



CR NEWS

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Loann Garcia Promoted to CRD Senior Director

Welcome the newest member of the Crime Records Division executive leadership team.

Loann Garcia replaces Ursula Cook after her retirement and joins Luz Dove as the newest Senior Director in October 2021.

Loann began her career with the Crime Records Division in June 2002, as a Computerized Criminal History Data Technician. Loann is a quick learner, always asking questions to further understand policies, procedures, and processes. As a result, she progressed within the position and four years later in June 2006 was selected as a unit supervisor within the CCH Bureau.



In December 2008, to enhance her technical skills and to learn more about the Division, Loann took on the challenge of the livescan program becoming the Livescan Coordinator. This position provided an opportunity to interact with vendors and agencies in a way that she was not able to within her previous roles. Loann furthered her knowledge of biometric capture and the overall process from booking to the CCH repository. Cited as one of her favorite positions, Loann remained in the Livescan Coordinator position until October 2018 when she was promoted to the Manager position for the Biometric Services Bureau, which was the Fingerprint Bureau. Her work in the bureau has furthered biometric initiatives such as facial recognition, iris, as well as, ten-print capture. In October 2021, Loann was promoted to one of two Senior Director positions within the Division replacing Ursula Cook. Loann will have oversight of the Computerized Criminal History, Access and Dissemination, and Biometric Services bureaus. Loann brings almost twenty years of Divisional experience to the leadership team. She is a great asset and will continue to work on improving the services provided to the law enforcement and criminal justice community.

CR NEWS is published by the Texas Department of Public Safety. Comments, suggestions and mailing list updates are welcome.

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Biometric Services Bureau (BSB)

Electronic Arrest Reporting (EAR)/Livescan Reminders

Offense Codes

Law enforcement agency's livescans should be updated with the most current offense code list that is posted on the Electronic Arrest Reporting website. The list may be found at this link, <https://www.dps.texas.gov/section/crime-records/electronic-arrest-reporting-ear> under 'Livescan Codes and ORIs' section. When offense codes are updated, please remember the livescan offense code list will have current and expired offense codes. When selecting an offense code, use the offense code that is valid at the time the offense was committed. If your agency's livescan does not have the current offense code list, please notify the livescan vendor so they may update your agency's device.

Responses

When submitting livescan transactions, it should result in the agency receiving responses on the livescan device. It is very important to pay attention to the message in the responses that are received. The messages will let you know what the status is of the record and if it has processed. If an arrest record processes successfully you will receive at least two DPS responses, an FBI and a DHS response. If the agency does not receive responses from the arrest record, they have submitted, it could be due to several factors that are potentially keeping an agency from receiving a response. An agency should check the CJIS Site to verify the arrest has applied to the Computerized Criminal History (CCH). If the arrest has not been applied to CCH after 4 hours, then contact DPS (call 512-424-5248). Please keep in mind if systems go down and are unable to process records, allow a minimum of 24 hours after systems are functioning normally before contacting DPS when a record has not been applied to CCH. When contacting DPS, DPS will verify if the prints have/have not gone through MBIS and let the agency know if they are able resubmit.

If you have any questions or concerns, contact the Biometric Coordinator at 512-424-7026 or livescan@dps.texas.gov. If you have any questions or concerns regarding the arrest reporting issues, contact your CJIS Field Auditor or the CJIS Field Support assistance line at 512-424-2478 or cjisjits@dps.texas.gov

CJIS Technical Security Office

'TIS THE HOLIDAY SEASON!

How often do we experience a situation as described below?

Your personal or agency-issued cell phone alerts you with a text message with language similar to: **"XYZ Bank has noticing suspicious activity on your debit card and frozed your account. Call 555-555-1234 imediately so we can werk with you."**

If you actually have an account with "XYZ Bank", receiving a message like this can be unnerving and compel you to call the number; in some cases, a link may also be provided, which you may click on without fully comprehending what is going on.

You're probably being scammed.

