THE CRIME RECORDS DIVISION NEWSLETTER

CR NEWS

HIGHLIGHTS:

Access & Dissemination Bureau (ADB) Supervisor and Lead Promotions

New Fingerprint Services Unit Supervisor – Michelle Hammonds

Michelle began her passion for law enforcement when she began working for the Coleman Sheriff's Office as an Administrative Assistant in December 2010. After 7 years, she gained employment with the Travis County Sheriff's Department as a 9-1-1 Telecommunications Specialist from November 2017 to February 2019. In March 2019, she began her career with the Department, as a Non-Criminal Justice Auditor within the Access & Dissemination Bureau.

Michelle made a lateral move to the Fingerprint Services Unit in January 2022 and thrived to gain knowledge and became a great contributor to the team. Since Michelle began her career with DPS, she has demonstrated great leadership skills by taking the initiative to help agencies, colleagues, and her chain of command. In April 2022, Michelle was promoted and began her career in a leadership position by becoming the supervisor for the Fingerprint Services Unit. Every day she acknowledges there are challenges, however, it brings opportunities for growth in leadership and wisdom. She takes great pride in working next to an incredible team and growing as the days turn.

New Criminal History Inquiry Unit Lead – Paula Thomas

Paula started with Crime Records on December 1, 2009, in the Criminal History Inquiry Unit (CHIU). Since Paula began her career with DPS, she continues to be instrumental in writing and maintaining the CHIU SOP. Paula takes initiative to assist other departments as needed, especially during COVID. The dedication Paula has to serving CRD, she was more than willing to participate in several committees including the Welcoming committees, Christmas Decorating committees, and CRS Policy and Guidelines Committee. Paula looks forward to continuing learning daily and gaining knowledge as DPS evolves and progresses. She thoroughly enjoys her job and working with everyone. Paula is married and lives in the Bastrop area with an old dog and a cat that identifies as a dog. She enjoys woodworking, handcrafts, gardening, fishing, hunting, jeeping, and rock hunting with her grandsons. Paula values moments with her family, which include spending time on the ranch with her children and traveling the back roads of Texas and New Mexico.

Access & Dissemination Bureau (ADB)

TX DPS FACT Clearinghouse – Validation of Subscriptions

The TX DPS Secure Site FACT Clearinghouse began participating in the FBI Civil Rap Back Program on January 15, 2018. In order to participate in the FBI Civil Rap Back Program, all subscriptions that are active with an agency are required to be validated every 5 years. The validation process has been implemented in the TX DPS Secure Site FACT Clearinghouse and agencies will be required to validate their subscriptions beginning January 2023. The subscriptions that are not validated will be automatically unsubscribed for both Texas and FBI Subscriptions.

The expiration dates for subscriptions are based on the date the subscription was created or when the subscription was last validated.

• Subscriptions created and validated prior to January 15, 2018 – These subscriptions are set to expire on January 1, 2023.

• Subscriptions created and validated ON or AFTER January 15, 2018 – These subscriptions will expire 5 years from the date the subscription was created, or the date the subscription was validated.

This applies to all subscriptions, including those that are not currently enrolled in the FBI Rap Back Program.

If you have any questions regarding validation, please contact our Fingerprint Services Unit at Fingerprint.Service@dps.texas.gov or at 512-424-2474, option 6.

Biometric Services Bureau (BSB)
Electronic Arrest Reporting (EAR)/Livescan

Tracking Incident Number (TRN)

The TRN number is a control number assigned at the time of arrest. DPS assigns a range of TRN numbers for a law enforcement agency's livescan or Jail/Records Management System (JMS/RMS) to submit arrests electronically. Your agency should have the vendor that generates the TRN number setup a notification, to alert your agency when the TRN issuing system is approaching the end of your TRN range. This notification should provide at least a weeks' worth of TRN numbers for your agency to use. This will allow a length of time for your agency to request a new range and for DPS to assign a new range, in case we are unable to get back to you the same day or when it falls on a weekend or holiday. Please ensure your staff is aware to contact the Biometric Coordinator, when the notification is received, to request a new TRN range. Also, it is a good practice to have CR-43 forms with pre-printed TRNs as a backup, in case your livescan is down or runs out of TRNs before you can request a new range. These pre-printed CR-43 forms can be ordered here at the DPS website. To request a new TRN range or if you have any questions or concerns, please contact the Biometric Coordinator at livescan@dps.texas.gov.

Sex Offender Registration (SOR)

At what point does a **L**aw **E**nforcement Agency get involved with the **DEREGISTRATION PROCESS?** (also, known as the **EARLY TERMINATION PROGRAM)**.

