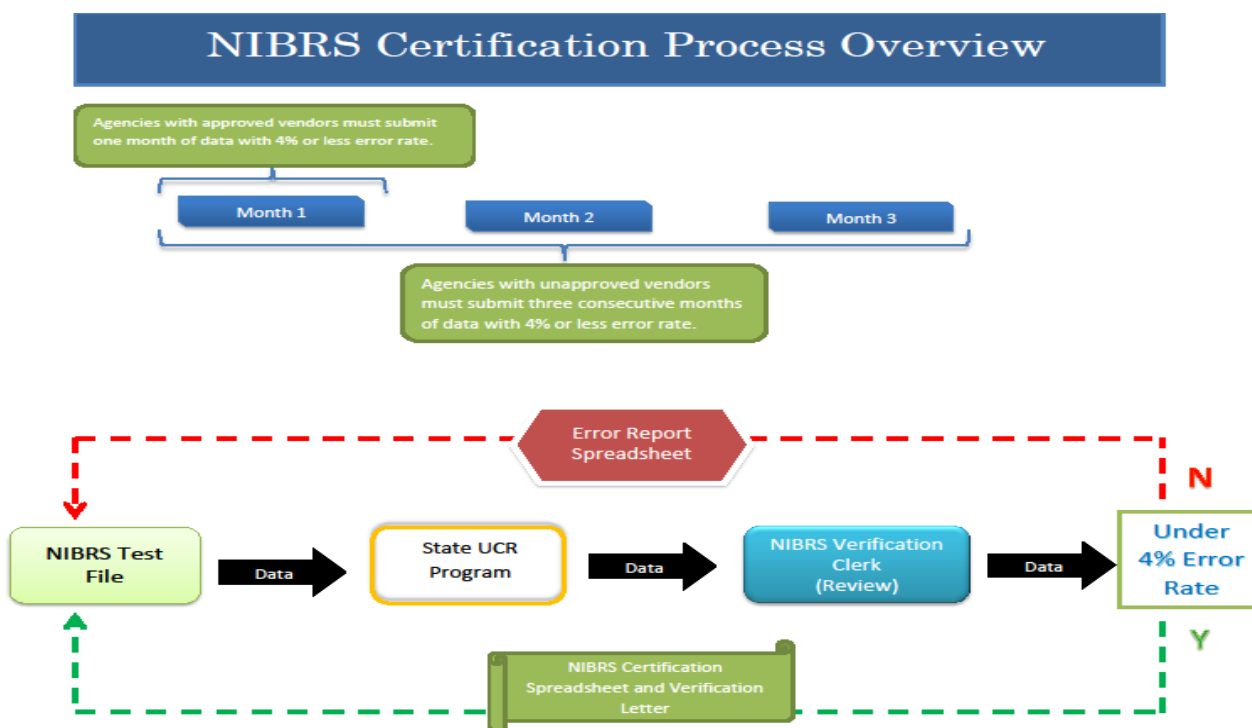
The Department will not be accepting paper UCR report submissions after January 31<sup>st</sup>, 2019, which is the Texas UCR deadline for fiscal year of 2018 report submissions. All UCR reports for 2018 (and prior years) sent after this deadline will be returned to the submitting agency. For Summary agencies that are currently submitting paper to the Department, your agency is able to enter in report data online in the UCR Online Reporting System located here - <https://texas.nibrs.com/Home/Login>. For Family Violence and Sexual Assault submissions, your agency also has the option to submit a flat file, if your RMS has the ability to submit in that format.

More information will be forthcoming on how to streamline your transition from paper reporting to online reporting. If agencies have any questions, please feel free to contact us at either [ucr@dps.texas.gov](mailto:ucr@dps.texas.gov) or 512-424-2091.

## NIBRS Certification Process

Agencies transitioning from Summary to NIBRS, or joining the UCR program as a NIBRS agency, are required to go through a testing process with their NIBRS flat file submissions to become a certified NIBRS agency. Agencies will work with their vendor to extract UCR data from their NIBRS compatible RMS into a monthly NIBRS flat file. Once extracted, agencies will submit the NIBRS flat file for testing to the Department to be reviewed by a NIBRS verification clerk, who will notify the agency if their error rate is less than 4% (sustained error rate required by the FBI).

Below is a workflow diagram giving an overview of this process. Be on the lookout for detailed steps to the NIBRS certification process on the NIBRS Technical Documentation page located on the DPS Website - <http://www.dps.texas.gov/ucr/nibrTechDoc.htm>. If your agency is in transition, and you have any questions or concerns, please feel free to contact us at either [NIBRS@dps.texas.gov](mailto:NIBRS@dps.texas.gov) or 512-424-2091.





# Incident Based Reporting Bureau (IBRB) Uniform Crime Reporting (UCR) continued

## TIP

Password issues on the UCR Online Reporting System? To avoid password reset issues or accounts being locked out, users should setup a Challenge Question in the user profile. To access the Profile page, click on the name on the top left hand corner and then select Profile. Scroll down and select New Challenge Question. Once setup, user can use the Forgot your password link to have a temporary password emailed to the one on file for the user.

