



TLETS NEWSLETTER

Texas Law Enforcement Telecommunications System
Information Management Service
Telecommunications Section

Volume 32 NO. 1

Published by the Texas Department of Public Safety: Col. Stanley E. Clark, Director

1st Quarter 2009

Updated Procedures for State and Local LEO s Flying Armed

ATTENTION ALL TLETS COMMUNICATIONS OPERATORS

On Nov. 15, 2008, the Transportation Security Administration (TSA) began transition to the National Law Enforcement Telecommunications System (NLETS) message for state and local law enforcement officers (LEO s) flying armed. The NLETS message sent by the employing agency will be in addition to the current original letter of authority, signed by the chief or agency head, required under 49 CFR 1544.219. This change is being implemented to provide a more secure means of confirming the identity of the LEOs. Failure to use the NLETS message in addition to the original letter of authority may result in delays due to the additional verification requirements during the transition period. After the transition period the use of the NLETS message, in lieu of the letter, will become mandatory.

Procedures for this notification must be prepared in advance prior to the LEO flight date. The LEOs employing agency must notify the TSA via administrative message and sent to the ORI **VAFAM0199**. After this is received, an NLETS receipt with a unique alphanumeric identifier is transmitted from the Transportation Security Operations Center (TSOC) to the LEO's employing agency that will be required in the text of your administrative message notification. Airport codes will also be required within the text of the administrative message. The three-letter airport codes can be found at <http://www.faa.gov/library/glossaries/> below is a sample AM message to the TSA:

INSIDE THIS ISSUE

COVER: LEO S FLYING ARMED

- 2 Omnixx Console Procedures
- 3 TLETS School Scheduling Problem
- 4 Maintaining Your Training Certification
- 5 Training Calendar – New Agencies

NAM/ LAST, FIRST

AGY/ NAME OF AGENCY

BCN/ (BADGE OR CREDENTIAL)

OFC/ OFFICER TYPE (STATE-LOCAL)

NAO/ NAME OF AUTHORIZING OFFICAL
(LAST, FIRST NAME)

CRT/ COMPLETED REQUIRED TRAINING (THIS
MUST BE YES OR NO) IF NO, THIS FIELD WILL
RESULT IN A DENIED REPLY MESSAGE. ALL
LEOS MUST HAVE COMPLETED TRAINING.)

CPN/ CELL PHONE OF LEO

APN/ AGENCY OR DEPT. PHONE NUMBER

EIT/ ESCORTED INDIVIDUAL TYPE (PRISONER
OR DIGNITARY)

EIN/ ESCORTED INDIVIDUAL'S NAME

NOA/ NAME OF AIRLINE

FLN/ FLIGHT NUMBER

DOF/ DATE OF FLIGHT

DAP/ DEPARTING AIRPORT (THREE CHARACTER AIRPORT CODE)
CAP/ CONNECTING AIRPORT (THREE CHARACTER AIRPORT CODE)
FDA/ FINAL DESTINATION AIRPORT (THREE CHARACTER AIRPORT CODE)

If you have questions or comments regarding the law enforcement officer flying armed program, contact the Federal Air Marshal Service, Office of Flight Operations, Liaison Division at: leofa@dhs.gov For training information: contact the Office of Law Enforcement /Federal Air Marshal Service, Office of Personnel and Training, Training Policy and Development Division at: tsafams.leo@secureskies.net

Omnixx Console Procedures

TLETS Training is happy to assist agencies when they have a new employee who needs a user ID or needs to be enrolled in a TLETS school. Please keep in mind that there is some essential information that is needed for someone to be registered for a school. Agencies will need to provide TLETS Training with the employee's name, social security number, date of birth, gender, TCLEOSE-issued PID number (if available), and TCLEOSE job type, (sworn officer, communications, elected official, jailer, or no Texas license.)

The screenshot shows the 'Omnixx Console' interface. At the top, it displays the following information: Agency: TLETS, Subagency: HALE_CO_SO, User: (blank), and Device: (blank). Below this is the 'Add User' section with the instruction: 'Enter identifying information for the new user and click NEXT'. The form contains the following fields:

User ID	Date of Entry (MM/DD/YYYY)
First Name	Date of Last Update (MM/DD/YYYY)
Last Name	Date of Last Fingerprint (MM/DD/YYYY)
Social Security Number	Date of Approval (MM/DD/YYYY)
Date of Birth (MM/DD/YYYY)	Date of Next Review (MM/DD/YYYY)
Gender	User Authority
PID	Type
Code	
Status	

The 'Type' dropdown menu is expanded, showing the following options: 1-Commissioned LEO, 3-Telecommunication, 4-Elected, not licensed, 5-County Jailer, and 6-Other, no Texas License.

