Texas Department of Public Safety

CR**NEWS**

CRIME RECORDS DIVISION, Vol. 29, No.1/Jan-Mar 2024

Inside This Issue

Promotion Recognition

Erica Brown (top) and Austin Jordon were honored at the Promotion Ceremony. Austin was promoted to TLETS Operations Supervisor, and Erica was promoted to Program Supervisor V over the customer service team in IBR.

Other promotions included Terese Fong to Fingerprint Program Specialist.

Chief Michelle Farris Announces her Retirement

Michelle will retire on August 31, 2024 with 28 years of dedicated and faithful service to the Texas Department of Public Safety and the people of the State of Texas.

COMPUTER HISTORY RECORDS INFORMATION SERVICES (CHRIS)

Welcome New Team Members!

Carmen Zaragosa

My name is Carmen Zaragosa. I am married, have two sons and three grandsons. I started with DPS in March 15, 2023 in IBR as a Customer Service Rep. Prior to DPS, I have a total of almost 25 years of experience in law enforcement as a CHP 911 dispatcher, HHPD Telecommunicator, and HHPD Records Clerk. I was born and raised in California and moved out of state in April 2015. I am enjoying and so thankful to be working for this department.

Daynara Gutierrez

My name is Daynara Gutierrez, and I am 21 years old with a degree in English Literature from the University of Texas Rio Grande Valley. I was hired by DPS in April, and I am currently serving as a Public Safety Records Technician for the Terrorist Offender Registration Program. I found myself working for this agency after discovering that I wanted to work in a job field that I was unfamiliar with. I have experience in communications and journalism but have never explored working with Crime Records or law enforcement. I am glad to say that I have already learned a world of information while working with the team, and I look forward to being part of the expansion of DPS.

Anna Gay

Hi, my name is Anna Gay. I started my career with the Texas Department of Public Safety in May 2017 as a Police Communications Operator in Waco. Since May 2019, I have been with the Crime Records Division. First, as a Criminal Justice Information Services (CJIS) Auditor then, in February 2024, I promoted to Assistant EDR Coordinator. In my free time, I enjoy walking, reading, spending time with my friends and family (and my cats), and fishing. One of my goals this year is to catch a fish that I can eat. :)

A Message from the Quality Assurance Team (CHRIS)

What's in a name?

When entering arrests or applicants from the Front End Scanning (FES) application, which eventually drops into the Computerized Criminal History (CCH), the first field is the name. Here are the rules for entering names:

- Enter the name as Last Name, First Name Middle Name, with no space between the comma and the first name.
- Suffixes like Jr, SR, II, IV, etc., are used after the middle name.

Examples:

- Doe,John
- Doe,John David III

Name Length Limitations

- The system allows up to 30 characters in a name.
- If a hyphenated last name exceeds 30 characters with the hyphen, remove the hyphen.
- If the name is still too long, enter as much of the name as allowed by the character limit.

Example:

- Original: SOMEONE-HELPME,MYNAME ISWAYTOOLONG
- Entered: SOMEONEHELPME,MYNAME ISWAYTOOL

Hyphen and Punctuation Rules

- Only two hyphens are allowed in the last name.
- No punctuation is allowed in the first or middle name.

Examples:

- De-La-Fuente,Juan remains

De-La-Fuente,Juan

- De-La-Garza-Hernandez,Juan becomes

De-La-GarzaHernandez,Juan

Single Name Entries

- Enter a single name as the last name followed by a comma and the letters XX.

Example:

- Madonna,XX

Apostrophes

- Apostrophes cannot be entered in a name, even if they appear on the birth certificate.
- The first record establishing the State Identification Number (SID) sets the master name. Later entries with different names go under the alias section.
- Only the agency that submitted the original entry can request a correction to the master name.
- Quality Assurance is sometimes limited by space constraints, National Crime Information Center (NCIC) rules, or system programming.

BIOMETRIC SERVICES BUREAU (BSB)

Texas DPS Implements First Fully Functional Disaster Recovery System

In April 2023, the Texas DPS, Crime Records Division (CRD) implemented the Multi-Modal Biometric Identification System (MBIS) Disaster Recovery (DR). MBIS DR is the first fully functional DR system for Texas DPS.

