



CR NEWS

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CR News MSC 0230
Attn: Heidi Paul
PO Box 4143
Austin, TX 78765-4143

Heidi.Paul@dps.texas.gov

Online CJIS Security Audit Process

Hello from the CJIS Technical Security Team. It has been several years since we implemented the online process for FBI CJIS Security Audits and agency responses have been primarily positive. As we finalize our remaining 2019 audits, the current online audit has undergone some minor changes; for example, as part of the most recent changes included with the CJIS Security Policy 5.8, the agency needs to have a full count of devices (Workstations, Laptops/MDTs, Handheld) with the ability to process Criminal Justice Information, provide a little more information on connections and software vendors at the beginning of audit questions.

Since our initial introduction of the Online Audit Process, most agencies have become familiar with and experienced an audit through this new system. However, as some agencies are only now reaching the typical three-year audit cycle we wanted to refresh for our Texas agencies some of the benefits to this online system.

What is the new online audit process?

An online process for agencies to complete the CJIS Security Audit checklist in a timely manner and reduce the time it takes to perform an onsite visit. It includes reviews with the agency's auditor before the actual visit takes place.

Who is affected by this?

It affects those agencies requiring a triennial audit under the FBI CJIS Security Policy. Reference section **5.11.2 Audits by the CSA**. If you're unsure, contact your CJIS Security Auditor or the CJIS Security Committee to see if the agency will be scheduled this cycle.

Why was this done?

To streamline the overall process for the agencies and the time it takes to conduct an onsite audit. It allows the agency to identify non-compliant issues and the ability to resolve them before the onsite visit. It empowers the agency by allowing the Agency Coordinator the ability to add other personnel (such as the LASO, IT, etc.) to the checklist for them to also help answer questions. This will aid in eliminating waiting times for responses from those individuals or sections. Changing to this process has significantly reduced the onsite audit times.

How is this accomplished?

The agency will be contacted by an auditor who will explain the process. Login credentials are verified, the audit assigned and an email generated providing the link plus other useful information. The agency will still receive an email from the auditor confirming the onsite visit, along with links to our website.

The agency will then begin filling out the checklist and have a deadline to submit back to their auditor for review; this also includes submitting documentation to the auditor. The auditor will then review and determine if the agency is compliant or not compliant on each item; notes may be added if needed, and the audit submitted back to the agency for any corrections. The agency addresses any issues and then saves it for Final Review by the auditor, who will review again to ensure everything is correct.

Online CJIS Security Audit Process continued

What about the results?

After the onsite visit, the auditor will write a summary of the audit results. If any issues were out of compliance, they are noted. Once the auditor has completed the Final Review, the audit is then available for the agency to review. In addition, an email of compliance or non-compliance will be sent.

The experience and feedback we have received is much appreciated from all of our Texas agencies and reflects a majority of positive comments for the enhancements. Thanks again to each of you for your support and feedback throughout this rollout.

Questions? We're here to help! Contact your auditor or the CJIS Security Committee at Security.Committee@dps.texas.gov

Access and Dissemination Bureau (ADB)

About Audit and Training

ADB's Audit and Training Unit is responsible for conducting audits on all agencies that are authorized to obtain Texas and/or FBI criminal history record information through the Texas Department of Public Safety (DPS) Secure Site. Agencies will be audited on a triennial basis to ensure compliance with State and Federal Law pertaining to the retrieval, use, dissemination, storage, and destruction of CHRI.

The Audit and Training Unit is also available to provide trainings to assist with navigating all features available on the Secure Site, maintaining the Secure Site account, as well as the dos and don'ts when using the Secure Site that will help agencies prepare for future audits.

The Audit and Training Unit consists of 13 Non-Criminal Justice Auditors.

For more information relating to audit and training, please contact the Audit and Training Unit at CJIS.Audit@dps.texas.gov or 512-424-7364.

