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# Texas Department of Public Safety



## Conference on Criminal Justice Information System (CJIS) Reporting

March 8 – March 10, 2020  
Embassy Suites by Hilton Denton Convention Center  
Denton, TX

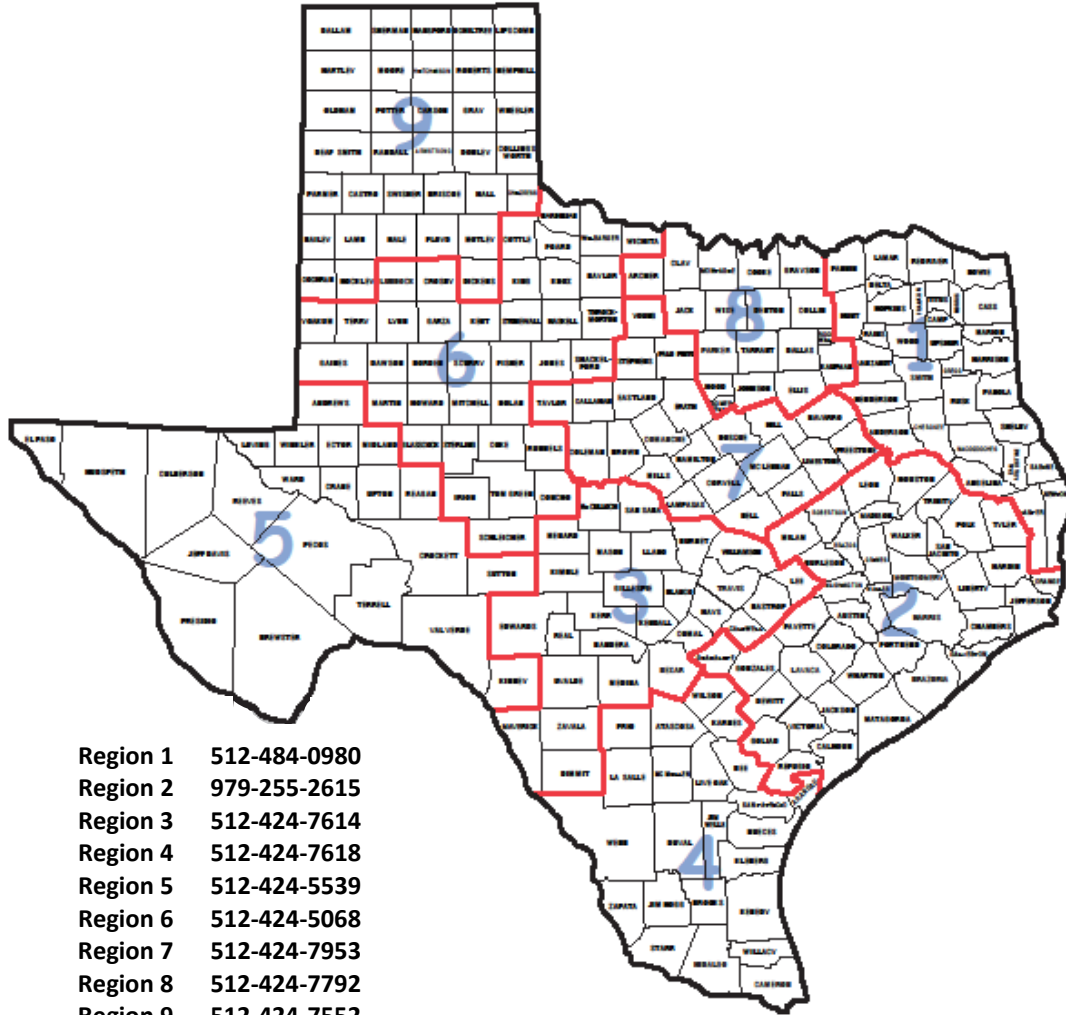
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## **Conference Mission:**

**To guide Criminal Justice agencies on the reporting of criminal justice and juvenile justice information to DPS for inclusion in the Computerized Criminal History (CCH), ensuring criminal histories that reflect accurate and complete case dispositions, resulting in safer communities and greater awareness for all citizens of Texas.**

