

# CR NEWS

VOLUME 13, NUMBER 4  
Oct - Dec



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

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## 2007 DEPARTMENT OF PUBLIC SAFETY FBI/CJIS AUDIT

Earlier this year, the DPS underwent its triennial audit by NCIC. We trust the local agencies that participated in this audit found it to be very beneficial. All agencies are encouraged to review the following recommendations and implement the necessary protocols within their agency to address these (and any similar) issues.

### RECOMMENDATIONS:

1. Ensure that private contractors who perform an administration of criminal justice service meet the training criteria required by the CJIS Security Addendum.
2. Ensure that all CJIS data transmitted through public network segments is protected with at least 128-bit encryption, in accordance with the CJIS Security Policy.
3. Ensure establishment of an audit trail for all interface agencies that is capable of monitoring successful and unsuccessful log on attempts, file access, type of transactions, and password changes.
4. Ensure that local agencies conduct second-party checks on all Protection Order file records.
5. Ensure that local agencies receiving an administration of criminal justice service through non-criminal justice governmental agencies and private contractors, implement the necessary interagency agreements, to include the CJIS Security Addendum, when applicable.
6. Ensure that all Information Technology (IT) personnel that can view, access, and/or maintain NCIC data and/or equipment on the same network, are fingerprinted as well as, being uniquely identified and authenticated in accordance with policy.

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# CRS DIRECTORY

## CRS MANAGEMENT

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Tierra Heine	Fingerprint Card Supplies		
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**Fax order form to 512-424-5599**

Order Form located at <ftp://crspub.txdps.state.tx.us/>

# UNIFORM CRIME REPORTING (UCR)

## **SEXUAL ASSAULT DATA COLLECTION**

House Bill 76, passed during the 80th Legislative Session, states law enforcement agencies shall report all incidents of certain sex offenses to the Department of Public Safety/Uniform Crime Reporting Section. This information is to be reported according to Penal Code classifications.

The following Penal Code (PC) classifications will be collected:

PC Section 21.02 – Continuous sexual abuse of young child or children.

PC Section 21.11(a)(1) – Indecency with a child by contact.

PC Section 21.11(a)(2) – Indecency with a child by exposure.

PC Section 22.011 – Sexual assault.

PC Section 22.021 – Aggravated sexual assault.

PC Section 43.25 – Sexual performance by a child.

This data collection began January 1, 2008. Pre-printed Sexual Assault Data Collection forms have been distributed and will be replaced by scantron forms when they become available. The pre-printed forms can be reproduced as needed, until the scantron forms arrive.

If you have questions you can contact the UCR Section at (512) 424-2091 or by e-mail at [ucr@txdps.state.tx.us](mailto:ucr@txdps.state.tx.us).

## **UNIFORM CRIME REPORTING WEBSITE**

Many of you have elected to enter your Summary UCR data on-line. This has been a positive experience for us and hopefully, for you as well. When you have finished entering your data please check the screens to see if you have any QC related errors or actual errors. The QC errors pop up on the form screen and the actual errors are on the monthly screen. If the QC errors are okay, you can indicate in the note box that the data is correct as reported. The note box is a good way to clarify any unusual numbers on your report.

## **2008 CONFERENCE UPDATE!**

Mark your calendars! The 2008 Uniform Crime Reporting (UCR) Conference will be held in Austin at the Crowne Plaza Hotel November 17th through November 20th. The hotel is centrally located, only minutes away from downtown Austin and the Capital, at the intersection of IH 35 and Highway 290.

Additional details will be available in the coming months. We look forward to seeing you there!

# FINGERPRINT TRAINING

The Criminal History Record Information Processing (CHRIP) Bureau has a Fingerprint Section that can provide training sessions for those agencies wishing to receive training on how to obtain the best possible set of fingerprints. In this training, staff members will conduct a power point presentation, followed by a hands-on demonstration to ensure students can successfully perform the proper techniques in obtaining rolled fingerprint impressions. Fingerprint training to obtain inked fingerprint images takes approximately two hours, depending on the number of students. If needed, two training sessions can be offered within a day, in order to accommodate the needs of the agency.

The Fingerprint section also offers a training video and instructional booklet that can be obtained directly from the section. To request a training session or these training materials, please contact the Fingerprint staff at 512-424-2153.

# EXPANDED USE OF III FOR SITE SECURITY

In a letter dated 11/06/2007, the FBI CJIS Division implemented a policy change expanding the use of the III (Interstate Identification Index – national criminal history fingerprint file) for site security purposes.

The use of the III by law enforcement agencies to screen persons handling firearms at law enforcement – sponsored firearms training classes held at a public firing range is now allowed, with the purpose code “C”.