New Audit Members:

➤ Alma Castillo

Alma Castillo began her career with the Department as a Customer Service Representative in the Driver License Division Contact Center in 2007. After six months working in the contact center, she became a Technician in the South Congress Driver License Office. After one year as a technician, she promoted to Driver License Examiner. In 2012, the South Congress Driver License Office closed so she decided to transfer to the Northwest Austin Driver License Office. After three years working in that office, she promoted to Commercial Driver License Tester in the Commercial Driver License Office (CDL). In November of last year, she accepted a position as a Non-Criminal Justice Auditor within the Access and Dissemination Bureau. Alma's previous experience makes her a great attribute to the Audit & Training Unit.

➤ Michelle Hammonds

Michelle began her passion for law enforcement when she began working for the Coleman Sheriff's Office as an Administrative Assistant in December of 2010. After 7 years, she gained employment with the Travis County Sheriff's Department as a 9-1-1 Telecommunications Specialist from November 2017 to February 2019. In March of 2019, she began her career with the Department, as a Non-Criminal Justice Auditor within the Access & Dissemination Bureau. Michelle is a great addition to the Audit & Training Unit due to her previous experience with law enforcement agencies, her attention to detail, and her professionalism.

Biometric Services Bureau (BSB)

Electronic Arrest Reporting (EAR)/Livescan

Tracking Incident Number (TRN)

The TRN number is a control number assigned at the time of arrest. DPS assigns a range of TRN numbers for a law enforcement agency's livescan or Jail/Records Management System (JMS/RMS) to submit arrests electronically. Your agency should have the vendor that generates the TRN number setup a notification, to alert your agency when the TRN issuing system is approaching the end of your TRN range. This notification should provide at least a weeks' worth of TRN numbers for your agency to use. This will allow a length of time for your agency to request a new range and for DPS to assign a new range, in case we are unable to get back to you the same day or when it falls on a weekend or holiday. Please ensure your staff is aware to contact the Biometric Coordinator, when the notification is received, to request a new TRN range. Also, it is a good practice to have CR-43 forms with pre-printed TRNs as a backup, in case your livescan is down or runs out of TRNs before you can request a new range. These pre-printed CR-43 forms can be ordered [here](#) at the DPS website. To request a new TRN range or if you have any questions or concerns, please contact the Biometric Coordinator at livescan@dps.texas.gov.

Crime Information Bureau (CIB)

NexTEST Prerequisites Required

Effective February 1, 2020, TLETS will no longer allow users accessing the network through an interface to submit transactions with expired certifications. Please, take this time to review your certification status and expiration date to ensure your access will not be interrupted after this date. Keep in mind, when logging into nexTEST, PREREQUISITES REQUIRED means that you must either submit proof of training to TCIC.Training@dps.texas.gov or attend the appropriate classroom training for your certification level. Training dates and availability can be found within the nexTEST application.

OpenFox TAC users can receive a list of their users as well as their certification expiration dates using nexTEST or by submitting “/duc /agy” followed by your agency’s ORI using the command bar within Messenger. If your TAC or supervisor does not have access to a TLETS terminal and would like a summary of agency users along with their certification expiration date, please send an email to TLETS@dps.texas.gov. Please coordinate within your agency to ensure that only one request is submitted per agency and include your agency’s primary ORI.

If you have any questions, please contact TLETS Operations at 512-424-2256 or TCIC Training at 512-424-2832.

Criminal Justice Information System (CJIS) Field Support

Adult and Juvenile Completeness Percentages

We want to remind you that 08/01/2020 is the date that Completeness percentages for adult and juvenile reporting, the average of the years 2014 through 2018, needs to be at 90% or better for grant applications. The Completeness Reports for the years 2014-2018 are emailed to the CJISJJIS Listserv at the beginning of each month. If you have any questions please contact your CJIS Field Auditor directly or the main CJIS office at 512-424-2478 or cjisjjis@dps.texas.gov or contact your local COG: <http://txregionalcouncil.org/>

If you have access to the CJIS Site <https://cch.dps.texas.gov>, you can run the Combined Disposition Completeness Report at any time to find out your county’s Completeness Percentages.

