



TLETS NEWSLETTER

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Information Management Service
Telecommunications Section

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TLETS ASSOCIATE TRAINERS

Due to recent budgetary constraints and personnel shortages, agencies are being required to do more with less. All agencies are being required to explore avenues that will allow them to effectively and efficiently utilize their existing resources. The Department is also faced with the same requirement; therefore, in response to several inquiries from local agencies, the Department is investigating the feasibility of an Associate Trainer (AT) program for the TLETS training curriculum. Due to the volume of content, DPS Crime Records will begin to examine the methods and procedures necessary to be able to implement such a program. Staff are in the very early planning phases but will look to the currently implemented TCIC AT program for guidance. Over the next few months, the TLETS Training staff will begin to compile requirements for an individual to apply and be considered a successful candidate for the program. As the training staff finalizes the requirements, details will be forwarded to the TLETS user community via this forum, the ListServ, and APB Summary. All input and feedback is requested and would be greatly appreciated.

TLETS Training Policy

HB 750 enacted September 1, 1987 caused the inception of the TLETS/Nlets and TCIC/NCIC Basic Procedures Course. This was a forty (40) hour course, also known as course #1013. January 1, 2000, TCLEOSE made a change and removed the course designation of #1013 and replaced it with course number 3811. The course was no longer taught in a 40-hour setting but a twenty-four (24) hour setting. In conjunction with this change by TCLEOSE, DPS set forth a requirement that at least one (1) operator per shift attend the DPS TLETS/Nlets Basic Operators course #3809 and successfully complete the course within one (1) year of date of employment. Effective June 1, 2011, DPS-CRS will continue to require one (1) operator per shift be classroom certified; however, training will now be required within six (6) months of date of hire. If the operator is not the one (1) per shift, they will still have the opportunity to test online, in lieu, of classroom training. However, classroom training is still required for new TCIC operators. Once classroom training is attained, both TLETS and TCIC certifications are valid for two (2) years.

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CCH/III TLETS Transaction Policy Update

Computerized Criminal History Record Information stored in TCIC/NCIC is not available to the public via TLETS. Certain restrictions apply to the purposes for which it can be requested and how it may be disseminated. CHRI may be requested through the TLETS terminal by criminal justice agencies for the administration of criminal justice or the background investigation of a criminal justice applicant. The *CJIS Security Policy* states that an automated log shall be maintained for a minimum of one (1) year on all NCIC and III transactions (Section 5.4.7 of the *CJIS Security*

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Policy, Version 5.0). The III portion of the automated log shall clearly identify both the operator and the authorized receiving agency. III logs shall also clearly identify the requester and the secondary recipient. The identification on the log must take the form of a unique identifier that must remain unique to the individual requester and to the secondary recipient throughout the minimum one year retention period.

In addition to the use of purpose codes and logging information, all users shall provide a reason for all III inquiries whenever requested by NCIC System Managers, CSA's, local agency administrators, or their representatives. (See *CJIS Security Policy*, Version 5.0, section 4.2.4.1)

To assist with meeting this requirement, TLETS provided screens for criminal history inquiries gained a new field, RFI (Reason For Inquiry) in September of 2007. At initial implementation, all personnel were encouraged to submit information in this field whenever possible and agencies with interfaced systems were encouraged to work towards implementation of this field within their transactions.

This field will become mandatory and subject to audit beginning January 1, 2012 for ALL TLETS agencies, even those agencies interfaced with their own program coding such as with local agency mainframe, RMS or CAD systems. Forward this message to any internal or contract personnel responsible for local agency TLETS transaction formatting/coding accordingly. Specifications for Texas criminal history record information queries are posted at

<http://www.dps.texas.gov/tcic2000project/TLETS-Specifications>

The user name for this website is TCIC2000 and the password is DPSTCIC7# (case sensitive- must be UPPER CASE).

