



CR News

VOLUME 11, NUMBER 1

HIGHLIGHTS: TRN Assignment in Smith County

CJIS
2

CHLS
3

TEN-PRINT
3

TCIC
4,5 & 6

LiveScan
7 & 8

"This agency wants to ensure that all defendants arrested and charged in this county get equal recognition when it comes to criminal records," says Smith County Sheriff J.B. Smith.

To that end, Smith County recently revamped the



Lt. Charlie Baker and Smith County Sheriff J.B. Smith

way individuals not arrested for a reportable criminal offense, Class B and above, are processed. Factors leading to Smith County's actions included the new method of funding for the Community Supervision and Corrections Department (CSCD) and Tracking Incident Number (TRN) assignment as well as meeting the legislative requirement for arrest reporting to the Department of Public Safety (DPS).

In 1997, Smith County began reporting Criminal Justice Information System (CJIS) arrest information electronically via the LiveScan System. The LiveScan system allows arrest data, coupled with fingerprint images, to travel electronically to the DPS for inclusion in the Computerized Criminal History (CCH), updated usually within 24 hours. At the same time, the offender is identified by DPS State Identification Number (SID) which is returned to the submitting agency, usually within four hours, but often much sooner. Arrest information is also forwarded electronically to the prosecutors and courts for more timely disposition reporting.

Lt. Charlie Baker, Smith County Jail Operations, began the process of fully utilizing the LiveScan System to reduce redundancy within Smith County's operational processes and to report charges that were previously unreported. Review of the county's internal processes came with full support from Sheriff Smith, "Lucky for me, I have officers like Lt. Baker who are constantly upgrading our technology while keeping tax payers in mind."

Lt. Baker began by clarifying the Countywide Booking Process in Smith County. Ensuring agencies within Smith County were aware of the booking process and of how arrest information travels to the DPS on their behalf prevented confusion later when processes within Smith County changed. Utilizing a pre-booking sheet instead of the traditional CR-43 allows the arresting officer to provide the required information to the

CRNews is published by the Texas Department of Public Safety. Comments, suggestions and mailing list updates are welcome. Contact:

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TEXAS DEPARTMENT OF PUBLIC SAFETY

Texas Conference On Criminal Justice Information Systems Reporting

September 9 - Registration 3:30 p.m.- 7:00 p.m.

September 11 - 8:30 a.m.- 4:00 p.m.

September 10 - 8:30 a.m.- 4:00 p.m.

September 12 - 8:30 a.m.- 11:00 a.m.

Reception 6:30 p.m.- 7:30 p.m.

On September 9 - 12, 2003 the Department of Public Safety will sponsor the first annual Conference on Criminal Justice Information System Reporting. Our goal is to discuss current CJIS reporting programs, provide assistance for improving the CJIS reporting process and to promote electronic CJIS reporting. Don't miss this opportunity to obtain valuable information through training sessions and guest speakers.

Space is limited so register today!

Who should attend?

Law enforcement agency administrators, district and county attorneys, court administrators, IT personnel, county commissioners, judges, current LiveScan users and CJIS preparers.

Cost of the conference is free, but you must send in the registration form below to DPS to receive your conference packet. Packets must be picked up at the DPS registration desk.

Reservation Information:

A block of rooms have been made available at the Austin Marriott at the Capitol for those that choose to stay overnight. Room rates are \$80 – single occupancy or \$95 – double occupancy plus 15% tax per night. All reservations are handled by the Marriott. Call the Austin Marriott at the Capitol Hotel to reserve your room and advise the reservation department that you are with the Texas Department of Public Safety. **The cut-off date is August 19, 2003. Reservations must be cancelled 72 hours prior to date of arrival in order to be refunded.***

If you make a reservation but are unable to attend, please notify DPS so that we may honor those on our waiting list.