Prior to this change, approved uses of the III for site security purposes included:

- Site security for federal facilities, limited to contractor personnel, requiring fingerprint follow-up
- Site security for criminal justice agencies
- Off-site protection of very important persons
- Visitors to federal or military facilities

This policy change granting authority to perform III name-based “on-line” inquiries on visitors to criminal justice agencies would also include individuals attending firearms training events held at law enforcement facilities. These name-based checks are an administration of criminal justice function and do not require a fingerprint submission. The criminal history inquiry results are not to be used or re-disseminated for purposes other than the administration of criminal justice.

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7. Ensure that local agencies use the Interstate Identification Index (III) for only authorized purposes, and use the appropriate purpose code for each transaction.
8. Ensure that all terminal operators who are authorized to store, process, and/or transmit information on FBI CJIS systems are uniquely identified.
9. Ensure that all CJIS systems passwords used for the authentication process at the local level follow the secure password attributes, as defined by the CJIS Security Policy.
10. Ensure that local agencies enter Wanted Person, Missing Person, and Protection Order records with all available information, and in a timely manner.
11. Ensure that local agencies biennially test all terminal operators.

**Please ensure that each of these recommendations are being followed at your agency!**

Several of the necessary corrections for these recommendations are being addressed during the implementation of the new TLETS TCP/IP system. If your agency is not actively working towards connecting to the new TLETS message switch, DPS urges you to begin that process now, so that Texas meets the September 2008 deadline for compliance. The completion of the Security Review packet is the first step towards assuring compliance.

Visit <http://txdps.state.tx.us/securityreview> to access information regarding the CJIS Security Review process, the CJIS Security Policy, and other useful links.

There are, however, also several recommendations that technology alone cannot overcome. Emphasis on these issues will increase:

- As the TCIC Control Room performs its review of all records entered into TCIC and NCIC;
- As the TCIC Audit staff visit your agency, and performs the state level audit of policy compliance;
- As the TCIC Training staff provide classroom training and certification examinations are given; and,
- As the CJIS Technical Security Audit team reviews the security review packet, and performs a technical review of your agency's response/compliance.

Agencies that enter records into TCIC/NCIC are reminded that NCIC policy dictates record entry of Wanted Person and Protection Order records within 72 hours of adequate information to enter a record. The Adam Walsh Act requires entry of missing juveniles (in federal law this means anyone under the age of 21) within two (2) hours of adequate information to enter the record. The primary goals, of course, are to protect the citizens by removing the wanted person from the public expediently, returning the most vulnerable of our population to their loved ones quickly and safely, and enforcing the court's directive to provide protection for those who have expressed fear of harm from another person. To facilitate a timely entry compliance review by the TCIC/NCIC Audit staff, agencies are encouraged to place a time/date stamp on court documents and/or case reports as they are received.

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After records are entered into TCIC/NCIC, a separate person is required to review the record entry as it exists in the systems, as compared to the case file/court document. To allow for compliance review of this policy, the person conducting the second check should initial or sign the documentation or otherwise annotate the review in the local agency's case management system. These second party reviews must include checking the source documents to ensure accurate, complete, up-to-date information is maintained. It is necessary to perform this same level of verification during the monthly validation process to ensure any information received since the initial record entry has been accurately annotated in the TCIC/NCIC record.

Agencies are also reminded that the validation policy requires a re-contact of the reporting party as a part of the validation process for Missing Person file records. NCIC Policy states:

Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, non-terminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

## TEXAS DATA EXCHANGE (TDEx)

The Texas Data Exchange (TDEx) is available to law enforcement investigators, detectives, and analysts at no cost to your agency. TDEx contains data pertaining to incidents, suspects, booking and incarceration records (including photos), and other law enforcement activity contributed by local agency jail management systems and records management systems from across the state.

The Department requires that every agency using TDEx and/or contributing data execute a TDEx Memorandum of Understanding (MOU) and appoint one local agency administrator to administer their TDEx users. The MOU and Agency Administrator form must be signed by the head of your agency (or their appointed designee, an authorized individual to enter in contractual obligations). You may fax or email a soft copies; however please return completed originals to the Department as soon as possible. You can obtain these documents, as well as, additional information regarding TDEx at:

[http://www.txdps.state.tx.us/administration/crime\\_records/pages/texasdataexchange.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/texasdataexchange.htm)

Please contact TXDPS for additional information, by email at: [tdex@txdps.state.tx.us](mailto:tdex@txdps.state.tx.us), or call (512) 424-2629.



