

# CR NEWS

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Oct.—Dec. 2011



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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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## Sex Offender Registry

**Announcement: Mandatory electronic reporting of Verification and Update (Change of Status) Events to the Sex Offender Registry**

The Department of Public Safety (DPS) established the Sex Offender Registration Secure Website in 2002 as a criminal justice only portal for the exchange of sex offender registration information. In addition to providing criminal justice agencies with a web based mechanism to access non-public sex offender registration information, the site also enables agencies to fulfill their reporting requirements in a secure, electronic fashion.

Through the use of this portal, criminal justice agencies can effectuate timely and accurate updates to sex offender records as well as reduce the costs of the sex offender program that are associated with the printing and mailing of registration materials.

In an effort to better service law enforcement and the general public, DPS is attempting to decrease the time required to accurately update sex offender data while at the same time reducing the reporting burden of the local criminal justice agencies. In order to achieve our goal, DPS is instituting the following policy:

**Effective September 1, 2012**, DPS will no longer accept paper submissions for any type of transaction relating to the Sex Offender Registration Program, except for initial registration forms (CR-35 and CR-36) and the Pre-Release Notification form (CR-32). All other transactions must be performed electronically via the DPS Sex Offender Registration Secure Website. This website is free of charge to criminal justice agencies for the purpose of verifying and updating registration information. These transactions can be submitted individually or in batch format.

For information on obtaining access to the Sex Offender Registration Secure Website, please contact the Sex Offender Registration Secure website administrative assistant at (512) 424-2477 or e-mail at [Txsor@dps.texas.gov](mailto:Txsor@dps.texas.gov).

# SEX OFFENDER REGISTRATION REGION MAP

## Crime Records Service, Sex Offender Registration Bureau Field Representatives (Training & Inquiries)

txsor@dps.texas.gov

**PANHANDLE**  
(512) 424-7398

**CENTRAL**  
(512) 424-7556

**NORTHEAST**  
(512) 424-7365

**West**  
(512) 424-7366

**SOUTHEAST**  
(512) 424-7650

**Criminal Justice Assistance Line**  
(512) 424-7892

**Public Assistance Line**  
(512) 424-2800

**Secure Sex Offender Registration Website**  
(512) 424-2477

**SOUTH**  
(512) 424-7615



# TRANSITION TO N-DEX

Currently, the Texas Data Exchange (TDEX) is made up of two parts – the data sharing piece and the data query piece. For TDEX data sharing, DPS sponsors the development of “data adapters” that extract data from local records management systems (RMS) and jail management systems (JMS). The data query piece is addressed through the deployment of the TDEX web based portal.

In the near future, the DPS will be moving away from its use of the TDEX portal as the means to query data extracted by the TDEX data adapters and will begin using the National Data Exchange portal (N-DEX), which is provided by the FBI. The data extracted through the data adapters has always been, and will continue to be, promoted to N-DEX. The only change will be the use of N-DEX as the web based query portal. The use of the N-DEX portal will benefit Texas users in two ways:

The N-DEX portal will be able to combine Texas data with data provided by other state and Federal partners in order to provide a single consolidated response to inquiries.

The funding associated with maintaining the TDEX portal can be redirected toward building more local data adapters, thus making more data available to the entire law enforcement community.

Because of this migration to the N-DEX portal, current TDEX portal users are encouraged to make plans to transition to N-DEX as soon as possible. The first step to gaining access to N-DEX is to acquire a Law Enforcement Online (LEO) account. LEO is a free and secure internet portal that also provides secure email service. To request a LEO account, log on to [www.leo.gov](http://www.leo.gov) and choose the option that reads “Click Here to Download the LEO User Application”. Fill out the application and fax to the number provided at the top of the application. You will be notified by the FBI when your request has been approved.

Instructions for requesting an N-DEX account will be sent to you by the DPS in the near future.

If you have any questions, please feel free to contact us.