Texas law allows for individuals on the Sex Offender Registry to petition to have their names removed from the registry if they meet certain conditions. This is called "deregistration". Although DPS does have a minor role in deregistration, a registrant's initial application process starts at the Council on Sex Offender Treatment (CSOT), an entity under the Health and Human Service Commission (HHSC), which has an active role in the Deregistration process.

There's a few things, according to Chapter 62 Subchapter I CCP, that a person needs to do in order to receive a court order terminating their registration duty.

Step:

1) Go to the CSOT Deregistration page (link below), and follow the steps to determine if the person is eligible for Deregistration.

    a. There is a checklist to help guide them.

        i. There is a whole page that explains what documentation must be provided to CSOT.

        ii. It explains the fee for the administrative review that will be paid to CSOT.

    b. Then they need to follow the procedural steps

        i. Confirm only 1 reportable sex offense exists

            1. If more than 1, then the person is in-eligible

        ii. Confirm that their duty to register as defined by TX exceeds the minimum registration duty required under federal law (SORNA).

    c. They can visit the public sex offender registration site (look under Additional Resources) to see if their offense exceeds the federal minimum registration duty. Then, submit all information (court documents and background checks) required with the Initial Eligibility form and payment.

    d. If they meet all of the criteria, then CSOT will provide the registrant with a list of qualified Deregistration Specialists.

2) The registrant will have to arrange and pay for the Deregistration Specialist to conduct an Individual Risk Assessment.

    a. The deregistration specialist sends their assessment report back to CSOT

    b. CSOT will certify the assessment report and send it to the registrant or their attorney.

3) Once they've received their individual risk assessment, they can file a motion for early termination of sex offender registration with the court where they were convicted.

4) If the court issues an Order Granting Early Termination, then they will bring that motion and order, to the law enforcement agency that verifies their registration.

5) Then the Law Enforcement Agency will complete and send a CR-33 Request for Removal, including all documents, to DPS Sex Offender Registration Bureau.

6) SORB will review the order and process the removal if all criteria of Subchapter I have been met.

As you can see, Law Enforcement agencies are not involved until nearly the end of the process. The registrant (or his attorney) is responsible for everything before it gets to your door. And the Sex Offender Registration Bureau doesn't come in until the final step.

Here's a link to the important websites that contain the above information:

Chapter 62, Subchapter I, TX C.C.P. - http://www.statutes.legis.state.tx.us/Docs/CR/htm/CR.62.htm#62.401

Council on Sex Offender Treatment - https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/professional-licensing-certification-unit/council-sex-offender-treatment/deregistration

Step-by-Step Guide to Deregistration - https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/licensing-credentialing-regulation/csot/csot-deregistration-step-by-step.pdf

DPS Public Sex Offender Registration Website - https://records.txdps.state.tx.us/SexOffenderRegistry

Texas Offenses Tiered Under the Federal Adam Walsh Act – is on the DPS Public Sex Offender Registration Website under "Additional Resources"

Compliance And Training (CAT) Bureau
TCIC Audit

DFPS Conservatorship and Missing Person Entries

Child Safety Checklist Alerts are entered into TCIC (only) by the TCIC Control Room at the request of the Department of Family and Protective Services (DFPS) for children who are involved in a DFPS/CPS child welfare investigation and are not able to be located. In certain instances, DFPS is granted legal conservatorship over a child and may wish to have the child entered as a missing person. In these instances, a Special Investigator Program Director (SIPD) from DFPS will contact a law enforcement agency and request that the child be entered into the Missing Person file. At the time the request is made the SIPD is responsible for making a missing person report and providing a court ordered writ of attachment showing that DFPS has conservatorship over the child. The writ of attachment should specify that DFPS has the legal authority to request the child be entered as a missing person. Documentation is required for entry of all records into TCIC/NCIC and must be proved by DFPS and maintained by the entering agency.

The most commonly expressed concerns by agencies when being asked to make Missing Person entries at the request of DFPS are:

- When the age of the child is 17 years.
  - Texas law states that a child is a person under the age of 18 (CCP 63.001 (1-a)).
- When the child is in the company of the parents and not considered to be missing.
  - When a child welfare investigation is being conducted and the whereabouts of the child cannot be determined by DFPS, the court may grant conservatorship to DFPS due to concern for the safety of the child. At that point DFPS (not the parent) has legal authority over the child and has the right to request the entry be made. (63.001 (B)(6)).
- When the parent has not been served documentation.
  - When conservatorship has been granted to DFPS, they assume legal guardianship of the child and it is not required that the parents be served. DFPS must maintain documentation and provide it to the agency when making a request for entry of the child into the Missing Person file. (CCP 63).