House Bill 1528 (Class C – Family Violence)

House Bill (H.B.) 1528 went into effect on September 1, 2019. This bill amended chapter 66 of the Code of Criminal Procedures to require information in the computerized criminal history (CCH), relating to sentencing, to include for each sentence whether the judgment imposing the sentence reflects an affirmative finding of family violence. H.B. 1528 includes an offender charged with a Misdemeanor punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code, among the offenders for whom an arresting law enforcement agency is required to prepare a uniform incident fingerprint card and to initiate the reporting process of applicable offender data. This bill requires the clerk of the court exercising jurisdiction over the case to report the disposition (not just convictions) of all Class C offenses that the offender is charged for Class C, Family Violence, in accordance with H.B. 1528.

A new arrest disposition code was created and published for reporting these specific Class C offenses. The new arrest disposition numeric is 235. The 233 will still be used for all other Class C charges, the new 235 is only to be used on charges reported in accordance with H.B. 1528.

A new court provision code has been created for the reporting of Affirmative Finding by the Court of Family Violence Class C Misdemeanor cases. If there is an Affirmative Finding by the Court of Family Violence on a Class C Misdemeanor case, the court shall include the provision code of 404.

Disposition Reporting Timeframe

On September 5, 2019, the Governor issued an executive order to improve disposition reporting timeframe. Beginning January 1, 2020, all future grant awards from the Office of the Governor to counties shall require a commitment that the county will report at least 90 percent of convictions within 37 days to the Criminal Justice Information System at the Department of Public Safety. By January 1, 2021, such reporting must take place within 35 days.

Criminal Justice Information System (CJIS) Field Support continued

Age of Victim Reporting

The Age of Victim field is only to be used in cases defined in Chapter 66.102 (h)(1-8) of the Code of Criminal Procedures. Please do not report a Victim's Age if the offense does not meet the statutory requirements.

Juvenile Referral Dates information

A reminder that in order for the CR-43J to be input into the CCH database on new custody events there are three mandatory dates:

1. Date of Arrest
2. Referral Date (cannot be greater than 10 days from Date of Arrest)
3. Offense Date

Juvenile Sealing Worklist

Please note that the list you receive is not an "automatic sealing", this is a list of "scheduled sealing". This means that DPS is not automatically sealing records; DPS will not seal a record without a signed sealing order.

Make sure that DPS legal address is on the list of agencies to notify for sealing a juvenile record.

You can send your order to the DPS in the following methods.

E-mail - Expunctions@dps.texas.gov

Mail - Texas Department of Public Safety
PO Box 4143
Austin, TX 78765-4143

Attn: Expunctions/Sealings

Fax - 512 424 5666.

CJIS Website Portal

HB 1528 – Reporting arrests and court dispositions of Misdemeanor Class C Domestic Violence (MCDV) offenses to the Computerized Criminal History (CCH) became mandatory on 09/01/2019. Contact your CJIS Field Auditor or the CJIS Field Support Unit with all questions about what information needs to be reported and how to report the information, cjisjjs@dps.texas.gov or 512-424-2478.

With the new reporting requirements, many law enforcement and court agencies will be requesting access to the CJIS Website Portal for reporting purposes. Click on 'Application-New User' on this webpage:

<https://cch.dps.texas.gov>. Please follow these tips when completing the application for access:

- 1) Include the full Agency Name and the County of its location in the 'Office/Agency' field. Correct: Fort Worth Municipal Court Tarrant County, Justice of the Peace PCT #2 Austin County, Huntington PD Angelina County, etc. Incorrect: Municipal Court, Jones Town Municipal Court, JP PCT #1, County Court at Law #5, Alto PD, City of Fort Worth, etc.
- 2) Make sure the User ID/Email Address for the account is a secure government domain. I.e. @dps.texas.gov, @ci.austin.tx.us, @traviscounty.com (these are not real domains, only examples). Do not use a POP email account. I.e. @hotmail.com, @gmail.com, @swnet.com, etc.
- 3) Make sure to enter the correct Reason for requesting access. If you are unsure of how you will be utilizing the CJIS Site Portal, contact the CJIS Field Support Unit, 512-424-2478.
- 4) If your agency does not have an ORI or needs to reactivate an ORI, please contact your CJIS Field Auditor, the CJIS Field Support Unit or the TCIC Control Room at 512-424-2088.