TDEX Bureau

512-424-2629

[tdex@dps.texas.gov](mailto:tdex@dps.texas.gov)

# ELECTRONIC ARREST REPORTING (EAR)/LIVESCAN

## *Livescan DOs and DON'Ts:*

### DOs

- Do check all responses
- Do review reject errors, correct, and retransmit
- Do submit alias names, example: Slick,XX (“Slick,Nickname” is no longer valid)
- Do use current offense codes (version 13)
- Do transmit adult class C offenses
- Do use corresponding ADN for class C (233) and federal (234) offenses

### DON'Ts

- Do not transmit out of state probation and paroles via livescan
- Do not resubmit for corrections or added charges (mail/fax to DPS or use the CJIS site: <https://cch.dps.texas.gov/CJISAuth/login/CJIS> )
- Do not use offense code 99999999
- Do not submit Juvenile class Cs
- Do not populate an arrest record with identification data base on a name search from a DL search

# UNIFORM CRIME REPORTING

## Forcible Rape

The FBI advisory board overwhelmingly voted to update the Uniform Crime Reporting Summary Reporting System's definition of forcible rape. Rape is currently defined as: *The carnal knowledge of a female forcibly and against her will.* This definition has not been changed since 1929. The new definition will be: *Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

Since the decision to change the definition just occurred, the UCR Bureau is not sure how this will be handled. There will be further discussions and meetings to determine when this will go into effect and how the data is to be collected. There have been discussions to revise the current Return A form or add an additional form. As soon as the UCR Bureau is given the specifics, we will forward that information to all reporting law enforcement agencies. At this time, we are unsure of how this will affect the Incident Based Reporting (IBR) agencies.

## Human Trafficking/Compelling Prostitution

During the 81st Texas Legislative session, HB2014 was passed, which requires the Department of Public Safety to collect information concerning the number of incidents under Penal Code 20A.02, Trafficking of Persons and Penal Code 43.05, Compelling Prostitution.

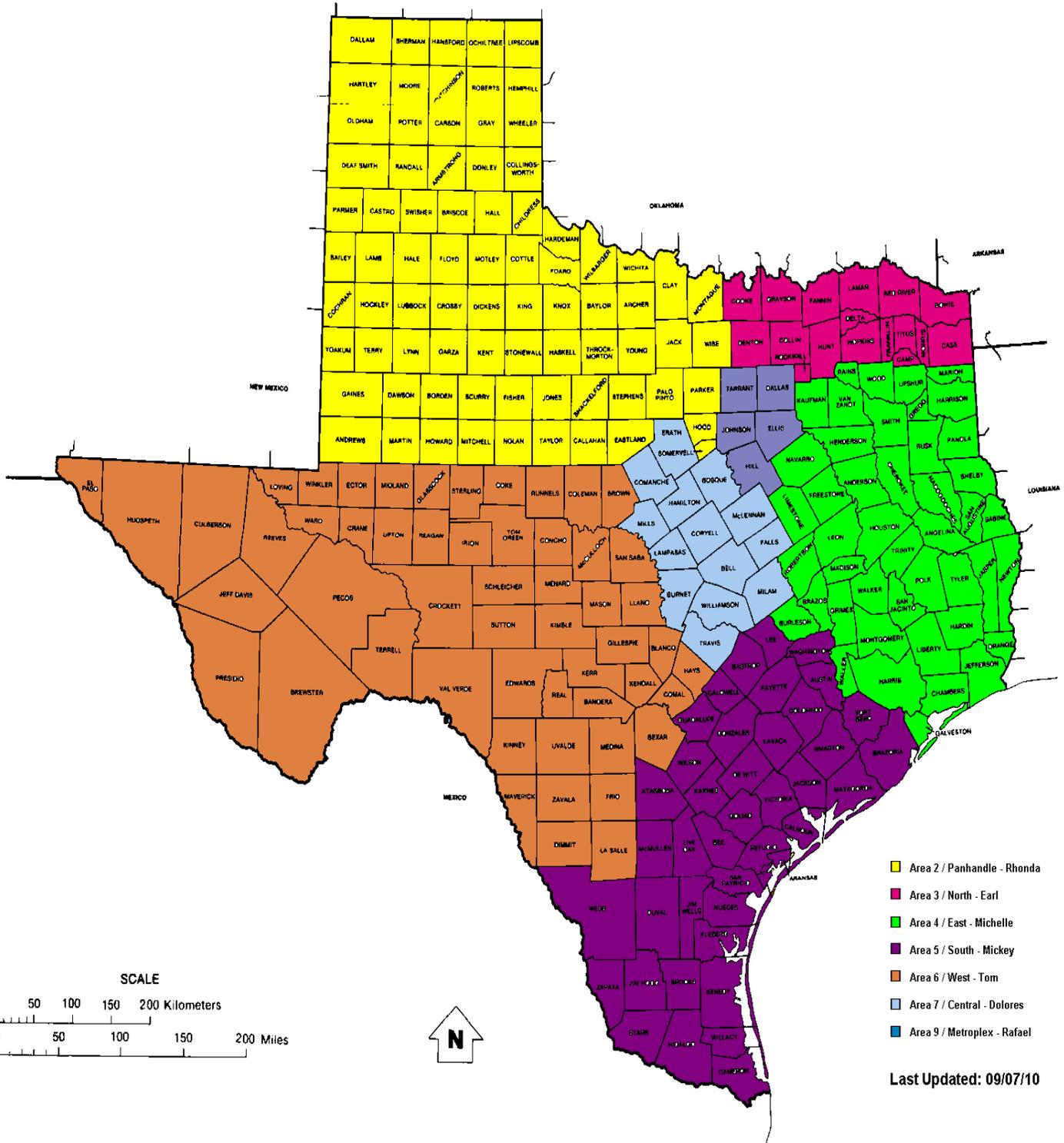
This data collection will begin in **January 2012**. This will be a monthly data collection, much like the Family Violence and Sexual Assault data collections, where if you had any or no Human Trafficking/Compelling Prostitution incidents, you will indicate on a "status" sheet. At this time, the total number of incidents that occurred is all that is required, not the actual incident reports.