Any questions or assistance regarding entry of children under DFPS conservatorship into the NCIC/TCIC Missing Person file, can be directed to TCIC Operations at 512-424-2088 or toll free 866-266-8242.

Compliance And Training (CAT) Bureau
CJIS Field Support

Class C – Family Violence Reporting

Code of Criminal Procedures (CCP) 66.252(b)(3) requires an arresting law enforcement agency to prepare a uniform incident fingerprint card and to initiate the reporting process of applicable offender data relating to an offender charged with a Misdemeanor punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code.

CCP 66.252(g) requires the clerk of the court exercising jurisdiction over the case to report the disposition (not just convictions) of all Class C offenses that the offender is charged for Class C, Family Violence, as defined in Section 71.004 of the Family Code.

An arrest disposition code 235 was created and published for reporting these specific Class C offenses. The arrest disposition code 233 will still be used for all other Class C charges, 235 is only to be used on charges punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code

CCP 66.252(b-1) allows for the justice or judge of the court having jurisdiction of misdemeanor cases punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code to order law enforcement to use the uniform incident fingerprint card to take the fingerprints of an offender who is charged with the misdemeanor but was not placed under custodial arrest at the time of the offense.

Compliance And Training (CAT) Bureau
CJIS Technical Audit

CJIS Security Policy Section 5.7 requirements – Network Diagram
The FBI CJIS Security Policy section 5.7 requires a network diagram. As each agency is unique connecting with TLETS resources so are the network diagrams unique to each agency. Network diagrams represent device counts and equipment types connecting at a specific agency to TLETS resources. With so many computers and network combinations established with our agencies, we cannot cover them all here. To help shed light on this topic, we will discuss some diagram basics and items needed on every diagram.

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

What needs to be on the network diagram?
Generally, computers and network equipment accessing the TLETS network directly or indirectly are on a diagram. Some examples include - computers, laptops, tablets, smartphones, servers, network switches, routers, firewalls, and satellites connected directly to the TLETS resources or indirectly through a hosting agency solution. Place computer/network equipment icons on the diagram, draw lines to connect the devices together representing how the data flows from device to device. For wireless items or clouds, the lightning bolt is drawn instead of a straight line. After adding the computers and network devices, remember to include the agency's name, current date and 'For Official Use Only' on the diagram to meet Section 5.7.1.2 requirements. Write any notations for network devices with the make and model, encryption methods, and clarifying 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 please do not include on the diagram. An agency could have hundreds of computers, but not all process, store or transmit CJI data. If the agency has many computers, consider drawing one box or icon to represent the computer and place the numerical count under the box or icon. For example, if the agency has forty-four computers connecting with TLETS on the same network switch, it is not necessary to draw forty-four individual computers on the diagram connecting to the same switch. Draw one computer box or icon and note the number 44 underneath it.

What diagram drawing software do I need to create a 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. MS Office can also be used to create diagrams. One can draw the network diagram on paper with pens and pencils or draw it electronically with software. The important thing to remember is the diagram accurately reflects the connections for the agency. Keep the diagram clear, readable, and current.

Diagram References & Samples
FBI CJIS Security Policy, Section 5.7 & Appendix C
CJIS Technical Audit Documents page https://www.dps.texas.gov/section/crime-records-service/cjis-documents

Questions?
We're here to help! Contact your CJIS Technical Auditor or the CJIS Security Committee at security.committee@dps.texas.gov
- CJIS Technical Audit Team -

Criminal History Record Information Processing (CHRIP) Bureau
CJIS Website Portal

Electronic Disposition Reporting – CJIS/LES Website Portal

NIE REPORTING:
- As of August 2022, the clerk of the courts shall submit mental health commitments on juvenile cases to the National Instant Criminal Background Check System (NICS) for the following:
> Cases involving a minor when he/she is:
1) ordered by a court to receive temporary or extended inpatient mental health services under Chapter 574, Health and Safety Code or Chapter 55, Family Code; or
2) committed for long-term placement in a residential facility under Chapter 593, Health and Safety Code, for intellectual disability services, or Chapter 55, Family Code, after being determined to have intellectual disability.
> Update NICS reporting information can be found here: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting

- If your agency needs to add data to an existing NICS record, it must first be determined if there is pre-existing data in the field being edited. If there is no pre-existing data in a specific field on the record, then the agency will need to add the new data by choosing the "Add Supplemental" option in the top right corner of the record. If there is data present in the field being modified and it needs to be updated, then the agency will choose "Modify Existing Data". If the agency chooses "Modify Existing Data" to add a social security number to a record, when there was no social security number previously listed, the FBI will reject the modification transaction since the agency is adding supplemental data and not modifying existing data.