# Incident Based Reporting Bureau (IBRB) Texas Data Exchange Program

## The N-DEx Audits Are Coming

In October of last year, the National Data Exchange (N-DEx) Agency Administrators (AA) at each user agency received notice that our office was going to be implementing the beginning steps of the N-DEx audits. As of this writing, the Texas Data Exchange (TDEx) Program office is ready to get the process started.

As the agency that provides N-DEx access to users at the state and local level, the Texas Department of Public Safety (DPS) is tasked by the Federal Bureau of Investigation (FBI) to audit our user agencies. DPS has to conduct triennial audits for each agency that uses N-DEx.

While audits are rarely looked upon as a good thing, this first round of audits could prove beneficial to the user agencies. It will give them the opportunity to see where they stand in terms of compliance and ensure that their users are not making unauthorized searches in the system.

Notices will soon go out to agencies so that they will be aware of when their audits will occur, how to complete the audits, and other pertinent information.

**AUDIT TIP** – Select the Search Purpose “J” when conducting applicant background checks on your agency’s prospective employees.

# SEX OFFENDER REGISTRATION (SOR)

## No Photo on File Initiative: Ensuring All SOR Records Contain a Photo for Publishing

Pursuant to Article 62.051(c)(2), Texas Code of Criminal Procedure, a recent color photograph of a sex offender registrant is required to be obtained and submitted to the sex offender registry. Photographs of registrants should be submitted at the time of initial registration and periodically throughout a person’s duty to register, especially in instances where the registrant’s appearance has changed. Photographs are considered to be one of the most important elements of a registration record because it assists criminal justice agencies and the public in identifying registrants. Submission of photographs is a legislative requirement and the Department (DPS) has initiated a project in an attempt to obtain and publish photos on registrants who currently otherwise do not have one on file.

DPS has identified registration records as having no photograph on file and will be providing a listing of these records to the ORI (agency) last associated with the record. This listing will be compiled into a report which will be e-mailed to the local agency. DPS requests that the agency review this report and submit photos to the registry that they have on file for each of the listed registrants. The report will be provided in an Excel spreadsheet and will contain relevant record data in order to help the agency prioritize records for review. It is suggested that registrants who have the following special status addresses be worked first due to their potential location within communities of Texas or may be wanted for failure to comply with registration:

- (Valid) Texas Address
- Transient
- Relocation
- Absconded
- Unknown
- None



## SEX OFFENDER REGISTRATION (SOR) continued

Agencies that have the need to request determinations of similar elements of offense are asked to forward the request to [txsor@dps.texas.gov](mailto:txsor@dps.texas.gov). Responses will be sent to the individual or entity that requested the determination from this e-mail account. As a reminder, the following information is necessary in order for a determination to be made:

- Name of registrant.
- Non-TX Offense literal.
- Non-TX Offense statute citation.
- Date of offense and
- Age of victim at the time of offense.

Court documents greatly assist with determinations. When requesting court documents, please obtain and submit a copy of the charging instrument, judgment and sentence, and any orders of discharge.

# DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev.11/16)



TO: CRIME RECORDS SERVICE  
 TEXAS DEPARTMENT OF PUBLIC SAFETY  
 PO BOX 4143  
 AUSTIN TX 78765-4143

Date: \_\_\_\_\_

Website address for FBI supply order: <https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Fingerprint Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Fingerprint Card	Single cards	
CR-26	Death Notice Form	100 p/pad	
CR-42	Request for Criminal History Check	100 p/pad	
CR-43	Adult Criminal History Reporting Form <b>with</b> Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form <b>with</b> Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form <b>with</b> Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form <b>with</b> Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form <b>with</b> Preprinted TRN and Fingerprint Card Attached*	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form <b>with</b> Fingerprint Card Attached*	200 p/pkg	
CR-44	Adult Supplemental Reporting Form	100 p/pkg	
CR-44J	Juvenile Supplemental Reporting Form	100 p/pkg	
CR-44S	Adult Supplemental Court Reporting Form	100 p/pad	
CR-45	Adult DPS Fingerprint Card*	250 p/pkg	
CR-45J	Juvenile DPS Fingerprint Card*	250 p/pkg	
	Fingerprint Card Return Envelopes (For arresting agencies Only)	100 p/box	

**\*DPS does not pre-stamp the agency ORI on any fingerprint card. +Overnight services are available at ordering agency's expense.**

NOTE: Please order minimum of three months' supply.  
**Please submit order at least 4 weeks prior to depletion of your supplies.**

Direct questions concerning supply orders to (512) 424-2367  
 Fax# (512) 424-5599 • [crsupplyorder@dps.texas.gov](mailto:crsupplyorder@dps.texas.gov)

AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

# CRS DIRECTORY

## CRS MANAGEMENT

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Amanda Horelica	CRS Billing Clerk		512-424-5079
Assistance Line	Record Checks		512-424-2474
Assistance Line	Secure Site		512-424-2367
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Eliza Garcia	CJIS/JJIS Forms and Fingerprint Card Supplies	eliza.garcia@dps.texas.gov	512-424-2367

**crssupplyorder@dps.texas.gov**  
**Fax order form to: 512-424-5599**

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VACANT	AFIS Coordinator	@dps.texas.gov	512-424-2089
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TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088

## INCIDENT BASED REPORTING BUREAU

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## SEX OFFENDER REGISTRATION BUREAU

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