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CR News is Published by Texas DPS. Send comments, suggestions, and mailing list updates to Taylor Mohel, [anne.mohel@DPS.texas.gov](mailto:anne.mohel@DPS.texas.gov).

## Promotions

- Loann Garcia to Assistant Chief (pictured right with Director Steven McCraw);
- Catalina Rodriguez-Combs to Senior Director - Biometric Services Bureau and Criminal History Record Information Services Bureau;
- Sonya Stell to CJIS Technical Manager;
- Tanya Wilson to ADB Manager;
- Tiana (Rafael) Sandoval to Crime Records Legal Expunction Supervisor;
- Alison Padula to IBR Program Specialist; and
- Brian Morris to CCH Quality Assurance Analyst.



## Thank you for 25 Years of Service!

Carol Denson, Biometrics Service Section (BSB), received her 25-year service award.



## Crime Records Division Welcomes Chief Matt Hicks

CRD supports law enforcement agencies and the people of Texas by providing accurate, timely and responsive information to include biometric identification, access to criminal justice information, as well as technical assistance for CRD programs. (Continued, P. 2)

## Chief Matt Hicks (Cont.)

Hicks began his career with the Department in 1997 as a trooper in the Texas Highway Patrol Division until 2003 when he promoted into the Criminal Intelligence Service prior to merging services into the Criminal Investigations Division. Hicks advanced through various roles where he managed a variety of diverse programs across the state including the Technical Unit, Computer Information Technology and Electronic Crimes Unit, Polygraph Unit, and Asset Forfeiture Unit. In October 2022, he was appointed to Assistant Chief of the Criminal Investigations Division.

Hicks is a graduate of the Texas Department of Public Safety Command College and has a bachelor's degree from Lamar University. Hicks is a past president and lifetime member of the Texas Association of Polygraph Investigators. He is also a member of several professional organizations.

## ACCESS & DISSEMINATION BUREAU (ADB)

### Welcome New Team Members

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#### Terese Fong - Fingerprint Program Specialist

Terese began her career with DPS in August 2022 in the Criminal Record Information Services Bureau as a Quality Assurance Analyst. She joined ADB in May 2024 when she accepted the Fingerprint Program Specialist position with the Fingerprint Services Unit. In her personal time, she enjoys going to the park or walking through trails with her husband and dog, as well as reading while her three cats lounge alongside her.



## ADB New Team Members (Cont.)

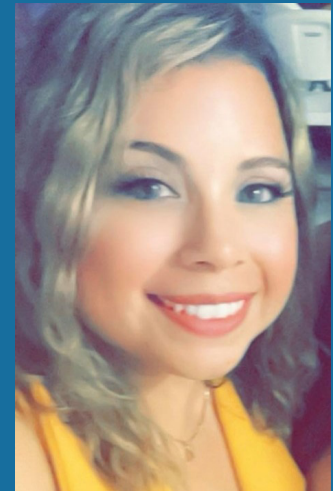


### Nereida Lopez - ADB Program Support Specialist

I'm a proud wife and mother of three who was born and raised in Austin, TX. I'm an enthusiastic runner who tackles marathons for enjoyment on the weekends. I'm a die-hard fan of both the UT Longhorns and the Dallas Cowboys. In addition to this, I have a passion for crafting, delving into thrilling books, and cherishing moments with loved ones.

### Stephanie Rodriguez - Criminal History Inquiry Technician

Hello everyone! My name is Stephanie Rodriguez, and I am so happy to be joining this team! I have been with DPS for a little over 10 and a half years, all of which I spent working as an evidence technician in the Corpus Christi Crime Lab. I was born and raised here in Corpus Christi, known for its proximity to the beach and as the hometown of Selena! I left for college in San Antonio, then returned after graduation to be close to my family. I have a bachelor's degree in criminal justice from The University of Texas at San Antonio. I have two boys: Luke, who is almost 14, and Rhys (pronounced "Reese" like the candy), who is eight. We have a sulcata tortoise and a betta fish as our full-time pets, and in my spare time, I am a pet sitter for dogs and cats. I am also a baseball mom and a band mom, so most weekends you will catch me at some kind of sports field. I love to read, and you will almost always find me carrying a book around. I have never worked remotely, so I know it will be an adjustment, but I truly welcome the opportunity to learn this new position and interact with all of you.