- An agency cannot modify the ORI associated with a NICS record. If the wrong ORI number was submitted on the initial transaction, then the agency must cancel the existing NICS record and submit a brand-new record under the correct ORI.

TIP: It is a good practice for an agency to check the responses on NICS submissions. To check for responses on your agencies NICS submissions you will need to locate and open the record in NICS. Scroll to the very bottom of the record where it shows "Transactions". Look for the transaction that was submitted (EDPs are initial entry submissions, SDPs are supplementals, MDPs are modifications, and XDPs are cancels). The response from the FBI will be to the far right (you might need to expand the response column to see the full response). If the response is still blank after 24-48 hours of submission you can reach out to your field rep or email GRP_CJIS_SITE@DPS.TEXAS.GOV and we can try to trouble shoot the submission. If there is a response in the response string, there will be either "Accept" or "Reject". If it has "Reject" the very end of the response message will say why it was rejected.

To increase website compliance with FBI CJIS Security Policies concerning single user specific access to confidential PII, the CJIS/LES website is no longer accepting generic, position-based email addresses on new account applications. E.g. CountyClerk@___ or JailAdministrator@___ or DeputyClerk1@___. All new accounts must have single person specific email addresses with secure government domains. E.g. Cassandra.Richey@dps.texas.gov or Jane.Doe@co.travis.com or JDoe@cityofaustin.gov, etc.

If you currently have a generic, position-based email address on an existing account, as long as your name is on that account, you will be able to continue using that email address. That email address will not be able to be used by any other person at any time. If you obtain a new, single user specific email address, you can change the email address on your account at any time by going to: Menu – Account – Profile.

The CJIS/LES Website portal was converted to the new modernized website on 10/04/2021. We continue to identify and resolve issues with the modernized website as they are brought to our attention. Please be patient as we and our programmers work through identified issues. *Should you have any technical difficulties with the website including logon issues and password resets, please email grp_cjis_site@dps.texas.gov for the fastest response.*

The CJIS/LES Site supports the following browsers: Microsoft Edge, Chrome, Safari, and Firefox. Due to end of life of the Internet Explorer 11, this browser is not supported by the modernized CJIS/LES Site. If you are new to the CJIS Website and are new to Electronic Disposition Reporting (EDR) via the online portal, please complete the Application for Access on the New Website Portal: https://cch.dps.texas.gov/les/.

If you have an existing CJIS Site Account, legacy site, or new site, do not complete an Application for a New User for any purpose on either site. Contact GRP_CJIS_SITE@dps.texas.gov with the question or update to the existing account.

REACTIVATION: Needed when the account has been Deactivated or Locked due to no activity in 30 days.
- Send an email to GRP_CJIS_SITE@dps.texas.gov with a request to Reactivate/Unlock the account.
- The request is manually processed by a person at DPS.
- The User will receive an auto generated email letting them know that their account has been unlocked.
*The email is sent to the User ID (email address) associated with the account.
- The user will then be able to login without establishing a new password.
*If the user forgot their password, they can use the 'Forgot my Password' option on the log in page.
- If an error message appears at the time of login that the 'Account is locked for: newly converted user. Not set up.' Email grp_cjis_site@dps.texas.gov and a Website Administrator will reactivate the account and re-establish the permissions on the account.
- Some accounts were not transferred due to them being inactive for a long period on the old website prior to conversion to the new site. Email grp_cjis_site@dps.texas.gov.
If this is the case, it can take up to 24 hours to fully convert the account

TIPS:
- Deactivation/Locking after 30 days of Inactivity is an automatic process to stay in compliance with CJIS Security Policy. It cannot be stopped or delayed by anyone at DPS.
- Log into the account every two to three weeks, even if you do not complete any actions. This is the only way to reset the 30-day time clock.

PASSWORD RESET:
- Click on 'Forgot my password?' under the Log In button on the login page.
- Enter your email that you use to login and click 'Send Reset Email'.
- Use the link that is sent to your email to establish a new password.
- Return to login page and login with your username and new password.

Password reset by your Entity Administrator

- If your agency has an Entity Administrator, they can also process a password reset for you if you are assigned to their ORI.
- The administrator will logon to their CJIS account and navigate to the entity administration section.
- They will then find your name in their entity list, right click the name and click 'Reset Password' in the dropdown.

TIP:
- If the User does not receive the emails in the above situation, contact your local IT Department. There may be a firewall or email filter on the local network that is not allowing the emails to get to the intended Inbox.
- If an account is locked for a 30 day inactivity lockout, an entity administrator will not be able to process an unlock and the user or their administrator will need to contact grp_cjis_site@dps.texas.gov to request an account unlock.

