CR NEWS

Volume 12, Number 1

2006 Review

HIGHLIGHTS:

Fingerprint Applicant Services of Texas (FAST)

The Texas Department of Public Safety has awarded Integrated Biometric Technology, an L-1 Identity Solutions Company (formerly Identix Identification Services, Inc.) an exclusive contract to provide electronic fingerprinting services throughout the state for persons who need to be fingerprinted for licensing, employment, volunteering, immigration, and other non-criminal justice purposes. This contract results from the numerous requests received from law enforcement agencies as well as from the citizens of Texas to provide electronic fingerprinting services in non-criminal justice environments for purposes other than criminal justice. Electronic submission allows for inkless prints and quicker response time. This service is being referred to as Fingerprint Applicant Services of Texas (FAST). For more information about this service, please visit the website at: http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm

FAST fingerprinting services have expanded throughout Texas during the past several months. Within the next month, there will be 70 locations around the state! Crime Records Service and L-1 Solutions continue working with state and local agencies to provide a quick, convenient, and inkless process for citizens who must obtain a background check for non-criminal justice purposes. Please visit http://www.L-1id.com — from the "Services" tab click on "Fingerprinting Services" , then select "Fingerprinting Process Instructions by State" from the left hand menu, then select "Texas" from the menu . You will be able to obtain additional information about scheduling and locations for FAST.

If you need additional information or have questions regarding FAST services, please contact Margie Kyser, Manager, Access and Dissemination Bureau at (512) 424-2078.

CRS DIRECTORY

CRS MANAGEMENT

David Gavin	Assistant Chief,	david.gavin@txdps.state.tx.us	512-424-2077
Mike Lesko	Deputy Administrator	mike.lesko@txdps.state.tx.us	512-424-2524
Alan Ferretti	Information Security Officer	alan.ferretti@txdps.state.tx.us	512-424-5686

ACCESS & DISSEMINATION BUREAU

Margie Kyser	Manager	margie.kyser@txdps.state.tx.us	512-424-2078
Baerbel Cleveland	Supervisor, Support	baerbel.cleveland@txdps.state.tx.us	512-424-2023
Elaine Smith	Supervisor, CHIU	elaine.smith@txdps.state.tx.us	512-424-5474
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Angie Klein	Manager	angie.klein@txdps.state.tx.us	512-424-2471
Greg Easley	Assistant Manager	greg.easley@txdps.state.tx.us	512-424-7163
Holly Morris	Supervisor, Data Entry	holly.morris@txdps.state.tx.us	512-424-2154
Deborah Maldonado	Assistant Supervisor, ER	deborah.maldonado@txdps.state.tx.us	512-424-7253
Pat Molloy	Supervisor, Fingerprint	pat.molloy@txdps.state.tx.us	512-424-2153
Maritia Priddy	LiveScan Coordinator	maritia.priddy@txdps.state.tx.us	512-424-2409
Eddie Contreras	CJIS Supervisor	eddie.contreras@txdps.state.tx.us	512-424-2479
Cheryl Sanchez	AFIS Assistant	cheryl.sanchez@txdps.state.tx.us	512-424-2089
Charlene Cain	CCH Internet Coordinator	charlene.cain@txdps.state.tx.us	512-424-2090
Ursula Cook	EDR Coordinator	ursula.cook@txdps.state.tx.us	512-424-2407

CRIME INFORMATION BUREAU

Randy Batten	Manager	randy.batten@txdps.state.tx.us	512-424-2734
Pam Pierce	TCIC Systems Analyst	pam.pierce@txdps.state.tx.us	512-424-2898
Michelle Farris	TCIC Operations Supervisor	michelle.farris@txdps.state.tx.us	512-424-7659
Diane Wells	TCIC Training Supervisor	diane.wells@txdps.state.tx.us	512-424-2982
Janet Raeke	TCIC Audit Supervisor	janet.raeke@txdps.state.tx.us	512-424-2897
Jill Gajkowski	TCIC Control Room Supervisor	jill.gajkowski@txdps.state.tx.us	512-424-2152
Toni Fairs-Coleman	Program Administrator, HEAT	toni.fairs-coleman@txdps.state.tx.us	512-424-2962
Rosemary Webb	Program Administrator, UCR	rosemary.webb@txdps.state.tx.us	512-424-2418
Linda Carter	Supervisor, UCR Clerical Supervisor	linda.carter@txdps.state.tx.us	512-424-3646
Tom Jenkins	Supervisor, UCR Field Reps	tom.jenkins@txdps.state.tx.us	512-424-2983
Pam Nickel	IBR Supervisor, UCR	pam.nickel@txdps.state.tx.us	512-424-2979
Vincent Castilleja	Sex Offender Reg. Coordinator	vincent.castilleja@txdps.state.tx.us	512-424-2279

