CR NEWS

HIGHLIGHTS:

Biometric Services Bureau (BSB)
Livescan Dos and Don'ts

Electronic Arrest Reporting (EAR)/Livescan
When using a livescan to submit arrest data to Texas DPS it is important to remember the following dos and don'ts.

Livescan DOs and DON'Ts:

DOs

- **Do** check all return messages.
- **Do** review reject messages, correct transaction, and resubmit.
- **Do** use current offense codes (version 17).
- **Do** transmit adult class C offenses.
- **Do** use corresponding ADN for class C **(233)**, federal **(234)** offenses, and Family Violence class C **(235).**

DON'Ts

- **Do not** transmit out of state probation and paroles via livescan.
- **Do not** resubmit any transactions; verify with DPS first (Call 512-424-5248). For corrections or added charges, use the CJIS site: https://cch.dps.texas.gov or fax to 512-424-2476.
- **Do not** use offense code 99999999.
- **Do not** submit Juvenile class C offenses.
- **Do not** populate an arrest record with identification database on a name search from a DL search.

Crime Information Bureau (CIB)
TCIC Operations

Vehicle Entry Help

Did you know that there are multiple tools available to help when entering a vehicle into TCIC/NCIC? When entering vehicle information, only the year, make and style are required fields, however, entering a vehicle model is also required if it is available. If the vehicle does not have a VIN, your entry will only stay in the system for 90 days. A shortcut to enter a vehicle is after you add the VIN number in the VIN field, you can right click and choose format VIN. This only works on light duty cars and trucks, but it can be extremely helpful when it is available because it will automatically populate the correct year, make, model and style. If this tool is not available, when looking for your vehicle make, you can right click on the VMA field and search the code list for vehicle makes. This search can be narrowed by the type/category of vehicle for which you are searching. For example, if you are entering a Big Tex flatbed trailer, you would right click on the Vehicle Make field, select Search Code List, select trailer from second the drop-down box, type Big Tex in the search field (top box), double click Big Tex and it will be added it to the field. Once this is selected, you would choose trailer (TL) as the vehicle model and use FB for the style. Another helpful tip is if there are initials in the Make name; for instance, searching PJ will result in nothing found. Searching P (space) J will give you many more options to choose from to narrow down your search.

ATV and UTV entries can also be confusing. When entering this type of vehicle, it is important to note if the vehicle has handlebars or a steering wheel. If it has handlebars, it would be entered using Search Code list with the Category motorcycle, for the VMA, CYL as the model and MV as the style. If it has a steering wheel, it would be entered using Search Code list with the Category motorcycle, for the VMA, FE (farm equipment) as the model and UV as the style. An example of this is, a Polaris Ranger, which is a side-by-side ATV with a steering wheel. Any ATV like this would be entered; Vehicle Make-POLS, Vehicle Model-FE, Vehicle Style-UV.

For any additional entry questions, please contact the TCIC Control Room at 512-424-2088.

Agency Evacuations

Agencies may need to evacuate their facilities due to weather, fire or many other emergency situations. All agencies are recommended to have a backup agency in place, in preparation for these emergencies. Plan ahead of time to make sure your agency is prepared, by completing the following steps:

Before your emergency:

- Make sure your agency has a backup agency in place with an agency agreement (can be found on the NexTest Launch Pad https://txletstraining.dps.texas.gov/nextest, both agencies must sign).
- Send signed agreement to TLETS@dps.texas.gov
- Once approved by TLETS, your backup agency will be able to respond to hits, enter, modify, and clear records for your agency. If they have any issues, they can temporarily enter under their own ORI until your agency is back up and running again. The record can then be switched to the correct entering ORI.
- Have your backup agency name, MNE & phone number available for an evacuation.