Password reset from Unauthenticated Browser

- If the user requests a password reset from an unauthenticated browser the Website Administrator at DPS will receive a notification.
- The user will still establish a new password using the link in the auto generated email, but when they attempt to logon they will get an error that they requested a password reset from an unauthenticated browser.
- Send an email from the email address associated with the account to GRP_CJIS_SITE@dps.texas.gov to verify that you are the one that requested the password reset.
- The account will be unlocked by an administrator at DPS.
- The User will receive an auto generated email letting them know that their account has been unlocked.
- Once the unlock email is received by the user, they will logon with the password they created immediately before the lockout happened.
- **The password was saved and they do not need to click 'Forgot my Password' again. Clicking 'Forgot my Password' will keep them in a loop of locking the account.**

PASSWORDS MUST:
- Not be the same as the previous 10 passwords.
- Be at least 8 characters long.
- Contain a number and a special character.
- Passwords are Case Sensitive.

AUTHENTICATION CODE ENTRY:
Browser Authentication is required after every time internet cookies are cleared/deleted, if you use a new or different browser, if the browser software has been updated, if a new or different computer is used, etc. If your browser settings are set to clear cookies at a regular interval (every time browser is closed, once a week, etc.) the Authentication will be required the next time you access the CJIS Site.

It is important to follow the steps below exactly when Authenticating a browser:
- Go to the login page, type in your User ID/email address and password.
- Page navigates to the Authentication page or opens it in a new tab.
- Important: **Leave that page open. Do Not close the Authentication page.** - If this page is closed before receiving and entering the PIN, then a new PIN will be generated and sent every time the page is opened. The data tables will not keep up with repeated PIN requests.
- Receive the Authentication PIN code via email.
- Enter that Authentication PIN and your password into the Authentication page.
** The Authentication webpage will time out after 15 minutes. If the code is not entered in that 15-minute window, a new code will be required.
- The website will then navigate back to the Login page and/or give a message that the browser has been successfully authenticated.

REPORTS:

The open offense report has undergone substantial changes and is now designed to run in real time. There is a 10,000-record limit on the open offense reports. If your report exceeds 10,000 records, there will be a message that your search parameters have returned more than 10,000 records and will ask that you decrease the time frame parameters.

ACCOUNTS:
- Do not share your password with anyone at any time, not even Entity or Website Administrators.
- Do not share an account with multiple users. To stay in compliance with FBI CJIS Security Policy, accounts are single user specific. This includes the email address/User ID on the account, only one person can have access to that email account.
- There is no limit to the number of users an agency can have with individual accounts and individual email addresses/User IDs on the CJIS Website.

**Entity Administrators Creating New User Accounts:
- If an Entity Administrator creates a new account for a user under their entity, either the user or the administrator must send an email to grp_cjis_site@dps.texas.gov . In the email please include the username (email address) of the new user along with what permissions they will need. When an Entity Administrator sets up an account for a new user, no permissions are established. A DPS CJIS/LES Website Administrator will need to add the permissions to the account.

Incident Based Reporting (IBR) Bureau
Uniform Crime Reporting Program

Uniform Crime Reporting (UCR) Program
The Department released the 2021 Crime in Texas publication which contains the first year of only NIBRS data submissions and is available on our website https://www.dps.texas.gov/section/crime-records/crime-texas

Upcoming changes to NIBRS Guidelines
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.

New UCR Staff
Please help us welcome our new staff:
1. Stewart Stanley, UCR Program Specialist
2. Teresa Gilmore, Quality Control Analyst
3. Erica Brown, Customer Service Representative

Law Enforcement Suicide Data Collection (LESDC)
The 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 among 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.

If your agency has an AA, contact the AA and request that they create a LEEP account for you.

If your agency does not have an AA, email our office at LEEP@dps.texas.gov. In your email:
1. Advise that you do not have a LEEP Agency Administrator
2. Provide agency's name
3. Provide agency's ORI

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.
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.)

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

The Law Enforcement Suicide Data Collection will not obtain directly identifiable information of an individual and will work to ensure confidentiality for all collected information as part of the Law Enforcement Suicide Data Collection Act.

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

Law Enforcement Public Contact (LEPC)
The FBI estimates releasing the guidelines for this new data collection by mid-2023. The goal is to be able to provide these statistics at the end of each reporting year.