Forms were mailed to all law enforcement agencies earlier this fall. If you agency needs forms please go to the DPS website and obtain the form under UCR forms.

## 2012 Uniform Crime Reporting State Conference

The UCR Bureau is currently working on securing a location for the 2012 UCR State Conference. We are hoping to schedule this conference for the fall of 2012. We have a lot of new things coming up in UCR and will convey that during our conference, so please make plans to attend. We will be sending out announcements as soon as decisions are made.

# UNIFORM CRIME REPORTING REGION MAP



# CJIS 5.0 SECURITY POLICY AND SECURITY AWARENESS TRAINING

The CJIS Security Policy version 5.0 was approved by the Advisory Policy Board (APB) in June 2011 and subsequently approved by the FBI Director in February 2011. The policy contains current requirements carried over from version 4.5, along with new requirements for agencies to implement.

In the past, individuals that attended NCIC/TCIC and/or TLETS/NLETS training were considered to have met the security awareness training requirement. However, with a change in the Security Policy, this no longer holds true. Security Awareness Training is required in addition to NCIC/TCIC and TLETS/NLETS Training (as required). Basic security awareness training for all personnel who have access to criminal justice information (CJI) shall be required within six months of initial assignment and biennially thereafter. A significant number of topics should be mentioned and briefly discussed in any awareness session or campaign. Some examples include, but are not limited to:

- Rules describing responsibilities and expected behavior of CJI usage
- Media protection
- Visitor control and physical access to spaces
- Protection of information subject to confidentiality concerns
- Threats, vulnerabilities and risks associated with handling CJI
- Password usage and management
- Web usage
- Protection from viruses, worms and other malicious code
- Spam
- Social engineering
- Access control issues
- Desktop security, data backup and storage

DPS is working to create and make available online a security awareness training module via the Omnixx Trainer application.

TACs may contact the Information Security Office for additional information regarding security awareness training at (512) 424-7186.

## CJIS TIPS AND REMINDERS

### CJIS Tips and Reminders

- Make sure all of the dates in the record you submit flow in chronological order from section to section (Arrest to Prosecution/Pre-Adjudication to Court).
- If a Pre-Trial Diversion has been filed, the office that filed it must be the office that reports the final outcome (Prosecutor or Court).
- If you have an offense code question, please contact your direct CJIS Field Representative.

The 2011 CJIS Conference was held at the end of November in Austin. We had our largest group of attendees this year and it was a great success. That success was due to the wonderful speakers and the interested attendees. Thank you to everyone that participated in the 2011 CJIS Conference! If you would like to see and/or download the conference presentations, they are available online at: <ftp://crspub.txdps.state.tx.us> in the folder/directory titled '2011 CJIS Conference Presentations'.