# 89th Texas Legislative Session (ADB)

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The Access & Dissemination Bureau is preparing for the 89th Texas Legislative Session, which begins January 14, 2025. In this session, like the ones in the past, we will be working to ensure those who are required by law to access criminal history can do so. We encourage agencies with questions regarding access to criminal history record information (CHRI) for Texas or national results to contact us as soon as possible. If your current statutory language may change during the upcoming session, please contact us so we can provide guidance and be aware of changes. We aim to be as prepared as possible to implement

legislative changes quickly. We work with the FBI to approve access to CHRI and assist your agency with the CHRI process as needed.

## **Please get in touch with any questions:**

### **Texas CHRI:**

Tanya Wilson, Criminal History Inquiry Unit  
Supervisor, Tanya.Wilson@dps.texas.gov

### **National CHRI:**

Michelle Hammonds, Fingerprint Services Unit  
Supervisor, Michelle.Hammonds@dps.texas.gov

## **CRIMINAL HISTORY RECORD INFORMATION SERVICES BUREAU (CHRIS)**

### **Switch-Prints**

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The Texas Department of Public Safety Error Resolution Unit consistently receives numerous records that are entered but do not belong to the correct individual. These errors result from individuals being fingerprinted with the wrong identifiers. These arrests are then linked to other individuals who were fingerprinted before or after them, resulting in a “switch print switch record” error. Correcting these errors is a time-consuming process for the ER Unit. Until corrected, these errors continue to appear on an individual’s background check. The Error Resolution Unit cannot correct these errors until they obtain the CR-43 Arrest Form along with both prints of the individuals involved. For the DPS to ensure

that the proper records are being reported, it is essential that all information, including fingerprints, is cleared before entering a new arrest. This will allow the correct prints and arrest information to be entered for the corresponding individual.

## **Please do not hesitate to contact the ER Unit if you have any questions.**

Thank you,  
Error Resolution Team  
error.resolution@dps.texas.gov  
Main number 512.424.7256

# BIOMETRIC SERVICES BUREAU (BSB)

## Mobile ID

Mobile ID is a rapid search through DPS’s fingerprint database using a minimum of two fingerprint images. This allows users to quickly assess the threat level of an encountered individual. Mobile ID searches include records such as wanted persons, sex offender registration subjects, and known or suspected terrorists. Mobile ID responses should not be solely relied upon for any law enforcement action but rather serve as a possible link between submitted images and true identities, which must be independently verified.

DPS and the FBI will process submissions in a “lights out” fashion without human intervention. Responses will be categorized as red, yellow, or green. A red response indicates a hit, identifying a highly probable candidate, but should not be considered a positive identification—only a high likelihood of identification. A yellow response suggests a possible hit, identifying a candidate (or candidates) with a confidence level below that of a red response. The yellow response should be used as an investigative tool to provide leads for further inquiries. A green response indicates no hit, meaning the search did not locate a viable candidate.

The Mobile ID device should adhere to national standards and be a Fingerprint Acquisition Profile (FAP) 30 device or greater. FAP is defined in NIST Special Publication 500-280 (Mobile ID Best Practices). The Mobile ID devices must be on the FBI’s certified product list. DPS’s Mobile ID system will only accept image-based searches; minutia-based

searches are not supported.

Texas DPS recently purchased one hundred Mobile ID devices for the Border Disaster Declaration effort. These devices are being utilized by the Texas Highway Patrol and Criminal Investigations Division.

**If your agency is interested in submitting Mobile ID requests to the state,**

please contact the Biometric Coordinator at [livescan@dps.texas.gov](mailto:livescan@dps.texas.gov).



