

# Texas Department of Public Safety

# CRNEWS



CRIME RECORDS DIVISION, First Quarter (January-March) 2025

## INSIDE:

Incident-Based  
Reporting Bureau  
(IBRB), **Page 1**

Welcoming Our Team  
Members, **Page 2**

Biometric Services  
Bureau (BSB), **Page 4**

Crime Information  
Bureau (CIB), **Page 4**

Compliance & Training  
Bureau (CATB), **Page 7**

Cover story: Pushing  
Progress, IBRB,  
continues, **Page 11**

CR News is Published by  
Texas DPS. Send comments,  
suggestions, and mailing list  
updates to Taylor Mohel,  
anne.mohel@DPS.texas.gov.

## PUSHING PROGRESS

### INCIDENT-BASED REPORTING BUREAU (IBRB)

#### Texas Data Exchange (TDEx)

**Program:** The Texas Department of Public Safety (TXDPS) Crime Records Division is making strong strides in encouraging local law enforcement agencies across Texas to share their records through the FBI's National Data Exchange (NDEx) system. The Department has partnered with the Federal Bureau of Investigation (FBI) Data Integration Team to assist agencies in setting up XML submissions to the program.

Since May 2024, we have helped nine Texas agencies begin sharing

their data with NDEx. There are five more adapters currently being built by the FBI, two adapters being built by RMS vendors, and several more agencies expressing interest. Additionally, 21 agencies are using a third-party application to share data with NDEx.

This effort marks a major milestone in our continued commitment to enhancing criminal justice data sharing across jurisdictions, and we're proud to see our agencies stepping up to

*Pushing Progress, Cont., Page 11*

Promotions: Congratulations to **Alison Padula** (pictured right with Director Freeman Martin) on her promotion to Incident-Based Reporting (IBR) Program Supervisor, **Paula Thomas** on her promotion to Program Supervisor V, ADB (CHIU), and **Jennifer Smith** on her promotion within IBR to Program Specialist!



# WELCOME TO THE TEAM!

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## IBRB Supervisor Alison Padula

Alison Padula was promoted to Supervisor of the Systems and Analytical Support (SAS) team. She started with Crime Records in September 2021 as a Training and Development Specialist, working with the Incident Based Reporting programs. Prior to that, she was a Records Clerk with Cibolo Police Department, where she received the “Civilian of the Year” award in 2019 for her efforts leading their transition to NIBRS and helping their commissioned staff adapt. She continued to be a proactive influence with the DPS training team, as she assisted with developing 15 lesson plans for both virtual and in-person classes and presented at the CRD conferences in 2023 and 2024. She promoted over to a Program Specialist within the Operational side in August of 2024, helping boost participation in IBR programs, drafting change orders, and leading various technical projects. During her time at DPS, she has been able to attend various trainings related to IBR programs and the FBI’s Train the Trainer in Clarksburg, WV.



In her spare time, Alison enjoys spending time outdoors with her family, wine tasting in Fredericksburg, and is an avid horseback rider who is passionate about training, showing, and competing in various horse events.

## IBRB Customer Service Representative Michelle Martinez

Michelle Martinez recently joined our team. She is married and has two daughters (25 and 17). Her husband is a police officer. Michelle started with the Department in the Driver License Division and then promoted over to the Crime Lab before joining IBR. She loves the outdoors, as is evident in the picture taken in Wyoming at Yellowstone. Hiking is a big part of what she does in her free time. They take their dog and try to hit as many of the state parks as they can swing in a weekend (LOL), which usually ends up being only one, but she loves the hike and fresh air. She also enjoys camping but doesn’t get as many of those weekends in due to the amount of time it takes to set up camp. She has five rescue dogs, along with cows, fish, chickens, and a cat. She lives out in East Texas on acreage. She was born in Houston and grew up in the city but has turned into a country girl who loves wide open spaces.



## Program Specialist Jennifer Smith

More team members moving up! Our very own Jennifer Smith promoted from within IBR to a Program

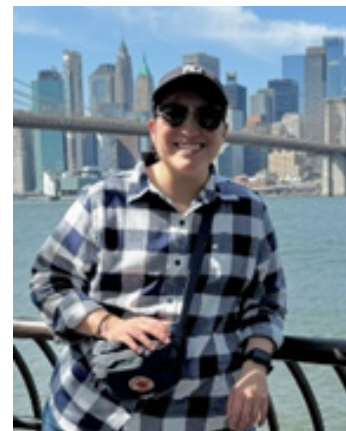
## New Team Members (Cont.)