Such scams are not limited to bank accounts or credit/debit cards; it could concern a wireless account, a fake package delivery notification or even the offer of free gifts, possibly money and so on.

The goal is to have you click that link, make that call, or acknowledge in some way that allows the bad actors to target you. So, what do you do to protect yourself?

Be alert, always. This can be especially true during Holidays unfortunately. Pay attention to the details, be suspicious of things that just seem "too good to be true". Windfalls and good luck do happen, but all too often it is a ploy to engage and expose sensitive data.

CJIS Technical Security Office continued

- If you look closely at the message example used above, you'll see spelling errors and incorrect grammar; this should be a tipoff that this is a scam attempt.
- If you feel unsure what to do, it's best to contact your financial institution directly with a known real number and not the one provided in the message; at the very least it will give you peace of mind.
- Do not respond to the sender. Do not click any unknown or unverified links.
- If you receive such a message on your agency-issued cell phone, immediately contact your IT, TAC and/or LASO as it's possible other personnel may be receiving them as well.
- Other actions to take are to delete the message and if possible, block the number.
- Clicking on a link could provide a path into your agency's network and cause havoc. It can also put your sensitive data and details at risk of being compromised.

Be safe this Holiday season!

Questions?

We're here to help! Contact your CJIS Technical Auditor or the CJIS Security Committee @ Security.Committee@dps.texas.gov
- To report incidents, remember to first contact the agency's Terminal Agency Coordinator, Local Agency Security Officer & IT Support.
- Notify the Operations Intelligence Center (OIC) at 1-888-DPS-OIC0 (1-888-377-6420). The OIC will then contact the CJIS Technical Auditor on call to reach you.

H@ppy H0lid@y\$ to you from the CJIS Technical Security Team-Elves

Criminal History Record Information Processing (CHRIP) Bureau CJIS Website Portal

CJIS Website Portal

We are happy to announce that we were able to make the conversion to our new LES modernized website on 10/04/2021. This conversion to the modernized portal is aimed at increasing the efficiency and user friendliness of the CJIS Site. We continue to identify and resolve issues with the modernized website as they are brought to our attention. Please be patient as we and our programmers work through identified issues. *Should you have any technical difficulties with the website including logon issues and password resets, please email grp_cjis_site@dps.texas.gov for the fastest response.*

Websites

The new CJIS Site supports the following browsers: Microsoft Edge, Chrome, Safari, and Firefox. Due to end of life of the Internet Explorer 11, this browser is not recommended and will not be supported by the modernized CJIS Site. If you are new to the CJIS Website and are new to Electronic Disposition Reporting (EDR) via the online portal, please complete the Application for Access on the New Website Portal: <https://cch.dps.texas.gov/les/>.

If you have an existing CJIS Site Account, legacy site or new site, do not complete an Application for a New User for any purpose on either site. Contact GRP_CJIS_SITE@dps.texas.gov with the question or update to the existing account.

Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Website Portal

REACTIVATION: Needed when the account has been Deactivated or Locked due to no activity in 30 days.

- Send an email to GRP_CJIS_SITE@dps.texas.gov with a request to Reactivate/Unlock the account.
- The request is manually processed by a person at DPS.
- The User will receive an auto generated email from the individual that processed the reactivation at DPS letting them know that their account has been unlocked.

*The email is sent to the User ID (email address) associated with the account.

- The user will then be able to login without establishing a new password.

*If the user forgot their password, they can use the 'Forgot Password' option on the log in page.

- If an error message appears at the time of login that the 'Account is locked for: newly converted user. Not set up.' Email grp_cjis_site@dps.texas.gov and a Website Administrator will reactivate the account and re-establish the permissions on the account.

- Some accounts have not transferred due to them being inactive for such a long period on the old website.

If this is the case, it can take up to 24 hours to fully convert the account

TIPS:

- Deactivation/Locking after 30 days of Inactivity is an automatic process to stay in compliance with CJIS Security Policy. It cannot be stopped or delayed by anyone at DPS.
- Log into the account every two to three weeks, even if you do not complete any actions. This is the only way to reset the 30 day time clock.