# ELECTRONIC DISPOSITION REPORTING (EDR)

The Criminal Justice Information System (CJIS) website is provided by the Texas Department of Public Safety to assist counties in the management of their Computerized Criminal History (CCH) information. The site consists of three major areas:

- Reports [Juvenile Restricted Notices, Non-Disclosures],
- Electronic Disposition Reporting (EDR),
- On-line Disposition Entry

At the 2007 annual CJIS Conference, TXDPS introduced a new reporting method, on-line entry. On-line entry will alleviate the need by agencies to submit the prosecution (yellow) and court (pink) portions of the CR-43 to TXDPS by mail. Once registered, agencies will be able to submit disposition information directly to the criminal history record.

For more information on both of these activities, please contact Ursula Cook, EDR Coordinator, at 512-424-2407 or [ursula.cook@txdps.state.tx.us](mailto:ursula.cook@txdps.state.tx.us).

## 2008 CJIS/JJIS CONFERENCE

The 2008 Conference will be held at the stunning Westin Galleria in Houston, June 30th through July 2nd, 2008. The hotel is connected to the landmark Galleria Shopping Center and is easily accessible. Additional information regarding this conference, on-line registration forms, and a link to make hotel reservations is available at: <http://www.txdps.state.tx.us/cjis/>

If you have any questions, you may contact your CJIS/JJIS Field Representative directly or call the CJIS/JJIS Field Support Unit at 512/424-2478.

## LIVESCAN UNIT

### LIVESCAN DO'S AND DON'TS

**Do** submit all Class B misdemeanors and above arrests to DPS.

*Please remember to list the highest level and degree offense as the first charge.*

**Do** submit complete addresses in all segments.

*If any part of the address field is captured, then each address field: AD1 – Street, ADC – City, ADS – State, and ADZ – Zip MUST be filled.*

**Do** remember that if information is transmitted in error, that the correction must be handled manually. Please fax to the corrections fax number (512) 424-2476.

**Don't** resubmit a TRN previously transmitted to TXDPS. If an addition, correction or change needs to be made, it must be done manually.

If you have any questions or concerns about Livescan, please contact the Livescan Coordinator at (512) 424-2409.

# AUTOMATED FINGERPRINT IDENTIFICATION (AFIS)

The Texas Department of Public Safety (TXDPS) Automated Fingerprint Identification System (AFIS) was originally implemented in 1991 and is a database that stores and searches fingerprint minutia, and provides data that can be used to generate statistical reports. The system also forwards data to the FBI, the Crime Records archive system and the Computerized Criminal History (CCH) database. AFIS is the tool utilized by TXDPS to determine positive identification of individuals based upon fingerprint submissions. Increasing demands for AFIS services from the law enforcement, as well as, the applicant community has caused TXDPS to increase the size of the AFIS database, as well as, increase the system's throughput capacity. The TXDPS AFIS infrastructure is currently able to process 6,000 fingerprint transactions daily. However, TXDPS intends to increase that throughput capacity to process 12,000 transactions daily. The database is currently configured for storage capacity of 10,000,000 records; however, the Department intends to expand that limit to 15,000,000 records to keep pace with user demand.

## TEN PRINT OPERATIONS REPORT

For the time period of October through December 2007, the following represent the number of transactions processed through the AFIS database:

### **Criminal Transactions Submitted to AFIS**

Number of Transactions Submitted Electronically	176,956
Number of Transactions Submitted via Hard-Card	29,422
<b>Total number of Criminal Transactions Submitted to AFIS</b>	<b>206,378</b>

### **Applicant Transactions Submitted to AFIS**

Number of Retainable Applicant Transactions Submitted	92,277
Number of Non-Retainable Applicant Transactions Submitted	13,039
<b>Total number of Applicant Transactions Submitted to AFIS</b>	<b>105,316</b>

Not all fingerprint transactions are able to be processed by the AFIS database. Some submissions still require manual handling. The reasons vary, but are not limited to poor print quality, such as deceased/post-mortem fingerprints and submissions for individuals with a non-AFIS date of birth (1939 and below). These submissions require the Crime Records Fingerprint staff to manually class and search the fingerprint card against a vast repository of paper cards to positively determine identification.