NICS Indices Entry Reporting

- 1) Recently the title/tab for NICS Reporting has been re-named to Mental Health Reporting. What cases to report and the reporting process remain the same, it is only a change in the title.
- 2) This entry portal is for Texas cases only. Do not enter any Mental Health documents from other states or court documents from other states.
- 3) This entry portal is available for and used by Texas Courts. Law Enforcement and Prosecutor Agencies cannot have access to the NICS Indices Mental Health Reporting tab.
- 4) When using the Search function of the Mental Health Reporting tab, only Texas records are included in the Search and in the Results. This portal does not provide access to or searching of the Federal NICS Indices.

Criminal Justice Information System (CJIS) Field Support continued

CJIS Conference

The CJIS Conference is coming up in March and will be held in Denton, TX. Find information and register for the conference here: <https://www.dps.texas.gov/cjis>. In our CJIS Site breakout, we give an overview of functions available on the CJIS Site and more detailed information on EDR Reporting, the Juvenile Sealing Worklist, and the new NICS Indices Entry.

CJIS Website Portal Reminders

If a user's email address has changed, the user can go to the Security Profile Setup (dropdown arrow next to the name in the upper right of the page) and enter the new email address. Click on 'Save Changes' and use the new email address as the User ID the next time logging on to the site. Please do not fill out an Application for a New User if only an email address has changed.

All Password Resets and Reactivations of accounts cause an email to be sent to the User ID associated with the account. Please use the link in the email to complete the password reset or reactivation of the account. The link goes directly to the Security Profile Setup page for the account where a new password or other updated information can be entered. Save the Changes and the page redirects to the Login screen. Login using the new password that was entered in the Profile setup. Do not click on the 'Password Reset' link multiple times.

Deactivation after 30 days of inactivity. This is an automatic process set up to comply with the FBI CJIS Security Policy. The deactivation cannot be delayed or stopped. If your account becomes deactivated, send an email to GRP_CJIS_SITE@dps.texas.gov with a request to have the account reactivated.

If an incorrect or invalid User ID or Password is entered three times or more in a short time span, the account will automatically be locked. The lock will last 20-30 minutes. After the time has passed, the user will be able to attempt logging on again.

If you have questions about the technical functioning of the CJIS Site, such as difficulty logging on, please contact GRP_CJIS_SITE@dps.texas.gov. If you have questions about the information being reported, such as the required fields, or questions about how to use the reports generated on the site, please contact your direct CJIS Field Auditor or the CJIS Field Support Unit at cjisjjis@dps.texas.gov.

Sex Offender Registration Bureau (SOR)

S.O.R. Public Site Information

The Texas Sex Offender Registration Bureau field representatives, created a Public Site brochure that provides information to the public about the Public Sex Offender Registration Website. The brochure details how and why the public site can be accessed. There is also a live QR code printed on the brochure that takes the user straight to the DPS SOR site from their mobile phone. The user can then search the site by address, or name, sign up for subscription service, see the top 10 wanted offenders and their profile.

The SOR has also created a Public Site-PowerPoint Presentation for use in training the public on the many uses of the Public Website. The information also highlights the Texas DPS mobile app available through app stores for both iPhone and Android users.

These are just a few of the innovative ways the SOR is striving to help bring awareness of these services to the public in an effort to promote public safety.

If your agency is interested in receiving brochures, please contact your regional SOR field representative.