CRS LEGAL STAFF

Louis Beaty	Manager	louis.beaty@txdps.state.tx.us	512-424-5836

CRS SUPPORT BUREAU

Desiree Taylor	Manager	desiree.taylor@txdps.state.tx.us	512-424-2968
Dan Conte	Court Id Project Manager	daniel.conte@txdps.state.tx.us	512-424-7137
Don Farris, Jr.	NIEM Project Manager	donald.farris@txdps.state.tx.us	512-424-7130
Lynn Suber	Budget Analyst	lynn.suber@txdps.state.tx.us	512-424-7793
Jennifer Norton	Billing Clerk	jennifer.norton@txdps.state.tx.us	512-424-2912
Darren Roberson	Fingerprint Card Supplies	Fax order form to 512-424-5599	
		Order Form located at ftp://crspub.txdps.state.tx.us/	

Texas Crime Information Center (TCIC)

<u>NEW TCIC/TLETS ACCESS POLICY</u>

The TCIC/TLETS System Access Policy created in October 2003 is built upon the TCLEOSE criminal history background requirements in their rule for "Minimum Standards for Initial Licensure" (TAC §217.1). The theory is that no person who is granted a valid peace officer license and hired by a criminal justice agency should be prevented from access to TLETS and the associated systems. Those systems include the Texas Crime Information System (TCIC), the Computerized Criminal History system (CCH), the National Crime Information Center (NCIC), the Interstate Identification Index (III), etc. However, the TCLEOSE rules apply different criminal history screening criteria to make suspension decisions regarding persons who receive criminal adjudications after they have already been licensed as peace officers. Similarly, the DPS now uses those TCLEOSE "Suspension of License" (TAC §223.15) screening rules for criminal adjudications received by a person after they have approved access to TLETS. The following chart reflects the DPS application of the TCLEOSE criminal background screening rules as they apply to TLETS access for non-commissioned personnel. Access for commissioned officers will continue to relate directly to the status of their commission as determined by TCLEOSE. It should be noted that this System Access Policy applies not only to dispatch operators or others with direct terminal access to TCIC/NCIC/TLETS, but to any employee who may, as a part of their job duties, see any written/printed documents with information derived from these systems. The policy also applies to an employee who may have access to an area where this information is received, maintained or stored either manually or electronically.

Applicant's or Employee's Criminal History Record Information		
<u>Offense</u>	<u>Original Application For Access</u>	<u>Non-commissioned Person Who Already Has Access</u>
Felony Conviction	Permanent disqualifier	Permanent revocation of access
Felony Deferred Adjudication	Permanent disqualifier	Suspension of access for 20 years
Class A Misd. Conviction	Permanent disqualifier	Suspension of access for 10 years
Class A Misd. Deferred Adjudication	Permanent disqualifier	Suspension of access for term of deferral
Class B Misd. Conviction	Disqualifier for 10 years. For Class B conviction that occurred between 5 and 10 years ago, agency head may appeal to TXDPS for a waiver if there are mitigating circumstances.	Suspension for 10 years. For Class B conviction that occurred between 5 and 10 years ago, agency head may appeal to TXDPS for a waiver if there are mitigating circumstances.
Class B Misd. Deferred Adjudication	Disqualifier for 10 years. For Class B deferred adjudication that was completed between 5 and 10 years ago, agency head may appeal to TXDPS for a waiver if there are mitigating circumstances.	Suspension of access for term of deferral
Indictment For Any Criminal Offense	Disqualifier until disposition	Suspension of access until disposition
Family Violence Conviction	Permanent disqualifier	Permanent revocation of access

NCIC/TCIC RECORDS VALIDATION

Validation is an important responsibility for every agency entering records into TCIC/NCIC, requiring a major effort on the part of NCIC, TCIC, and the local agencies to insure that the TCIC/NCIC records are accurate and up to date. Each month Crime Records sends Texas record entering agencies a list of approximately 1/12 of their entered records for review and validation. A certification letter is sent along with the records, with a deadline date for completion and return to the Texas Department of Public Safety, Crime Records Service. Article records have a short retention period and are not included in the validation process. All other records must be validated sixty to ninety days after entry and annually thereafter as long as the record remains active in NCIC/TCIC.