PASSWORD RESET:

- Click on 'Forgot your password?' under the Log In button on the login page.
- Enter your email that you use to login and click 'Send Reset Email'.
- Use the link that is sent to your email to establish a new password.
- Return to login page and login with your username and new password.

****Password reset by your Entity Administrator****

- If your agency has an Entity Administrator, they can also process a password reset for you if you are assigned to their ORI.
- The administrator will logon to their CJIS account and navigate to the entity administration section.
- They will then find your name in their entity list, right click the name and click 'Reset Password' in the dropdown.

TIP:

- If the User does not receive the emails in the above situation, contact your local IT Department. There may be a firewall or email filter on the local network that is not allowing the emails to get to the intended Inbox.
- If an account is locked for a 30 day inactivity lockout, an entity administrator will not be able to process an unlock and the user or their administrator will need to contact grp_cjis_site@dps.texas.gov to request an account unlock.
- If the user requests a password reset from an unauthenticated browser the Website Administrator at DPS will receive a notification.
- The user will still establish a new password, but when they attempt to logon they will get an error that they requested a password reset from an unauthenticated browser.
- Send an email from the email address associated with the account to GRP_CJIS_SITE@dps.texas.gov to verify that you are the one that requested the password reset.
- The account will be unlocked by an administrator at DPS.
- The User will receive an auto generated email from the administrator that processed the reactivation at DPS letting them know that their account has been unlocked.
- Once the unlock email is received by the user they will logon with the last password they created immediately before the lockout happened.
- **The password was saved and they do not need to click 'Forgot Password' again. Clicking 'Forgot Password' will keep them in a loop.**

PASSWORDS MUST:

- Not be the same as the previous 10 passwords.
- Be at least 8 characters long.
- Contain a number and a special character.
- Passwords are Case Sensitive.

Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Website Portal

AUTHENTICATION CODE ENTRY:

Browser Authentication is required after every time internet cookies are cleared/deleted, if you use a new or different browser, if the browser software has been updated, if a new or different computer is used, etc. If your browser settings are set to clear cookies at a regular interval (every time browser is closed, once a week, etc.) the Authentication will be required the next time you access the CJIS Site.

It is important to follow the steps below exactly when Authenticating a browser:

- Go to the login page, type in your User ID/email address and password.
- Page navigates to the Authentication page or opens it in a new tab.
- Important: ****Leave that page open. Do Not close the Authentication page.**** - If this page is closed before receiving and entering the PIN, then a new PIN will be generated and sent every time the page is opened. The data tables will not keep up with repeated PIN requests.
- Receive the Authentication PIN code via email.
- Enter that Authentication PIN and your password into the Authentication page.** - The Authentication webpage will time out after 15 minutes. If the code is not entered in that 15 minute window, a new code will be required.
- It should then navigate back to the Login page and/or give a message that the browser has been successfully authenticated.

REPORTS:

The open offense report has undergone substantial changes and is now designed to run in real time. With this in mind, there is a 10,000 record limit on the open offense reports. If your report exceeds 10,000 records, there will be a message that your search parameters have returned more than 10,000 records and will ask that you decrease the time frame parameters.

ACCOUNTS:

- Do not share your password with anyone at any time, not even Entity or Website Administrators.
- Do not share an account with multiple users. To stay in compliance with FBI CJIS Security Policy, accounts are single user specific. This includes the email address/User ID on the account, only one person, the site user, can have access to that email account.
- There is no limit to the number of users an agency can have with individual accounts and individual email addresses/User IDs on the CJIS Website.

****Entity Administrators Creating New User Accounts:**

- If an Entity Administrator creates a new account for a user under their entity, either the user or the administrator should send an email to grp_cjis_site@dps.texas.gov. In the email please inform us of the username (email address) of the new user along with what permissions they will need. When an Entity Administrator sets up an account for a new user, no permissions are established so a DPS CJIS Website Administrator will need to add the permissions to the account.

Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Field Support

CJIS and JJIS Completeness Percentages

Beginning January 1, 2022, the granting agencies will be looking at the 2016 through 2020 reporting years for the 90% Completeness Percentages.

It is never too early to start looking at your completeness percentage for adult and juvenile reporting during the 2016 through 2020 reporting years. If you have any questions or need help with running reports to find the offenses that are affecting your completeness percentage, please contact your CJIS Field Auditor directly or the main CJIS office at 512-424-2478 or cjisjjs@dps.texas.gov.

If you have access to the CJIS Site <https://cch.dps.texas.gov>, you can run the Combined Disposition Completeness Report at any time to find out your county's Completeness Percentages.

If you are currently below 90% completeness in either Adult or Juvenile for the 5 year average then please contact your CJIS Field Support Auditor or the CJIS main line for information and assistance.

Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Field Support

Corrections and Error Resolution

You can now email simple corrections to corrections.cjis@texas.gov or fax to (512) 424-2476. For switched prints, switched records, misuse of identity, etc, you can contact Error Resolution at (512) 424-7256

Expunction Orders

Did you know that you do not need to send your expunction orders directly to the FBI? When an agency sends an expunction order to the DPS to process, we will send the expunction orders to the FBI on your behalf.

Senate Bill 181 and Driver License Suspensions

SB 181 has changed the automatic suspension on certain drug offenses. Misdemeanor drug offenses are automatically suspended with a prior conviction in the previous 36 months. Please make sure to report any other license suspension that the judge imposes. If you have any questions on driver license suspensions, the court can contact DL Conviction Reporting at (512) 424-2031

DNA assistance and questions

If you have questions regarding obtaining DNA from an offender, you can contact the CODIS Lab at (512) 424-2790 or by email at codislab@dps.texas.gov

Arrest Reporting – Cite and Release

Art 66.252 of the Code of Criminal Procedures requires that Law Enforcement shall submit fingerprints and arrest information on any offender charged with a Felony, Misdemeanor A or B, or Misdemeanor C that involves family violence. This includes the cite and release program.

Code of Criminal Procedures, Article 14.06 (c) provides the rules for cite and release and states that the citation must include a time and place for the offender to appear in front of the magistrate and Article 14.06 (d) lists the only offenses eligible for cite and release when the offender resides within the county where the offense occurred.

Possession of Marijuana < 4oz MA or MB

Possession Substance in PG 2-A < 4oz MA or MB

Criminal Mischief <\$750 MB

Graffiti <\$2500 MA or MB

Theft <\$750 MB

Theft of Service <\$750 MB

Contraband in Correctional Facility MB

DWLI

Art. 14.06. MUST TAKE OFFENDER BEFORE MAGISTRATE. (a) Except as otherwise provided by this article, in each case enumerated in this Code, the person making the arrest or the person having custody of the person arrested shall take the person arrested or have him taken without unnecessary delay, but not later than 48 hours after the person is arrested, before the magistrate who may have ordered the arrest, before some magistrate of the county where the arrest was made without an order, or, to provide more expeditiously to the person arrested the warnings described by Article 15.17 of this Code, before a magistrate in any other county of this state. The magistrate shall immediately perform the duties described in Article 15.17 of this Code.

(b) A peace officer who is charging a person, including a child, with committing an offense that is a Class C misdemeanor, other than an offense under Section 49.02, Penal Code, may, instead of taking the person before a magistrate, issue a citation to the person that contains:

(1) written notice of the time and place the person must appear before a magistrate;

(2) the name and address of the person charged;

(3) the offense charged;

(4) information regarding the alternatives to the full payment of any fine or costs assessed against the person, if the person is convicted of the offense and is unable to pay that amount; and

Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Field Support

(5) *the following admonishment, in boldfaced or underlined type or in capital letters:*

"If you are convicted of a misdemeanor offense involving violence where you are or were a spouse, intimate partner, parent, or guardian of the victim or are or were involved in another, similar relationship with the victim, it may be unlawful for you to possess or purchase a firearm, including a handgun or long gun, or ammunition, pursuant to federal law under 18 U.S.C. Section 922(g)(9) or Section 46.04(b), Texas Penal Code. If you have any questions whether these laws make it illegal for you to possess or purchase a firearm, you should consult an attorney."