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Specialist. She will continue helping IBR grow local agency participation in sharing data with the National Data Exchange (N-DEx) program, as well as supporting other IBR programs, vendor contracts, and paving the way to innovation.

### CATB Auditor Selina De Los Santos

Selina was born and raised in Laredo, Texas. Selina has been with the DPS for almost six years. At 18 years old, she began her career in public safety as a paid intern with the Driver's License Division and was eventually hired as a part-time Customer Service Representative for a short period of time before departing to focus on college. After completing graduate school, Selina rejoined DPS as a Program Investigator with the Regulatory Services Division in 2020 and has recently joined the Crime Records Division. Public safety is not only a passion of Selina's but also runs in her family as many family members have worked in state and federal government. Selina is an avid sports fan and travel enthusiast. Selina enjoys cheering on the Texas A&M Aggies (Class of '16) and New York Yankees. When not working, Selina enjoys playing golf, working out, spending time with family, and traveling to New York City. Selina holds a bachelor's degree in political science and a master's degree in public administration.



## Automated NIBRS Submissions via XML (IBRB)

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Advancements are coming to Uniform Crime Reporting as law enforcement agencies upgrade their reporting methods to the National Incident-Based Reporting System (NIBRS). Agencies will soon begin submitting data using Extensible Markup Language (XML) files. XML reporting allows agencies to report to NIBRS and also provides the option to report to the National Data Exchange (NDEx), with additional DPS program capabilities to come!

Two agencies have started the shift and are nearly finished with a successful transition to XML reporting. IBRB anticipates other agencies will be joining the conversion soon. XML data is generally easier to read than flat files and offers an automated data submission process for

participating agencies.

Agencies can get started by working with their IT department or vendor to generate documents that conform to the format and rules described in the relevant Information Exchange Package Documentation (IEPD). These can be tailored to the type of document the agency will be submitting (e.g., with or without juvenile information).

Information is available to agencies and vendors at <https://www.dps.texas.gov/section/crime-records/nibrs-technical-documentation> under XML Specifications.

**For further information**, contact the NIBRS XML Team at [NIBRS@dps.texas.gov](mailto:NIBRS@dps.texas.gov).

## BIOMETRIC SERVICES BUREAU (BSB)

### Iris Recognition Now Live for Texas LEAs

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We are excited to announce that law enforcement agencies (LEA) with a DPS-owned Livescan device have been enhanced with iris cameras. LEA can now use the iris features, which provide multiple benefits.

The iris camera captures the image using near-infrared light. Iris images from law enforcement agencies will be enrolled in the FBI's Next Generation Identification (NGI) Iris Service repository and linked to an arrest fingerprint record. The benefit of enrolling iris images is that it will build DPS's and the FBI's iris repositories. The FBI has an Iris Image Identification Search (IIDS) that allows LE agencies to search the FBI's iris repository of enrolled iris images. Iris recognition provides law enforcement agencies a

fast, accurate, contactless biometric identification option. For example, since the Iris pilot started in 2014, the Texas Department of Criminal Justice (TDCJ) has utilized the iris camera during its intake process. TDCJ also utilizes IIDS when moving or releasing an inmate to ensure it is the correct person.

In the future, DPS and the FBI iris repositories will allow iris images to be used for double-hand amputees. Currently, there is no estimated time frame for these plans.

**If you have any questions or concerns about electronic arrest reporting or livescan, please email:** [livescan@dps.texas.gov](mailto:livescan@dps.texas.gov).

## CRIME INFORMATION BUREAU (CIB)

### Transition from TLETS VSAT (Satellite) to SD-WAN Network

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DPS is converting agencies that connect to TLETS using the DPS satellite network to an SDWAN router with cellular backup for improved communication. DPS has successfully partnered with pilot agencies, garnering enthusiastic feedback from those involved. This collaboration highlights the effectiveness of our approach and the positive impact we can achieve together. Now, after implementing this solution to over 100 agencies, DPS is ready to expand the project to agencies across the state.