Using a mix of laptop workstations and virtual terminals, MBIS DR operates on an active-passive connection.

This setup improves load balancing for Tenprint and Latent print processing by shifting all Applicant back-end processing to the DR system, freeing up resources for quicker processing on the primary system.

The DR system also features near real-time sync to ensure both the primary and DR systems maintain the same data repository.

system when normal operations resume. This sync includes manual updates to existing events, consolidations, and registrations.

Latent processing in DR mode allows searches to the FBI and registrations to the state-level unsolved latent database. Latent users are encouraged to contact DPS to discuss the Universal Latent Workstation (ULW) software for searches during DR mode.

For More Information

Contact MBIS@dps.texas.gov. CRD is also upgrading MBIS and moving to the cloud, which will provide full functionality for Latent processing in DR mode.

In the event of a disaster, DPS's MBIS will be fully functional within four hours for all Tenprint processing,

including transactions for criminal arrests, Ten Finger Look Up (TFLU), applicant processing, Record of Arrest and Prosecution BACK (RapBack), and Mobile ID. While in DR mode, the system retains all transactional information for up to 30 days, allowing a full sync to the primary

CRIME INFORMATION BUREAU (CIB)

TX Law Enforcement Telecommunication System (TLETS) Operations: Key Updates and Reminders

At TX Law Enforcement Telecommunications (TLETS) Operations, we are always looking for ways to enhance the experience and connectivity for our end users, with officer safety as a top priority.

Satellite to Router Project

The Department of Public Safety, Crime Records Division, and TLETS Operations are moving from satellite connections to SD-WAN routers. This project is in the late planning and development stages and is now entering the early pilot phase. As we progress, we will plan a strategic roll out of the procured routers. Look out for more information on this project soon.

TLETS Email Inbox Automatic Reply

The TLETS section has implemented an automatic reply to our inbox to confirm receipt of your correspondence immediately. This reply includes relevant contact information for different sections and necessary information related to User Request Form submissions. It will be updated with other relevant information as necessary (e.g., unexpected outages, planned outages, system updates).

User Request Forms (URFs) & Terminal Control Reports (TCR)

For URFs, send requests to TLETS@dps.texas.gov using the most recent updated form. Processing can take up to 15 business days. For urgent requests, add "RUSH" or "URGENT" to the email subject line. Submit requests as attached Word documents only (.doc or .docx). Use password-protected documents to ensure user information security.

- URFs submitted from non-governmental domains (e.g., Gmail, Hotmail, Yahoo) will not be accepted.
- For urgent/rush URFs, include an explanation in the email body.
- As per our security procedure, the currently listed Terminal Agency Coordinator (TAC) or Agency Head must be named as the requester on the URF form and copied in the email.

Further instructions are in the New User Request form instructions, accessible via nexTEST. Scroll down to "Launch Pad," select "CJIS Training," then "TAC Information." Enter your TLETS User ID and password to gain access. Administrators/TACs, note: if you have access to your agency's TLETS users in Configurator, it is mandatory to include comments in the "info tab" when making any account changes. For example, if you check the disable box in Configurator, provide remarks in the info tab. This information is useful for DPS in case there are issues or concerns related to the user account. Additionally, be aware that if your agency's TCR is not up-to-date, changes to your terminals may occur. For terminal updates, contact security.committee@dps.texas.gov, and for contact updates, use the TAC/Admin form and send them to TLETS@dps.texas.gov.

NTOS Boosts National Security with Improved Data Sharing and Inter-Agency Communication (CIB)

The National Threat Operations Section (NTOS) of the Criminal Justice Information Services (CJIS) Division has strengthened national security through improved information sharing. In spring 2023, NTOS used the CJIS advisory process to better share critical data with law enforcement nationwide. This led to a recommendation from the CJIS Advisory Policy Board in June 2023, allowing direct sharing of Threat Intake Processing System data with law enforcement through the International Justice and Public Safety Network (Nlets) messaging.