It is also necessary to remind us of the agency for which the employee works, and the TLETS School that is being requested for the student. TLETS Training also needs to know if the employee is new to law enforcement and/or criminal justice, or has prior agency experience with either the requesting agency or another one. If the employee is new to law enforcement/criminal justice, Omnixx will automatically issue a user ID after the employee is entered into Omnixx.

The absence of any of this necessary information can delay the sign up of the student, and even preclude student registration if the school fills up before we receive the requested information. Also, please remember to contact TLETS Training as soon as possible if a student that has been signed up for a class is unable to attend. This will allow someone else on a waiting list to be registered for the school.

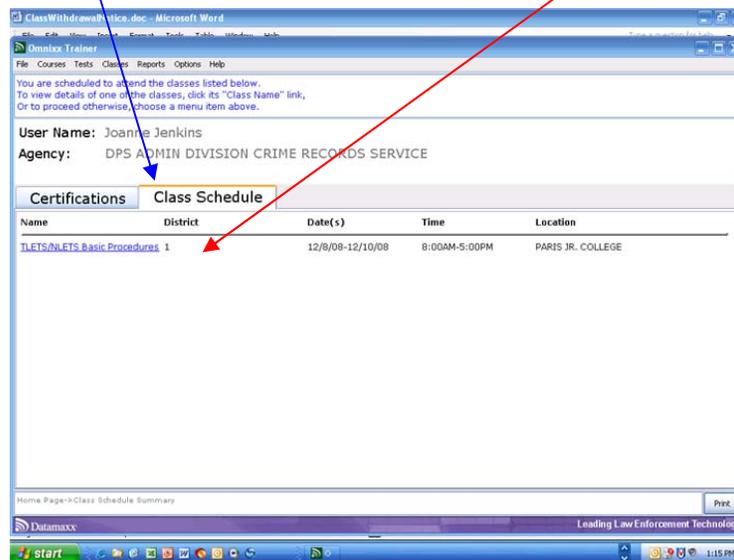
Agencies may contact either tlets@txdps.state.tx.us or tcic.training@txdps.state.tx.us for assistance with new employees that need a User ID or to enroll in a TLETS school.

TLETS SCHOOL SCHEDULING PROBLEM

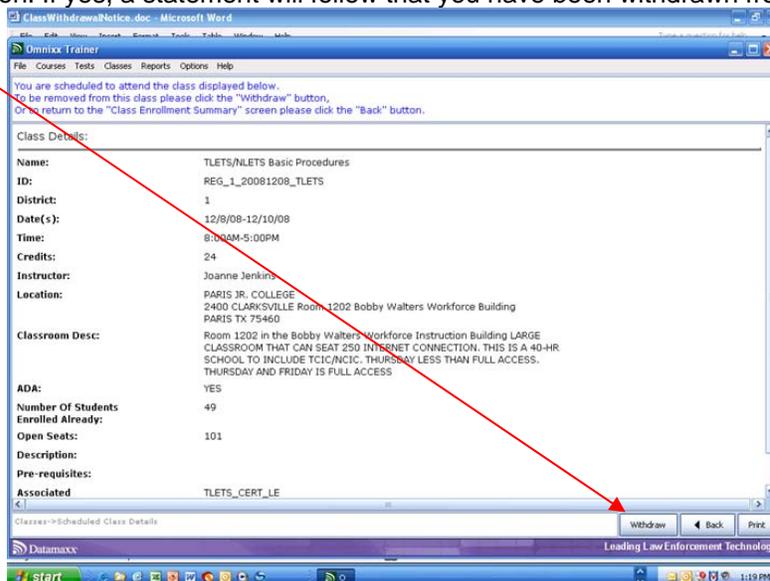
TLETS Training has encountered a scheduling problem with our schools and needs the assistance of Texas TLETS agencies.

There is limited space for each TLETS school. Some agencies are scheduling students, then not withdrawing the students if they cannot attend class. There is a wait list for each scheduled TLETS school, but those on the wait list can't be registered if others that are signed up but can't attend are not withdrawn prior to the school.

TLETS Training is asking agencies to show others the courtesy of withdrawing students who can't attend, prior to the scheduled class. This will allow those students who need TLETS training to take the class. If you enrolled via OMNIXX Trainer, you can withdraw by going back to OMNIXX Trainer, and after you see your certification status page, click on the Class Schedule tab to show the class in which you are enrolled in. Double click the class description hyperlink. This will take you to the Withdraw options screen.



If you need to withdraw, click the Withdraw button. You will see the statement Are you sure you want to withdraw? Click the Yes or No button. If yes, a statement will follow that you have been withdrawn from the class.