Contact: Austin Marriott at the Capitol
701 East 11th Street
Austin, TX 78701

DPS LiveScan/
Michael Denney

For reservations call: 1-888-228-9290

(512) 424-5067

or visit:

michael.denney@txdps.state.tx.us

www.stayatmarriot.com/criminaljusticeinfosysreporting/

or visit: *www.txdps.state.tx.us/cjis*

**DPS is not responsible for any reservations or cancellations.*

Registration Form

Yes! I plan to attend the Texas Conference on Criminal Justice Reporting. Please place me on your reservation list.

Date _____ Name _____

Agency _____

Address _____

City/County/State/Zip _____

Business Phone () _____

One registrant per form, photocopies acceptable

Questions? Call the DPS LiveScan office at 512/424-5067

Please return no later than August 26, 2003

Fax: 512/424-5666

If you make a reservation but are unable to attend, please notify DPS so that we may honor those on our waiting list.

Register online at www.txdps.state.tx.us/cjis





Criminal Justice Information System

Greg Easley, Criminal Justice Information System and Sex Offender field representative for Southeast Texas, has received a promotion to Supervisor, Concealed Handgun Licensing Section (CHLS) of the Crime Records Service.

Greg has trained law enforcement and criminal justice personnel in Southeast Texas on proper reporting procedures for the Computerized Criminal History database as well as keeping



agency personnel trained with current Sex Offender Registration information for six years.

In addition to these duties, Greg has coordinated the Sex Offender Registration Conference for the past three years. This conference has proven to be a valuable tool for persons who process Sex Offender Registration.

We wish Greg continued success and congratulate CHLS on its choice for supervisor.

2003 Sex Offender Registration Conference Reminder!

The 2003 Sex Offender Registration Conference will be held from November 17 - 20, 2003 at the San Luis Hotel in Galveston.

The 17th is for travel and registration only. This year the 18th, 19th and 20th will be full conference days, so keep this in mind when making travel arrangements. You may make

hotel arrangements at the San Luis Hotel by calling 409-774-1500.

We urge you to contact the CJIS/Sex Offender Registration office main number for registration information at 512-424-2478.

Register early as this is a popular conference and is filling quickly.

PLEASE CONTACT YOUR DESIGNATED FIELD REP TO ANSWER QUESTIONS OR TO REQUEST A COUNTYWIDE MEETING. DPS IS REQUESTING THAT ALL COUNTIES PARTICIPATE IN COUNTYWIDE MEETINGS TO IMPROVE CRIMINAL HISTORY REPORTING AND OPEN THE LINES OF COMMUNICATION BETWEEN AGENCIES.

You may reach the DPS CJIS Field Reps at the following phone numbers:

Shelia Bledsoe	512-424-7617	Northeast	Nelma Lerma	512-424-7650	South
Eddie Contreras	512-424-7618	West	Charles Yoakum	512-424-7614	Panhandle
Vacant	512-424-7615	Southeast			
Marilyn Martinets	512-424-7651	Central	Main office	512-424-2478	
Jeff McIlhaney	512-424-5493	Northwest	Ethelann Knight	512-424-2479	Unit Supervisor

Or you may reach the Department for CJIS, JJIS, SOR and AFIS questions by email at:
afis_cjis@txdps.state.tx.us

CHLS

Concealed Handgun Licensing Section

Carolyn Roepke, the supervisor over the Concealed Handgun Licensing Section, retired May 31, 2003.

Carolyn was a devoted employee who has been with the Concealed Handgun Licensing Program since its inception. Her replacement will be Greg Easley who comes to us from the AFIS/CJIS bureau.

You may already know Greg from his work as a CJIS field representative. His knowledge and expertise on reporting issues as they pertain to background investigations will be a great asset to the section. Welcome Greg!

We want to wish Carolyn the VERY BEST as



she begins her retirement. She will be truly missed.

TEN-PRINT

Automated Fingerprint Identification System

TEN-PRINT OPERATIONS REPORT

January - March, 2003

Criminal Submissions Processed Through AFIS

The following information reflects the total number of criminal ten-print fingerprint transactions processed through AFIS.