Assistant Biometric Coordinator Jessica Carmona-Lara and Trooper Michael Guzman attend a Mobile ID training at the Texas Capital Region

# CRIME INFORMATION BUREAU (CIB)

## TLETS Operations: Transition from TLETS VSAT to SD-WAN Network

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The Texas Department of Public Safety would like to thank all TLETS-member agencies that participated in the TLETS SDWAN solution survey earlier this year regarding DPS TLETS network infrastructure as we begin planning to transition all VSAT sites to the software-defined wide area network (SD-WAN) path. DPS would like to inform all TLETS-member agencies that several agencies have deployed the SD-WAN solution within their local area networks and have successfully connected to the DPS TLETS network. Currently, a pilot program is underway, and DPS hopes that the feedback gained from the pilot will be valuable in helping us refine the deployment process for all sites.

### **Will the equipment be provided by DPS?**

The router, backup LTE module, and SIM card will

be paid for 100% by the Texas Department of Public Safety.

### **What carrier options are available for the backup SIM card?**

AT&T and Verizon. Agencies get the choice.

### **When will my agency get a router?**

We're planning a phased approach to this project. We will reach out to your agency once we're closer to your implementation.

### **What is the best way to contact DPS for any questions or concerns I might have?**

An inbox has been established for this project.

You can reach us at

[TLETS.Router.Project@dps.texas.gov](mailto:TLETS.Router.Project@dps.texas.gov).

## TCIC Operations: Determining Extradition Codes in OpenFox Messenger (CIB)

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Prior to entry, an agency must make a determination regarding transportation or extradition. Transportation refers to an exchange of an inmate between two law enforcement agencies within the State of Texas. Extradition

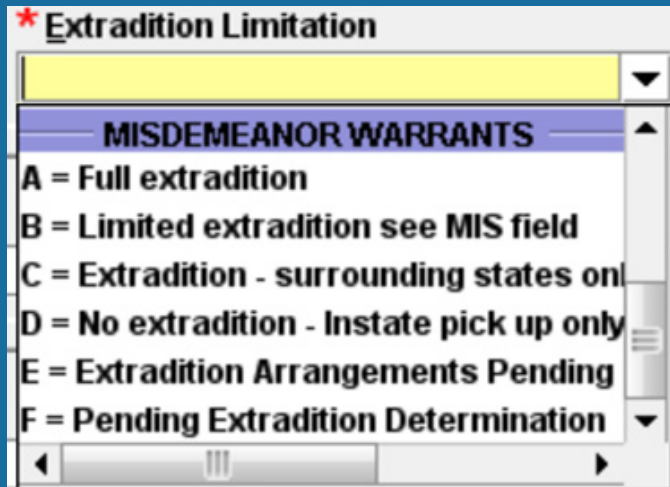
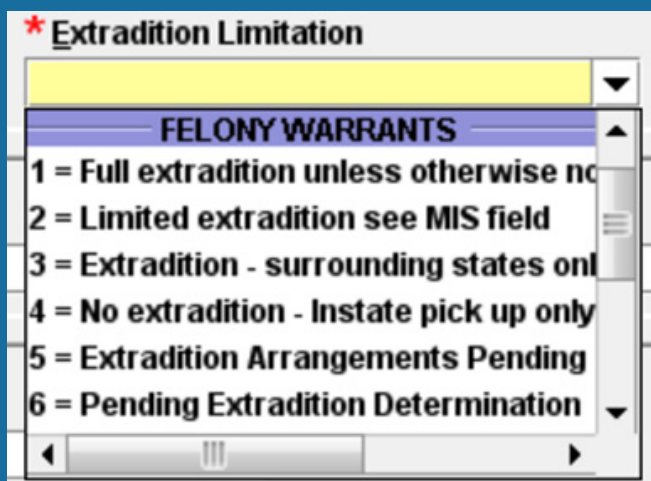
refers to the exchange of an inmate between two states. Per the NCIC Code Manual: 20 - Warrants Extradition Limitation (EXL) Field Codes In a record response, the translation field will include the code with the literal translation.