During an emergency:

- Get to a safe location.
- Notify your backup agency what is happening.
- Contact the Operations Information Center (OIC) at 1-888-377-6420 and ask for a reroute to your backup agency (this should be done any time your agency is down for 15minutes or more).
- If your agency and backup agency are both affected, advise OIC to send out a message on your behalf that you will not be able to respond to messages. TCIC Control Room will be able to enter urgent records such as 2 hour Missing Persons for the agency that are received via fax (512)424-2748 or email TCIC.Operations@dps.texas.gov. Control Room technicians will not enter a record via telephone (and will only enter a 2-hour missing required entry if both the agency and their back up are down).
- Once your agency returns to normal status, contact the OIC to route messages back to your agency.
- Contact the TCIC Control room at 512-424-2088 24/7 for any guidance/assistance needed.

TLETS (OpenFox) Password Reset Tips

A few tips to getting your TLETS (OpenFox) password reset:

- Use the Password Reset Web Portal option on the TLETS launch page https://txlets.dps.texas.gov/TEX/. Use the Forgot Password link if you do not remember what your password is and Reset Password if it is time to change your password and you do remember what it is.

Crime Information Bureau (CIB)
TCIC Operations continued

- If using the web portal does not work for you, then contact your Terminal Agency Coordinator (TAC) at your agency for a reset.
- If your TAC is not available, contact TCIC Training at 512-424-2832.
- After 430 p.m., or on weekends and holidays, you can contact the TCIC Control Room at 512-424-2088.
- *If your profile shows to be disabled, you may be due to recertify (every two years). Your TAC or TCIC Training (Monday through Friday) will be able to verify this information.

TLETS User Request Forms

- In order to request a new user be added to your agency, change of name, change of access level etc., a New User Request Form will need to be completed. To obtain the form and instructions on how to use the form, visit the NextTest site at: NexTEST - CJIS Testing (texas.gov). Select the following links: Launch Pad option, CJIS Training, TAC Information, User Request Form Instructions (will need this first to obtain the password to open document), then select the TLETS New User Request Form. Follow the steps from the instruction sheet to complete the process. When complete, send the form to TLETS@dps.texas.gov

Crime Information Bureau (CIB)
TLETS Operations

Subject – Disabling Users - Agency Administrators and Terminal Agency Coordinators (TAC)

Do you disable users in OpenFox for your agency? If so, it is important that you disable the entire user's account and not just their individual profiles. Please check the box that says "User Record Disabled" in the OpenFox Configurator Module. This box is located in the upper left-hand corner of the Modify User Screen. Reference screenshot below:
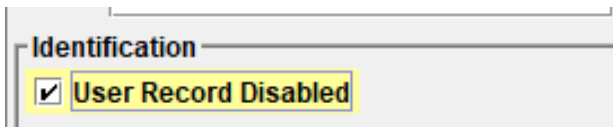
After you have disabled the user record, please place appropriate documentation in the info tab of the user account to document the following: why you have disabled their account, your name/title and/or TLETS User ID, and the date you disabled their record. The Info tab is found in upper left-hand corner of the modify user screen as well.
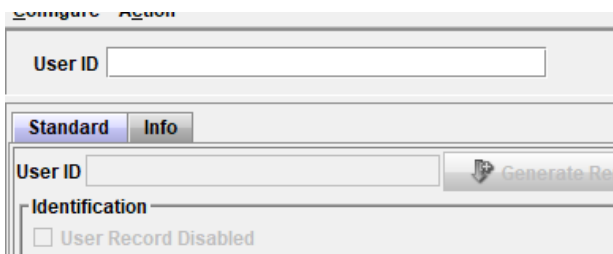
If you have any questions about the OpenFox Configurator Module you may contact TLETS Operations at TLETS@dps.texas.gov or TCIC/TLETS Training at TCIC.Training@dps.texas.gov

Compliance And Training (CAT) Bureau
Incident Based Reporting (IBR) Training

The Incident Based Reporting Training and Compliance team has been traveling out and about the state visiting local agencies within their perspective regions.

If your trainer has not been out to meet you, don't worry, they will be reaching out to visit and meet each of their agencies within their region.