Number of Transactions Processed from Electronic Submissions	102,622
Number of Transactions Processed from Hard-Card Submissions	61,166
Total number of Criminal Transactions Processed in AFIS	163,788

Applicant Submissions Processed Through AFIS

The following information reflects the number of applicant ten-print fingerprint transactions processed through AFIS.

Number of Retainable Applicant Transactions Processed	23,240
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Number of Non-Retainable Applicant Transactions Processed	16,977
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Total number of Applicant Submissions into AFIS	40,217
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Manually Processed Fingerprints

The following information reflects totals for fingerprint cards that were manually processed. This includes manually verified raps, and non-AFIS age group cards that were manually classed and searched.

Criminal Cards (including TDC faxes)	11,979
Applicant Cards	1,970
Deceased (known and unknown)	1,057

Total number of Manually Processed Fingerprints	15,006
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Texas Crime Information Center

TCIC/NCIC 2000 HIT CONFIRMATION

Texas Law Enforcement Telecommunication System (TLETS), and National Law Enforcement Telecommunications System (NLETS) are the recommended networks for hit confirmation.

Even if the initial confirmation is handled via telephone, NLETS/TLETS should be used for documentation.

Not every Texas user has access to the YQ/YR format; therefore the Administrative Message (AM) format can be used.

Because telephonic confirmation is permissible, a hit should **NOT** be taken to a second or third request once verbal confirmation is received. Further request(s) for record information should be sent to the entering agency using the Administrative Message (AM) format.

A locate message must be placed on an active record by the recovering/apprehending agency once the record has been confirmed by the entering agency.

Agencies should place a locate on another agency's wanted person record only when the individual is found within the extradition area.

PLACING A LOCATE ON A RECORD

Any agency, except the agency that entered the record, that recovers stolen property, apprehends a wanted person, or finds a missing person, **MUST** place a locate on the corresponding record(s), after confirming the hit.

Many agencies are placing a locate on a record prior to completing the hit confirmation process. A locate cannot be removed once it has been attached to a record. Therefore, if for some reason the entering agency is not able to confirm the record at that time, then the record must be cancelled and re-entered by the entering agency.

In addition, a locate placed on a Missing Person record will automatically retire that record from both TCIC 2000 and NCIC 2000.

RECORDS VALIDATIONS

Agencies that enter records in the National Crime Information Center (NCIC) and Texas Crime Information Center (TCIC) are responsible for their accuracy, timeliness and completeness.

The Federal Bureau of Investigation (FBI), as manager of the NCIC 2000 System, and the Texas Department of Public Safety (DPS), as manager of the TCIC 2000 System, help maintain the integrity of the systems by furnishing a monthly list of records on file for validation by the originating agency.

Validation Certification means that:

1. The records contained in the validation listing have been reviewed by the originating agency;
2. The records that are no longer current have been removed from NCIC 2000 and/or TCIC and all records remaining in the system are valid and active;
3. Records contain all available information; and
4. The information contained in each of the records is correct.

Agencies validating records are required to return the Validation Certificate by the established due date stamped on the certificate.

Failure to return the certificate on or before the due date will result in removal of the record(s) from TCIC 2000 and/or NCIC 2000.

To ensure that your agency's certificate reaches this office on or before the due date, it is suggested the certificate be faxed to (512) 424-2748 prior to mailing the original. (Do not fax the record(s) validation listing, only the certificate.)

Your agency's compliance with NCIC/TCIC 2000 policy regarding validation certification is a critical component of participating in the system.

Non-compliance with FBI CJIS policies may lead to sanctions including the removal of an agency's authority to enter records into the TCIC 2000 and NCIC 2000 databases.



Texas Crime Information Center

TCIC INTERESTED AGENCY FLAG FILE OVERVIEW

This is a TCIC 2000 only feature. This transaction was created to establish a procedure to "flag" a record maintained in TCIC 2000 when a Texas Law Enforcement Agency, who is not the entering agency, has an interest in another Texas Law Enforcement Agency's record. This file may only be used for official criminal justice purposes.