# TCIC Operations (Cont.)

## Extradition Codes: What to Expect

### Extradition Codes

1	Felony - Full Extradition
2	Felony - Limited Extradition (see MIS field, MIS required)
3	Felony - Extradition – Surrounding States Only
4	Felony - No Extradition
5	Felony - Extradition Arrangements Pending (see MIS field, MIS required)
6	Felony – Pending Extradition Determination
A	Misdemeanor - Full Extradition
B	Misdemeanor - Limited Extradition See MIS Field
C	Misdemeanor - Extradition – Surrounding States Only
D	Misdemeanor - No Extradition
E	Misdemeanor - Extradition Arrangements Pending (see MIS field, MIS required)
F	Misdemeanor - Pending Extradition Determination



- **Full Extradition: EXL/1, EXL/A** – means full extradition. If there are any restrictions, EXL must be modified to EXL/2 or EXL/B.
- **Limited Extradition: EXL/2, EXL/B** - the states included in the extradition determination must be listed in the MIS field (i.e., Oklahoma only, within 500 miles, etc.). This is only used if your agency will extradite outside the state of Texas.
- **Extradition - surrounding states only:**
  - **EXL/3 or EXL/C** - includes all surrounding states: Oklahoma, New Mexico, Louisiana, and Arkansas. If even one of these states is excluded from extradition, the EXL must be modified to EXL/2 or EXL/B, specifying the states in the MIS field (i.e., Oklahoma and Louisiana only).
  - **No Extradition – Instate pick up only: EXL/4 or EXL/D** - the agency is only willing

## TCIC Operations (Cont.)

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to transport within Texas. It is a common misconception that codes EXL/4 or EXL/D mean no transportation. This is not the case – codes EXL/4 and EXL/D are for transportation only, which means in-state pick-up only. Specific limits within Texas must be noted in the MIS field when using EXL/4 or EXL/D (i.e., surrounding counties only, within 200 miles of city or county, etc.) Remember that if a mileage limit is used and that mileage goes into another state, the EXL must be modified to EXL/2 or EXL/B.

- **Extradition Arrangements Pending: EXL/5 or EXL/E** - must include information in the MIS field including the location from where the extradition is pending – these codes may only be used temporarily, and the codes must immediately be updated as soon as possible.
- **Pending Extradition Determination: EXL/6 or EXL/F** – these codes are only used when an agency has not yet determined how far they will extradite. These codes may only be used temporarily, and they must immediately be updated as soon as possible. Once the determination is made, the EXL must be updated to reflect the correct extradition decision. This is imperative because if, during the hit confirmation process, the entering/wanting agency advised that they will not pick up the subject, or the entering/wanting agency does not provide the apprehending agency information concerning an extradition decision, then the entry should be located with EXT/NOEX. This is also applicable if the apprehending agency is within the extradition

limits defined in the entry. A record located with NOEX will not be retired within five days of the initial locate. A second locate with NOEX will immediately retire the record.

***Ultimately, correct and accurate extradition codes upon entry/modifications increase officer safety, which is paramount. Remaining with a suspect while waiting for an unnecessary hit confirmation on a charge that is not extraditable must be avoided for all parties involved.***

**If the entering agency has questions or needs clarification on which code to select,** do not hesitate to contact TCIC Operations: [TCIC.Operations@DPS.Texas.Gov](mailto:TCIC.Operations@DPS.Texas.Gov).



# INCIDENT BASED REPORTING BUREAU (IBR)

## Staffing News

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### Help us welcome our new Customer Service Representatives:

- Aaron Hampton
- Krystal Oliveira

They will be assisting agencies with participation, user accounts, and testing submissions.

## National Data Exchange (N-DEx)

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### What is it?

An intuitive tool for criminal justice agencies.

The N-DEx system is an unclassified national information sharing system that enables criminal justice agencies to search, link, analyze, and share local, state, tribal, and federal records.

N-DEx is also a strategic investigative information sharing system that fills informational gaps and provides situational awareness.

### What is the difference between N-DEx and other FBI systems?

The N-DEx system complements other well-known FBI systems, such as:

1. National Crime Information Center (NCIC)
2. Interstate Identification Index (III)
3. Next Generation Identification (NGI)

These FBI systems provide critical information to the criminal justice community, but N-DEx includes additional information that would not be contained in those systems, such as:

1. Incident and case reports
2. Full Department of Justice (DOJ) case files
3. Corrections data

### Why sharing data with N-DEx is important?

Your records/data could connect the dots for another agency's investigation. Having access to this information could mean the difference between catching a killer or having a case go cold.

### How can my agency contribute data?

Join the 8,400+ agencies who contribute data in support of information sharing and enhanced public safety.