Incident Based Reporting (IBR)

Coming soon...monthly Webinar sessions hosted by IBR Field Representatives.

In the coming months, IBR Field Representatives will be announcing and offering monthly Webinar training sessions on various topics related to Uniform Crime Reporting and/or the Texas Data Exchange (TDEx) or National Data Exchange (N-DEx).

The first training session will provide more detail about the recently released UCR **Texas Centric Technical Specifications** for NIBRS reporting. Please send in any questions or suggestions for this topic or any future topic to NIBRS@dps.texas.gov. Submitting questions ahead of time will ensure that trainers thoroughly cover that topic.

Segment 8 and 9 Questions and Answers

Segment 8 and 9 are Texas specific segments based on Texas statutes that mandate family violence, sexual assault and drug seizure reporting to the state's Uniform Crime Reporting Program.

Question: Why don't some of these data elements match the NIBRS data elements?

Answer: The data collected in these segments is specified by Texas statute. The NIBRS data elements are those elements that must be captured and submitted to the national UCR repository at the FBI CJIS Division. The state Program attempts to leverage common data elements, where possible; however, there are elements required by state statute that is not required by the FBI UCR Program, requiring an additional data collection from Texas agencies. The state ingests these data elements and retains them in the state repository for reporting and sends the federally required data to the FBI for reporting.

Question: Do we need to submit Segment 9 data immediately?

Answer: No. The data collected in segment 9 is not new; however, the segment itself is. Segment 9 is new, created in January 1, 2020. DPS understands that adding segment 9 reporting may involve an update from the local agency's vendor. However, agencies must understand that they have to submit the data to DPS; therefore, DPS will continue to accept NIBRS data without segment 9 information and request agencies to enter their sexual assault data through the online system.

Question: If I report segments 8 and 9 through my NIBRS data submission, do I have to enter the reports into the only system manually as well?

Answer: No. Submitting the segment 9 data in the flat file submission fulfills the reporting requirement; however, DPS encourages agencies to perform data checks to ensure family violence, drug seized, and sexual assault data has been reported accurately to the repository. Agencies can perform those checks by reviewing reports within the Data Center section of the UCR System. If an agency identifies a discrepancy, please research and reach out to the Department to determine what issue may be occurring.

Did you know? "The (national) Program based NIBRS offense definitions on the common-law definitions found in *Black's Law Dictionary*, as well as, those used in the NCIC 2000 Uniform Offense Classifications. Due to most states basing their statutes on the common-law definitions", "...," these definitions should fit into the corresponding NIBRS offense classifications". (FBI NIBRS Manual, page 20)

Suggestions: If you have any topic ideas for newsletters, webinars, or listserv, please email your respective field representative or the IBR Program at NIBRS@dps.texas.gov.

CRS Auditors/Field Representatives

CJIS Security Office

James Buggs	CJIS Technical Auditor		james.buggs@dps.texas.gov	512-424-7794
Jeannette Cardenas	CJIS Technical Auditor		Jeannette.cardenas@dps.texas.gov	512-424-7910
Dan Conte	Lead Technical Auditor		daniel.conte@dps.texas.gov	512-424-7137
Enriquez Oswald	CJIS Technical Auditor		enriquez.oswald@dps.texas.gov	512-424-7914
William Frame	CJIS Technical Auditor		william.frame@dps.texas.gov	512-424-7401
James Gore	CJIS Technical Auditor		james.gore@dps.texas.gov	512-424-7911
Linda Sims	CJIS Technical Auditor		linda.sims@dps.texas.gov	512-424-2937
Sonya Stell	CJIS Technical Auditor		sonya.stell@dps.texas.gov	512-424-2450
Deborah Wright	Lead Technical Auditor		deborah.wright@dps.texas.gov	512-424-7876