TLETS is gathering agencies for our next rounds of implementations and wants to ensure your

agency leadership and IT teams have enough time to prepare for this upgrade. The routers and equipment are in the process of being deployed.

Email [TLETS.Router.Project@dps.texas.gov](mailto:TLETS.Router.Project@dps.texas.gov) and request the Installation Guide and TXDPS Satellite to Router Project information for your agency leadership and IT department to review.

Use this Microsoft form link to provide DPS with your configuration details. <https://forms.office.com/g/ecSKLkOn5i>

**If you have any questions** please email TLETS.Router.Project@dps.texas.gov.



# TCIC: Record Validation Reminder

Record validation is essential for every agency participating in the Texas and National Crime Information Center databases. The process requires that agencies ensure that the records entered into TCIC/NCIC are accurate and up to date.

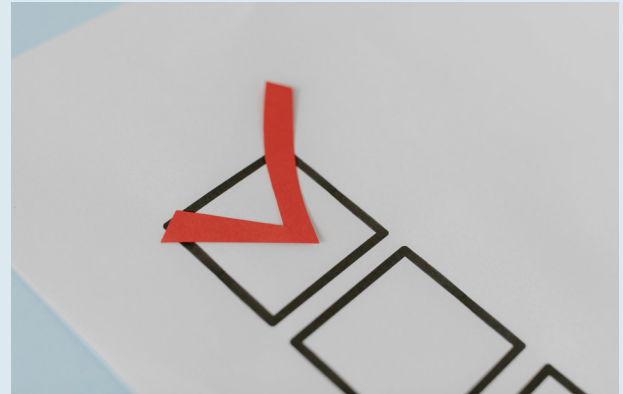
**Validation is a requirement of the FBI.** Since agencies have until the 15th of the following month that the validation report is generated to validate the records, immediate access to those records via the TCIC website will help local agencies fulfill that obligation. TCIC Operations will grant extensions on a case-by-case basis through the 24th of each month.

**Please note that failure to validate and certify records by the 25th of each month will result in a purge of records.**

Validation requires the entering agency 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, nonterminal agency, or other appropriate source or individual.

## **Important Notes to consider related to**

**Validations:** Terminal Agency Coordinators (TAC) must be sure they have access to all ORIs their agency enters. **It is the entering agency's responsibility to validate and certify records by the 15th of each month.** We understand that situations arise when a TAC is out of the office. TCIC Operations will grant extensions on a case-by-case basis through the 24th of each month. Please train and add alternate TACs who can



certify records in your absence. TACs must regularly update the website's users and access levels to reflect personnel changes.

Back-up users are essential because we have recently updated the system, which will purge all records if your agency fails to validate them by the 25th of the month. If a purge occurs for this reason, your agency will be sent a listing of all records purged from the TCIC and NCIC databases. Upon receipt, your agency could re-enter those records into TCIC or NCIC if they are valid.

The NCIC Operating Manual, Introduction Section, gives clear direction on the validation policy. Section 3.2.3 Subsection 5.3.2 provides certification response conditions: "If a CSA has not received a certification response from an agency under its service jurisdiction in time to certify to FBI CJIS that all records have been validated, the CSA shall remove from NCIC 2000 all records, **except unidentified person records**, which are the subject of that agency's validation listing."

Please see the following page for a step-by-step guide.

# TCIC: Record Validation Reminder (Cont.)

## A Step-by-Step Guide

### TCIC Agency Validation Reports

Unread Read

Date Created	Report Request
2025-04-01 00:00:00.000000	TCICValidationReport?MONTH=April&DUE=8/15/2025
2025-03-01 00:00:00.000000	TCICValidationReport?MONTH=March&DUE=7/15/2025

DPS will post a monthly Validation Report for each entering agency on the TCIC Validation Website.

**Reports are uploaded six weeks before the due date.** Please do not wait for a reminder to fulfill your monthly obligation.

The Validation Report will list the type of records and how many you must validate. You can view it from the website or download it into an Excel file.

DPS uploaded information provided on the TCIC Validations Website on a previous date and is not considered current. The TCIC Validations website will NOT update when records are modified, canceled, or cleared in NCIC or TCIC. All records listed must be run through NCIC and checked for accuracy.