Importance of Maintaining Certifications in the New TLETS System

Almost every TLETS member agency has made the transition onto the new system. Some agencies are still not aware that access to the system requires all operators, including mobile data terminal officers, to maintain at least two certifications. One of the certifications is the certification associated with running TCIC/NCIC transactions. The other certification is associated with TLETS/NLETS transactions. Each certification has an expiration date. When the certification expires, operators will receive a reject when running TLETS/NLETS/TCIC/NCIC transactions associated with a certification.

Omnix operators are notified when their certifications are about to expire when they log into Omnix. Operators who use a system only behind an interface (CAD/RMS/MDT) system will need to keep track of their certification expiration date through other means.

TxDPS has published policies regarding the need to maintain TCIC/NCIC training for a number of years. TCIC/NCIC training and subsequent recertification are FBI CJIS requirement. After classroom training occurs, as long as there is not a lapse in law enforcement employment exceeding two years, TLETS operators would only need to retest every two years. Recertification tests are available through various means. Historically, most TCIC/NCIC retests have been obtained from associate trainers and have been submitted to TxDPS for processing.

TLETS training is not required for every operator. The published policy regarding TLETS training is that at least one operator per shift must have attended TLETS training. The TLETS certification is based on the tests provided in TLETS training classes. It is important to know that the published policy requiring TLETS training has not changed, but all operators are required to possess and maintain the TLETS certification if they want to access transactions associated to that certification. Answers to the test questions can be found in the documents published on the TLETS web site. TxDPS believes that it is important that all TLETS operators have awareness regarding the TLETS transactions. Many officers may not use all the TLETS transactions; the test focuses mostly on those transactions that are used by all operators, there are some policy questions and just a few questions associated with less frequently used transactions.

The certification expiration date is directly related to records that TxDPS has on file for the most recent TCIC/NCIC training and/or recertification. If the TxDPS records are not correct, the agency should contact tcic.training@txdps.state.tx.us to make corrections.



Texas Criminal Justice Information User Group

The Texas Criminal Justice Information User Group (TCJIUG) is statewide organization of law enforcement, communications and information systems personnel working to improve the criminal justice system throughout the state, to improve working relationships and to promote the education of its membership.

The 2009 Annual TCJIUG Conference will be held April 20-24 at the

[Corpus Christi Holiday Inn – Emerald Beach.](#)

TRAINING CALENDAR

2009 SCHEDULE

Schertz

February 23-27, 2009 – Region 3

El Paso

March 23-27, 2009 - Region 4

Amarillo

April 20-24, 2009 - Region 5

Hillsboro. and Austin

May Dates Pending – Region 6 & 7

Sherman

June Dates Pending – Region 1

Nacogdoches

July 13-17, 2009 – Region 2

TLETS/NLETS Basic Procedures Course #3809

– Contact DPS Austin 512.424.2419. E-mail:

Joanne.jenkins@txdps.state.tx.us or

john.hale@txdps.state.tx.us

For those agencies that are on OMNIXX to get to the OMNIXX Trainer go to the DPS public internet:

<https://tlets.txdps.state.tx.us/omnixx/desktop/>

Enter your User Name and Password. Once your login has been accepted, select Classes> at the right hand bottom of the screen, select All Classes. You can view all classes that are available. Double Click on the class selection to view the details of the class, such as dates, location and address. If you want to enroll, in the bottom right hand corner, select Enroll. You will then receive a confirmation of the enrollment.

TXDOT UPDATE

The Texas Department of Transportation, Vehicle Titles and Registration Division have a web site available for vehicle information for non-law enforcement use. Types of businesses may be interested include:

Auto dealers, auto auction, wrecker services, salvage yards, insurance companies, bank / credit unions, title services, collection agencies, city/county municipalities that have code enforcement, university/colleges and private investigators. This information is available 24-hours a day. For further information go to:

<https://prod1.dot.state.tx.us/cencompop.html>

NEW AGENCIES ON TLETS

AUSTIN –CAMP MABRY PMO ADJUTANT
GENERAL DEPT.
CHILDRESS CO. SO.

AJGZ
RESZ

DELETED AGENCIES

AUSTIN BERGSTROM AIRPORT
AUSTIN IMMIGRATION CUSTOMS
BENAVIDES CENTRAL S. TX TF 31
MOUNT BELVIEW CHAMBER CO. TF 09
SAN ANTONIO DEA FBI TF 69
SAN ANTONIO DHS ICE
SAN ANTONIO US CUSTOMS TF 75

ABPZ
BPAZ
NB8C
NC70
NAIC
BPSZ
NA26

NMEMONIC CHANGES

CORPUS CHRISTI FBI TF 89
SMITH CO. SO. 911 (TYLER)

N552
SCCZ



The Texas Association of Public Safety Communications Officials will have there spring conference on April 26-29 in Galveston. For more information go to: www.texasapco.org