Have I checked to ensure that all information available has been entered?

Have I checked with the court to ensure that the court has not cancelled the warrant or protective order and failed to notify us?

Have I verified extradition status on a wanted person with the prosecutor?

Have I checked with the complainant on a missing person as the subject may have returned and failed to notify us?

Have I checked with the owner or insurance company to ensure that the vehicle was not located or returned to the owner without notification to law enforcement?

Validation is an examination of active NCIC/TCIC records to determine what records should remain active, what records should be modified, and what records must be cancelled or cleared. Proper validation results in:

- the prevention of death or injury to an unsuspecting officer

- the detection and apprehension of fugitives

- the identification and location of missing persons

- the detection and recovery of stolen property

- the prevention of false arrest or improper seizure of property

---

Validation does not have the desired effect unless it is a conscientious effort on the verifier's part. All person(s) involved in the TCIC/NCIC records validation should ask themselves if the validation process is receiving the proper attention. Just signing and returning the certification letter by the deadline date is NOT record validation. Some questions that every record verifier should ask themselves when performing validations are:

Have I compared the validation list against our active records?

Have I checked to ensure that the data in each field of each record is accurate?

Have I checked to ensure that all records being entered are being double checked by a second party?

Do not be satisfied with a comparison against your case file records. The validation process must be accomplished wherever possible by contacting the source of your report (victim, complainant, etc.) to be sure the record is still outstanding and that you have complete and accurate information.

Once the validation procedures are completed for all records, complete and return the certification letter by the deadline stamped on the certification letter. Do not return the listing of the records with the certification letter.

NCIC/TCIC RECORDS VALIDATION

TXDPS recommends that you fax the certification letter to (512) 424-2748 rather than mailing it to prevent loss during mail transmit/processes. If TXDPS Crime Records Service does not receive the agency's return certification letter by the deadline date, the agency's records for that validation period will be cancelled as required by NCIC policy, and any subsequent re-entry would be the responsibility of your agency.

TCIC AUDIT

The NCIC/TCIC Audit Unit began a new audit cycle in November 2006. The audit area is fully staffed and is very excited to get started. If you have any questions or need clarification please contact one of the following auditors:

Tracy Chambers	(512) 424-3610	tracy.chambers@txdps.state.tx.us
Denise Huntsberger	(512) 424-3601	denise.huntsberger@txdps.state.tx.us
Shelly Ramsey	(512) 424-3603	shelly.ramsey@txdps.state.tx.us
Kimberly Simpson	(512) 424-3604	kimberly.simpson@txdps.state.tx.us
Taffy Sweet	(512) 424-2809	taffy.sweet@txdps.state.tx.us
Rosemary Torres	(512) 424-3600	mary.torres@txdps.state.tx.us
Sheila Vasquez	(512) 424-3653	sheila.vasquez@txdps.state.tx.us
Janet Raeke (Supervisor)	(512) 424-2897	janet.raeke@txdps.state.tx.us

At the end of the last audit cycle, significant improvement was noted in compliance with NCIC/TCIC policies and procedures. TXDPS expects to see continued improvement this audit cycle. We will be looking at routine compliance items (CCH, record entry, packing records, security, training, etc.). Extra emphasis will be placed on timely entries, hit confirmations and quality control messages.

UPDATES TO THE INDIVIDUAL IDENTITY THEFT FILE

In September 1999, Texas created the Identity Theft file to establish a procedure to prevent the fraudulent use of an individual's identity. Records meeting the established criteria were entered (MKE/EIR) into the Texas Only file. In April, 2005, (TOU 04-2 and TOU 05-2), NCIC created the NCIC Identity Theft File (EID).

The Texas Only file was retired at the end of 2006. All requirements for entry remain the same, however the FBI and TXDPS require a Declaration of Individual Identity Misuse to be on file at both the local agency and at TXDPS for any EIR records that will be entered into the EID file. The declaration includes information specific to the database files and the Privacy Act of 1974 and provides legal terminology to assist in protection of the criminal justice agency regarding the use and storage of the personal data.

For additional information and questions please contact Jill Gajkowski, TCIC Control Supervisor at (512) 424-2152 or jill.gajkowski@txdps.state.tx.us.

National Information Exchange Model
NIEM

NIEM: A Framework For Nationwide Information Exchange

The National Information Exchange Model (NIEM), a partnership of the U. S. Department of Justice and the U.S. Department of Homeland Security, is designed to develop, disseminate, and support enterprise-wide information exchange standards and processes that can enable jurisdictions to effectively share critical information in emergency situations.