After all records have been checked, your agency must certify that validation is complete by clicking the certify button on the website **before** the 15th of each month. You will receive an email from the TCIC Validation Website confirming that you have certified your records for the month. **TACs should train a back-up to ensure they can complete this task on time each month to avoid a purge.**

To request access to the TCIC Validation Website or you have any questions/concerns, contact TCIC Operations at: [TCIC.Operations@dps.texas.gov](mailto:TCIC.Operations@dps.texas.gov), 512-424-2088

# COMPLIANCE & TRAINING BUREAU (CATB)

## SOR Secure Website Upgrade

The Texas Sex Offender Registry (SOR) Secure Website and SOR Public Website received significant updates last fall. While the functionality and layout remain largely the same as the previous system—to help ease the transition for users—several new features have been added, including:

- Multi-factor authentication at login, compliant with the latest FBI CJIS Security Policy
- An account status welcome page that highlights items needing attention (e.g., open/incomplete verification entries)
- An online chat support feature that provides an additional level of assistance for SOR Secure Site users
- Enhanced reporting and several new search options, offering more advanced methods and improved results display
- Optional digital signature capture on new

event entries for agencies that prefer paperless program management (requires touchscreen monitors or tablets)

- The ability to add agency notes or comments to registrant records
- The ability for users to upload documents to the Secure SOR site

### SOR Secure Site – eLearning Module

Reminder: Training materials are available on the new site, including a general system overview and a detailed eLearning module covering the new features and functionality.

We are continuing to make cosmetic updates and improvements to our new system, and we are hoping to add more features in the future based on your feedback. SOR contact information can be found on the following page.

## Texas Sex Offender Registry Secure Website's New Look:

### Texas Secure Sex Offender Support

#### Secure Sex Offender Support

We're here to help! You can find lots of information on the [Notices, Forms and Resources](#) page. Our online training includes Reference Manuals, eLearning modules and videos.

#### Online Support

- eLearning Module
- Support Videos

#### Phone Support

Phone support is available during business hours, M-F 8am to 5pm. The Department is closed on major holidays.

(512) 424-2800

#### Email Support

Email our team and we will get back to you as soon as possible. Do not email non public information including names or birthdates.

TXSOR-SUPPORT@dps.texas.gov

#### Chat Support

Phone support is available during business hours, M-F 8am to 5pm. The Department is closed on major holidays.

Start Chat

FAQs

## 2025 Crime Records Conferences (CAT)

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The Texas Department of Public Safety Crime Records Division (CRD) is excited about the 2025 Crime Records Conferences happening across the state. The topics are designed for anyone who works with CRD and will provide various sessions to enhance your knowledge and skills. Attendees can register for a single class or up to the full conference agenda. If you are interested in attending a conference and would like to review more details about the classes and/or register, please click on the following link:

<https://www.dps.texas.gov/section/crime-records/crime-records-conferences>

### Crime Records Conference Dates and Locations

- Houston - August 4-7
- Austin - August 25-28

### Sex Offender Registration - Conference Sessions

- Duties of Registration under Chapter 62, Texas CCP (2 Hrs)

- SOR Program Management (1 hr)
- Registration for Non-Texas Offenders (1 hr)
- SOR Secure Website (1 hr)
- Removal from the Sex Offender Registry (1 hr)

### Terrorist Offender Registration - Conference Sessions

- Terrorist Offender Registration Program (2 hr)
- TOR - Duties of Registration

### In-Person or Remote Training available:

If you are unable to attend the CR Conference and/or are interested in training tailored to your specific agency needs, please contact us through email or our main assistance line.

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

SORB Main Line: (512)424-2800

## Incident-Based Reporting Training & Compliance Team (CAT)

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The Compliance and Training Incident-Based Reporting Training and Development Specialists remains committed to providing comprehensive training on a variety of important topics, including Molly Jane's Law, Use of Force, NIBRS overview, and many others.

We look forward to assisting our agencies and ensuring they have the knowledge and resources necessary for accurate and effective reporting.

### 2025 Crime Records Conferences are underway!

Last year was a great success, let's make 2025 even better!

**Reminder:** Legislation passed HB 4879 on Sept 1, 2023 - Mandating National Incident Based Reporting (NIBRS).

For other training opportunities, we hold free monthly virtual trainings which we do offer TCOLE credit for our trainings.