(c) *If the person resides in the county where the offense occurred, a peace officer who is charging a person with committing an offense that is a Class A or B misdemeanor may, instead of taking the person before a magistrate, issue a citation to the person that contains written notice of the time and place the person must appear before a magistrate of this state as described by Subsection (a), the name and address of the person charged, and the offense charged.*

(d) *Subsection (c) applies only to a person charged with committing an offense under:*

(1) *Section 481.121, Health and Safety Code, if the offense is punishable under Subsection (b)(1) or (2) of that section;*

(1-a) *Section 481.1161, Health and Safety Code, if the offense is punishable under Subsection (b)(1) or (2) of that section;*

(2) *Section 28.03, Penal Code, if the offense is punishable under Subsection (b)(2) of that section;*

(3) *Section 28.08, Penal Code, if the offense is punishable under Subsection (b)(2) or (3) of that section;*

(4) *Section 31.03, Penal Code, if the offense is punishable under Subsection (e)(2)(A) of that section;*

(5) *Section 31.04, Penal Code, if the offense is punishable under Subsection (e)(2) of that section;*

(6) *Section 38.114, Penal Code, if the offense is punishable as a Class B misdemeanor; or*

(7) *Section 521.457, Transportation Code.*

Sex Offender Registration (SOR) Bureau

FOUR HELPFUL TIPS FOR PREPARING A REQUEST FOR REMOVAL FROM THE TEXAS SEX OFFENDER REGISTRY

Validations are due again and you have many individuals who have met their ending registration dates. For law enforcement agencies, it can sometimes be difficult to acquire all the proper documents needed for a request for removal from the Texas Sex Offender Registry. Not only can it be difficult but also time-consuming. Don't stress! Below are four helpful tips that can help the process be faster and more efficient.

Acquire proof of discharge before an Ending Registration Date is met

Missing proof of discharge is one of the leading factors that delay a person's removal from the Texas Sex Offender Registry. Once the person is discharged from their supervision, submit the proof of discharge to The Department of Public Safety as soon as possible. The documents will be archived and used once the person has met their Ending Registration Date.

Sex Offender Registration (SOR) Bureau continued

Acquire court documents in advance

Contrary to popular belief being removed from the Texas Sex Offender Registry is not always clear cut and court documents must be presented depending on the offense. To help in the removal process it can be very beneficial if court documents are submitted to The Department of Public Safety in advance for the following offenses: Indecency with a child, Burglary of Habitation, Kidnapping (Including aggravated), Unlawful Restraint, Indecent Exposure, Out of State, Out of Country, Tribal offenses, Military offenses, and Federal Offense

Having all court documents archived with The Department of Public Safety including the indictment, judgment, sentencing, revocations, and any orders including their motions could continue the removal process without question.

Deceased Offenders with Ending Registration Dates May be Eligible for Removal

Did you know deceased offenders can be removed from the registry if they have met their Ending Registration Date? We encourage all law enforcement agencies who have reported deceased sex offenders in the past to check for ending registration dates. If a deceased registrant met their ending registration date you may submit a request for removal for that person to the Department of Public Safety. Please remember to include all necessary information for the removal of a deceased individual as you would for any other removal.

Ask the individual with the Ending Registration Date for help

Sometimes it can be difficult for a law enforcement agency to obtain the proper documents the Department of Public Safety needs to remove a person from the sex offender registry. At this time, take the opportunity to have the person eligible for removal get the information that is needed themselves. It is much easier for the individual to request their own court documents from the courts because it is their records. Don't hesitate in requesting their help.

