

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 collected after August 31, 2019 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 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 Track-Kit if they do not have any kits that meet the reporting requirement.

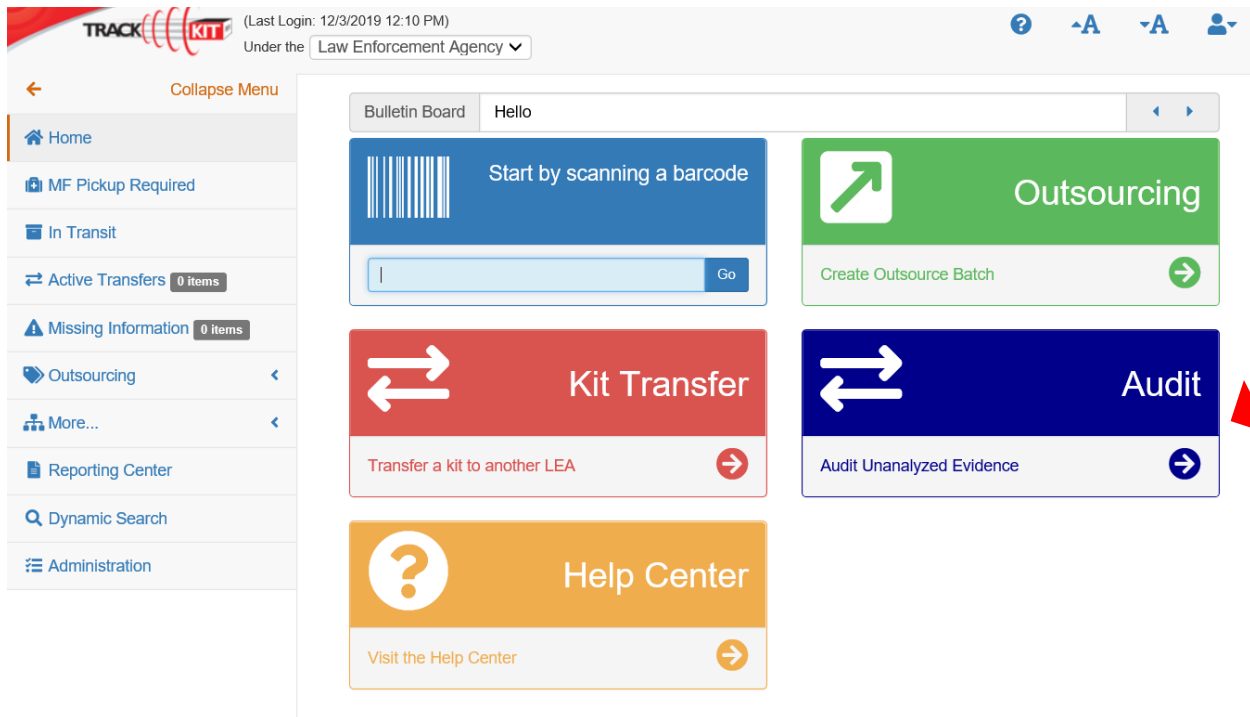
The quarterly reporting will be conducted via the Audit feature in the Track-Kit software system. Law enforcement agencies that do not currently have access to Track-Kit can email kittracking@dps.texas.gov for access information. If you have questions regarding the audit and/or reporting requirements, 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.