NTOS has also made progress in connecting with local public safety answering points. The integration of state, local, and tribal information into the National Data Exchange System, thanks to a partnership with Nlets, promotes seamless information flow. This initiative, completed within a year, showcases the collaboration between the CJIS Division and state, local, and tribal law enforcement.

The success of this project highlights the commitment to officer and public safety, building trust and cooperation for national security. Ongoing state and local pilot projects will continue to improve this framework, leading to a more secure future.

DPS values your feedback!

Please share your thoughts or success stories with us at TLETS.Operations@dps.texas.gov or TCIC.Operations@dps.texas.gov. Thank you for your continued support in enhancing officer and public safety.

Biennial Validations Reminder (CIB)

Biennial Validations are here!

Keeping accurate contact information is crucial for officer and public safety. Every two years, states must validate their agencies' Originating Agency Identifiers (ORIs) as required by NCIC and Nlets. If you don't have a TLETS terminal, contact your entering agency to complete this process. If you are an entering agency, run a TQ and QO in OpenFox and validate all ORIs your agency manages.

Fields to check

- Address
- Phone number
- Alternate phone number
- Fax number
- 24-hour status
- Terminal status
- Email address

Biennial Validations Reminder (Cont.)

For changes:

- Use the UORI form to update information.
- If no changes are needed, validate the ORI by entering the zip code on the UORI form.
- The three required fields at the top of the UORI form are marked with an asterisk.
- The Name of Validator (VLN) is the person verifying the information.

Formatting tips:

- Use (DOT) to replace periods in email addresses (e.g., TCIC(DOT)Operations@dps(DOT)texas(DOT)gov).
- NCIC phone numbers should be in XXX XXX-XXXX format.
- ORION phone numbers should be in XXXXXXXXXX format.

Address guidelines:

- TQ must have the physical address.
- QO should use the mailing address if different.

Location (LOC) entry:

- City and county must be used if both appear in the TQ entry.
- Make sure there are entries for both locations and email TCIC.Operations@dps.texas.gov for any issues.

TCIC Operations has a document with screenshots to help with ORI validation. Email TCIC.Operations@dps.texas.gov for the training document or with any questions. The deadline for these validations has passed, so complete them ASAP to stay compliant. We appreciate your cooperation!

COMPLIANCE & TRAINING BUREAU (CAT)

CJIS Field Support Unit

CJIS Field Support Unit

Training and Assistance
The CJIS Field Support Unit provides training and assistance for reporting data to CCH database. Contact your CJIS Field Support Auditor with any questions or to schedule training.

CJIS and JJIS Completeness Percentages
Granting agencies will review the 2018-2022 reporting years for the 90% completeness percentages. It's recommended that each department runs a County Combined Completeness Report regularly to monitor progress.

CJIS Field Support Unit (Cont.)

If your county is below 90% completeness in Adult or Juvenile for the five-year average, contact your CJIS Field support auditor or the CJIS main line for assistance.

Average Days to Report Dispositions
On September 5, 2019, the Governor issued an executive order to improve the disposition reporting timeframe:

"Starting January 1, 2020, all future grant awards from the Office of the Governor to counties require a commitment to report at least 90% of convictions within seven business days to the Criminal Justice Information System at the Department of Public Safety. By January 1, 2021, this reporting must occur within five business days."

Reporting Reminders

Juvenile Dates
The most common mistake on the CR-43J/CR-44J forms is incorrect dates. Ensure these dates are complete in the Referral Section:

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

Complete all required fields to ensure timely entry into CCH.

Age of Victim Reporting
Only use the Age of Victim field for cases defined in Chapter 66.102 (h)(1-8) of the Code of Criminal Procedures. Do not report the victim's age if the offense doesn't meet these requirements.

NICS Reporting
The FBI performs background checks for weapons on applicants with criminal history records in Texas. They may contact your agency if there is missing or incomplete information (arrest, prosecutor, or court dispositions) in CCH or NICS. After cooperating with the FBI, submit the needed information to both the Texas CCH and NICS databases.

Any criminal disposition must be reported to CCH, and any NICS reporting (Government Code 411.052 and 411.0521) must be reported to the NICS database. For example, a defendant found "incompetent to stand trial" will be reported to both databases.