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

The Benefits of N-DEx to CSCD Personnel
Working in the Community Supervision and Corrections Department (CSCD), personnel may be tasked with keeping track of those who have been placed on parole or probation. Depending on caseload, this task can be difficult to manage. The use of the FBI's National Data Exchange (N-DEx) has been proven to be an invaluable tool in doing just that. Here is an example of the success one CSCD office has experienced while using N-DEx to help keep track of their caseload:
The Tarrant County Community Supervision and Corrections Department (TCCSCD) has utilized the Federal Bureau of Investigation's (FBI's) National Data Exchange (N-DEx) System Batch Search feature since March 2020. The TCCSCD uses the N-DEx System Batch Search to routinely monitor their supervised population. During this timeframe, the TCCSCD located five absconders from multiple states.

- In June 2020, the TCCSCD located an absconder in New York, who was also wanted in Virginia, on numerous charges. The subject absconded in December 2019, on felony charges of injury child/elderly/disabled, evading arrest, detention, and drug possession. The absconder was extradited back to Texas, in October 2020.
- In August 2020, the TCCSCD located an absconder in Wyoming. The absconder was extradited back to Texas, on a felony warrant of burglary of habitation. The absconder was sentenced to two years in prison.
- In September 2020, the TCCSD located two absconders. One had been a fugitive since August 2010 and was wanted on a felony charge of theft/stolen property, totaling up to $20,000. The absconder paid restitution and all other court fees of over $7,000 to resolve the case. The second fugitive absconded in May 2012 and was wanted for felony charges of two counts of credit/debit card abuse. The probation terms were revoked, and the subject was returned to state jail.
- In December 2020, the TCCSCD located an absconder in New York. After absconding for 20 years on a felony charge of possession, the absconder paid restitution and all other court fees of nearly $2,500 to resolve this case.

The individual used the N-DEx Batch Search function and set up Notifications feature. These functions have allowed many CSCD personnel to better manage their caseload.

Could this help you and your agency as well? Contact our office for information on upcoming online workshops covering these functions.

TDEx Program

512.424.2629

tdex@dps.texas.gov

leep@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
Dan Conte	CJIS Technical Auditor		daniel.conte@dps.texas.gov	512-424-7137
William Frame	CJIS Technical Auditor		william.frame@dps.texas.gov	512-424-7401
Stephanie Williams	CJIS Technical Auditor		stephaine.williams@dps.texas.gov	512-424-7910
Sonya Stell	CJIS Technical Auditor		sonya.stell@dps.texas.gov	512-424-2450
Deborah Wright	CJIS Technical Auditor		deborah.wright@dps.texas.gov	512-424-7876

CJIS FIELD SUPPORT

Andrew "Drew" Lambert	CJIS Auditor	Region 1	andrew.lambert@dps.texas.gov	903-255-5795
Jeff McIlhaney	CJIS Auditor	Region 2	jeff.mcilhaney@dps.texas.gov	979-776-3167
Vacant	CJIS Auditor	Region 3	@dps.texas.gov	512-424-7614
Allante Smith	CJIS Auditor	Region 4	allante.smith@dps.texas.gov	512-424-7618
Orlando Gallegos	CJIS Auditor	Region 5	orlando.gallegos@dps.texas.gov	512-424-5539
Aaron Bonner	CJIS Auditor	Region 6	aaron.bonner@dps.texas.gov	512-424-5068
Anna Gay	CJIS Auditor	Region 7	anna.gay@dps.texas.gov	512-424-7552
Christopher Fiest	CJIS Auditor	Region 8	christopher.fiest@dps.texas.gov	512-424-7792
Kelsey Freeman	CJIS Auditor	Region 9	kelsey.freeman@dps.texas.gov	512-424-7953
CJIS Auditor Assistant Line				512-424-2478

NON-CRIMINAL JUSTICE UNIT

Esmeralda "Essie" Romero	Non-Criminal Justice Auditor	Region 3	esmeralda.romero@dps.texas.gov	512-424-7367
Karen Germo	Non-Criminal Justice Auditor	Region 4	karen.germo@dps.texas.gov	512-424-7521
Alexandra Oyervides	Non-Criminal Justice Auditor	Region 5	alexandra.oyervides@dps.texas.gov	512-424-2855
Jane P. Armstrong	Non-Criminal Justice Auditor		jane.armstrong@dps.texas.gov	512-424-7399
Nicole Cheeks	Non-Criminal Justice Auditor		nicole.cheeks@dps.texas.gov	512-424-7941
Leatha Clark	Non-Criminal Justice Auditor		leatha.clark@dps.texas.gov	512-424-7403
Austin Gludt	Non-Criminal Justice Auditor		austin.gludt@dps.texas.gov	512-424-7970
Cristina Ibarra	Non-Criminal Justice Auditor		cristina.ibarra@dps.texas.gov	512-424-7943
Scott McKee	Non-Criminal Justice Auditor		scott.mckee@dps.texas.gov	512-424-7457
Anabel Patino	Non-Criminal Justice Auditor		anabel.patino@dps.texas.gov	512-424-7920
Carlos Ramirez	Non-Criminal Justice Auditor		carlos.ramirez@dps.texas.gov	512-424-7384
Marcelo Sanchez	Non-Criminal Justice Auditor		marcelo.sanchez@dps.texas.gov	512-424-5444
Judith Dingba	Non-Criminal Justice Auditor		judith.dingba@dps.texas.gov	512-424-5391
Kari Fletcher	Non-Criminal Justice Auditor		kari.fletcher@dps.texas.gov	512-424-