Monthly virtual training announcements are sent out via email to the agency's NIBRS point of contact with available classes and dates. Please share those announcements with staff within your department that would benefit from our virtual trainings.



## IBR CATB (Cont.)

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If you are not getting those announcements, or if you would like information on any of the trainings we currently provide, please email our training email – [IBR.Training@dps.texas.gov](mailto:IBR.Training@dps.texas.gov). These announcements are emailed to the main point of contact who works with the NIBRS reporting for their agency.

The Compliance and Training team has put some of their important information in one place on their new website.

You can find it in the Compliance and Training Bureau section of the Texas Department of Public

Safety's site. <https://www.dps.texas.gov/section/crime-records/compliance-and-training-bureau>

For any NIBRS assistance, please email [NIBRS@dps.texas.gov](mailto:NIBRS@dps.texas.gov) with any questions or concerns OR call our main office number at (512) 424-2091.

Select from the following menu:

- Option 1 – Trainers
- Option 2 – Customer Service Representatives
- Option 3 – Quality Assurance Analysts
- Option 4 – Program Specialists

## A Message from the CJIS Technical Team (CAT)

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I wanted to take a moment to introduce (or reintroduce) the role of our technical auditors and what we're here to do—not just during audits, but year-round.

Our team's mission is to support agencies across Texas in maintaining compliance with the FBI's CJIS Security Policy. That means we're responsible for:

- **Conducting regular technical audits** to ensure CJI is protected at every level—from access controls to encryption and everything in between.
- **Helping agencies interpret and apply CJIS requirements** in ways that make sense for their specific environments.
- **Providing guidance and resources** by assisting agencies in interpreting policy and identifying security gaps.
- **Reviewing IT and Security Controls:** This includes evaluating user access controls, authentication mechanisms such as (Multi-Factor Authentication), encryption methods, network configurations, logging, incident response protocols, and more.
- **Delivering Training and Resources:** Our office shares best practices, policy updates, and annual presentations at CRD conferences throughout the state. We also provide ongoing updates to our website to ensure agencies remain informed of any changes and are better equipped to prepare their audit.
- **Partnering with Agencies for Continuous Improvement:** Our goal is not just enforcement—but collaboration. We strive to support your agency's mission while promoting secure, policy-compliant operations statewide.
- **Following up on findings**, not to penalize—but

# CJIS CAT (Cont.)

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to help agencies strengthen their security posture and reduce risk. Work with us, and we'll work with you.

- **Staying connected**—through this newsletter, conferences, ListServ, monthly ISO chats, and one-on-one support. You always have a reliable point of contact when questions come up.

## Top Five CJIS Violations This Quarter

1. **Unencrypted Mobile Devices:** Devices like laptops and USB drives storing CJI without full disk encryption (CJISSecPol 5.9.4, SC-28).
2. **Inactive User Accounts Still Active:** Accounts unused for 90+ days must be disabled per policy (AC-2, Control Enhancement 3d).
3. **No Security Addendum for Vendors:** Section 5.1.1.5 requires all private contractors/vendors who perform criminal justice functions to acknowledge, via signing of the CJIS Security Addendum Certification page, and abide by all aspects of the CJIS Security Addendum.
4. **Missing or Incomplete Audit Logs:** Logs must be collected and retained for at least 365 days (AU-11).
5. **Use of Default System Credentials:** Default passwords left unchanged remain a common finding (IA-5 e.).

## We're excited to reintroduce our new CJIS Technical team:

Our team is here to help, not to surprise. If you're ever unsure about a requirement or need support with implementation, don't hesitate to reach out. We're your partners in keeping Texas law enforcement systems secure.

### CJIS Leadership:

- James Gore - CJIS ISO - Texas
- Sonya Stell - CJIS Technical Manager
- James Buggs - CJIS Technical Asst. Coordinator

### CJIS Compliance Analysts:

- Kimberly Allen (Texas)
- William Frame (Texas)

### CJIS Technical Auditors:

- Jorge Alfaro (South Texas)
- Ahmed Balouli (Central Texas)
- Anthony Bartuch (Central Texas)
- Jeff Hansen (Central Texas)
- Dontrell Haynes (South Texas)
- Patrick Hogan (Central Texas)
- Abraham Nwamkpa (Central Texas)
- Daniel Ramos (Central Texas)
- Ryan Taylor (Southeast Texas)
- Cheyenne Westbrook (Southeast Texas)
- Darrell Whitely (Central Texas)
- Brandon Yarbrough (Southeast Texas)

We understand that CJIS compliance can feel overwhelming, especially with evolving systems and limited resources. That's why we approach every audit with a collaborative mindset. We're not just checking boxes—we're building partnerships.