## TLETS ASSOCIATE TRAINERS

Due to recent budgetary constraints and personnel shortages, agencies are being required to do more with less. All agencies are being required to explore avenues that will allow them to effectively and efficiently utilize their existing resources. The Department is also faced with the same requirement; therefore, in response to several inquiries from local agencies, the Department is investigating the feasibility of an Associate Trainer (AT) program for the TLETS training curriculum. Due to the volume of content, DPS Crime Records will begin to examine the methods and procedures necessary to be able to implement such a program. Staff are in the very early planning phases but will look to the currently implemented TCIC AT program for guidance. Over the next few months, the TLETS Training staff will begin to compile requirements for an individual to apply and be considered a successful candidate for the program. As the training staff finalizes the requirements, details will be forwarded to the TLETS user community via this forum, the ListServ, and APB Summary. All input and feedback is requested and would be greatly appreciated. Please send your feedback to [Joanne.Jenkins@dps.texas](mailto:Joanne.Jenkins@dps.texas)

## TLETS TRAINING POLICY

HB 750 enacted September 1, 1987 created the inception of the TLETS/NLETS and TCIC/NCIC Basic Procedures Course. This was a forty (40) hour course, also known as course #1013. January 1, 2000, TCLEOSE made a change and removed the course designation of #1013 and replaced it with course number 3811. The course was no longer taught in a 40-hour setting but a twenty-four (24) hour setting. In conjunction with this change by TCLEOSE, DPS set forth a requirement that at least one (1) operator per shift attend the DPS TLETS/NLETS Basic Operators course #3809 and successfully complete the course within one (1) year of date of employment. Effective June 1, 2011, DPS-CRS will continue to require one (1) operator per shift be classroom certified; however, training will now be required within six (6) months of date of hire. If the operator is not the one (1) per shift, they will still have the opportunity to test online, in lieu, of classroom training. However, classroom training is still required for new TCIC operators. Once classroom training is attained, both TLETS and TCIC certifications are valid for two (2) years.

## TX GANG

The TX Gang database is getting ever higher use among the law enforcement community, and positive reviews continue to come in. Of particular note are the enhanced mapping features for gang activity and the added ability to enter records on behalf of another agency for those areas that qualify. In order to qualify, the entering agency must maintain copies of the original file used to enter the record, which would need to be sent by the documenting agency. To enter records on behalf of another agency, an agency must first contact TX Gang administrators at [txgang@dps.texas.gov](mailto:txgang@dps.texas.gov) and demonstrate that they will be able to meet the requirements.

Enhancements: TX Gang is continuously being improved in an attempt to meet the needs of our users. Any suggestions for database or user functionality enhancement should be submitted to TX Gang administrators. One suggestion that is currently under development is a request to add a search field for records based on their date of validation or lack thereof. This enhancement will allow users to better track which of their gang members have been validated and those that have not.