The primary reason to cancel a NICS report is if the defendant gets a "Relief of Disabilities" order (Health & Safety Code 574.088).

Contact your field representative with any questions.

CJIS Technical Audit Team

What Is Software-as-a-Service (SaaS)?

One main benefit of SaaS is that it acts as an excellent replacement for bulky traditional software. On-premise software must be purchased, installed and maintained locally by a business, while cloud-based software is hosted over the internet.

The SaaS vendor charges a subscription fee which allows users to access services through virtual private networking or an internet connection. The SaaS vendor is responsible for hosting the servers, hardware and any code necessary for the applications.

With SaaS, police departments can gain access to a full range of useful applications designed to facilitate improved performance in finances, communication and operations management. Today, organizations can find a wide range of software options in the SaaS vendor market, such as:

- Accounting
- Customer service
- Office software
- Messaging and communication
- Workflows and processes
- Human resources management
- Collaboration

Benefits of SaaS Security

SaaS security is vital because it enables safe access to data and services for anyone in your organization, regardless of location. It plays a crucial role in warding off cyber attacks, safeguarding critical systems and data, and minimizing the chances of expensive incidents and downtime.

Data breaches can severely damage an organization's reputation, lead to customer loss, and result in significant legal penalties. SaaS security maintains continuous business operations without interruption due to data loss or cyber attacks. An effective security strategy fortifies trust in your organization and ensures compliance with regulatory requirements.

Assessments of Agency Vendor Solutions Used to Process, Store, Transmit CJI

All agency proposed vendor solutions must be assessed by the CSA prior to the solution being used by the agency to process, store, or transmit CJI, and/or connect to systems used to process, store, or transmit CJI. An email must be sent to cjis.assessments@dps.texas.gov requesting a cloud-based SaaS assessment or an On-Premise assessment of each of the agency's proposed vendor solution(s).

CJIS Technical Audit Team

State of Texas – CJIS Security Office - SaaS Assessment Process

This process is to be used by law enforcement agencies for all "Agency" proposed cloud-based solutions used to process, store, or transmit Criminal Justice Information (CJI).
The Agency must receive a formal Notice of Compliance issued by the DPS CJIS Technical Compliance Analysts before the proposed "Vendor" cloud-based solution is used to process, store, or transmit CJI.

THE TIMELINE FOR THE COMPLETION OF THE SaaS ASSESSMENT IS PRIMARILY CONTINGENT UPON THE QUALITY OF AGENCY RESPONSES TO THE ONLINE SaaS ASSESSMENT QUESTIONNAIRE.
TO EXPEDITE THE PROCESS: PLEASE ASK FOR VENDOR ASSISTANCE IN THE COMPLETION OF THE QUESTIONNAIRE AND DOCUMENT FINDINGS IN THE AGENCY SECURITY PLAN FOR THE SaaS SOLUTION.

SaaS ASSESSMENT STARTED

Once the agency decides upon a Vendor SaaS solution used to process, store, or transmit CJI, the Agency should review this process, the relevant security controls outlined in the CJIS Security Policy Requirements Companion Document, and contact:

DPS if you have additional questions.