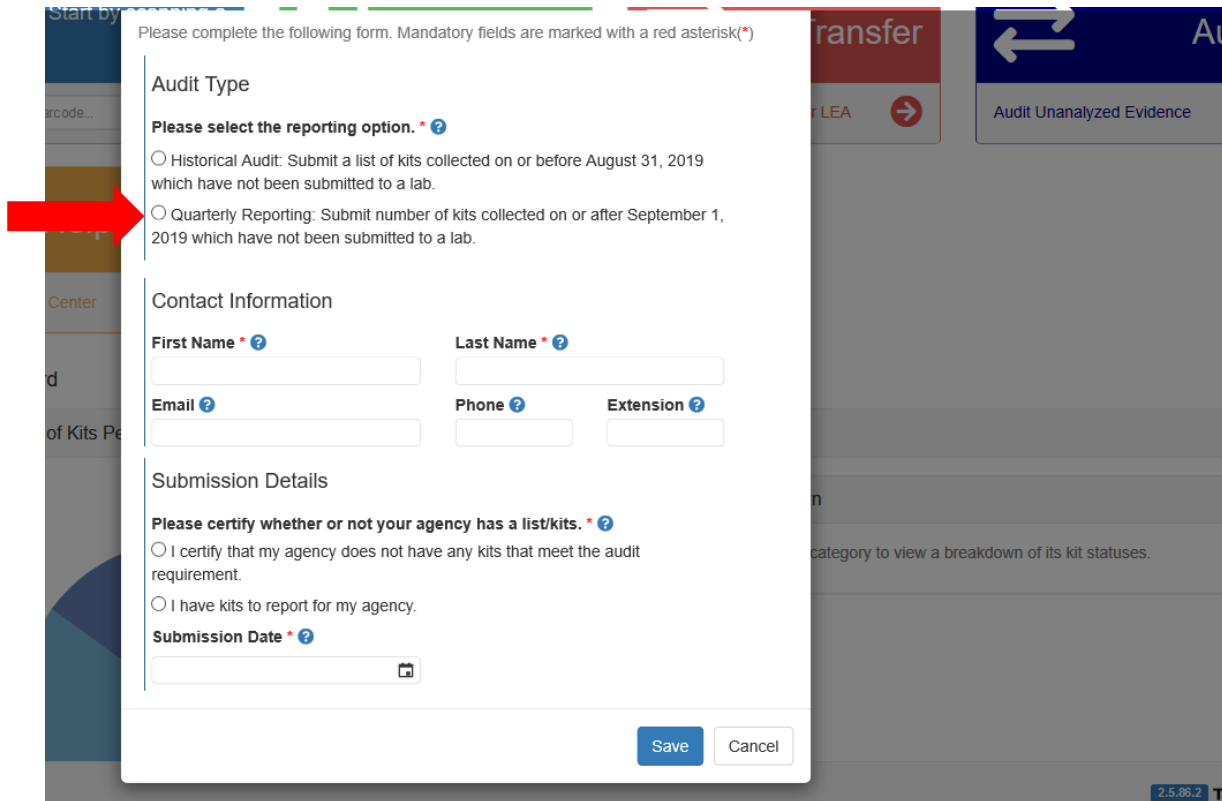
Instructions

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



Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Audit Type

Please select the reporting option. * ?

☐ Historical Audit: Submit a list of kits collected on or before August 31, 2019 which have not been submitted to a lab.

☐ Quarterly Reporting: Submit number of kits collected on or after September 1, 2019 which have not been submitted to a lab.

Contact Information

First Name * ?

Last Name * ?

Email ?

Phone ? **Extension ?**

Submission Details

Please certify whether or not your agency has a list/kits. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☐ I have kits to report for my agency.

Submission Date * ?

Complete the contact information...

Contact Information

First Name * ?

Last Name * ?

Email ?

Phone ? **Extension ?**

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.

Submission Details

Please certify whether or not your agency has a list/kits. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☐ I have kits to report for my agency.

Submission Date * ?



Save

Cancel

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

Submission Details

Please certify whether or not your agency has a list/kits. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☒ I have kits to report for my agency.

Submission Date * ?



Number of Kits * ?

Save

Cancel

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

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

The screenshot displays the Track-Kit home screen. At the top, the header includes the TRACK-Kit logo, a last login timestamp of 12/4/2019 2:06 PM, and a dropdown menu for the user's agency, currently set to 'Law Enforcement Agency'. On the left, a sidebar menu lists various functions: Home, MF Pickup Required, In Transit, Active Transfers (0 items), Missing Information (0 items), Outsourcing, More..., Reporting Center, Dynamic Search, and Administration. The main content area features a green notification banner at the top stating 'The audit has been successfully submitted.', with a red arrow pointing to it. Below the banner is a 'Bulletin Board' section with a 'Hello' greeting. The dashboard is organized into several functional tiles: a blue 'Start by scanning a barcode' tile with a barcode icon and a 'Go' button; a green 'Outsourcing' tile with a 'Create Outsource Batch' button; a red 'Kit Transfer' tile with a 'Transfer a kit to another LEA' button; a dark blue 'Audit' tile with an 'Audit Unanalyzed Evidence' button; and an orange 'Help Center' tile with a 'Visit the Help Center' button.