For example:

A sheriff's office enters a warrant for a person wanted in connection with a police department's case. The warrant could be canceled or served without the police department being aware. With the "interested agency" flag, the TCIC system will notify the police department whenever the record is cleared.

The only transactions available regarding this feature are enter (EIA) and cancel (XIA). If an error is made in an interested agency flag, the flag must be canceled and re-entered. A record in this file cannot be modified. A record to be flagged is identified by TCIC number (TIC) and originating case number (OCA).

The following fields are mandatory for an interested agency record:

- Originating Agency Case Identifier (ORI)
- TCIC Number (TIC)
- Originating Agency Case Number (OCA)
- Mnemonic (Terminal Device to which the TCIC notification is to be sent)
- Interested Agency Identifier (ORI)
- Attention Field (ATN)
- Reason For Interest
- Notification:

The agency placing the flag must indicate whether they want to be notified only when an inquiry is made on the record or when all transactions are performed against the record. Place an "x" in the field that corresponds to the appropriate notification.

The interested agency will be automatically notified

by teletype. The teletype will be sent to the mnemonic entered with the flag when a transaction is performed against the record.

The originating entering agency of the record for which the flag is being placed is not notified of the Interested Agency transaction.

The TCIC 2000 return will not show that there is an interested agency "flag" on the record.

LICENSE PLATE INFORMATION

For stolen vehicle records entered prior to September 1, 2002 AND based on the date of entry, expired license plate information will be removed (purged) from the record one year after the license year expiration (LIY).

(Example: If a vehicle record is entered in May 2003 with a LIY of 2003, the plate information will purge from the record on May 1, 2005.)

Per NIC TOU 01-7, for vehicle records entered AFTER September 1, 2002, expired license plate information will remain in the record for the retention of the stolen vehicle record, which is the remainder of the year of entry plus four years, regardless of the date of entry. *(Example: a vehicle record entered anytime in 2003 will remain in TCIC/NCIC with the license plate data the remainder of 2003, plus four years and will purge on January 1, 2008)*

CONVICTED PERSON ON SUPERVISED RELEASE

This file allows states to enter information on subjects who are put under specific restrictions during their probation, parole, or supervised release sentence following imprisonment. The court can order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state or federal crime during the term of supervision" (Title 28, U.S.C., Section 3563 and 3583). There are no Texas State records in this file at present.

When an agency transmits a wanted person inquiry, the data in the Convicted Person on Supervised Release File will be searched in addition to all other NCIC 2000 person files (except the Unidentified Person File).

Continued on Page 6



Texas Crime Information Center

Continued from page 5

CONVICTED PERSON...

A positive response warns the inquiring agency "DO NOT ARREST BASED ON THIS INFORMATION." The last line of the returns says "CONTACT ORI IF RECORD SUBJECT IS ARRESTED FOR A NEW OFFENSE."

This is accomplished through an administrative message. **Do not use the YQ format upon receiving a positive response from this file.** All TCIC/NCIC returns should be read carefully to ensure appropriate criminal justice/police response.

TCIC/NCIC FAQ's

1. It hasn't been a full two years since our last TCIC/NCIC audit, why are we being audited early?

Audits are scheduled by cycle periods, which are two years in length, not by date of the last audit. Therefore, a subsequent audit may be scheduled at any time during the next cycle.

2. Is a non-24-hour or non-terminal user agreement needed if we provide TCIC/NCIC information to other law enforcement agencies, such as the District Attorney, County Attorney or Adult Probation?

No. The non-24-hour or non-terminal user agreements would be used for other law enforcement agencies for which you enter records for in addition to providing TCIC/NCIC information. Criminal Justice Agencies, such as the DA, CA or CSCD, are, however, required to have TCIC/NCIC training regarding the policies and procedures relating to access to and handling of TCIC/NCIC information.