Once the Agency signs a Vendor contract for the SaaS solution, the Vendor should sign the Texas version of the CJIS Security Addendum with the Agency which legally binds the Vendor and Vendor personnel working on the contract to the requirements of the CJIS Security Policy, the State of Texas CJIS Security Policy Supplement, and any enhanced Agency security requirements.
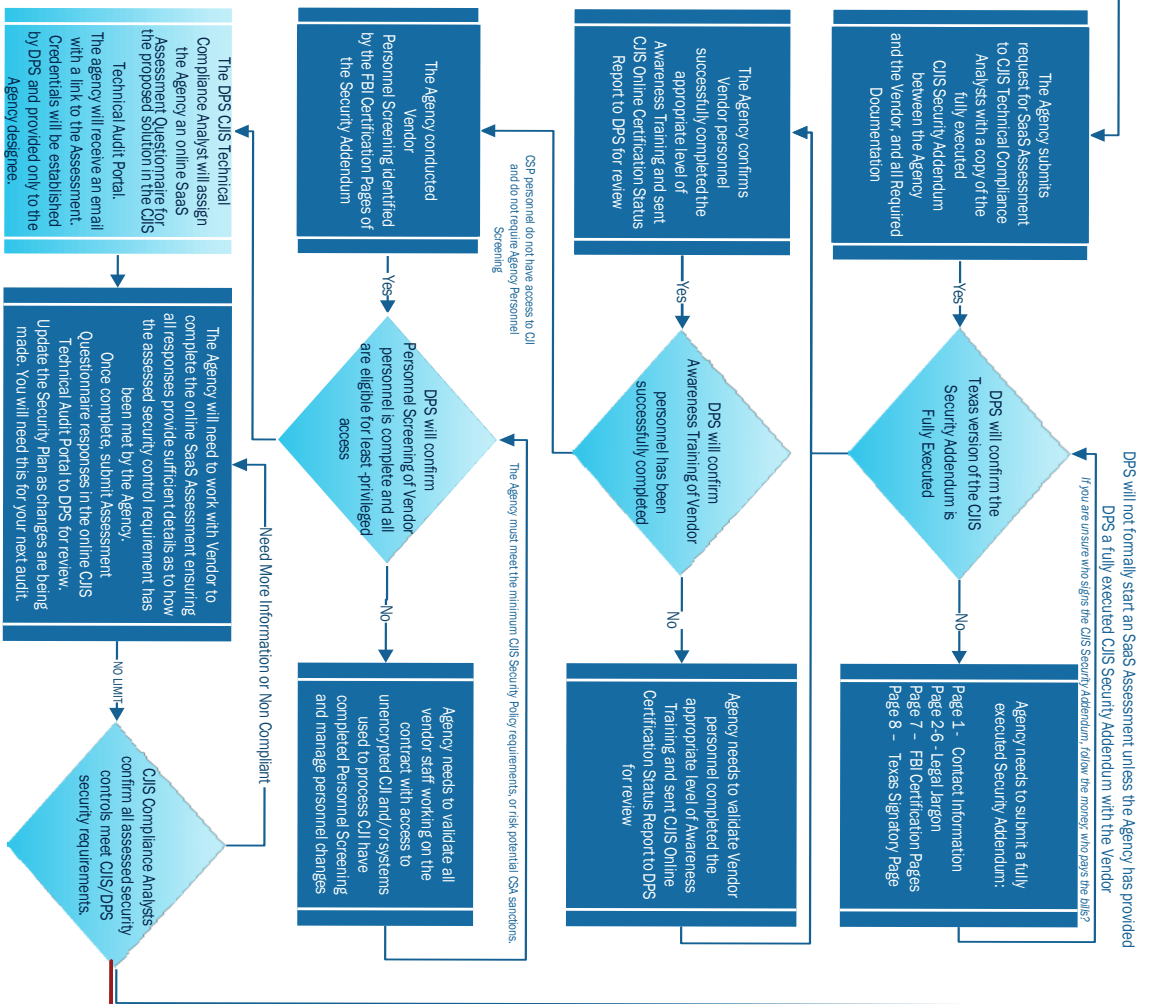
The Vendor should provide the Agency a Security Plan for the proposed SaaS solution that details how the proposed solution is configured to meet the current CJIS Security Policy requirements and any enhanced Agency security requirements.

THE SECURITY PLAN SHOULD BE REVIEWED BY THE AGENCY PRIOR TO SIGNING THE CONTRACT TO ENSURE THE PROPOSED SOLUTION CAN MEET CJIS SECURITY POLICY REQUIREMENTS WHICH IS ALWAYS THE AGENCY RESPONSIBILITY

We Trust, But Verify!