The RFI field may contain up to 75 characters (alphabetic/numeric/special characters). Some examples of appropriate entries for the RFI field would be warrant entry, validation, pen pack, jail investigation, booking classification, traffic stop, drug investigation, jailer applicant, employee evaluation. Inclusion of case or investigation numbers is highly encouraged but not required. **The Nlets forms IQ, FQ AQ and AR will also have the same requirement for the RFI fields to be completed.**

NEW EMAIL ADDRESS FOR DPS

Effective July 11, 2011 DPS changed their email from first.last@txdps.state.tx.us to the new address: first.last@dps.texas.gov . This naming convention will include all DPS web pages.

TLETS WEB PAGE:

http://www.dps.texas.gov/director_staff/information_management/tlets/tletsindex.htm

TCIC WEB PAGE:

<http://www.dps.texas.gov/tcic2000project>

CJIS WEB PAGE:

<http://www.dps.texas.gov/SecurityReview/index.htm>

When the security screen appears enter the User name and password for all of the web pages.

The login username is: tlets

Password is: DPSTCIC7# (ALL UPPERCASE)

TRAINING CALENDAR

2011 SCHEDULE

CORPUS CHRIST

August 8-10, 2011 – Region 3

MIDLAND

August 29-31, 2011 – Region 4

MCKINNEY

September 19-21, 2011 – Region 1

AMARILLO

October 10-12, 2011 – Region 5

CONROE

October 24-26, 2011 – Region 2

LIVE OAK- SAN ANTONIO

November 7-9, 2011 – Region 6

GREENVILLE

December 5-7, 2011 – Region 1

GALVESTON

January 16-18, 2012 – Region 2

TLETS/NLETS Basic Procedures Course #3809 –
Contact DPS Austin 512.424.2419. E-mail:
tlets@dps.texas.gov

For agencies with OMNIXX, to get to the OMNIXX Trainer go to the DPS public internet:
<https://tlets.dps.texas.gov/omnixx/desktop/>
Enter your user name and password. After your login has been accepted, select Classes>All Classes> at the right hand bottom of the screen; select SEARCH. You can view all classes available. Double click on the blue hyperlink to view class details, such as dates, location, and address. If you want to enroll, click the “enroll” button on the lower right hand bottom of the screen.

FINANCIAL RESPONSIBILITY

Commercial vehicles are not required to take part in TEXASSURE program. This reminder to Texas law enforcement agencies that Texas commercial insured vehicles are not required at this time to take part in the TEXASSURE financial responsibility verification program. Drivers of commercial vehicles in Texas have the responsibility of carrying and presenting proof of insurance when required by law enforcement officers. The TEXASSURE education program stresses to Texas law enforcement officers that commercial insurance policies are not required to be reported to the TEXASSURE verification database, but drivers and companies operating commercial vehicles are urged to carry proof of liability insurance at all times in commercial vehicles to avoid unnecessary delays and problems during a traffic stop. For more information go to:
www.texassure.com.

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. The types of businesses that may be interested are auto dealers, auto auction, wrecker services, salvage yards, insurance companies, banks, 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.

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

1ST Quarter 2011 TLETS Puzzler Answers

Across

1. **BLUEALERT NEWS 3RD Q 2008**
5. **INTERPOL TLETS MANUAL/1ST Q 2010**
9. **USCOASTGUARD 4TH Q NEWS 2010**
10. **CPIC TLETS MANUAL**
11. **WEBSITE**

Down

2. **LAWENFORCEMENTSUPPORTCENTER
TLETS MANUAL AND WEB SITE**
3. **RNQ CHAPTER 7 TLETS WEB PAGE**
4. **WLQ TLETS/NLETS MANUALS**
6. **BULKCASHMUGGLING 4TH Q NEWS
2010**
7. **PAQ NLETS MANUAL**
8. **FRVP 3RD Q NEWS 2008**
9. **CWQ NLETS MANUAL**

NEW AGENCIES

LORENA PD LRPZ

DELETED AGENCIES

ATLO PD ALTZ
AUBREY PD ABEZ
DEPT. OF HEALTH & STATE SERVICES DOHZ

DEVACATION OF MNEMONIC ADDRESSES

DPS MOTOR VEHICLE THEFT MVP