Currently, the Crime Records Service (CRS) is

Uniform Crime Reporting (UCR) System. As each of these systems succeeds only to the degree that they are populated with data reported by local justice agencies, it is critical that TXDPS employ appropriate standards for information exchange. TXDPS must implement standards that are consistent with national guidelines, and very importantly, with standards and implementations that are consistent with those being used by other state and local justice agencies in Texas.

As such, TXDPS cannot create its own required

TEXAS NIEM VISION: To be the standard, by choice, for intergovernmental information exchange.

NIEM Value Proposition:

- **Improve public safety and homeland security**
- **Enhance the quality of justice and decision making**
- **Achieve efficiency, effectiveness, and provide return on investment (ROI)**

---

in the initial stages of creating the Texas Path to NIEM. DPS, in partnership with the Department of Criminal Justice and the Office of Court Administration, and in coordination with the Texas Integrated Justice Information Systems (TIJIS) Advisory Committee plans to identify the goals and strategies that are necessary to develop a blueprint for the sharing of justice information in the state. Once a blueprint is developed, plans can be made to move towards inter-operability of justice information systems throughout the state.

TXDPS manages several statewide criminal justice information systems, including the Texas Crime Information Center (TCIC), the Texas Computerized Criminal History (CCH) System, the Texas Automated Fingerprint Iden-

Interchange standards without the relevant Texas statewide standards having been developed first. Therefore, TXDPS will procure a contract with a vendor(s) to develop a plan that provides a foundation for the improved administration of justice through collaboration among governmental entities to provide accurate, consistent, secure, and timely information to users in a format that is simple and useful.

Due to funding and time restraints, the exchanges under initial evaluation are limited to external exchanges between local and state justice agencies that bring immediate value to the information exchange process.

Criminal Justice Information System
CJIS

As of September 1, 2006 the Texas CJIS and LiveScan units were merged together, creating one office called the CJIS/JJIS field support unit. The CJIS/JJIS field support unit is responsible for training criminal justice agencies on the submission of criminal history information to TXDPS. If you have any questions or need training, please contact a member of the CJIS staff at one of the following numbers:

CJIS 1	Shelia Bledsoe	Northeast	903-797-6120
CJIS 2	Jeff McIlhaney	East	979-776-3167
CJIS 3	Cassandra Richey	South Central	512-424-7618
CJIS 4	JC Villanueva	South	512-424-5068
CJIS 5	Jim Merchant	West	512-424-7552
CJIS 6	John Morse	Northwest	512-424-7614
CJIS 7	James McElroy	Panhandle	512-424-7651
CJIS 8	Oswald Enriquez	North Central	512-424-5067
CRS/HQ	Eddie Contreras	Unit Supervisor	512-424-2479
CRS/HQ	CJIS Fax Number		512-424-7789
Main Office Number			**512-424-2479**

Submission of Criminal History Information to TXDPS

Has your agency started submitting arrests via the LiveScan system? The submission of an arrest via LiveScan device will enable your agency to receive an identification response from TXDPS within two (2) hours. This is a significant reduction in the amount of time to post criminal history information and ensures that TXDPS has received your information.

CJIS WEBSITE

Have you heard the news? We now have a Criminal Justice Information System (CJIS) Website. The CJIS Site will allow all registered users to run various reports such as open arrest reports, daily error reports, and not to mention the compliance report. For more information or to register as a user please contact ursula.cook@txdps.state.tx.us or 512-424-2407.

2007 CJIS Conference

Plans are in place for the upcoming CJIS Conference this summer. Flyers will be distributed soon with detailed information you will need to know. Who should attend?: law enforcement agency administrators, district and county attorneys, court administrators, county commissioners, judges, IT personnel, LiveScan operators and CJIS preparers. Registration is free, but you must submit a registration form and receive a confirmation form from TXDPS.

CRS Fingerprint Section Directory

Fingerprint Section Phone Numbers

Pat Molloy, Section Supervisor	512-424-2153
Debbie Parsley, Asst. Section Supervisor	512-424-5304
Gretna Holiday, Day Shift Supervisor	512-424-2408
Denisse Wuensche, Day Shift Supervisor	512-424-5749
Kathy Parks, Evening Shift Supervisor	512-424-5709
Judy Miller, Midnight Shift Supervisor	512-424-5748
24 hour Assistance Line	512-424-5248

Tip of the Day: To avoid processing delays, transmit only one set of prints per subject. Consecutive submissions of the same arrest event results in Misraps (Multiple SID #s), which will require consolidation prior to returning a response.