ACCESS & DISSEMINATION BUREAU

Esmeralda "Essie" Romero	Non-Criminal Justice Auditor	Region 3	esmeralda.romero@dps.texas.gov	512-424-7367
Karen Germo	Non-Criminal Justice Auditor	Region 4	karen.germo@dps.texas.gov	512-424-7521
Alexandra Oyervides	Non-Criminal Justice Auditor	Region 5	alexandra.oyervides@dps.texas.gov	512-424-2855
Jane P. Armstrong	Non-Criminal Justice Auditor		jane.armstrong@dps.texas.gov	512-424-7399
Alma Castillo	Non-Criminal Justice Auditor		alma.castillo@dps.texas.gov	512-424-5391
Leatha Clark	Non-Criminal Justice Auditor		leatha.clark@dps.texas.gov	512-424-7403
Linda "Michelle" Hammonds	Non-Criminal Justice Auditor		linda.hammonds@dps.texas.gov	512-424-5019
Sharon Hill	Non-Criminal Justice Auditor		sharon.hill@dps.texas.gov	512-424-7920
Cristina Ibarra	Non-Criminal Justice Auditor		cristina.ibarra@dps.texas.gov	512-424-7943
Marcelo Sanchez	Non-Criminal Justice Auditor		marcelo.sanchez@dps.texas.gov	512-424-5444

CRIME INFORMATION BUREAU

Michelle Fisher	TCIC Auditor		michelle.fisher@dps.texas.gov	512-424-2240
Danna Garcia	TCIC Auditor		danna.garcia@dps.texas.gov	512-424-7886
Andrea Huntsberger	TCIC Auditor		andrea.huntsberger@dps.texas.gov	512-424-2095
Debra Hutson	TCIC Auditor		debra.hutson@dps.texas.gov	512-424-2232
Crystal Kaatz	TCIC Auditor		crystal.kaatz@dps.texas.gov	512-424-7244
Melanie McDermott	TCIC Auditor		melanie.mcdermott@dps.texas.gov	512-424-2252
Shelly Ramsey	TCIC Auditor		shelly.ramsey@dps.texas.gov	512-424-2260
Kimberly Simpson	TCIC Auditor		kimberly.simpson@dps.texas.gov	512-424-2246
Sandra Thomas	TCIC Auditor		sandra.thomas@dps.texas.gov	512-424-7890
Jeffery Castille	TCIC/TLETS Trainer		jeffery.castille@dps.texas.gov	512-424-7535
Jeffery Hammonds	TCIC/TLETS Trainer		jeffery.hammonds@dps.texas.gov	512-424-7861
Crystal Simpson	TCIC/TLETS Trainer		crystal.simpson@dps.texas.gov	512-424-5072
Raymond Trejo	TCIC/TLETS Trainer		raymond.trejo@dps.texas.gov	512-424-2230
Melissa Walker	TCIC/TLETS Trainer		melissa.walker@dps.texas.gov	512-424-7309
Susan Whisenhunt	TCIC/TLETS Trainer		susan.whisenhunt@dps.texas.gov	512-424-2233

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Andrew "Drew" Lambert	CJIS Auditor	Region 1	andrew.lambert@dps.texas.gov	903-255-5795
Jeff McIlhane	CJIS Auditor	Region 2	jeff.mcilhane@dps.texas.gov	979-776-3167
Craig Lopez	CJIS Auditor	Region 3	craig.lopez@dps.texas.gov	512-424-7614
Allante Smith	CJIS Auditor	Region 4	allante.smith@dps.texas.gov	512-424-7618
Orlando Gallegos	CJIS Auditor	Region 5	orlando.gallegos@dps.texas.gov	512-424-5539
Aaron Bonner	CJIS Auditor	Region 6	aaron.bonner@dps.texas.gov	512-424-5068
Austin Jordan	CJIS Auditor	Region 7	austin.jordan@dps.texas.gov	512-424-5973
Christopher Fiest	CJIS Auditor	Region 8	christopher.fiest@dps.texas.gov	512-424-7792
Anna Gay	CJIS Auditor	Region 9	anna.gay@dps.texas.gov	512-424-7552
	CJIS Auditor Assistant Line			512-424-2478