Region 1 (North Texas)
Jennifer Bushee – (512) 217 - 9784
Veronica Terrazas (512) 424 - 0346
Region 2 (East Texas)
Shawna Goerlitz (512) 424 - 2502
Region 3 (South Texas)
Jaimee Mayes (512) 424- 2460**Region 4 (West Texas)**
Currently not filled – other trainers will be assisting with this region until filled.
Please contact our general email address provided below if you are needing assistance.
Region 5 (Panhandle Texas)
Alison Padula (512) 424 – 0076
Region 6 (Central Texas)
Alejandra "Alex" Martinez (512) 424 - 2911

If you are not sure who your regional training and compliance trainer is, please send an email to NIBRS@dps.texas.gov and someone can assist you with that information.

Our team will continue to hold virtual trainings in 2023 and build on those trainings.

Our team strives to bring the best training experience and knowledge possible and assist with all your training needs.

Monthly announcements are sent out via email to the agency's NIBRS point of contact with available classes and dates so be on the lookout for that communication.

Here is the list of trainings the IBR Training and Compliance team is currently providing virtually (in no particular order):

1. **Cargo Theft** – The presentation will provide an overview of Cargo Theft including offenses, scenarios, and quality control checks.
2. **Group A Offenses: Crimes Against Persons** - This class is for participants to gain a greater understanding of Crimes Against Persons whose victims are always individuals along with which data elements are mandatory when reporting these offenses
3. **Group A Offenses: Crimes Against Property -** This class is for participants to gain a greater understanding of Crimes Against Property where the object of the offense is to obtain money, property, or some other benefit along with which data elements are mandatory when reporting these offenses including types of victims required.
4. **Hate Crimes** – This course will assist Law Enforcement agencies in the types of bias crimes to be reported, how to identify a hate crime and guidelines to reporting a hate crime.
5. **How to Read a Flat File** - This in-depth presentation highlights segments and data elements found in each NIBRS Flat File segment, the data elements, and values within the segments, and how to read and interpret a NIBRS Incident from a flat file.
6. **Molly Jane's Law and ViCAP** – This presentation will help you understand the basics of House Bill 3106 Molly Jane's Law, and the Texas requirements for law enforcement agencies on reporting incidents that apply to Molly Jane's Law.
7. **NIBRS Errors and How to Fix Them** – This in-depth presentation highlights NIBRS errors, warnings, where to locate errors in the DPS system, and how to correct them.
8. **Texas Specific or "T" Errors** - This course will introduce and inform Law Enforcement Agencies about the Texas Mandated Reports' Texas Specific Errors that they face in their Uniform Crime Reporting.
9. **Texas Mandated Reporting** - This course will introduce and inform Law Enforcement Agencies about the Texas Mandated Reports and Texas specific errors that they face in their Uniform Crime Reporting reports.
10. **Group B Offenses** - This class highlights the seven NIBRS Group B offenses that are not Group A offenses for Texas NIBRS reporting agencies. Students will learn which offenses are no longer reportable, when to report Group B offenses, and learn examples of various Group B offenses.

Here are a few more trainings to look forward to in the future:

- Use of Force
- Crimes Against Society

Compliance And Training (CAT) Bureau
Incident Based Reporting (IBR) Training continued

- LEEP (How to gain access)
- NDEx/TDEx
- Human Trafficking
- Lifecycle of a NIBRS Incident

If you would like information on any of the trainings we currently provide, please email us at IBR.Training@dps.texas.gov with any questions or requested information about these trainings.

For any NIBRS assistance, please email NIBRS@dps.texas.gov with any questions or concerns **OR** call our main office number at (512) 424-2091.

Compliance And Training (CAT) Bureau
TCIC Audit

TCIC Threat Against Peace Officer & NCIC Violent Person File

On August 3, 2000, during a routine traffic stop Trooper Randall Vetter was shot and later died from wounds inflicted by Marvin Hale. Marvin Hale was known to local law enforcement to be considered armed and dangerous due to his anti-government opinions and had threatened to injure any peace officer who tried to write him a ticket. This is not information Trooper Vetter had knowledge of when he stopped Marvin Hale.