Required Documentation

Documents should be sent to cjis.assessments@dps.texas.gov

- Cloud Service Provider (CSP) Enrollment Agreement or any contractual paperwork between Vendor and CSP validating SaaS solution is hosted in a government cloud.
- Agency Network Diagram including Proposed SaaS Solution, with an updated equipment list: *(Make, Model, OS/firmware version, Date Last Updated, End of Support Date)*
- A copy of the fully executed CJIS Security Addendum.
- CJIS Online – Certification Status Report showing all Vendor personnel are current with required Awareness Training.
- Documented step-by-step Remote Access procedures for all methods and all Vendor personnel granted Remote Access.
- Vendor personnel list including least-privilege permissions granted.
- A copy of all CJI data sharing agreements, currently in use, and via proposed solution.
- A copy of the agency Remote Access, BYOD, MDM, Account Management, Incident Response Plan, and Sanctions policy and any other documentation needed by DPS to complete the assessment.
- Request for a TEST connection

Effective 01/01/2024
CJIS Security Office (512) 424-5686
Http://dps.texas.gov/securityreview

The Agency submits request for SaaS Assessment to CJIS Technical Compliance Analysts with a copy of the fully executed CJIS Security Addendum between the Agency and the Vendor, and all Required Documentation

The Agency confirms Vendor personnel successfully completed the appropriate level of Awareness Training and sent CJIS Online Certification Status Report to DPS for review

The Agency conducted Vendor Personnel Screening identified by the FBI Certification Pages of the Security Addendum

→ *CSP personnel do not have access to CJI and do not require Agency Personnel Screening*

The DPS CJIS Technical Compliance Analyst will assign the Agency an online SaaS Assessment Questionnaire for the proposed solution in the CJIS Technical Audit Portal.

The agency will receive an email with a link to the Assessment. Credentials will be established by DPS and provided only to the Agency designee.

DPS will not formally start an SaaS Assessment unless the Agency has provided DPS a fully executed CJIS Security Addendum with the Vendor
If you are unsure who signs the CJIS Security Addendum, follow the money, who pays the bills?

DPS will confirm the Texas version of the CJIS Security Addendum is Fully Executed

— Yes →

— No →

Agency needs to submit a fully executed Security Addendum:
Page 1 - Contact Information
Page 2-6 - Legal Jargon
Page 7 – FBI Certification Pages
Page 8 – Texas Signatory Page

DPS will confirm Awareness Training of Vendor personnel has been successfully completed

— Yes →

— No →

Agency needs to validate the Vendor personnel completed the appropriate level of Awareness Training and sent CJIS Online Certification Status Report to DPS for review

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DPS will confirm Personnel Screening of Vendor personnel is complete and all are eligible for least-privileged access

— Yes →

— No →

Agency needs to validate all vendor staff working on the contract with access to unencrypted CJI and/or systems used to process CJI have completed Personnel Screening and manage personnel changes

The Agency must meet the minimum CJIS Security Policy requirements, or risk potential CSA sanctions.

The Agency will need to work with Vendor to complete the online SaaS Assessment ensuring all responses provide sufficient details as to how the assessed security control requirement has been met by the Agency.

Once complete, submit Assessment Questionnaire responses in the online CJIS Technical Audit Portal to DPS for review. Update the Security Plan as changes are being made. You will need this for your next audit.

— NO LIMIT →

CJIS Compliance Analysts confirm all assessed security controls meet CJIS/DPS security requirements.

— Need More Information or Non Compliant →

Approved

The Agency must provide detailed responses to how the proposed solution is being configured to meet CJIS requirements for the assessed security control(s).

The Vendors like to respond by saying in their Security Plan that it is the Agency responsibility to meet many of the assessed security control(s), which is true, but it does not explain how the solution meets the assessed security control(s). Regardless, the Agency needs to provide detailed response that will explain how the proposed solution will be configured to meet the CJIS requirements of the assessed security control(s).

The Agency should request the Vendor provide detailed responses to all relevant security controls for the proposed solution which can be found in the current version of the CJIS Security Policy Requirements Companion document.

Or, the Vendor can wait until the assessment begins and work with the Agency to respond to the assessment questionnaire, which will likely take longer...

THIS IS WHERE THE PROCESS MAY SLOW DOWN

The DPS CJIS Technical Compliance Analyst will notify the Agency and TLETS letting them know they have approved the specific interface(s) as outlined in the assessment of the Agency proposed solution.

Agency proposed solution is approved to connect to TLETS systems to process, store, and/or transmit CJI.

SaaS ASSESSMENT COMPLETED

Agency will work with TLETS to complete any interface connections issues for Test and/or Production use.