### Contact:

TDEx@dps.texas.gov or call (512) 424-2091 today!

# Use of Force (UOF) Program (IBR)

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This program began in 2019, but very few Texas agencies contribute data to this important voluntary collection.

## What is the importance of this data?

The National Use of Force Data Collection offers transparency and general statistics (circumstances, subjects, and officers involved) on law enforcement use-of-force incidents.

**Contact** UoF@dps.texas.gov or call (512) 424-2091 today!

# Uniform Crime Reporting (UCR) Program

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## Tired of manual uploads or entry?

Along with manual entry and flat file uploads, DPS has setup XML submissions options which can be automated through web services. See our NIBRS Technical Documentation page for XML specifications.

**Contact the UCR Program for more information** at NIBRS@dps.texas.gov or call (512) 424-2091.

# LEEP Access

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As the LEEP Agency Administrator, you have the responsibility to control your agency's access to powerful tools located in the Law Enforcement Electronic Portal (LEEP).

## Did you know:

1. You can unlock and reset LEEP passwords for your agency's users?
2. You can grant access to N-DEx searches, a powerful investigative tool?

## Contact your IBR Trainers to learn more about LEEP Agency Administrator functionality:

IBR.Training@dps.texas.gov or call (512) 424-2091 option 1.

Contact LEEP@dps.texas.gov or call (512) 424-2091 to establish a LEEP AA.

# COMPLIANCE & TRAINING BUREAU (CAT)

## CJIS

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### Class C – Family Violence Reporting

- **CCP 66.252(b)(3):** Requires law enforcement agencies to prepare a uniform incident fingerprint card and report applicable offender data for misdemeanor offenses punishable by fine only involving family violence, as defined in Section 71.004 of the Family Code.
  - **CCP 66.252(g):** Mandates that the court clerk report the disposition of all Class C offenses involving family violence, not just convictions.
  - **Arrest Disposition Codes:** Use code 235 for Class C offenses punishable by fine only involving family violence. Code 233 remains for all other Class C charges.
  - **CCP 66.252(b-1):** Allows a judge to order law enforcement to use the uniform incident fingerprint card for offenders charged with a misdemeanor involving family violence who were not arrested at the time of the offense.
- CDN 413 and CDN 414 should follow CDN 312 (Deferred Adjudication). CDN 326 and CDN 332 are no longer valid following CDN 312.
  - Use CDN 413 for extended deferred adjudication and CDN 414 in place of CDN 332 in rare cases.
  - Update your CDN spreadsheet and cross-reference table accordingly. If there is a previous record with CDN 326 or CDN 332 following CDN 312, correct it by contacting [corrections.cjisjjis@dps.texas.gov](mailto:corrections.cjisjjis@dps.texas.gov).
  - CDN 326 and CDN 332 can still follow CDN 310.
  - Verify with your vendors if updates to your record management system are necessary.

### Age of Victim Reporting

Report the Age of Victim only for cases defined in Chapter 66.102 (h)(1-8) of the CCP. Do not report the victim's age if the offense does not meet the statutory requirements.

### New Court Disposition Numeric (CDN) Codes

- **CDN 413: For Deferred Amended Probation** – when probation is amended.
- **CDN 414: For Deferred Sentence Modified** – when the sentence is modified.

### Listserv Subscription

To subscribe to the CHRIP Bureau listserv for updates on CJIS and JJIS reporting, send an email to [LISTSERV@LISTSERV.DPS.TEXAS.GOV](mailto:LISTSERV@LISTSERV.DPS.TEXAS.GOV) with the subject line blank and the message body as follows: SUBSCRIBE CJISJJIS [First and Last Name].

You will receive a confirmation email upon subscription.

**For questions or training, contact your CJIS Auditor or the CJIS Field Support Unit** at [CJISJJIS@dps.texas.gov](mailto:CJISJJIS@dps.texas.gov) or 512-424-2478.

# Incident Based Reporting Training Unit (CAT)

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The Compliance and Training Incident Based Reporting Training and Development Specialist are geared up and ready to continue assisting our agencies with all their NIBRS reporting needs. Our team's commitment is to provide comprehensive training on topics such as Molly Jane's Law, Use of Force, NIBRS Overview and other various topics to our agencies.

