Track-Kit Audit Instructions (Law Enforcement Agency)

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 <u>collected after August 31, 2019</u> that the law enforcement agency has not yet submitted for laboratory analysis. GC 420.045 also requires that public accredited crime laboratories submit a quarterly report to the DPS identifying the number of evidence collection kits <u>received after August 31, 2019</u> 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 Track-Kit if they do not have any kits that meet the reporting requirement.

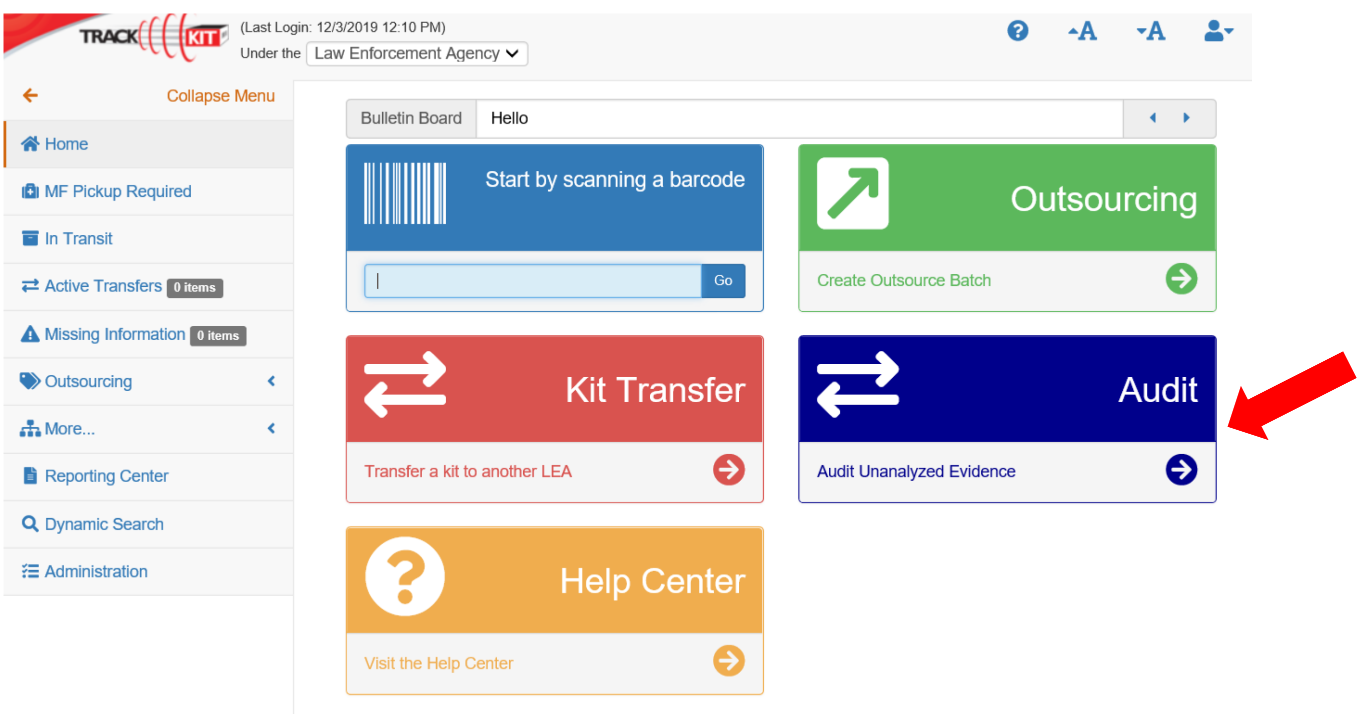
The quarterly reporting will be conducted via the Audit feature in the Track-Kit software system. Law enforcement agencies that do not currently have access to Track-Kit can email kittracking@dps.texas.gov for access information. If you have questions regarding the audit and/or reporting requirements,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

Each agency should identify a point of contact for their agency. This person must be an agency administrator in Track-Kit.