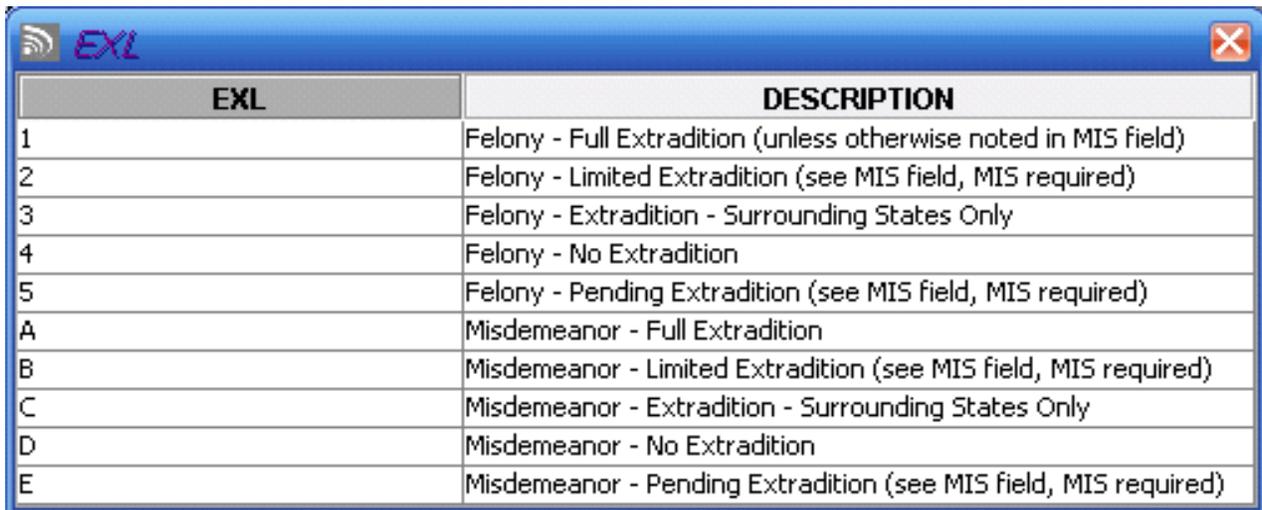
Participation in Tx Gang is mandated by Chapter 61 of the Texas Code of Criminal Procedure, which states that if a law enforcement agency keeps any record of gang members, they are required to submit that data to the state repository. Submission can be accomplished by importing data electronically or by manual entry. Use of the database is free to all Texas law enforcement agencies. Any agency needing assistance or having any questions concerning TX Gang should contact [txgang@dps.texas.gov](mailto:txgang@dps.texas.gov).

# EXTRADITION

Prior to the entry of a warrant, an agency must make a determination regarding transportation or extradition.

Transportation refers to an exchange of an inmate between two law enforcement agencies within the State of Texas. Extradition refers to the exchange of an inmate between two states. If the agency cannot or will not transport within the State of Texas, the warrant may not be entered into TCIC, as per Texas User Pages. There are no limits regarding transportation within the State of Texas. It matters not if the warrant is entered TCIC-only or TCIC/NCIC.; agencies must be willing to transport anywhere within Texas upon arrest.

For records entered TCIC/NCIC (MKE/EW), the EXL field defaults to 1, which translates to “full extradition (unless otherwise noted in the MIS field)”. Other extradition limitations available are:



EXL	DESCRIPTION
1	Felony - Full Extradition (unless otherwise noted in MIS field)
2	Felony - Limited Extradition (see MIS field, MIS required)
3	Felony - Extradition - Surrounding States Only
4	Felony - No Extradition
5	Felony - Pending Extradition (see MIS field, MIS required)
A	Misdemeanor - Full Extradition
B	Misdemeanor - Limited Extradition (see MIS field, MIS required)
C	Misdemeanor - Extradition - Surrounding States Only
D	Misdemeanor - No Extradition
E	Misdemeanor - Pending Extradition (see MIS field, MIS required)

If an agency uses EXL/2, EXL/B for limited extradition, the states must be listed in the MIS field (i.e. Oklahoma only, Washington and Oregon only, etc.). Additionally, when using the limited extradition codes (2 or B), an agency can use a notation for a mileage limit (i.e. extradite within 100 miles, etc.), however, it must be noted that the mileage range begins at the Texas borders. Pending extradition codes (5 or E, which must include information in the MIS field) are used when a subject is currently incarcerated in another jail facility, but will be released to another law enforcement agency to serve time on other charges, upon completion of previous sentence. (i.e. John Doe is currently serving time in Bexar County jail for a Bexar County warrant and will be extradited to Chicago to serve time on a warrant out of a Chicago jurisdiction.)

# CALLING ALL TCIC/NCIC ASSOCIATE TRAINERS

## Present and Future

The TCIC/NCIC Associate Trainer program is designed for qualified individuals who are or will be responsible for conducting the required TCIC/NCIC policy and procedure instruction within a geographic region. Those individuals interested in becoming a TCIC/NCIC Associate trainer are required to submit an application to TCIC Training. That application must demonstrate the following:

- Attend and successfully complete NLETS/TLETS Basic Procedure Training (24 hours)\*
- Attend and successfully complete TCIC/NCIC Operator Training (LTFA or FA)\*
- Two years of experience working with TLETS and TCIC/NCIC
- Letter of recommendation from the applicant's immediate supervisor