## **Reminder: Legislation passed HB 4879 on Sept 1, 2023 – Mandating National Incident Based Reporting (NIBRS).**

2024 Crime Records Conference was great because of our agency's attendance! Thank you for making these conferences a success!!

## **If you would like more information about our conferences please visit the following website:**

<https://www.dps.texas.gov/section/crime-records/crime-records-conferences>

Any questions, please email CRDC@dps.texas.gov. We look forward to seeing all of you at one of these locations for our 2024 CRD Conference!!

## **For other training opportunities, we hold free monthly virtual trainings.**

Monthly training announcements are sent out via email to the agency's NIBRS point of contact with available classes and dates so be on the lookout for that communication. Please share those announcements with staff within your department that would benefit from our virtual trainings.

If you are not getting those announcements, please

email our training email:

IBR.Training@dps.texas.gov. Again, these announcements are emailed to the main point of contact who works with the NIBRS reporting for their agency.

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

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

# CRD Directory

## CRD Management

Matt	Hicks	Chief	matt.hicks@dps.texas.gov	512-424-7659
Loann	Garcia	Assistant Chief	loann.garcia@dps.texas.gov	512-424-2409
Luz	Dove	Senior Director	luz.dove@dps.texas.gov	512-424-7964
James	Gore	Senior Director	james.gore@dps.texas.gov	512-424-7911
Catalina	Rodriguez-Combs	Senior Director	catalina.rodriquez-combs@dps.texas.gov	512-424-5894

## 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 & Dessemination Bureau (ADB)

Tanya	Wilson	Manager	tanya.wilson@dps.texas.gov	512-424-2523
Rochelle	Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-424-5121
Linda "Michelle"	Hammonds	Fingerprint Services Supervisor	michelle.hammonds@dps.texas.gov	512-424-5019
		Assistance Line	Record Checks	512-424-5079
		Assistance Line	Secure site	512-424-2474

## Criminal History Record Information Services Bureau (CHRIS)

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
Kerrie	Herrera	Day Shift Supervisor, CCH Data	kerrie.herrera@dps.texas.gov	512-424-2473
Cassandra	Richey	EDR Cooderinator	cassandra.richey@dps.texas.gov	512-424-2479
Anna	Gay	Asistant EDR Coordinator	anna.gay@dps.texas.gov	512-424-7585
Juan	Gutierrez	Evening Shift Supervisor	j.gutierrez@dps.texas.gov	512-424-2216
Alan	Sustaita	Support Operations Supervisor	alan.sustaita@dps.texas.gov	512-424-5682
Melody	Hunt	SOR Supervisor	melody.hunt@dps.texas.gov	512-424-2714
Tiana (Rafael)	Sandoval	Records Legal Expunctin Supervisor	tiana.sandoval@dps.texas.gov	
		Sex Offender Registration Assistance Line	txsor@dps.texas.gov	512-424-2800
		Error Resolution Assistance Line		512-424-7256

## Biometric Services Bureau (BSB)

Stephen	Bell	Manager	stephen.bell@dps.texas.gov	512-424-2078
Sandra	Amaro	Day Biometric Shift Supervisor	sandra.amaro@dps.texas.gov	512-424-5248
Emilio	Calzada	Evening Biometric Shift Supervisor	emilio.calzada@dps.texas.gov	512-424-2408
Jessica	Pena	Midnight Biometric Shift Supervisor	jessica.pena2@dps.texas.gov	512-424-5304
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
Chiquita	Bazaldu	MBIS Assistant Coordinator	chiquita.bazaldu@dps.texas.gov	512-424-7404
		24-hour Fingerprint Assistance Line		512-424-5248

## Incident-Based Reporting Bureau (IBR)

Brian	Isaac	Manager	brian.isaac@dps.texas.gov	512-424-7893
Amy	Bailey	Program Supervisor, CRD	amy.bailey@dps.texas.gov	512-424-5733
Erica	Brown	Program Supervisor, CRD	erica.brown@dps.texas.gov	512-424-5376
		LEEP Access	LEEP@dps.texas.gov	512-424-2091
		Texas Data Exchange (TDEX)	TDEX@dps.texas.gov	512-424-2091
		Uniform Crime Reporting (UCR)	NIBRS@dps.texas.gov	512-424-2091
		Use of Force (UOF)	UOF@dps.texas.gov	512-424-2091