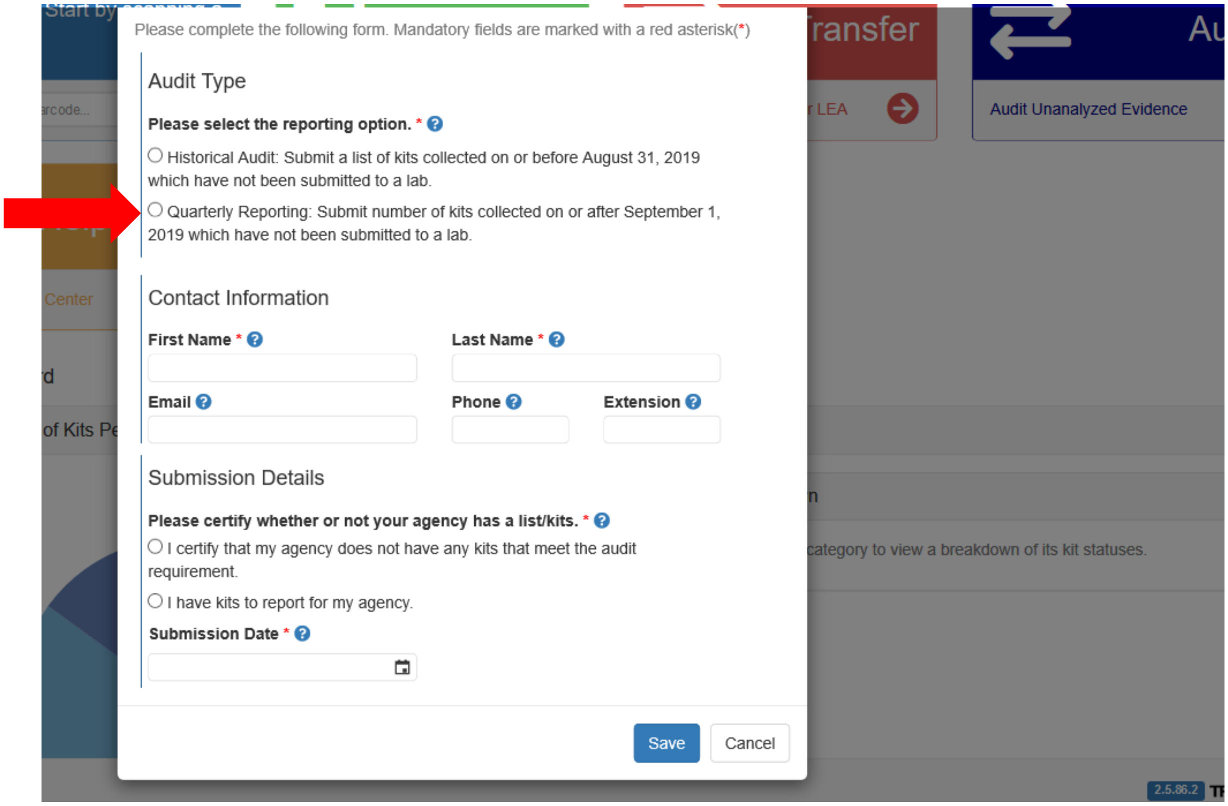
Instructions

Login to Track-Kit (https://tx.track-kit.us/Login) using your email address and password.

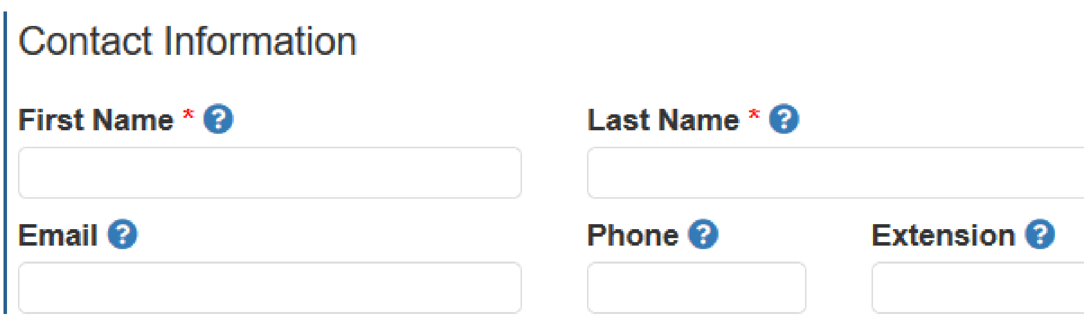
From the Track-Kit home screen, click on the Audit option…