3. Why are modifications sometimes needed to fields that do not contain errors?

With the implementation of the TCIC/NCIC 2000 system, changes to records entered prior to the conversion are required when making modifications or corrections to entries to make them "2000 compliant." For example: when modifying the LIC of a record with VMA/TRLR, the TCIC/NCIC 2000 system will require the VMA to be modified to TRLR with the name of the manufacturer in spaces 5 to 24 of the VMA field.

4. How do I query a motor vehicle registration on a license plate from Mexico?

Send an AM message to Interpol (International Criminal Police Organization) at ORI/DCINTER00 requesting a registration check. A reply should be received within 30 minutes.

5. Can I place a locate on a record before it is confirmed as a valid record by the entering agency?

No. A valid hit confirmation response must be received either by telephone or teletype before a locate is placed on a record.

6. Can I put my agency name as the requestor on a manual criminal history check request sent to the DPS Austin Crime Records Service?

No. The requestor field must contain the name of the person (first and last name) that is requesting the manual CCH.

TCIC Control Room Activity Report - 1st Quarter 2003

STATE TCIC TRANSACTIONS	16,751,825
AUTOMATED CCH TRANSACTIONS	2,529,083
MANUAL CCHs	8,911
RECORD ENTRIES BY TEXAS USERS	220,479
QUALITY CONTROL RECORD CHECKS	111,344
INCORRECT RECORDS LOCATED	14,005
ERROR MESSAGES SENT TO ENTERING AGENCIES	10,454
CALLS FOR ASSISTANCE TO CONTROL ROOM	9,444



Texas Crime Information Center

OFF-LINE SEARCHES

The off-line search is a special technique used to obtain information from NCIC/TCIC 2000 regarding transactions that cannot be obtained via on-line inquiry. Investigators usually request off-line searches to assist in following the movement of suspects, retrieving information on vehicles, etc.

Off-line searches are available only to criminal justice agencies for criminal justice purposes. The Texas Attorney General has historically denied requests from the general public for off-line search data. However, each request, from a non-criminal justice agency is forwarded to the Texas Attorney General for an individual ruling.

Criminal Justice and Law Enforcement agencies may request investigative searches of the TCIC 2000 log files to find out when an inquiry was made on a certain person or piece of property; as well as when a TCIC 2000 record was entered, modified, located, canceled or cleared. This same information is available regarding actions against the FBI's NCIC 2000 files.

Requests for NCIC 2000 off-line searches should be coordinated through TCIC Operations in Austin. Off-line search requests may be transmitted/communicated via fax or e-mail.

Submit requests to:

TCIC QC Analyst, Carol Crowell
Crime Records Service
PO Box 4143/MSC 0233
Austin, Texas 78765
TCIC.Operations@txdps.state.tx.us
carol.crowell@txdps.state.tx.us
Fax 512/424-7164
Phone 512/424-5949

TCIC 2000

Persons Files: When requesting an off-line search for activity regarding wanted or missing persons, sex offenders and subjects of protective orders, submit the NAME, SEX, RACE, DOB and any other numeric identifier (if available) i.e. social security number or driver license number. This information must be identical to the record in question to receive an accurate response.

Stolen Vehicle File: When requesting an off-line search for activity regarding vehicles, submit the license plate number and/or the vehicle identification number.

The TCIC 2000 transaction log file contains data regarding transactions and inquiries that occurred within the past year. The maximum time frame for a TCIC 2000 off-line search is one year, but should be limited to a specific date or time period when possible.

NCIC 2000

Guns: When requesting an off-line search for activity regarding a gun, the serial number is the only required identifier. However, in order to insure that the gun in the request is the same gun in the response, additional information is recommended, i.e. the MAKE and MODEL of the gun.

Articles: When requesting an off-line search for activity regarding an article, the article type and the serial number are required.

