

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



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March 06, 2020

In addition to the historical audit conducted by the Department of Public Safety, effective September 1, 2019, Texas Government Code Section 420.045 requires that each law enforcement agency submit a **quarterly report** to the DPS identifying the number of evidence collection kits collected after August 31, 2019 that the law enforcement agency has not yet submitted for laboratory analysis. GC 420.045 also requires that accredited public crime laboratories submit a quarterly report to the DPS identifying the number of evidence collection kits received after August 31, 2019 for which the crime laboratory has not yet completed analysis.

The first quarterly report will be due to DPS by **April 15, 2020** and will cover the period from December 1, 2019 to 02/29/2020 (FY20 second quarter). Subsequent reports will be due on the following dates: **July 15, 2020**, for FY20 third quarter, and **October 15, 2020** for FY20 fourth quarter. Law enforcement agencies and laboratories are also required to certify within the Texas Sexual Assault Evidence Tracking System (Track-Kit) if they do not have any kits that meet the reporting requirement.

The quarterly reporting will be conducted via the Audit feature in the Track-Kit software system. Instructions are provided with this notice. Law enforcement agencies that do not currently have access to Track-Kit can email [kittracking@dps.texas.gov](mailto:kittracking@dps.texas.gov) for access information. If you have questions regarding the audit and/or reporting requirements, please visit <http://www.dps.texas.gov/CrimeLaboratory/SAEreporting.htm> or contact the DPS Laboratory by email at [SAEreporting@dps.texas.gov](mailto:SAEreporting@dps.texas.gov).

Brady W. Mills  
Assistant Chief, CLS  
Law Enforcement Support Division