In the years following this encounter, the Threat Against Peace or Detention Officer File (TAPO) was created to establish a statewide database for the collection of threat information. This file is intended to be an alert for any officer at risk due to a recorded threat by a known individual. There may have been a different outcome if this file had existed for the above encounter.

Per Texas Government Code 411.048, upon determination of a threat to a Peace or Detention Officer, a criminal justice agency must enter a report into the TCIC database. The threat must consist of an individual's expression of intent to inflict serious bodily injury or death on a Peace or Detention Officer and must not be from an anonymous source. Entering agencies must use their discretion as not every threat or offense targeting an officer should be entered. The file should only serve as an alert to officers to ensure they are taking reasonable action to protect themselves during an encounter. It also provides the officer with agency contact information to verify the officer threat record. Each agency should be entering all available information on the subject including vehicle information.

Similar to the TAPO file, the CJIS Advisory Policy Board approved a recommendation to establish the Violent Person File (VPF). The VPF was created solely to improve officer safety by alerting law enforcement to individuals who may have a proclivity for violence against law enforcement officers. Both files are intended to provide law enforcement officers with adequate warning about individuals who have been involved in criminal activities or are known to pose a potential danger to the public.

While TAPO is only accessible to Texas agencies, the VPF is accessible nationally to improve officer safety nationwide.

When entering these records into TCIC/NCIC, agencies are expected to pack the record with all available information as outlined in the NCIC Operating Manual, Introduction Chapter. The vehicle information in these files is of particular importance. With traffic stops often being the first encounter an officer has with a subject; we want to ensure that all available information is included for Officer Safety purposes. An officer typically runs vehicle information prior to making contact with the subject, having vehicle information in the TAPO/VPF file would alert the officer of a potential officer and/or civilian safety situation. As of March 9, 2023, only 31% of TAPO records and 12% of VPF records include vehicle information.

You can find additional information for the Violent Person File in the NCIC Operating Manual, Violent Person Chapter and for Threat Against Peace Officer in the TCIC/TLETS Operator Manual. These manuals are available on the nexTEST Launch Pad here: https://txletstraining.dps.texas.gov/launchpad/

Questions?
TCIC Audit | 512-424-2809 | TCIC.Audit@dps.texas.gov

New Update to the Texas SOR Secure Website – Notification Banner for DNA Collection

Article 62.061, Texas CCP states: DNA Specimen. A person required to register under this chapter shall comply with a request for a DNA specimen made by a law enforcement agency under Section 411.1473, Government Code. This means that all sex offenders registered in Texas are required to provide a DNA sample to be added to the Department's CODIS DNA Database. Currently, there are thousands of registrants missing a DNA sample, so we have updated the secure website with a notification to assist our users. When an agency pulls of up a sex offender's profile, if there is no DNA sample on file, there will be a yellow banner at the top of the page notifying the local agency that a DNA sample is required from the offender and will cite the pertinent government code.

When you see this, please be sure to collect a DNA sample during the registrant's next verification appointment. DNA buccal swab collection kits are available(no cost) by emailing: CODISLAB@DPS.TEXAS.GOV
When emailing, please be sure to provide the number of collection kits needed and an address for shipment.

If you would like more information on how to identify all registered sex offenders within your jurisdiction with missing DNA samples, please see the instructional found on the Texas Secure Website:
SOR Secure Site>Notices, Forms, Resources>Instructional: Registrants Who Need a DNA Sample Collected

For any questions regarding the Texas Sex Offender Registration program or if you are interested in SOR training from your regional field representative, please contact us:

TxSOR@dps.texas.gov
SORB Main Line: (512)424-2800

Incident Based Reporting (IBR) Bureau

XML Submissions

Extensible Markup Language (XML) submissions use web services to submit incident data in near real time. National programs are shifting towards this electronic method for more and more programs; National Data Exchange (NDEx), NIBRS data for Uniform Crime Reporting (UCR), and Use of Force (UoF).