**\*Applicants must be current with their TCIC/NCIC and TLETS recertification.**

## Current Associate Trainers

The TCIC Training staff is currently reviewing and updating the list of Associate Trainers. To be considered an active associate trainer, the following must apply:

- Remain current on all required TCIC/TLETS certification
- Teach a minimum of one class each year
- Attend an Associate Trainer Recertification class every two years

TCIC Training is requesting that those Associate Trainers (ATs) that want to retain their AT certification, contact their DPS regional trainer by email. In the subject line, please state the following, Associate Trainer Update Request. Associate Trainers failing to respond by April 1, 2012 will no longer be considered an active instructor. Subsequently, any training reports submitted by inactive trainers will not be accepted by TCIC Training and will not be forwarded to TCLEOSE for credit.

DPS TCIC Training Staff		
Region 1 Northern, Eastern TX	David Benefield	<a href="mailto:David.Benefield@dps.texas.gov">David.Benefield@dps.texas.gov</a>
Region 2 Southeast, Houston TX	Tracy Chambers	<a href="mailto:Tracy.Chambers@dps.state.gov">Tracy.Chambers@dps.state.gov</a>
Region 3 South TX	Clif Harris	<a href="mailto:Clif.Harris@dps.texas.gov">Clif.Harris@dps.texas.gov</a>
Region 4 West, Panhandle TX	Sue Whisenhunt	<a href="mailto:Susan.Whisenhunt@dps.texas.gov">Susan.Whisenhunt@dps.texas.gov</a>
Region 5 Central TX	Sheryl Jones	<a href="mailto:Sheryl.Jones@dps.texas.gov">Sheryl.Jones@dps.texas.gov</a>
Training	TCIC Training	<a href="mailto:tcic.training@dps.texas.gov">tcic.training@dps.texas.gov</a>

Further questions can be sent to: [tcic.training@dps.texas.gov](mailto:tcic.training@dps.texas.gov) ; Subject: Associate Trainer Updates.

# TCIC ONLINE CRIMINAL JUSTICE PRACTITIONER (CJP) COURSE

The DPS Crime Records Service, TCIC Training Section, recently implemented a computer based criminal justice practitioner training module for local agencies.

The Criminal Justice Practitioner (CJP) Online class is designed for those system users who handle, receive, or receive benefit from the NCIC/TCIC system but do not operate a terminal. Practitioners must be trained within the first year of assignment or employment. This includes, but is not limited to, non-sworn criminal justice personnel such as records clerks, probation and parole officers, and prosecutors.

After successful completion of a short test, students will be able to print a certification of completion and provide it to their TAC for their files.

It is important to note that TCLEOSE credit will not be offered to those that take the online training. For those individuals that require TCLEOSE credit or for those agencies wishing to send their staff to an instructor led training, classroom training for the Criminal Justice Practitioner will continue to be available. For classroom availability, please contact a member of the DPS TCIC Training Staff or a TCIC Associate Trainer.

For additional information, contact TCIC Training: [tcic.training@dps.texas.gov](mailto:tcic.training@dps.texas.gov) to set up student accounts for access to the class and for specific information regarding the procedure for taking the online course.

## CRIME RECORDS SERVICE WEBSITE

Thank you for utilizing our Secure Crime Records Website. On September 1, 2011 the Website was upgraded with many new features. One feature that we have had a lot of inquiries on is the new Multi-Level Search. The Criminal History search has been updated to produce more thorough results. The system starts with a narrow search and expands to a wider search. Here is an example of some of the combinations that the system will try:

- Last and First Name Soundex Match with No Middle Name
- Last and First Name Exact Match with No Middle Name
- Last and First Name with Soundex Match with Middle Name Miss-Match
- Exact Month & Day (+/- 1 year)
- Exact Month & Day (No Year Match)
- Exact Year (No month or Day Match)

We understand users like the comforting "No Hits" message but now the system automates these additional searches to ensure a thorough search.

The web interface will tell you what each result matched on, placing the closest match on top. Although not currently reflected in the Batch Download, it will be added in the future.

If you have any questions about the search please call Charlene Cain 512/424-2090 or email [Charlene.Cain@dps.texas.gov](mailto:Charlene.Cain@dps.texas.gov).