DPS WILL AUDIT AND ASSESS ANY UPDATES TO THE SOLUTION DURING THE NEXT CJIS TECHNICAL AUDIT

Incident-Based Reporting (IBR) Training and Compliance Team (CAT)

Our Compliance and Training Incident Based Reporting team is here to help with all your NIBRS reporting needs. We offer comprehensive training on topics like Molly Jane's Law, Use of Force, NIBRS Overview, and more.

Not sure who your regional training and compliance trainer is?

Email us at NIBRS@dps.texas.gov, and we'll help you out.

Reminder: HB 4879, mandating National Incident Based Reporting (NIBRS), passed on September 1, 2023.

Here are the dates and locations of our 2024 CRD Conferences:

- Austin – 8/12/2024 – 8/16/2024
- Houston – 8/26/2024 – 8/30/2024

Registration is free, but space is limited. Attendees are responsible for their own meals, travel, and lodging.

For more info, check out the conference website. If you have any questions, email us at CRDC@dps.texas.gov. We look forward to seeing you at one of these conferences!

Virtual Trainings

We also hold free monthly virtual trainings. Keep an eye out for emails sent to your agency's NIBRS point of contact with available classes and dates. Please share these with your team.

If you're not receiving these announcements, email us at IBR.Training@dps.texas.gov. These emails go to the main NIBRS contact at your agency.

For any training-related questions or requests, email us at IBR.Training@dps.texas.gov.

Need help with NIBRS?

Email NIBRS@dps.texas.gov or call our main office at (512) 424-2091.

Conference Presentations

Jaimee Mayes and Shawna Goerlitz presented at the 2024 Texas Police Chiefs Association Conference in Galveston, Texas, on March 26, 2024. They did a fantastic job discussing Molly Jane's Law and Use of Force Overview, and answered questions about various Incident Based Reporting Programs.

Sex Offender Registration Training (SOR) (CAT)

Sex Offender Registration Training 2024 Crime Records Conferences

The Texas Department of Public Safety Crime Records Division (CRD) is excited to announce the 2024 Crime Records Conferences that will take place across the state this summer. The topics are designed for anyone who works with CRD and will provide various sessions to enhance your knowledge and skills. Attendees can register for a single class or up to the full conference agenda. If you are interested in attending a conference and would like to review more details and/or register, please click on the following link: https://www.dps.texas.gov/section/crime-records/crime-records-conferences

SOR Conference Sessions

(Dates and locations, p. 12)

- Duties of Registration under Chapter 62, Texas CCP (2 Hrs)
- Successful SOR Program Management (1 hr) Legal Determinations and Registration for Non-Texas Offenders (1 hr)
- SOR Secure Website Best Practices (1 hr)
- Removal from the Sex Offender Registry: Ending Registration Dates, Removal Processes, and Reporting of Deceased Registrants (1 hr)

In-Person or Remote Training Available

If you are unable to attend the CR Conference and/or are interested in training tailored to your specific agency needs, please contact us. See the map below and the contact information provided:

Region 1: Tyon Cooper, (512)424-7615, Tyon.Cooper@dps.texas.gov

Region 2: Charles Francis, (512)424-2343, Charles.Francis@dps.texas.gov

Region 3: Barry Ives, (512)424-5835, Barry.Ives@dps.texas.gov

Region 4: Lindsey Simon, (512)424-7885, Lindsey.Simon@dps.texas.gov

Region 5: Irene Munoz, (512)424-7650, Irene.Munoz@dps.texas.gov

Region 6: Rodney Hall, (512)424-7552, Rodney.Hall@dps.texas.gov

Region 7: Mike Holm, (512)424-7892, Michael.Holm@dps.texas.gov

We can also be contacted through our main assistance line or email:
TxSOR@dps.texas.gov
SORB Main Line: (512)424-2800

The Texas Crime Information Center (TCIC) Audit (CAT)

Purpose Codes and Their Uses

When conducting a criminal history inquiry, it is mandatory to fill out the Purpose Code field. The Purpose Code identifies the reason or purpose behind conducting the inquiry. Though several Purpose Codes may be available, TLETS users are only authorized to use codes C, J, D, and F.