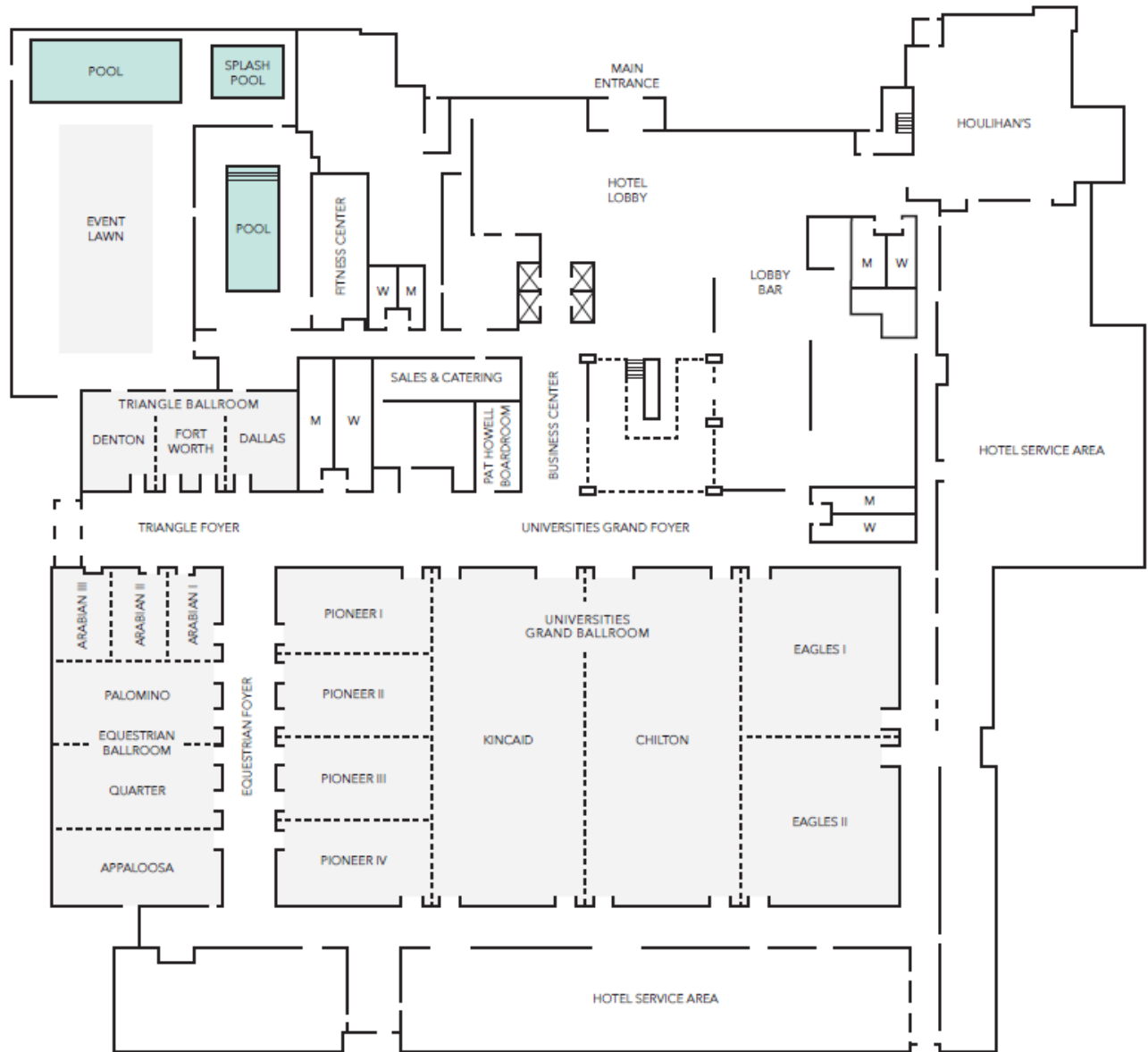
**Texas Department of Public Safety  
Crime Records Service**



# R E G I O N S

- Region 1** 512-484-0980
- Region 2** 979-255-2615
- Region 3** 512-424-7614
- Region 4** 512-424-7618
- Region 5** 512-424-5539
- Region 6** 512-424-5068
- Region 7** 512-424-7953
- Region 8** 512-424-7792
- Region 9** 512-424-7552
- Main Line** 512-424-2478