# TEN-PRINT OPERATIONS REPORT

January - November 2011

## Criminal Transactions Submitted to AFIS

The following information reflects the total number of criminal ten-print fingerprint transactions submitted to AFIS.

Number of Transactions Submitted Electronically	678,200
Number of Transactions Submitted via Hard-Card	87,851
<b>Total number of Criminal Transactions Submitted to AFIS</b>	<b>766,051</b>

## Applicant Transactions Submitted to AFIS

The following information reflects the number of applicant ten-print fingerprint transactions submitted to AFIS.

<b>Total number of Applicant Transactions Submitted to AFIS</b>	<b>599,937</b>
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## Fingerprint Supported Dispositions

The following information reflects the number of fingerprint supported dispositions submitted electronically to AFIS.

<b>Total number of Custody Transactions Submitted to AFIS</b>	<b>2,440</b>
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## Manually Processed Fingerprints

The following information reflects totals for fingerprint cards that were manually processed. This includes manually verified raps, and non-AFIS age group cards that were manually classed and searched.

Criminal Cards (including TDC faxes)	6,467
Applicant Cards	5,780
Deceased (known and unknown)	2,318
<b>Total number of Manually Processed Fingerprints</b>	<b>14,565</b>

## Percentages of Transactions Processed

The chart below reflects the approximate overall percentages of criminal, custody, and applicant submissions processed through Crime Records.



	Rolled Print Database	Palm Print Database	Slap Print Database
January	9,276,726	476,309	2,613,121
February	9,325,235	499,988	2,696,422
March	9,368,600	521,946	2,768,386
April	9,423,725	548,212	2,859,095
May	9,468,387	573,264	2,935,445
June	9,512,076	596,930	3,009,754
July	9,558,382	618,996	3,087,886
August	9,604,337	642,343	3,165,584
September	9,655,606	664,058	3,249,997
October	9,707,924	686,994	3,334,307
November	9,757,237	706,556	3,413,776
December	9,802,690	725,609	3,485,427

# DPS IDENTIFICATION SUPPLIES ORDER FORM



TO; CRIME RECORDS SERVICE  
 TEXAS DEPARTMENT OF PUBLIC SAFETY  
 PO BOX 4143  
 AUSTIN TX 78765-4143  
 FAX: 512-424-5599  
 Please furnish the following supplies

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

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Card	Single cards	
CR-26	Death Notice Form	100 p/pad	
CR-42	Request for Criminal History Check	100 p/pad	
CR-43	Adult Criminal History Reporting Form <b>with</b> Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form <b>with</b> Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form <b>with</b> Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form <b>with</b> Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form <b>with</b> TRN Numbers	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form <b>without</b> TRN Numbers	200 p/pkg	
CR-44	Adult Supplemental Court Reporting Form	100 p/pkg	
CR-44J	Juvenile Supplemental Reporting Form	100 p/pkg	
CR-44S	Adult Supplemental Court Reporting Form	100 p/pad	
CR-45	Adult DPS Fingerprint Card*	250 p/pkg	
CR-45J	Juvenile DPS Fingerprint Card*	250 p/pkg	
FD-249	FBI Arrest & Institution Fingerprint Card (Felony Card)*	500 p/pkg	
FD-258	FBI Applicant Fingerprint Card*	500 p/pkg	
FD-353	FBI Personal Identification Fingerprint Card*	500 p/pkg	
R-84	FBI Final Disposition Notice	500 p/pkg	
	Fingerprint Card Return Envelopes (For Arresting Agency Only)	100 p/box	

**\*DPS does not pre-stamp the agency ORI on any fingerprint card. Overnight services are available at ordering agency's expense.**

NOTE: Please order minimum of three weeks supply. Please submit order at least 4 weeks prior to depletion of your supplies.

NOTICE: Provide a complete shipping address (PO Box(es) are acceptable).