1. Transition Assistance - The *FBI Data Integration Team*, along with *Integrated Justice Information Systems (IJIS) Institute*, offer help and resources to local agencies transitioning to XML submissions.

2. Funding - The Byrne JAG grant is a federal program that provides funding to states, tribes, and local governments to prevent and control crime. The Governor's Office confirmed these funds can be used towards XML transition for these national programs.

DPS has setup the Data Broker to allow agencies to submit their XML data to a centralized web service, which then routes the information to the appropriate Program databases. The N-DEx and NIBRS portion of that functionality is now available. The Department is working to configure the UoF portion, but in the interim these submissions can go directly to the FBI.

If you would like more information on how to get started, reach out to any of our programs:

TDEx tdex@dps.texas.gov

UCR nibrs@dps.texas.gov

UoF uof@dps.texas.gov

New Staff

Our IBR staff continues to grow. Please help us welcome our new staff:

1. Marisa Aguilar, Customer Service Representative

Marisa Aguilar is a Customer Services Representative for the Crime Records Division. She enjoys cuddling on the couch with her dog, adventuring outdoors, learning new things, and practicing Muay Thai.

2. Norsie Pruitt, Quality Control Analyst

Norsie Pruitt, started as a QC Analyst, Texas Department of Public Safety in January 2023. Previously employed with the City of Houston as a Senior Regulatory Investigator and believes in hard work and likes learning new skills. She is a native of Houston but lived in the state of Georgia for 20 years, moved back to Houston 6 years ago for the birth of her great-nephew. In her free time, she is involved with her family, woodworking, and painting.

3. Ashley Ramsey, Quality Control Analyst

I'm Ashley Ramsey born and raised in Austin Tx, I spent my early career working in fraud and investigations before transitioning to Texas Department of Public Safety as an IBR Quality Control Analyst. When I'm not keeping busy with work you can find me spending time with family.

4. Kyra Weiss, Quality Control Analyst

My name is Kyra Weiss, and I will be working as a Quality Control Analyst in the Crime Records Division. I have been a Child Protective Services Investigator for the last 2.5 years before making the transfer to the Department of Public Safety. I have my bachelor's degree in Criminal Justice Administration with a minor in Homeland Security & Terrorism. I look forward to joining the DPS Team!

5. Carmen Zaragosa, Customer Service Representative
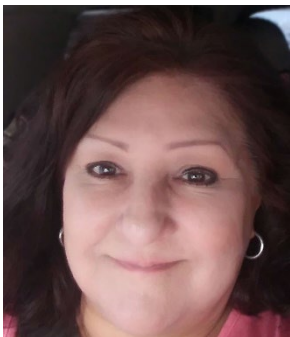
My name is Carmen Zaragosa. I am married and have 2 adult sons. I was born and raised in California and moved to Texas in April 2016. I have been in law enforcement almost 25 years now and enjoy being a public servant. I started with DPS CRD IBR March 15, 2023; and am honored to serve the great state of Texas.

Incident Based Reporting (IBR) Bureau
Uniform Crime Reporting (UCR) Program

<u>New System and XML</u>

On Tuesday, April 25, 2023, the *new UCR system* went live allowing for local agency access. The Crime in Texas [Public Portal](#) was also brought back online. One of the standout features of the new system is the ability to for local agencies to submit data files in XML format.   Also, agencies that qualify, will now have an option for manual entry of their NIBRS and/or Texas-mandated data.

Note: The URL address, Username and login information remains the same as the old system.

<u>Texas-mandated Reporting via the new portal</u>

Prior to 2019, Texas-mandated reports could be submitted using paper forms but were mainly Summary-based in nature. Starting in 2019, the Texas UCR program discontinued paper submissions. As of 2021 and per FBI direction, only NIBRS data submissions were accepted for UCR participation.

For agencies that were <u>not</u> NIBRS compliant, an *interim* process was put in place, where agencies emailed PDF copies of these mandated reports. The new UCR system is the first time DPS has offered a portal for manual-entry of the Texas-mandated reports. Manual-entry via the UCR portal has replaced the interim process.