# FIRST FLOOR



# Agenda

March 8, 2020

**Sunday 12:00 PM – 5:00 PM**

Registration

March 9, 2020

**Monday 7:00 AM – 4:30 PM**

Registration

**Monday 7:00 AM – 4:30 PM: Vendor Tables**

**Monday 8:30 AM: General Session**

Understanding Offense Codes

Universities Grand Ballroom

Speaker: Cassandra Richey

## CONCURRENT SESSIONS

9:45 AM – 10:45AM

11:00 AM – 12:00 PM

1:30 PM – 2:30 PM

3:00 PM – 4:00 PM

LUNCH BREAK 12:00 PM – 1:30 PM

CJIS & JJIS Arrest & Referral Reporting

Pioneer 1 & II

Speaker: CJIS Field Auditor

CJIS Prosecutor & Court Reporting

Pioneer III & IV

Speaker: CJIS Field Auditor

JJIS Pre-Adjudication & Court Reporting

Appaloosa-Quarter

Speaker: CJIS Field Auditor

CJIS Site

Palomino-Arabian

Speaker: Cassandra Richey

**March 10, 2020**

**Tuesday 7:00 AM – 12:00 PM**

Registration

**Tuesday 7:00 AM – 4:30 PM: Vendor Tables**

**Tuesday 8:30 AM: General Session**

CJIS Security

Universities Grand Ballroom

Speaker: Stephen “Doc” Petty

**CONCURRENT SESSIONS**

**9:45 AM – 10:45AM**

**11:00 AM – 12:00 PM**

**1:30 PM – 2:30 PM**

**3:00 PM – 4:00 PM**

**LUNCH BREAK 12:00 PM – 1:30 PM**

Biometrics

Speaker: Chrystal Davila & Chiquita Ruffin

Pioneer I & II

Error Resolution: Quality Assurance of CCH

Speaker: Kerrie Herrera & Tommy Urias

Pioneer III & IV

CJIS Rap Back Program

Speaker: Ashley Baker

Appaloosa-Quarter

Techniques to Capture Good Fingerprints

Speaker: Fingerprint Analysts

Palomino-Arabian

# Agenda Topics

## General Sessions

### Understanding Offense Codes

What is the Offense Code for this charge? How much time have you spent searching through the codes looking for the one you need? This session will provide you with ways to quickly find the code you need. It will cover the basics of when and how citations are assigned codes. Specific examples will be used to illustrate some of the variety in how and why codes are assigned or not assigned. Coverage will include some of the most common questions asked when it comes to Offense Codes.

### CJIS Security Overview

Providing an overview of the CJIS policy and process

## Breakout Sessions

### CJIS & JJIS Arrest/Referral Reporting

This session will provide an overview of CR-43, CR-44, CR-43J and CR-44J arrest and referral segment preparation. Along with quality fingerprints, filling out the arrest information completely, accurately and timely is the first important step to the reporting process. Having the arrest information in CCH ensures that the disposition information that follows can be entered into the record when it is received at DPS. Examples and discussion of the information will be offered during this class.

### CJIS Prosecution & Court Reporting

This session will provide information for filling out the CR-43 and CR-44 prosecution and court segments. Knowing the correct information and which fields to enter it into is the beginning step in reporting to CCH. Reporting the prosecution and court information completely, accurately and timely on every charge can make all the difference in a citizen's life, protecting officers and civilians throughout the state and insuring Completeness Percentages of 90% or better.

### JJIS Pre-Adjudication & Court Reporting

This session will provide information for filling out the CR-43J and CR-44J pre-adjudication and court segments. Knowing the required fields and what to do to ensure it is entered into CCH is a vital step in the process of reporting disposition information. For juveniles it is especially important that completed dispositions are reported accurately and timely to CCH. Without the information, these records can affect every aspect of a young person's life, from where they go to school or college, to their first jobs to their first apartments.

## **Biometrics**

This session provides an overview and benefits of the Electronic Arrest Reporting (EAR) program and other livescan transaction types. It will define the layout of a livescan record, requirements for submitting EAR to DPS, and provide a setting for dialogue regarding current livescan requirements and troubleshooting EAR/livescan issues. There will also be an overview on Secure Communities and Mobile ID.