# CRD Directory (Cont.)

## Crime Information Bureau (CIB)

Margarete Perryman	CR Manager (CIB)	margarete.perryman@dps.texas.gov	512-424-5436
Austin Jordan	TLETS Operations Supervisor	austin.jordan@dps.texas.gov	512-424-0911
Sarah Bates	TCIC Operations Supervisor	sarah.bates@dps.texas.gov	512-424-2152
Matthew Halfacre	TCIC Evening Shift Supervisor	matthew.halfacre@dps.texas.gov	512-424-0349
Freddy Silva	TCIC Midnight Shift Supervisor	freddy.silva@dps.texas.gov	512-424-2769
TCIC Operations- 24 Hours	ORI Requests/Updates, Offlines, TxGang, LPR	TCIC.operations@dps.texas.gov	512-424-2088
TLETS Assistance Line		TLETS@dps.texas.gov	512-424-2256

## Compliance and Training Bureau (CAT)

Carlos Ramirez	Manager	carlos.ramirez@dps.texas.gov	512-424-7384
Sonya Stell	CJIS Technical Manager	sonya.stell@dps.texas.gov	512-424-2450
John Morse	Training Supervisor, Criminal History Reporting, TCIC	john.morse@dps.texas.gov	512-424-5067
Crystal Kaatz	Compliance Supervisor, TCIC	crystal.kaatz@dps.texas.gov	512-424-7244
Maggie Walker	Training Supervisor, IBR/TCIC	maggie.walker@dps.texas.gov	512-424-0334
Leatha Clark	Compliance Supervisor, NCJU	leatha.clark@dps.texas.gov	512-424-7403
Ryan McKenna	Training Supervisor, SOR/TOR	ryan.mckenna@dps.texas.gov	512-424-7366
Criminal History Reporting Training and Development Assistance		CJISJJIS@dps.texas.gov	512-424-2478
NCJU Assistance		CJIS.Audit@dps.texas.gov	512-424-2474 (opt. 3)
TCIC 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.training@dps.texas.gov	512-424-2091
SOR Training Assistance		SOR.compliance@dps.texas.gov	512-424-2800
CJIS Security Assistance		security.committe@dps.texas.gov	512-424-5686

# CRD Auditors and Trainers

## CJIS Technical Audit

William Frame	CJIS Technical Compliance Analyst	william.frame@dps.texas.gov	512-424-7401
Kimberly Allen	CJIS Technical Compliance Analyst	kimberly.allen@dps.texas.gov	512-424-7186
James Buggs	CJIS Technical Auditor	james.buggs@dps.texas.gov	512-424-7794
Ridge Smith	CJIS Technical Auditor	ridge.smith@dps.texas.gov	512-424-5697
Daniel Ramos	CJIS Technical Auditor	daniel.ramos@dps.texas.gov	512-424-7914
Darrell Whitley	CJIS Technical Auditor	Darrell.Whitley@dps.texas.gov	512-424-7901
Jeffrey Hansen	CJIS Technical Auditor	Jeffrey.Hansen@dps.texas.gov	512-424-7140
Ryan Taylor	CJIS Technical Auditor	ryan.taylor@dps.texas.gov	512-424-7910

## Criminal History Reporting Training and Development

Andrew "Drew" Lambert	Training & Development	andrew.lambert@dps.texas.gov	903-255-5795
Jeff McIlhane	Criminal History Reporting Assistant Coordinator	jeff.mcilhane@dps.texas.gov	979-776-7167
Jaclyn Hambright	Training & Development	jaclyn.hambright@dps.texas.gov	512-424-7614
Allante Smith	Training & Development	allante.smith@dps.texas.gov	512-424-7618
Orlando Gallegos	Training & Development	orlando.gallegos@dps.texas.gov	512-424-5539
Aaron Bonner	Training & Development	aaron.bonner@dps.texas.gov	512-424-5068
Christopher Fiest	Training & Development	christopher.fiest@dps.texas.gov	512-424-7792
Kelsey Freeman	Training & Development	kelsey.freeman@dps.texas.gov	512-424-7953
CJIS Auditor	CJIS Auditor Assistant Assistant Line		512-424-2478