Purpose Code C is mainly used for official responsibilities related to the administration of criminal justice. This code can be used not only for investigations, entries, or validations but also for screening suppliers and volunteers who are not involved in handling Criminal Justice Information (CJI). Purpose Code C can also be used for site security reasons, such as monitoring individuals visiting military installations or granting access to employees of secure criminal justice facilities. Finally, a more uncommon use for Purpose Code C is in the selection of jurors for criminal cases in courts.

Purpose Code J is used when criminal justice agencies conduct background checks on applicants or vet personnel from other agencies that they oversee. This code is also applicable to vendors with access to Criminal Justice Information (CJI), such as maintenance professionals working in restricted areas, IT staff working with computer systems that have access to CJI, and volunteers like dispatchers and clerks. Though not mandatory, Purpose Code J can also be used to conduct background checks on the family members of workers or applicants.

Purpose Code F is primarily used when an agency returns a firearm to its rightful owner. It can also be used to issue permits for firearms and explosives by state and municipal laws. This rule ensures compliance with federal and state legislation that forbids individuals with criminal backgrounds from possessing firearms that have been pawned.

Purpose Code D is exclusively used for civil or criminal courts when dealing with domestic violence or stalking situations. Only courts that have either a D or J at the end can use Purpose Code D for ORIs. Agencies can use Purpose Code D when the requester is the court. If the agency is conducting a Criminal History Check (CCH) to investigate incidents of domestic abuse or stalking, they would be required to use Purpose Code C.

This list is not exhaustive, more information can be found in the TCIC/TLETS Manuals and the III/NFF Manual. These are available through the nexTEST Launch Pad.

Questions or comments can be directed to TCIC Audit at 512-424-2809 or TCIC.Audit@dps.texas.gov.

CCH/III Race Verification

A few years ago, the Driver License Division of DPS made a database change concerning race and ethnicity that may cause terminal operators to receive a driver license return with no race listed. Until the individual of the record goes into a driver license office to renew or update their driver license/identification card and declares a race recognized by the State of Texas, the race field may continue to return without a race indicated. This has caused some confusion as to how the race of the individual should be added to the record and under which circumstances the agency should utilize RAC/U.

When querying a Texas driver license or identification card:

- The terminal operator will receive a return that indicates the "RACE – ETHNICITY" for the subject of the record in the "DESCRIPTION" field.
- If terminal operators come across driver license/identification card records with "blank" race fields on the return for record entry purposes, please review the CCH/III return and your own agency case files to verify the race of the individual to include in the entry.
- If CCH/III match, please utilize the race listed in the entry.
- If CCH/III differ and the driver license/identification card returns without a race listed, operators should use RAC/U.

Additional information regarding use of the race field can be found in the NCIC Code Manual under Personal Descriptor Codes, Item 3.

If you have any additional questions or concerns regarding the proper use of the RAC field, please contact TCIC Audit at tcic.audit@dps.texas.gov or via phone at (512)424-2809.

CRD Directory

CRD Management

Michelle	Farris	Chief	michelle.farris@dps.texas.gov	512-424-7659
Luz	Dove	Senior Director	luz.dove@dps.texas.gov	512-424-7964
Loann	Garcia	Senior Director	loann.garcia@dps.texas.gov	512-424-2409
James	Gore	Senior Director	james.gore@dps.texas.gov	512-424-7911

CRD Billing Unit

Jennifer	Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-7111
Lisa	Garcia	CR Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Onnesty	Shyea	CR Billing Clerk	onnesty.shyea@dps.texas.gov	512-424-5580
Tierra	Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2529
			crssupplyorder@dps.texas.gov	Fax order form to: 512-424-5599

Access & Desssemination Bureau (ADB)

Catalina	Rodriguez-Combs	Manager	catalina.rodriquez-combs@dps.texas.gov	512-424-5894
Rochelle	Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-424-5121
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Incident-Based Reporting Bureau (IBR)

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Crime Information Bureau (CIB)

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Irene	Munoz	Training & Development	Region 5	irene.munoz@dps.texas.gov	512-424-7650

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