NCIC 2000 off-line search requests will be forwarded to FBI/CJIS for processing.

COMPUTERIZED CRIMINAL HISTORY (CCH)

All CCH off-line search requests must be signed by the Administrator, Chief, Sheriff, or their designee of the agency and must include the purpose/reason for the request. A criminal investigation must be pending before a CCH off-line search will be conducted. The request may be faxed or mailed. A CCH off-line search may be requested by submitting the NAME, SEX, RACE, and DOB or SOC. The REQ, ATN, and the OPR fields can also be searched. CCHs may also be searched by the ORI of the agency or by the SID or FBI numbers. The time frame for CCH off-line searches is the past 3 years.

All requests must include identifiers exactly as they were run for the log search to produce accurate results.

These off-line searches will not search inquiries made in the driver license or vehicle registration files. Requests for off-line searches for activity in these files must be submitted to TLETS.



Electronic Arrest Reporting

The Department of Public Safety LiveScan Project is comprised of over 100 LiveScan systems located around the state. LiveScan equipment facilitates the submission of arrest data electronically to the DPS. By submitting arrest data electronically, the arresting agency receives identification information on the subject in custody electronically usually within 4 hours, often much sooner. The subject's Computerized Criminal History (CCH) is updated with arrest data usually within 24 hours.

Relocation of DPS LiveScan equipment & hardware

When your agency determines it is necessary to relocate the DPS provided LiveScan system and/or associated hardware, the Department requires that you comply with the following procedures:

Contact Juan Flores, DPS, LiveScan Coordinator, at 512.424.2409 or Email: juan.flores@txdps.state.tx.us and let him know of your intentions, **prior to moving any equipment.**

The Department requires a LiveScan (Identix) Field Engineer be on site to disconnect, move, reconnect, and successfully test the DPS provided LiveScan system, the Data Demographic Gateway (DDG) and all other LiveScan associated equipment as fully operational.

Additionally, the Department requires an authorized SBC DATA COM technician be on site to disconnect, move, reconnect and successfully test the DPS provided

ed Pix Firewall, Router and Circuit lines as fully operational.

Upon relocating and connecting all equipment at the new facility, the Department requires your agency perform a successful transmission of LiveScan (arrest) data and receipt of DPS response message. The Department reminds the agency that any and all expenses associated with this move are to borne by your agency and not the Department.

The above requirements are crucial to ensuring the continued successful use of the equipment, and therefore, failure to comply with the requirements may result in removal of all DPS LiveScan equipment.

As always, your continued use and success with the DPS LiveScan system is highly encouraged.

Change in Network Design

If your agency is implementing a new network design or modifying your existing network design, which may affect the DPS provided LiveScan transmissions, your agency must contact Juan Flores, DPS, LiveScan Coordinator, at 512.424.2409 or Email: juan.flores@txdps.state.tx.us and let him know of your intentions, **prior to making any network changes.**

The Department requires a current network design diagram with Equipment Name, Internet Protocol Addresses (IPs), Circuit line numbers and a proposed network design diagram. The diagram must specify the network changes. Upon DPS verification and approval, your agency may

proceed with implementing the network changes. Compliance with the above requirements will minimize possible LiveScan down time and minimize associated expenses.

The Department reminds the agency that any and all expenses associated with the change in network design are to borne by your agency and not the Department.

The above requirements are crucial to ensuring the continued successful use of the equipment, and therefore, failure to comply with the requirements may result in removal of all DPS LiveScan equipment.

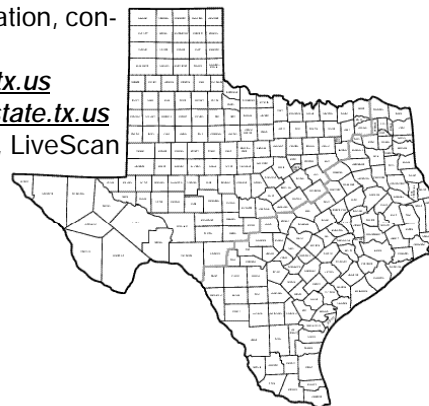
Your assistance is appreciated!