Contact the UCR Program to get setup in the new system to manually-enter Texas-mandated reports by emailing NIBRS@dps.texas.gov or calling (512) 424-2091

<u>UCR Forms Updated</u>

UCR forms found on the [DPS Internet Forms repository](#) have been updated. The Department updated these to be checklists and mimic NIBRS-based incident details, which are now consistent with data collected in the UCR program. To assist local agencies that are mandated to report Sexual Assault, Family Violence, Hate Crime and Drugs Seized data, these checklists serve as a guide to understanding the incident details collected for these mandatory reports. Additionally, any historical Summary-based forms have been removed, as all data submissions have transitioned to NIBRS since January 1, 2021.

Note: All agencies submitting NIBRS data will include their Texas-mandated reports with those submissions.

Contact our office to get setup to submit NIBRS data or Texas-mandated reports through the online system.

Uniform Crime Reporting
NIBRS@dps.texas.gov
(512) 424-2091

<u>Texas-Centric Technical Specifications version 2023</u>

Texas-Centric Technical Specifications and Error Codes v2023 will be released in early May. v2023 brings needed updates to Sexual Assault, adding the two additional sex offenses (i.e., *Indecent Assault* and *Sexual Assault Donor Material without Consent*) and other incident information. To allow time for agencies and vendors to adopt the new Texas-Centric version, DPS will continue to accept v2020.

Technical Documentation for NIBRS and the Texas mandated segments can be found at:
https://www.dps.texas.gov/section/crime-records/nibrs-technical-documentation

<u>Upcoming changes to NIBRS Guidelines</u>

The FBI plans to update the NIBRS guidelines in mid-2023. Once the FBI publishes the new version, DPS will provide analysis and update our state-level documentation.

Upcoming Law Enforcement Public Data Collection (LEPC)

In December 2017, the FBI's Criminal Justice Information Services (CJIS) Division Advisory Policy Board (APB) recommended collecting law enforcement public contact data (LEPC). As of 2023, the FBI CJIS Program would like to begin the collection of the aforementioned information.

Law Enforcement agencies are to collect law enforcement public contact data using either actual numbers, counts, OR estimated numbers.

The LEPC numbers are yearly counts after the 2023 calendar year closes. Reporting would begin in 2024.

Purpose: To provide context with other data collections, such as Use of Force (UoF) and Law Enforcement Officers Killed & Assaulted (LEOKA).

The data collection will focus on three categories of contacts:
- Citizen Calls for Service
- Unit/Officer-Initiated Contacts
- Court/Bailiff Activities

An incident is defined as a contact occurrence where a law enforcement officer(s) is called to respond to a scene by a citizen(s) or initiates an activity which results in contact with a citizen(s). Additionally, an incident/occurrence is based off the concept of Same Time and Place. Same Time and Place presupposes that if the same person or group of persons committed more than one crime and the time and space intervals separating them were insignificant, all the crimes make up a single incident.

Agencies are encouraged to use their computer-aided dispatch systems to obtain counts for police contacts with the public.

For additional information about LEPC, send an e-mail to LEPC@fbi.gov.

Law Enforcement Suicide Data Collection (LESDC)

FBI launched its Law Enforcement Suicide Data Collection (LESDC) on January 1, 2022. The data collection is the result of the President of the United States signing the LESDC Act into law in June 2020.

Purpose: To better understand and prevent suicides amount current and former law enforcement officers at the federal, state, local and tribal levels. For additional information visit their website https://www.fbi.gov/services/cjis/ucr/law-enforcement-suicide-data-collection.

The data collection will contain information on suicides and attempted suicides based on:

- The circumstances and events that occurred before each suicide or attempted suicide.
- The general location of each suicide or attempted suicide.
- The demographic information of each law enforcement officer who commits or attempts suicide.
- The method used in each suicide or attempted suicide.
- The occupational category—including criminal investigator, corrections officer, line-of-duty officer, or 911 dispatch officer—of each law enforcement officer who commits or attempts suicide.
- Health and wellness resources and training available at the submitting agency.