TCIC AUDIT

Alma Castillo	TCIC Auditor	alma.castillo@dps.texas.gov	512-424-7637
Michelle Fisher	TCIC Auditor	michelle.fisher@dps.texas.gov	512-424-2240
Danna Garcia	TCIC Auditor	danna.garcia@dps.texas.gov	512-424-7886
Debra Hutson	TCIC Auditor	debra.hutson@dps.texas.gov	512-424-2232
Melanie McDermott	TCIC Auditor	melanie.mcdermott@dps.texas.gov	512-424-2252
Shelly Ramsey	TCIC Auditor	shelly.ramsey@dps.texas.gov	512-424-2260
Kimberly Simpson	TCIC Auditor	kimberly.simpson@dps.texas.gov	512-424-2246

TCIC TRAINING

Jeffery Castille	TCIC/TLETS Training & Development	jeffery.castille@dps.texas.gov	512-424-7535
Jeffery Hammonds	TCIC/TLETS Training & Development	jeffery.hammonds@dps.texas.gov	512-424-7861
Nina Steward	TCIC/TLETS Training & Development	nina.steward@dps.texas.gov	512-424-7354
Raymond Trejo	TCIC/TLETS Training & Development	raymond.trejo@dps.texas.gov	512-424-2230
Melissa Walker	TCIC/TLETS Training & Development	melissa.walker@dps.texas.gov	512-424-7309
Susan Whisenhunt	TCIC/TLETS Training & Development	susan.whisenhunt@dps.texas.gov	512-424-2233

INCIDENT BASED REPORTING TRAINING

Jennifer "Jenn" Bushee	Training & Development	Region 1	jennifer.bushee@dps.texas.gov	512-424-2987
Veronica Terrazas	Training & Development	Region 1	veronica.terrazas@dps.texas.gov	512-424-0346
Shawna Goerlitz	Training & Development	Region 2	shawna.goerlitz@dps.texas.gov	512-424-2502
Jaimee Mayes	Training & Development	Region 3	jaimee.mayes@dps.texas.gov	512-424-2460
Laurie Connally	Training & Development	Region 4	laurie.connally@dps.texas.gov	512-424-2025
Alison Padula	Training & Development	Region 5	alison.padula@dps.texas.gov	512-483-0076
Alejandra "Alex" Martinez	Training & Development	Region 6	alejandra.martinez@dps.texas.gov	512-424-2911

SEX OFFENDER REGISTRATION TRAINING

Tyon Cooper	Training & Development	Region 1	tyon.cooper@dps.texas.gov	512-424-7615
Charles Francis	Training & Development	Region 2	charles.francis@dps.texas.gov	512-424-2343
Christine Eltgroth	Training & Development	Region 3	christine.eltgroth@dps.texas.gov	512-424-7047
Barry Ives	Training & Development	Region 4	barry.ives@dps.texas.gov	512-424-5835
Irene Munoz	Training & Development	Region 5	irene.munoz@dps.texas.gov	512-424-7650
Michael Holm	Training & Development	Region 6	michael.holm@dps.texas.gov	512-424-7892
Rafael Martinez	Training & Development	Region 7	rafael.martinez@dps.texas.gov	512-424-5578
Todd Hittner	Training & Development		todd.hittner@dps.texas.gov	512-424-7885

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

CRD MANAGEMENT
Michelle Farris	Chief	michelle.farris@dps.texas.gov	512-424-7659
Luz Dove	Senior Director, CRD	luz.dove@dps.texas.gov	512-424-7964
Loann Garcia	Senior Director, CRD	loann.garcia@dps.texas.gov	512-424-2409

CRD Billing Unit
Jennifer Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-2312
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
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**