INCIDENT BASED REPORTING BUREAU

Jennifer "Jenn" Bushee	Field Service Rep	Region 1	jennifer.bushee@dps.texas.gov	512-424-2987
Elizabeth "Beth" Carroll	Field Service Rep	Region 2	elizabeth.carroll@dps.texas.gov	512-424-2569
Jaimee Mayes	Field Service Rep	Region 3	jaimee.mayes@dps.texas.gov	512-424-2460
Alejandra "Alex" Martinez	Field Service Rep	Region 4 & 6	alejandra.martinez@dps.texas.gov	512-424-2911
Brandon "Chuck" Rans	Field Service Rep	Region 5	brandon.rans@dps.texas.gov	512-424-2366

SEX OFFENDER REGISTRATION BUREAU

Tyon Cooper	SOR Field Rep	Region 1	tyon.cooper@dps.texas.gov	512-424-7615
Charles Francis	SOR Field Rep	Region 2	charles.francis@dps.texas.gov	512-424-2343
Christine Shuler	SOR Field Rep	Region 3	christine.shuler@dps.texas.gov	512-424-7047
Barry Ives	SOR Field Rep	Region 4	barry.ives@dps.texas.gov	512-424-5835
Irene Munoz	SOR Field Rep	Region 5	irene.munoz@dps.texas.gov	512-424-7650
Michael Holm	SOR Field Rep	Region 6	michael.holm@dps.texas.gov	512-424-7892
Ryan McKenna	SOR Field Rep	Region 7	ryan.mckenna@dps.texas.gov	512-424-7165
Rafael Martinez	SOR Field Rep		rafael.martinez@dps.texas.gov	512-424-2800

DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev.11/16)



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

Date: _____

Website address for FBI supply order: <https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Fingerprint Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Fingerprint 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 with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with Preprinted TRN and Fingerprint Card Attached*	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with Fingerprint Card Attached*	200 p/pkg	
CR-44	Adult Supplemental 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	
	Fingerprint Card Return Envelopes (For arresting agencies 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 months' supply.
Please submit order at least 4 weeks prior to depletion of your supplies.

Direct questions concerning supply orders to (512) 424-2367
 Fax# (512) 424-5599 • crssupplyorder@dps.texas.gov

AGENCY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

CRS DIRECTORY

CRS MANAGEMENT

Michelle Farris	Assistant Chief	michelle.farris@dps.texas.gov	512-424-7659
Luz Dove	Deputy Administrator	luz.dove@dps.texas.gov	512-424-7964
Ursula Cook	Deputy Administrator	ursula.cook@dps.texas.gov	512-424-2407

CJIS Security Office

Stephen "Doc" Petty	Manager	stephen.petty@dps.texas.gov	512-424-7186
Deborah Wright	Lead Technical Auditor	deborah.wright@dps.texas.gov	512-424-7876
Dan Conte	Lead Technical Auditor	daniel.conte@dps.texas.gov	512-424-7137

ACCESS & DISSEMINATION BUREAU

Tina Saenz	Manager	tina.saenz@dps.texas.gov	512-424-2078
Rochelle Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-462-6171
Tanya Wilson	Program Supervisor, ADB	tanya.wilson@dps.texas.gov	512-424-2523
Catalina Rodriguez-Combs	Supervisor, NCJU Training & Audit	catalina.rodriguez-combs@dps.texas.gov	512-424-5894
Ashley Baker	Fingerprint Services Supervisor	ashley.baker@dps.texas.gov	512-424-5105
Charlene Cain	CCH Internet Coordinator	charlene.cain@dps.texas.gov	512-424-2090
Jennifer Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-2312
Vacant	Customer Service Rep		512-424-7111
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Vacant	CRS Billing Clerk		512-424-2936
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
Eliza Garcia	CJIS/JJIS Forms and Fingerprint Card Supplies	eliza.garcia@dps.texas.gov	512-424-2367
	crssupplyorder@dps.texas.gov	Fax order form to:	512-424-5599