Texas LIVESCAN Initiative

The Texas LiveScan Initiative will provide law enforcement officials the ability to quickly identify person(s) and locate information necessary to protect the public from criminal and terrorist acts. The Texas Office of Homeland Security and the Governor's Department of Emergency Management are providing funding for TXDPS to install LiveScan fingerprinting devices in Texas jurisdictions that do not currently have LiveScan capability. This project will ensure that Texas jurisdictions have access to near real-time fingerprint identification services and the ability to submit arrest information to TXDPS electronically. The devices will allow inquiry into the TXDPS and FBI AFIS systems for identification of arrested persons or other persons of interest. The new systems will also include mug shot capabilities for submission to the Criminal History System and local printing.

AFIS Database Expansion Project

The TXDPS Automated Fingerprint Identification System (AFIS) currently processes 6,000 criminal justice and applicant fingerprint transactions per day, but TXDPS intends to increase throughput capacity to 10,000. The database is currently configured to hold 10,000,000 records, but TXDPS will expand the size to 15,000,000. TXDPS AFIS was implemented in 1991 and continues to increase in size as well as volume. AFIS searches, stores, and produces reports on fingerprint minutia and transmits this information to the FBI. The increasing criminal population and a growing interest in applicant background searches necessitates that TXDPS increase the size of the database and throughput capacity. The AFIS Database Expansion Project should be completed in late 2007.

Sex Offender Registration Database Enhancement Project

TXDPS plans to enhance the SOR database to meet new requirements outlined in the Adam Walsh Act. Some of these upgrades include: (1) The Criminal History Data for identification of offenders, reducing duplication and synchronization issues; (2) The addition of a risk level verification and locking process; (3) Production of sex offender information reports; (4) Development of an e-mail system to notify the public, educational institutions, and local law enforcement when a sex offender moves into another jurisdiction in Texas or another state; and (5) Validation of address information according to FBI requirements. The SOR Redesign project should be completed in late 2007.

Uniform Crime Report
UCR

The UCR Section has implemented a new method for local users to report UCR Data. The new system does not replace the way UCR forms are completed, it gives users another avenue to submit reports. Instead of transferring data to the printed UCR forms, data can now be entered online.

The new system will provide users with real time access to data — whether reports are submitted on-line or by mail. To utilize the new system, you will need to register for access. Please follow the instructions below:

1. Please visit http://secure.txdps.state.tx.us

2. Proceed with the signup, click "New Account" located on the top left navigation bar.

3. Next, click the UCR option

4. Click the Begin button. The system will then guide you through the signup process.

5. At the end be sure to print, sign and mail the user agreement to:

   Uniform Crime Reporting
   Texas Department of Public Safety
   PO Box 4143
   Austin, TX 78765

For agencies interested in electronic file submission of UCR data, please contact Pam Nickel at 512-424-2091 for more information. You may also fax your user agreement to 512-424-7164 as long as you still send the hard copy.

UCR Quality Control Issues

When UCR reports are received at TXDPS, they go through a manual verification process to check for errors, missing information or inconsistencies in the data. UCR's goal is to ensure that the data received is as accurate as possible. If issues are identified, the agency will be contacted to get clarification. To help improve the quality of initial submissions, please review the list below and check the reports before sending them to TXDPS.

- If a Murder or Manslaughter by Negligence is reported, be sure to include a Supplemental Homicide Report.

- When scoring assaults, use UCR guidelines and not penal code. It has been noticed that a lot of reports have more assaults scored in the Hands, Fists, Feet - Aggravated category (Line 4d) instead of the Other Assaults – Simple, Not Aggravated category (Line 4e).

- There has been a large increase in the scoring of No Force Burglaries and a decrease in Forced Entry Burglaries. Please ensure that the offenses are being coded correctly.

- In many instances an agency will place all of their Larceny – Thefts in the "All Other" category. Check your software to make sure that it is not defaulting into this category. The All Other category will be a large category but not the only one.

- If you have a Murder, Rape or Robbery arrest look to see if you have a clearance on the Return A. There will be instances when this will not apply, but in most cases the arrest(s) will clear a current or prior case.

- If you have an officer assault on the LEOKA form, make sure you have scored the assault on the Return A. Offenses scored on Family Violence forms, need to be included on the Return A.