AGENCY NAME \_\_\_\_\_

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

COUNTY \_\_\_\_\_ CITY \_\_\_\_\_ STATE TX ZIP \_\_\_\_\_

ATTENTION \_\_\_\_\_ PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

# CRS DIRECTORY

## CRS MANAGEMENT

Mike Lesko	Deputy Assistant Director	mike.lesko@dps.texas.gov	512-424-2524
Angie Kendall	Deputy Administrator	angie.kendall@dps.texas.gov	512-424-2471
Randy Batten	Deputy Administrator	randy.batten@dps.texas.gov	512-424-2734

## ACCESS & DISSEMINATION BUREAU

Don Farris	Manager	donald.farris@dps.texas.gov	512-424-2078
Elaine Smith	Supervisor, Support	elaine.smith@dps.texas.gov	512-424-2023
Sharon Hill	Supervisor, Training & Audit	sharon.hill@dps.texas.gov	512-424-7920
Susie Dial	Supervisor, Training & Audit	susanne.dial@dps.texas.gov	512-424-7927
Darlene Saenz	Supervisor, CHIU	darlene.saenz@dps.texas.gov	512-424-5474
Charlene Cain	CCH Internet Coordinator	charlene.cain@dps.texas.gov	512-424-2090
Jennifer Norton	Budget Analyst	jennifer.norton@dps.texas.gov	512-424-7793
Rochelle Gutierrez	Billing Technician	rochelle.gutierrez@dps.texas.gov	512-424-2912
TierraHeine	CJIS/JJIS Forms and Fingerprint Card Supplies	<b>Fax order form to</b>	512-424-5599
	Order Forms located at <a href="ftp://crspub.dps.texas.gov/">ftp://crspub.dps.texas.gov/</a>		
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474

## CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Ursula Cook	Manager	ursula.cook@dps.texas.gov	512-424-2407
Cassandra Richey	Supervisor, CJIS Field Reps	cassandra.richey@dps.texas.gov	512-424-2479
Holly Morris	Section Supervisor, Data Integrity	holly.morris@dps.texas.gov	512-424-2154
Nicole Berry-Moss	Dayshift Supervisor	nicole.berry-moss@dps.texas.gov	512-424-2216
Brittany Chromcak	Dayshift Supervisor	brittany.chromcak@dps.texas.gov	512-424-7290
Lenore Hemstreet	Evening Supervisor	lenore.hemstreet@dps.texas.gov	512-424-2473
(Vacant)	EDR Coordinator		512-424-2407
CJIS Site Assistance Line			512-424-2500
Error Resolution Assistance Line			512-424-7256

## FINGERPRINT PROCESSING BUREAU

Walter Henson	Manager	walter.henson@dps.texas.gov	512-424-2260
Pat Molloy	Section Supervisor, Fingerprints	patricia.molloy@dps.texas.gov	512-424-2153
Randy Coppedge	Day Shift Supervisor, Fingerprints	Randy.Coppedge@dps.texas.gov	512-424-5709
Debbie Parsley	Day Shift Supervisor, Fingerprints	debbie.parsley@dps.texas.gov	512-424-5304
Kathy Parks	Evening Shift Supervisor, Fingerprints	kathy.Parks@dps.texas.gov	512-424-5749
Judy Miller	Evening Shift Supervisor, Fingerprints	judith.miller@dps.texas.gov	512-424-5748
Gretna Holiday	Midnight Shift Supervisor, Fingerprints	gretna.holiday@dps.texas.gov	512-424-2408
Hai Le	Midnight Shift Supervisor, Fingerprints	hai.le@dps.texas.gov	512-424-2408
Loann Garcia	LiveScan Coordinator	loann.garcia@dps.texas.gov	512-424-2409
Cheryl Sanchez	AFIS Project Assistant	cheryl.sanchez@dps.texas.gov	512-424-2089
24 hour Fingerprint Assistance Line			512-424-5248

## CRIME INFORMATION BUREAU

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Vacant	TCIC Audit Supervisor	Vacant	512-424-2897
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Joanne Jenkins	TLETS Trainer	joanne.jenkins@dps.texas.gov	512-424-2419
Vacant	TLETS Trainer	Vacant	512-424-5181

## UNIFORM CRIME REPORTING BUREAU

Vacant	Manager		512-424-2418
UCR Assistance Line			512-424-2091
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## SEX OFFENDER REGISTRATION BUREAU

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## TEXAS DATA EXCHANGE (TDEx) BUREAU

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