Thanks for the work you do to keep our criminal justice data secure. And if you ever need clarification, assistance, or just want to double-check something—reach out. That's what we're here for.

## Pushing Progress /TDEx (Cont. from front page) (IBRB)

to support the broader mission of improving public safety through information sharing.

Historically, agencies in Texas contributed data to NDEx via APRISS, a third-party vendor contracted by the Department. That contract ended in the summer of 2020, when the Department shifted to a Data Broker, as the FBI transitioned the NDEx Program toward XML submissions. While this method requires some front-end effort to build adapters at the RMS level, it is a more uniform and scalable solution as federal programs shift toward automated XML submissions through secure web services.

Our goal with this new push is to guide agencies toward new, sustainable submission methods—and we now have two clear paths forward:

- 1. Vendor-Built Adapters:** Some RMS vendors have started offering NDEx adapter builds directly for their clients. These are often associated with a cost to the agency and have a long development time.
- 2. FBI-Built Adapters:** The FBI Data Integration Team offers to build and implement NDEx adapters at no cost to any agency that wishes

to participate. This option is free but depends on the agency having access to their data to share with the FBI so that an adapter can be built. They currently have five solutions across five different RMS systems.

***Regardless of the chosen method, the end result is worth the investment.***

***Data submissions to NDEx create a richer, more comprehensive national database that strengthens investigations across the United States.***

Every new agency that contributes records to NDEx means more searchable data, more potential matches, and more tools in the hands of investigators working hard to solve crimes and keep our communities safe.

The 2024 Crime in Texas annual report is now available online!

<https://www.dps.texas.gov/section/crime-records/crime-texas>



# CJIS Terror Offender Registry (CAT)



## TERRORIST OFFENDER REGISTRY

### CHAPTER • 65

#### What to Know

The 88<sup>th</sup> Legislature passed Senate Bill (SB) 1518, creating Chapter 65 of the Texas Code of Criminal Procedure and Chapter 76 of the Texas Penal Code. By the passage of this law, the Legislature added terroristic offenses to the penal code and created the Terrorist Offender Registry (TOR) that requires agencies to register individuals with conviction(s), adjudication(s), or deferred adjudication(s) of reportable, terrorism-related offenses on or after 1 January 2024.

The Terrorist Offender Registry will operate similarly to the Sex Offender Registry, providing law enforcement with access to a database for improved coordination and information sharing amongst agencies. This initiative enhances officer and public safety.

TOR field representatives are available for free on-site and virtual training to address any questions or concerns regarding the TOR program.

All Crimes under  
Chapter 76 of  
Texas Penal  
Code

Federal  
Crimes 18  
U.S.C.  
§2332b(g)(5);  
§2332f; §2332g;  
§2332h; §2332i

Substantially similar  
offense committed  
in another state,  
country, or Uniform  
Code of Military  
Justice

### Katie Stangle

TOR Field Representative

[Katie.Stangle@dps.texas.gov](mailto:Katie.Stangle@dps.texas.gov)

Office: (512)424-2129

Cell: (512)739-1679

### Akeia Madyun

TOR Field Representative

[Akeia.Madyun@dps.texas.gov](mailto:Akeia.Madyun@dps.texas.gov)

Office: (512)424-5578

Cell: (512)914-6455

#### For further information you can visit:

[CH 65 Terrorist Offender Registry](#)

[TX PC CH 76 TERRORISTIC OFFENSES](#)

[18 USC 2332b\(g\)\(5\)](#)

[18 USC 2332f](#)

[18 USC 2332g](#)

[18 USC 2332h](#)

[18 USC 2332i](#)