The Audit window will open…Select Quarterly Reporting

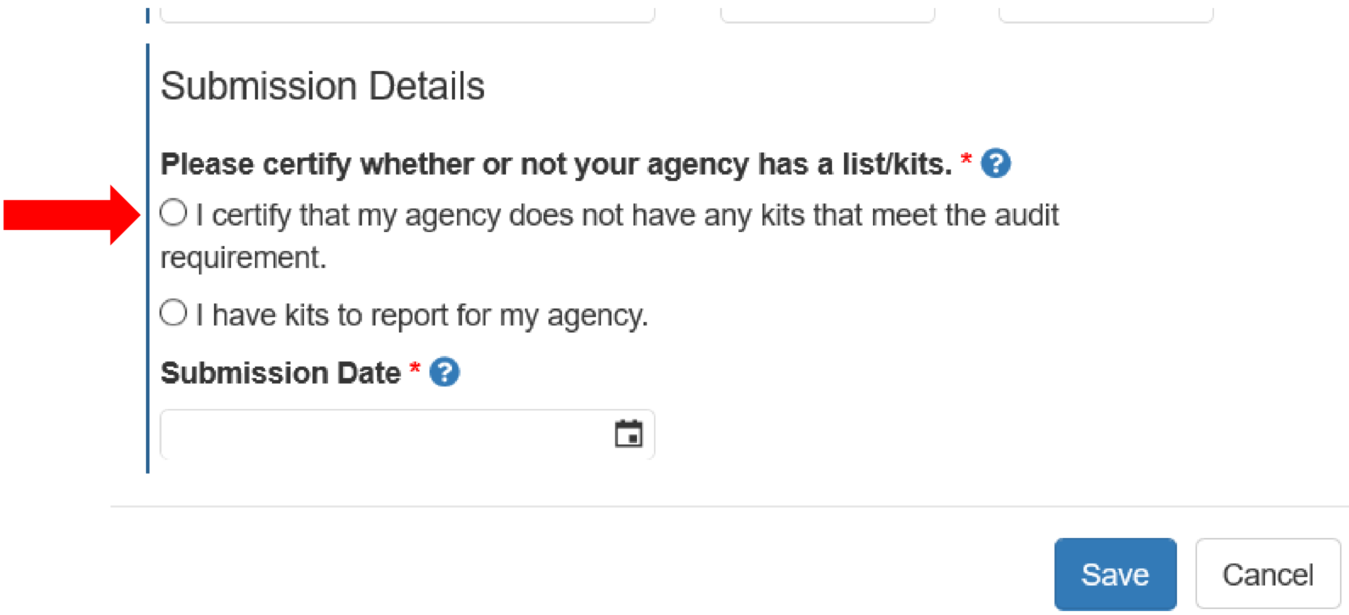


Complete the contact information…

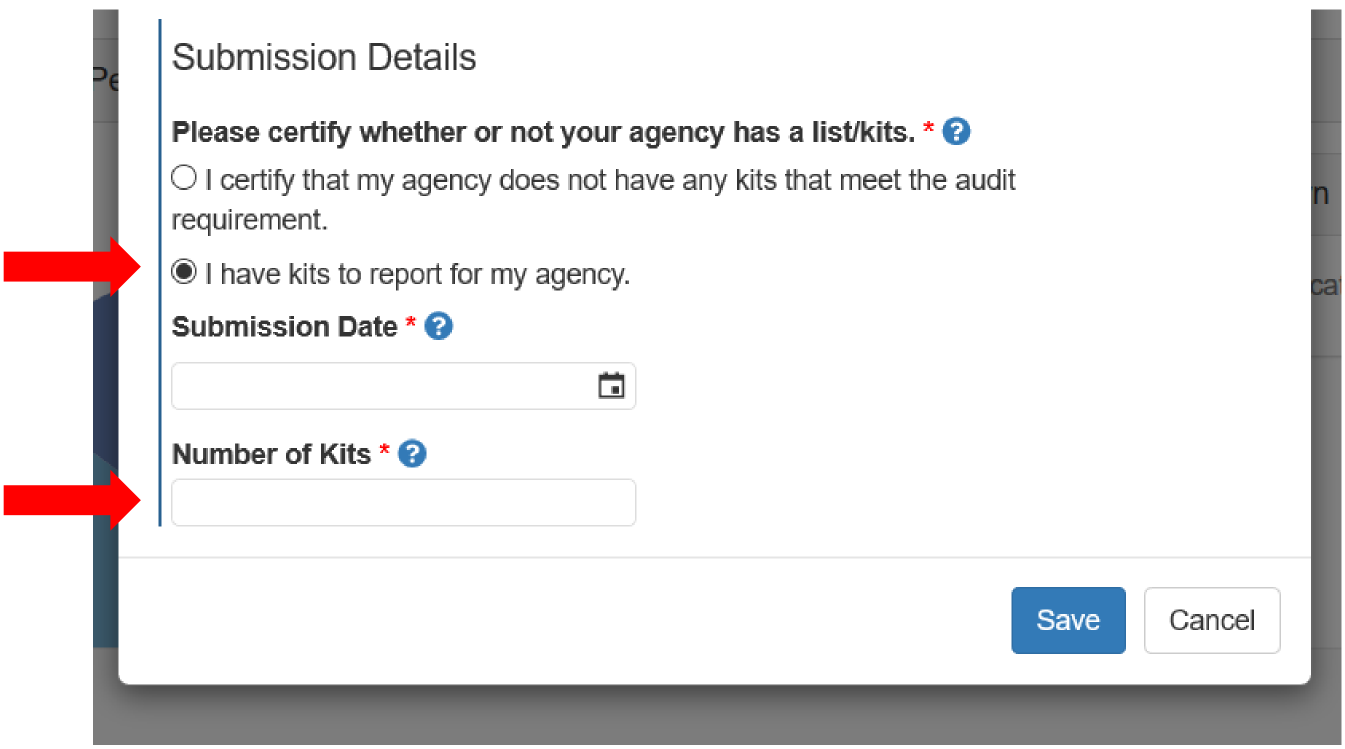


In addition to First and Last Name, an email _OR_ phone number is also required. This information will be used to contact your agency if additional information is needed.

Under Submission Details, certify whether or not your agency has a list to submit by selecting the appropriate option. If you certify that your agency does not have any kits that meet the audit requirement, you will complete the submission date and hit save.



If you have kits to report, select the second option, add the submission date, and a second box will appear…



Enter the number of kits you have on hand and click Save.

You should receive a confirmation on the Track-Kit home screen.