The occupational categories collected under the act are more expansive than the definition of law enforcement officer for the LEOKA Data Collection.

The LESDC Act defines a law enforcement officer as "any current or former officer (including a correctional officer), agent, or employee of the United States, a State, Indian Tribe, or a political subdivision of a State authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of the criminal laws of the United States, a State, Indian Tribe, or a political subdivision of a State."

Obtaining a LEEP account: To apply for a LEEP account, check if your agency has a LEEP Agency Administrator (AA) by going to Agency Administrators – LEEP. You will be able to search for your AA by entering your agency ORI or agency name.

1. If your agency has an AA, contact the AA and request that they create a LEEP account for you.
2. If your agency does not have an AA, email our office at LEEP@dps.texas.gov. In your email:
   a. Advise that you do not have a LEEP Agency Administrator
   b. Provide agency's name
   c. Provide agency's ORI

Incident Based Reporting (IBR) Bureau
Uniform Crime Reporting (UCR) Program continued

LESDC Application:

1. Once an agency has applied for a LEEP account, please e-mail the LESDC staff at LESDC@fbi.gov.
2. After obtaining a LEEP account, log in and click on the LESDC application icon.

   a.
3. Apply for access to the LESDC application.

Submissions:

1. The law enforcement agency identifies an incident of death by suicide or attempted suicide.
2. The agency submits information about the incident; (If follow-up is needed, the FBI's UCR staff will contact the agency for clarification).

For additional information about LESDC, send an e-mail to LESDC@fbi.gov.

Incident Based Reporting (IBR) Bureau
National Data Exchange (N-Dex) Program

The Power of Sharing

Knowledge is power. Sharing of *individual* knowledge with the whole of law enforcement is more powerful still. Information sharing keeps law enforcement a step ahead of the criminal. While the criminal is allowed to roam from jurisdiction to jurisdiction, the law enforcement agencies are not. Without information sharing, knowledge of the criminal's history remains with the jurisdiction that the criminal has left. Any dangers that such a criminal may pose to law enforcement, or the public at large, remains unknown to the jurisdiction that the criminal now inhabits.

Innovations in technology and changes in policing practices have made it possible for law enforcement agencies (LEAs) to keep their data local while still making it available to other LEAs to use in their investigations. The Texas Department of Public Safety has spent the last 15 years cultivating, establishing, and growing an information sharing process. This process has been referred to as the Texas Data Exchange (TDEx).

Participation in TDEx is strictly voluntary. All LEAs are given the option to contribute data or decline participation. For those agencies that do decide to contribute, they are allowed to determine how much, or how little, of their data they wish to share. All collected data is then pushed to the FBI for inclusion in the National Data Exchange (N-DEx) and made available to law enforcement and criminal justice agencies to assist with investigations and background checks of prospective employees.

Currently, there is data available from over 700 law enforcement agencies in the state of Texas. The data sharing initiative has already proven successful in the locating and apprehending of wanted persons.
In conclusion, information sharing among law enforcement is imperative for the safety of our communities and our officers on the street. Sharing of information makes our law enforcement personnel more knowledgeable, and knowledge is power.

For information on becoming a data contributor, please reach out to our office.

Texas Data Exchange
tdex@dps.texas.gov
512-424-2629

Incident Based Reporting (IBR) Bureau
National Use of Force (UoF)

Texas' UoF Collections

In Texas, there are two independent collections for UoF data (i.e., the AG's mandatory collection and the FBI's voluntary national collection). Although they are separate, some data elements collected do overlap.