# CRD Auditors and Trainers (Cont.)

## Non-Criminal Justice Unit

Alma	Castillo	NCJU Assistant Coordinator		alma.castillo@dps.texas.gov	512-424-7637
Anabel	Patino	CATB Auditor		anabel.patino@dps.texas.gov	512-424-7920
Austin	Gludt	CATB Auditor		austin.gludt@dps.texas.gov	512-424-7970
Fallon	Brown	CATB Auditor		fallon.brown@dps.texas.gov	512-424-2874
Jane	P .Armstrong	CATB Auditor		jane.armstrong@dps.texas.gov	512-424-7399
Karen	Germo	CATB Auditor		karen.germo@dps.texas.gov	512-424-7521
Kari	Fletcher	CATB Auditor		kari.fletcher@dps.texas.gov	512-424-5371
Leticia	Hernandez	CATB Auditor		Leticia.hernandez@dps.texas.gov	512-424-7943
Marcelo	Sanchez	CATB Auditor		marcelo.sanchez@dps.texas.gov	512-424-5444
Monica	Montoya	CATB Auditor		monica.montoya@dps.texas.gov	512-424-5391
Nathan	Lee	CATB Auditor		nathan.lee@dps.texas.gov	512-424-2783
Nicole	Cheeks	CATB Auditor		nicole.cheeks@dps.texas.gov	512-424-7941
Scott	McKee	CATB Auditor		scott.mckee@dps.texas.gov	512-424-7457
Simon	Reyes	CATB Auditor		simon.reyes@dps.texas.gov	512-424-2855

## TCIC Audit

Danna	Garcia	TCIC Auditor Assistant Coordinator		danna.garcia@dps.texas.gov	512-424-7886
Amanda	Hurtado	CATB Auditor		amanda.hurtado@dps.texas.gov	512-424-2246
Charles	Folger	CATB Auditor		charles.folger@dps.texas.gov	512-424-5390
Debra	Hutson	CATB Auditor		debra.hutson@dps.texas.gov	512-424-2232
Melanie	McDermott	CATB Auditor		melanie.mcdermott@dps.texas.gov	512-424-2252
Shelly	Ramsey	CATB Auditor		shelly.ramsey@dps.texas.gov	512-424-2260
Vanessa	Quinones	CATB Auditor		vanessa.quinones@dps.texas.gov	512-424-2711
Yolanda	Garcia	CATB Auditor		yolanda.garcia@dps.texas.gov	512-424-0925
Lynsey	Nelson	CATB Auditor		lynsey.nelson@dps.texas.gov	512-424-2240

## TCIC Training

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

## Incident Based Reporting Training Training

Jennifer	Bushee	IBR Training Assistant Coordinator		jennifer.bushee@dps.texas.gov	512-424-2987
Alejandra "Alex"	Martinez	Training and Development		alejandra.martinez@dps.texas.gov	512-424-2911
Jaimee	Mayes	Training and Development		jaimee.mayes@dps.texas.gov	512-424-2460
Shawna	Goerlitz	Training and Development		shawna.goerlitz@dps.texas.gov	512-424-2502

## 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
Barry	Ives	Training & Development	Region 3	barry.ives@dps.texas.gov	512-424-5835
Lindsey	Simon	Training & Development	Region 4	lindsey.simon@dps.texas.gov	512-424-7885

## Terrorist Offender Registration Training

Katie	Stangle	Training & Development		katie.stangle@dps.texas.gov	512-424-2129
Akeia	Madyun	Training & Development		akeia.madyun@dps.texas.gov	512-424-5578

# DPS IDENTIFICATION SUPPLIES ORDER FORM



## DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev. 1/2021)

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

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

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

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	#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

AGENCY \_\_\_\_\_

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

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

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

ATTENTION \_\_\_\_\_

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

PHONE # (        ) \_\_\_\_\_

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