# CRD Directory

## CRD Management

Matt	Hicks	Chief	matt.hicks@dps.texas.gov	512-424-7659
Loann	Garcia	Assistant Chief	loann.garcia@dps.texas.gov	512-424-2409
Luz	Dove	Senior Director	luz.dove@dps.texas.gov	512-424-7964
Jamie	Gaylord	Senior Director	james.gaylord@dps.texas.gov	512-424-7471
James	Gore	Senior Director	james.gore@dps.texas.gov	512-424-7911
Catalina	Rodriguez-Combs	Senior Director	catalina.rodriquez-combs@dps.texas.gov	512-424-5894

## CRD Billing Unit

Jennifer	Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-7111
Lisa	Garcia	CR Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Tierra	Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2529
		crssupplyorder@dps.texas.gov	Fax order form to:	512-424-5599

## Access & Dissemination Bureau (ADB)

Tanya	Wilson	Manager	tanya.wilson@dps.texas.gov	512-424-2523
Linda "Michelle"	Hammonds	Fingerprint Services Supervisor	michelle.hammonds@dps.texas.gov	512-424-5019
Paula	Thomas	Criminal History Inquiry Unit Supervisor	paula.thomas@dps.texas.gov	512-424-7968
Rochelle	Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-424-5121
	Assistance Line	Record Checks		512-424-5079
	Assistance Line	Secure site		512-424-2474

## Criminal History Record Information Services Bureau (CHRIS)

Sheila	Vasquez	Manager	sheila.vasquez@dps.texas.gov	512-424-2279
Brittany	Chromcak	Error Resolution/NICS Unit Program Supervisor	brittany.chromcak@dps.texas.gov	512-424-7290
Juan	Gutierrez	Evening Shift Supervisor	j.gutierrez@dps.texas.gov	512-424-2216
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Yarimar	Lewis-Burgos	Records Legal Expunction Supervisor	yarimar.lewis-burgos@dps.texas.gov	512-424-5838
Alan	Sustaita	Support Operations Supervisor	alan.sustaita@dps.texas.gov	512-424-5682
Cassandra	Richey	EDR Cooderator	cassandra.richey@dps.texas.gov	512-424-2479
Anna	Gay	Asistant EDR Coordinator	anna.gay@dps.texas.gov	512-424-7585
		Sex Offender Registration Assistance Line	txsor@dps.texas.gov	512-424-2800
		Error Resolution Assistance Line		512-424-7256

## Biometric Services Bureau (BSB)

Stephen	Bell	Manager	stephen.bell@dps.texas.gov	512-424-2078
Sandra	Amaro	Day Biometric Shift Supervisor	sandra.amaro@dps.texas.gov	512-424-5248
Emilio	Calzada	Evening Biometric Shift Supervisor	emilio.calzada@dps.texas.gov	512-424-2408
Jessica	Pena	Midnight Biometric Shift Supervisor	jessica.pena2@dps.texas.gov	512-424-5304
Chrystal	Davila	Biometric Coordinator	chrystal.davila@dps.texas.gov	512-424-7026
Jessica	Carmona-Lara	Assistant Biomentric Coordinator	jessica.carmona-lara@dps.texas.gov	512-424-2089
Cathleen	McClain	MBIS Coordinator	cathleen.mcclain@dps.texas.gov	512-424-2456
Chiquita	Bazaldu	MBIS Assistant Coordinator	chiquita.bazaldu@dps.texas.gov	512-424-7404
		24-hour Fingerprint Assistance Line		512-424-5248

## Incident-Based Reporting Bureau (IBR)

Brian	Isaac	Manager	brian.isaac@dps.texas.gov	512-424-7893
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# CRD Directory (Cont.)

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# CRD Auditors and Trainers

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Lindsey	Simon	Training & Development	Region 4 lindsey.simon@dps.texas.gov	512-424-7885
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## Terrorist Offender Registration Training

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Katie	Stangle	Training & Development	katie.stangle@dps.texas.gov	512-424-2129

# DPS IDENTIFICATION SUPPLIES ORDER FORM



## DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev. 1/2021)

TO: CRIME RECORDS DIVISION  
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	#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-44	Adult Supplemental Reporting Form	100 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	
	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 agency's expense

AGENCY \_\_\_\_\_

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

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

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

ATTENTION \_\_\_\_\_

**NOTICE:** Provide a complete shipping address.  
PO Boxes are acceptable.

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

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