1. *Mandatory* reporting to the Office of the Attorney General (OAG)
   a. <u>Data collected:</u> Per Code of Criminal Procedure (CCP) Article 2.139, Article 2.1395, and Article 49.18 to include:
      i. Officer-involved shootings
      ii. Injuries or death of Peace Officer
      iii. Custodial deaths
   b. <u>Program:</u>
      i. The OAG is the repository for this information and can assist with questions about their collection and forms.
      ii. The OAG manages the collection, and the data remains at the state level.
      iii. Their main office phone number: 512-463-2100.
      iv. For account setup and online reporting [Forms and Reports For Law Enforcement | Office of the Attorney General (texasattorneygeneral.gov)](#)
      v. This data collection is separate from the National Use of Force collection.

2. *Voluntary* reporting to the National UoF Collection Program
   a. <u>Data collected:</u> Per the FBI UoF guidelines, this collection includes:
      i. Death in connection to the use of force by Law Enforcement Officer (LEO)
      ii. Serious bodily injury(ies) in connection with the use of force by LEO
      iii. Firearm discharged by LEO at or in the direction of a person, without injury or death.
   b. <u>Program:</u>
      i. This is a national program established by the FBI.
         1. TxDPS manages the Texas collection, and the data is forwarded to the federal level.
      ii. Currently, the submission method is via LEEP, but TxDPS is in the process of standing up a state portal.
      iii. This data collection is separate from the OAG collection.

Joining the National UoF Program

Agencies wishing to participate in the National UoF Program must appoint one or more individual(s) from your agency to complete monthly submissions.

Current use-of-force submissions are completed via a single sign-on to the LEEP/UoF portal. There is no cost to acquire a LEEP/UoF account. Instructions for obtaining a LEEP account can be located [here](#).

Note: Zero monthly reports (for months with no reportable UoF incidents) are simple and easy to complete.

For more information about joining the National Use of Force Program, or for any UoF questions, please contact us at UoF@dps.texas.gov

CRD Auditors and Trainers

CJIS TECHNICAL AUDIT

James Buggs	CJIS Technical Auditor		james.buggs@dps.texas.gov	512-424-7794
Kreston Bates	CJIS Technical Auditor		kreston.bates@dps.texas.gov	512-424-2937
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DPS IDENTIFICATION SUPPLIES ORDER FORM

DPS IDENTIFICATION SUPPLIES ORDER FORM   CR-12 (Rev. 1/2021)

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

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

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	#PER PACKAGE	QUANTITY
CR-6	DPS Applicant Fingerprint Card*	250 per package	
CR-12	DPS Identification Supplies Order Form	100 per pad	
CR-23	Out of State Probation; Parole Supervision Fingerprint Card	single cards	
CR-26	Death Notice Form	100 per pad	
CR-42	Request for Criminal History Check	100 per pad	
CR-43	Adult Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43	Adult Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43P	Adult Probation Supervision Reporting Form With Preprinted TRN and Fingerprint Card Attached*	200 per package	
CR-43P	Adult Probation Supervision Reporting Form With Fingerprint Card Attached*	200 per package	
CR-44	Adult Supplemental Reporting Form	100 per package	
CR-44J	Juvenile Supplemental Reporting Form	100 per package	
CR-44S	Adult Supplemental Court Reporting Form	100 per pad	
CR-45	Adult DPS Fingerprint Card*	250 per package	
CR-45J	Juvenile DPS Fingerprint Card*	250 per package	
	Fingerprint Card Return Envelopes (For arresting agencies only)	100 per 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 your order at least 4 weeks
prior to depletion of your supplies.**

NOTICE: Provide a complete shipping address.
PO Boxes are acceptable.

AGENCY _____

STREET ADDRESS _____

CITY_____ STATE_____ ZIP _____

ATTENTION _____

PHONE # ( ) _____

**Direct questions concerning supply orders to (512) 424-2367
Fax# (512) 424-5599 • crssupplyorder@dps.texas.gov**

CRD DIRECTORY

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CRD Billing Unit

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Onnesty Harewood	CRS Billing Clerk	onnesty.harewood@dps.texas.gov	512-424-5580
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
	crssupplyorder@dps.texas.gov	**Fax order form to:**	**512-424-5599**

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(opt.3)			
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