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Holly Morris	Manager	holly.morris@dps.texas.gov	512-424-2686
John Morse	Supervisor, CJIS Field Support	john.morse@dps.texas.gov	512-424-5067
Brittany Chromcak	Supervisor, CCH Data Entry/Control Unit	brittany.chromcak@dps.texas.gov	512-424-7290
Nicole Berry-Moss	Day Shift Supervisor, CCH Data Entry/Control	nicole.berry-moss@dps.texas.gov	512-424-2216
Lenore Hemstreet	Evening Shift Supervisor, CCH Data Entry/Control	lenore.hemstreet@dps.texas.gov	512-424-2473
Cassandra Richey	EDR Coordinator	cassandra.richey@dps.texas.gov	512-424-2479
James McElroy	CJIS Systems Support Specialist	james.mcelroy@dps.texas.gov	512-424-2500
Error Resolution Assistance Line			512-424-7256
CJIS Auditor Assistance Line			512-424-2478

BIOMETRIC SERVICES BUREAU

Loann Garcia	Manager	loann.garcia@dps.texas.gov	512-424-2409
Randy Coppedge	Day Fingerprint Shift Supervisor	randy.coppedge@dps.texas.gov	512-424-5709
Sandra Amaro	Day Fingerprint Shift Supervisor	sandra.amaro@dps.texas.gov	512-424-5748
Debbie Parsley	Evening Fingerprint Shift Supervisor	debbie.parsley@dps.texas.gov	512-424-5304
Mary Ann Gold	Midnight Fingerprint Shift Supervisor	mary.gold@dps.texas.gov	512-424-2408
Chrystal Davila	Biometric Coordinator	chrystal.davila@dps.texas.gov	512-424-7026
Chiquita Ruffin	Assistant Biometric Coordinator	chiquita.ruffin@dps.texas.gov	512-424-7404
Cathleen McClain	AFIS Coordinator	cathleen.mcclain@dps.texas.gov	512-424-2456
VACANT	Assistant AFIS Coordinator		512-424-2089
24 hour Fingerprint Assistance Line			512-424-5248

CRIME INFORMATION BUREAU

Dax Roberts	Manager	dax.roberts@dps.texas.gov	512-424-5436
Margarete Perryman	TLETS Ops Supervisor	margarete.perryman@dps.texas.gov	512-424-7308
Matthew Foster	TCIC Training Supervisor	matthew.foster@dps.texas.gov	512-424-7888
Adina Decuire	TCIC Control Room Supervisor	adina.decuire@dps.texas.gov	512-424-2152
Sarah Bates	TCIC Audit Supervisor	sarah.bates@dps.texas.gov	512-424-2253
TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088

INCIDENT BASED REPORTING BUREAU

Brian Isaac	Manager	brian.isaac@dps.texas.gov	512-424-7893
JC Villanueva	TDEx Program Specialist	jc.villanueva@dps.texas.gov	512-424-7135
Esteban Perez	IBR Information Specialist	esteban.perez@dps.texas.gov	512-424-2307
Maggie Walker	Use of Force Program Specialist	maggie.walker@dps.texas.gov	512-424-0334
Vacant	Supervisor, Field Reps		512-424-2522
Elisa Hood-Waddle	Supervisor, IBR	elisa.hood-waddle@dps.texas.gov	512-424-2091
Assistance Line			

SEX OFFENDER REGISTRATION BUREAU

Sheila Vasquez	Manager	sheila.vasquez@dps.texas.gov	512-424-2279
Sam Duncan	Support Operations Supervisor	samantha.duncan@dps.texas.gov	512-424-7896
Sherry Stifflemire	SR Program Supervisor	sherry.stifflemire@dps.texas.gov	512-424-7923
Vacant	SOR Supervisor		512-424-7366
Sex Offender Registration Assistance Line		txsor@dps.texas.gov	512-424-2800