For training on LiveScan equipment or other questions concerning system operation, contact the LiveScan Field Reps:

Michael Denney, South Region (512) 424-5067; michael.denney@txdps.state.tx.us

Richard Skruch, North Region (915) 332-6100 x. 148; richard.skruch@txdps.state.tx.us

**If your agency is interested in becoming a LiveScan site, contact Juan Flores, LiveScan Coordinator at (512) 424-2409 juan.flores@txdps.state.tx.us



1st Quarter 2003
LiveScan Submissions:

221,889



TRN ASSIGNMENT

Continued from Cover

jail booking staff without the redundancy of transcribing the information from one form to another.

Next Lt. Baker addressed those reportable charges that previously were not being submitted to the DPS. Charges such as Theft by Check, for example, were disposed of without the offender's arrest or booking through the Smith County Jail.

To address this issue Lt. Baker created a request for assignment of TRN sheet, which will be completed by either the trial court or CSCD. This form requires specific information be gathered regarding the subject and arrest.

This form is signed by an agency official requesting the issuance of a TRN, printing of an offender and/or the reporting of charge information to the DPS. Now the court requires the offender to visit the Smith County

Jail upon release and be booked in so that charge information travels electronically to the DPS for inclusion in the CCH. This step also facilitates the electronic transfer of information to the prosecutors and courts for Electronic Disposition Reporting (EDR).

Cooperation between the prosecutors, courts, CSCD and jail has resulted in having fewer offenders whose CCH records are incomplete, therefore ensuring that Smith County is compliant with arrest reporting. Accurate and complete CCH information results in a safer community and increased officer safety. New funding issues for Smith County CSCD regarding TRN assignment are fewer since TRNs are assigned through a standardized process.

In Sheriff Smith's opinion, "Today's modern law enforcement must be operated, maintained and supervised the same as private enterprise. The public not only expects it - they demand it."

CR News On-Line

Now you can access new issues of CR News on-line! We encourage you to view and use the electronic version of the CR News available online at:

www.txdps.state.tx.us/tcic2000project

User ID: tcic2000 Password: mel18can2

Once logged into the site, choose the "CR Newsletter" hyperlink to view/print current or archived issues of CR News. You may also update your agency's contact information (hyperlink "Update Info") or provide comments/ask questions pertaining to CR News (hyperlink "Contact Us").

New CR News issues are announced via the TLETS APB Summary, and are generally available online the

third month of the quarter. Typically, new issues of CR News are online up to 15 days before hardcopies are mailed.

If you are able to use the electronic version and would like to be removed from the CR News mailing list, use the appropriate link on the website ("Contact Us") to do so. In your email provide your agency's name and address along with your name and title, requesting that your agency be removed from the CR News mailing list.

If you prefer to correspond via USPS, use the form provided below and mail it to the address on the front of this newsletter.

Thank you for your interest in CR News!

*DATE _____	*COMPLETED BY _____
*AGENCY _____	*ORI TX _____
NEW TAC _____	REPLACED _____
*ADMIN/CHIEF/SHERIFF _____	
*MAILING ADDRESS _____	
PHYSICAL ADDRESS _____	
TELEPHONE # _____	TAC TELEPHONE # _____

* Required



CRIME RECORDS SERVICE NEWSLETTER
CRIME RECORDS SERVICE MSC 0233
TEXAS DEPARTMENT OF PUBLIC SAFETY
PO BOX 4143
AUSTIN TX 78765-4143

Presorted Standard
U.S. Postage Paid
Austin TX
Permit No. 1265

RETURN SERVICE REQUESTED

TRAINING MATERIALS

AGENCY ADMINISTRATOR:
PLEASE REPRODUCE AS NECESSARY
AND DISTRIBUTE THROUGHOUT
YOUR AGENCY