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# TEN PRINT OPERATIONS REPORT

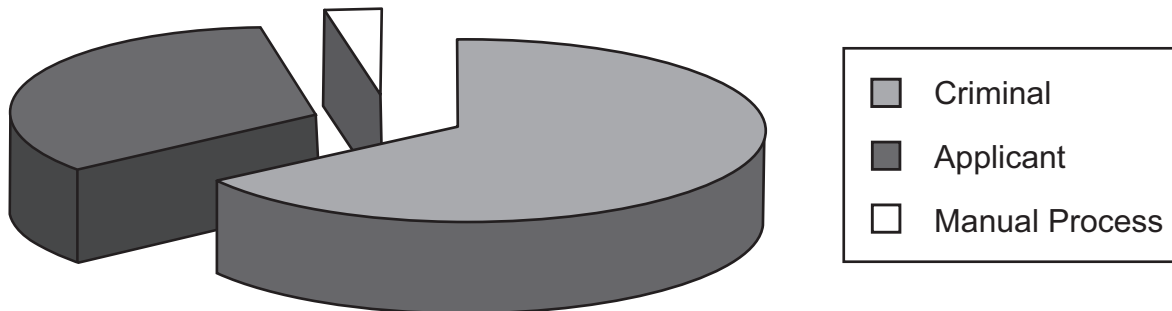
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## Manually Processed Fingerprints

The following totals reflect the number of fingerprint cards that were manually processed from October—December 2007. This includes manually verified criminal arrests, and non-AFIS age group (1939 and below) fingerprint cards that required a manual class and search on the fingerprints.

Criminal Cards	7,575
Applicant Cards	1,624
Deceased (known and unknown)	726
<b>Total number of Manually Processed Fingerprints</b>	<b>9,925</b>

### AFIS Oct-Dec 2007



The AFIS database has increased by approximately one percent over the three months period from October 2007 to December 2007, with incremental increases of approximately a one-half percent increase every month. The following shows the total number of records retained in the AFIS database for the months October through December 2007.

October 2007	6,968,590
November 2007	7,003,354
December 2007	7,038,215

# DPS INFORMATION SECURITY OFFICE (ISO)

## **The deadline for conversion to the new TLETS system is approaching quickly!**

The CJIS Security Office has completed security packets for about four hundred and twenty five agencies across Texas. There are still many agencies that need to complete this process in the upcoming months. The CJIS Security Office would like to offer help completing the security packet to any agency that feels they could benefit from it. The help can be over the phone or at your agency location. Please call Alan Ferretti, CJIS Information Security Officer, at (512) 424-5686 or email him at [alan.ferretti@txdps.state.tx.us](mailto:alan.ferretti@txdps.state.tx.us) to discuss what the CJIS Security Office team can do to help.

The latest version of the CJIS Security Packet, CJIS Security Policy, as well as, any upcoming training sessions with DPS ISO Staff can be found on the TCIC 2000 website, <http://www.txdps.state.tx.us/tcic2000project/>. The user id remains tcic2000 and the password is now DPSTCIC7# (letters are upper case) where it formerly was mel18can2. Please inform all terminal operators and technical staff who have need of this information. Users are reminded that content on this website is for the use of the law enforcement community and should not be shared with non-law enforcement personnel.

## DPS IDENTIFICATION SUPPLIES

The Crime Records Service (CRS) will provide the documents required to facilitate criminal history record information submission to the Department. Please complete the form found on the last page of this newsletter, designating what forms are needed and the quantity needed for each. Please note the following when placing your order:

- DPS does not pre-stamp the agency ORI on any fingerprint card.
- Overnight services are available at the ordering agency's expense.
- A complete shipping address must be provided. PO Boxes are acceptable.
- Please order at a minimum, a three weeks supply.
- Please submit your order at least four weeks prior to the depletion of your supplies.
- Phone orders will not be accepted. Please complete the required request form and mail or fax to the Crime Records Service.

Mail: CRIME RECORDS SERVICE  
TEXAS DEPARTMENT OF PUBLIC SAFETY  
PO BOX 4143  
AUSTIN TX 78765-4143  
Fax: (512) 424-5599

If you have any questions regarding ordering supplies, please contact the CRS Purchase/Inventory clerk at **(512) 424-2367**.

**DPS IDENTIFICATION SUPPLIES  
ORDER FORM**

CR-12 (Rev. 5/08)



TO: CRIME RECORDS SERVICE  
TEXAS DEPARTMENT OF PUBLIC SAFETY  
PO BOX 4143  
AUSTIN TX 78765-4143

Date: \_\_\_\_\_

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-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	
FD-249	FBI Arrest & Institution Fingerprint Card (Felony Card)*	500 per package	
FD-258	FBI Applicant Fingerprint Card*	500 per package	
FD-353	FBI Personal Identification Fingerprint Card*	500 per package	
R-84	FBI Final Disposition Notice	500 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 agencies expense

**NOTE:** Please order minimum of three months supply.

**Please submit your order at least 4 weeks  
prior to depletion of your supplies.**

**NOTICE:** Provide a complete shipping address.

PO Boxes are acceptable

AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

Direct questions concerning supply orders to (512) 424-2367  
Fax# (512) 424-5599