The Sex Offender Registration Bureau is available if you need any assistance or have any questions. Please feel free to contact us at 512-424-2800 or TXSOR@dps.texas.gov

Incident Based Reporting (IBR) Bureau Texas Data Exchange (TDEx)

XML Submissions

DPS is setting up XML submissions for two programs: Texas Data Exchange (TDEx) and Uniform Crime Reporting (UCR).

For more information, review the technical documents at the bottom of the [TDEx website](#) under the Data Broker section.

New N-DEx Access Method

Texas users of RISS (Regional Information Sharing System) will soon be able to access N-DEx. It is an added tool to help with investigative duties, but it comes with an added responsibility for each member agency. The N-DEx audit responsibility.

The Information Based Reporting (IBR) Bureau has the responsibility to audit the use of N-DEx by state and local Texas agencies. Each agency is added to the three-year cycle for audits. When an agency with RISS users comes up for audit, the N-DEx Auditor will reach out to the N-DEx Access Coordinator (NAC) for that agency to complete the audit.

The N-DEx audits focus on three (3) main factors:

1. Making sure the correct Purpose Code is being used. The most used options are "C" for a criminal search, "J" for a criminal history background checks for the searching agency, and "A" for file maintenance.
2. The Search Reason is a free text field, but the user should be entering enough information in this field so that they will easily be able to recall the purpose for running the search. Terms such as "investigation" or "suspect" will not suffice.
3. Ensuring that the searches being conducted fall under the acceptable system use policy. As with most systems, running searches on family, politicians, and/or famous individuals is not permitted. However, there are other searches that are also not permitted. Running searches for prospective employees of other agencies is not allowed. Nor is it allowed to run searches on visitors to your agency or those doing a ride-along with an officer.

As RISS agencies prepare to start accessing N-DEx, these are things that should be kept in mind.

For questions or concerns, we can be reached at LEEP@dps.texas.gov

Incident Based Reporting (IBR) Bureau Uniform Crime Reporting (UCR)

New Region Field Representatives

We would like to welcome three new Field Representatives to the Texas UCR IBR Training Staff:

1. Alison Padula – General Support
2. Shawna Goerlitz – Region 2
3. Veronica Terrazas – Region 1

NIBRS Transition Update

Thank you everyone for your efforts to transition to NIBRS. As of January 10, 2022, XXX agencies representing more than XXX% of the population of Texas are now submitting UCR data through the more-detailed NIBRS methodology.

Contact DPS by phone (512) 424-2091 or email NIBRS@dps.texas.gov if you are one of the agencies still working to get there or to let us know the challenges that prevented your transitioning to NIBRS in 2021.

Summary Agencies

January 1, 2021, FBI began to except only NIBRS data from agencies. Those agencies that have chosen not to transition to NIBRS have been moved to Non-Reporting status.

Texas-mandated Reporting

Agencies dropping out of the UCR program are still required to submit the Texas-mandated reporting (i.e. Family Violence, Sexual Assault, Drug Seized, and Hate Crime).

Contact DPS by phone at (512) 424-2091 or email UCR@dps.texas.gov to find out how to submit this information outside of the UCR submissions.

The FBI provided info in the UCR Program Quarterly: February 2021 (21-1) on page 11.

Incident Based Reporting (IBR) Bureau Use of Force (UoF) Program

New Program Specialist

In August 2021, IBR hired a new Program Specialist, Symone Hernandez for the TxDPS Use of Force Program. Symone worked in the UCR Program as a Quality Control Analyst, has been with DPS for 15 years, and previously worked with the Crime Information Bureau as TCIC Auditor. Her experience working with various law enforcement agencies will help guide the Texas Use of Force Program.

Texas UoF Portal

Currently local agencies are submitting data through the UoF application on LEEP or through bulk submissions directly to the FBI. TxDPS is working to launch our state-level portal by end of February 2022. More information to come.

Two UoF Collections in Texas

In Texas, there are two independent collections for the Officer-involved shootings and UoF data. Although they are separate, some data elements collected do overlap.