COMPLIANCE AND TRAINING BUREAU
Vacant	Manager	@dps.texas.gov	512-424-7186
John Morse	Supervisor, CJIS Field Support	john.morse@dps.texas.gov	512-424-5067
Erika Stiggers	Supervisor, NCJU Training & Audit	erika.stiggers@dps.texas.gov	512-424-7927
Crystal Kaatz	TCIC Audit/Training Supervisor	crystal.kaatz@dps.texas.gov	512-424-7244
Maggie Walker	Supervisor, IBR Training	maggie.walker@dps.texas.gov	512-424-0334
Ryan McKenna	SOR Training Supervisor	ryan.mckenna@dps.texas.gov	512-424-7366
CJIS Field Support Auditor Assistance		CJISJJIS@dps.texas.gov	512-424-2478
NCJU Assistance		CJIS.Audit@dps.texas.gov	512-424-2474
(opt.3)			
TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
IBR Training Assistance		IBR.compliance@dps.texas.gov	512-424-2091
SOR Training Assistance		SOR.compliance@dps.texas.gov	512-424-2800

ACCESS & DISSEMINATION BUREAU
Catalina Rodriguez-Combs	Manager	catalina.rodriquez-combs@dps.texas.gov	512-424-5894
Rochelle Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-462-6171
Tanya Wilson	Program Supervisor, CHIU	tanya.wilson@dps.texas.gov	512-424-2523
Linda "Michelle" Hammonds	Fingerprint Services Supervisor	michelle.hammonds@dps.texas.gov	512-424-5019
Charlene Cain	CCH Internet Coordinator	charlene.cain@dps.texas.gov	512-424-2090
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474

CRIMINAL HISTORY RECORD INFORMATION SERVICES BUREAU
Sheila Vasquez	Manager	sheila.vasquez@dps.texas.gov	512-424-2279
Brittany Chromcak	Supervisor, CCH Data Entry/Control Unit	brittany.chromcak@dps.texas.gov	512-424-7290
Nicole Berry-Moss	Day Shift Supervisor, CCH Data Entry/Control	nicole.berry-moss@dps.texas.gov	512-424-2216
Kerrie Herrera	Evening Shift Supervisor, CCH Data Entry/Control	kerrie.herrera@dps.texas.gov	512-424-2473
Mitchell Odom	Crime Records Legal Expunction, Supervisor	mitchell.odom@dps.texas.gov	512-424-5838
Cassandra Richey	EDR Coordinator	cassandra.richey@dps.texas.gov	512-424-2479
Austin Jordan	Assistant EDR Coordinator	austin.jordan@dps.texas.gov	512-424-7585
Alan Sustaita	Support Operations Supervisor	alan.sustaita@dps.texas.gov	512-424-5682
Vacant	SOR Program Supervisor	@dps.texas.gov	512-424-7896
Sex Offender Registration Assistance Line		txsor@dps.texas.gov	512-424-2800
Error Resolution Assistance Line			512-424-7256

BIOMETRIC SERVICES BUREAU
Tina Saenz	Manager	tina.saenz@dps.texas.gov	512-424-2078
Sandra Amaro	Day Biometric Shift Supervisor	sandra.amaro@dps.texas.gov	512-424-5748
Jessica Pena	Evening Biometric Shift Supervisor	jessica.pena2@dps.texas.gov	512-424-5304
Emilio Calzada	Midnight Biometric Shift Supervisor	emilio.calzada@dps.texas.gov	512-424-2408
Chrystal Davila	Biometric Coordinator	chrystal.davila@dps.texas.gov	512-424-7026
Jessica Carmona-Lara	Assistant Biometric Coordinator	jessica.carmona-lara@dps.texas.gov	512-424-2089
Cathleen McClain	MBIS Coordinator	cathleen.mcclain@dps.texas.gov	512-424-2456
Chiquta Ruffin	Assistant MBIS Coordinator	chiquta.ruffin @dps.texas.gov	512-424-7404
24-hour Fingerprint Assistance Line			512-424-5248

CRIME INFORMATION BUREAU
Dax Roberts	Manager	dax.roberts@dps.texas.gov	512-424-5436
Margarete Perryman	TLETS Ops Supervisor	margarete.perryman@dps.texas.gov	512-424-7308
Sarah Bates	TCIC Control Room Supervisor	sarah.bates@dps.texas.gov	512-424-2152
24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088
Operations Information Center (OIC)		OIC@dps.texas.gov	512-424-2139

INCIDENT BASED REPORTING BUREAU
Brian Isaac	Manager	brian.isaac@dps.texas.gov	512-424-7893
JC Villanueva	TDEx Program Specialist	jc.villanueva@dps.texas.gov	512-424-7135
Symone Hernandez	IBR Program Specialist	symone.hernandez@dps.texas.gov	512-424-5515
Stewart Stanley	IBR Program Specialist	stewart.stanley @dps.texas.gov	512-424-0713
Amy Bailey	Supervisor, IBR	amy.bailey@dps.texas.gov	512-424-5733