1. *Mandatory* reporting to the Office of the Attorney General (OAG)
 - a. Data collected: Per Code of Criminal Procedure (CCP) Article 2.139, Article 2.1395, and Article 49.18 to include:
 - i. Officer-involved shootings
 - ii. Injuries or death of Peace Officer
 - iii. Custodial deaths
 - b. Program:
 - i. The OAG is the repository for this information and can assist with questions about their collection and forms.
 - ii. The OAG manages the collection and the data remains at the state level.
 - iii. Their main office phone number: 512-463-2100.
 - iv. For account setup and online reporting [Forms and Reports For Law Enforcement | Office of the Attorney General \(texasattorneygeneral.gov\)](#)
 - v. This data collection is separate from the National Use of Force collection.

Incident Based Reporting (IBR) Bureau Use of Force (UoF) Program continued

2. *Voluntary* reporting to the National UoF Collection Program
 - a. Data collected: Per the [FBI UoF guidelines](#), this collection includes:
 - i. Death in connection to use of force by Law Enforcement Officer (LEO)
 - ii. Serious bodily injury(ies) in connection with use of force by LEO
 - iii. Firearm discharged by LEO at or in the direction of a person, without injury or death.
 - b. Program:
 - i. This is a national program established by the FBI.
 - ii. TxDPS manages the Texas collection and the data is forwarded to the federal level.
 - iii. Currently, the submission method is via LEEP, but TxDPS is in the process of standing up a state portal.
 - iv. This data collection is separate from the OAG collection.

For more information about joining the National Use of Force Data Collection Program, or for any UoF questions, please contact us at UoF@dps.texas.gov

Incident Based Reporting (IBR) Bureau Violent Criminal Apprehension Program (ViCAP)

Molly Jane's Law Virtual Training

TxDPS will be starting virtual trainings focused on the Molly Jane's Law and the Texas requirements. These trainings are estimated to be 2-hours in length and will begin mid-2021.

Contact the TxDPS ViCAP program by phone at (512) 424-2091 or email ViCAP@dps.texas.gov for more information.

CRS Auditors/Field Representatives

CJIS Security Office

James Buggs	CJIS Technical Auditor		james.buggs@dps.texas.gov	512-424-7794
Kreston Bates	CJIS Technical Auditor		kreston.bates@dps.texas.gov	512-424-2937
Dan Conte	CJIS Technical Auditor		daniel.conte@dps.texas.gov	512-424-7137
William Frame	CJIS Technical Auditor		william.frame@dps.texas.gov	512-424-7401
James Gore	CJIS Technical Auditor		james.gore@dps.texas.gov	512-424-7911
Stephaine Williams	CJIS Technical Auditor		stephaine.williams@dps.texas.gov	512-424-7910
Sonya Stell	CJIS Technical Auditor		sonya.stell@dps.texas.gov	512-424-2450
Deborah Wright	CJIS Technical Auditor		deborah.wright@dps.texas.gov	512-424-7876

ACCESS & DISSEMINATION BUREAU

Esmeralda "Essie" Romero	Non-Criminal Justice Auditor	Region 3	esmeralda.romero@dps.texas.gov	512-424-7367
Karen Germo	Non-Criminal Justice Auditor	Region 4	karen.germo@dps.texas.gov	512-424-7521
Alexandra Oyervides	Non-Criminal Justice Auditor	Region 5	alexandra.oyervides@dps.texas.gov	512-424-2855
Jane P. Armstrong	Non-Criminal Justice Auditor		jane.armstrong@dps.texas.gov	512-424-7399
Leatha Clark	Non-Criminal Justice Auditor		leatha.clark@dps.texas.gov	512-424-7403
Linda "Michelle" Hammonds	Non-Criminal Justice Auditor		linda.hammonds@dps.texas.gov	512-424-5019
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CRIME INFORMATION BUREAU

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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

CRS DIRECTORY

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Fax order form to:

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

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CRIME INFORMATION BUREAU

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