## **Criminal Justice Information System (CJIS) Site**

This session will cover the electronic reporting requirements of the CR43, CR44, CR43J and CR44J reporting forms. The NICS segment will address the reporting requirements of the Clerks for entry and cancellation of NICS transactions. The Juvenile Seal Worklist processes will also be covered. This training will educate all Law Enforcement and Judicial Agencies on how to proceed in a cooperative manner to report CJIS and JJIS for inclusion into the Computerized Criminal History at DPS. These agencies include: All Law Enforcement and Judicial Agencies: Police Departments, Sheriff's Offices, County and District Attorney's and County and District Clerk's. For those selected as CJIS Entity Administrators, the last part will be for managing the users that have access to information for your entity via the CJIS site.

## **Error Resolution: Quality Assurance of CCH**

This session will provide an overview of Criminal Procedures, Arrest Records, Corrections, Switch Print/Switch Records, as well as Misuse of Identity. Having the correct information reported in the CCH database is extremely important for all who have access. In addition to law enforcement, FBI and judicial agencies, the CCH database is also accessed by legislatively authorized entities to help determine eligibility for employment, immigration, adoption, housing, and licensing. Examples and discussion of the information will be offered during the class.

## **Criminal Justice Information Systems Rap Back Program**

The goal of this session is for Criminal Justice and Law Enforcement Agencies to enhance their knowledge of the FBI Civil Rap Back enhancements that were added to the FACT Clearinghouse in 2018. This session will also provide information pertaining to the Criminal Justice Rap Back Program of Texas which will assist Criminal Justice agencies by providing updated criminal history record information on individuals under investigation, or under court ordered supervision.

## **Techniques to Capture Good Fingerprints**

This session will provide information on how to not only take fingerprints but take good quality fingerprints. There will be a short Power Point presentation followed by hands on portion where you will actually print a set of good quality fingerprints. Without good quality fingerprints this could and has resulted in a person having multiple SID numbers.

## **CJIS Field Auditors**

On Tuesday March 10th, the CJIS Field Training Auditor Unit will have someone available at a table in the lobby area. We will be there to answer any criminal history reporting questions that you did not think of during your breakout sessions on Monday.



# Speaker & Unit Bios

## **John Morse**

CJIS Field Support Unit Supervisor, Texas Department of Public Safety

John started working at H.E.B. Grocery at 16 years old. After working 16 years for H.E.B. he decided to change directions. He began his career with the Department of Public Safety in 2000 as a Fingerprint Technician. He promoted to a CJIS Field Support Auditor in 2005. As a Field Support Auditor, he has worked with Criminal Justice Agencies across the state providing training and assistance in reporting to the criminal history database. In January 2018, he was promoted to the CJIS Field Support Supervisor.

## **CJIS/JJIS Field Support Unit**

Crime Records Service, Texas Department of Public Safety

The CJIS/JJIS Field Support Unit was created in 1992 to assist law enforcement, prosecutors, courts and probation offices in the mandatory reporting of criminal data to DPS. 1996 saw the inclusion of Juvenile Criminal History Data to be reported and stored in the Computerized Criminal History (CCH) database. With over 30 years of combined experience, the CJIS Field Auditors are available to criminal justice agencies in every county in Texas for trainings, meetings and assistance in any area of criminal history reporting. You can contact your CJIS Field Auditor directly or you can contact the main CJIS/JJIS Field Support office at: 512-424-2478 or email: [cjisjjis@dps.texas.gov](mailto:cjisjjis@dps.texas.gov) for any questions or training requests.

## **Stephen “Doc” Petty,**

CJIS ISO – Texas

Doc came to the Texas Dept. of Public Safety after a 22 year career with the U.S. Federal Bureau of Prisons. His focus has been on information security for the better part of the past 30 years, working within the information technology field and managing IT departments both at State and Federal levels. After several years working as a Computer Services Manager within the BOP he spent his last few years at the North Central Region assisting and providing guidance across a total of 19 Federal agencies and several states. Doc joined DPS and returned home to the State of Texas in 2012 where he began supporting and auditing to the FBI CJIS Policy prior to being assigned the Texas CJIS ISO title and managing a team of auditors throughout the state. He has been an active task force member involved in the development and changes to the policy related to mobile and cloud computing guidance for the APB. He supports state, local, tribal, and federal information security professionals in matters related to meeting the requirements and guidance of the CJIS Security Policy.

**Cassandra Richey**

EDR Coordinator, Texas Department of Public Safety

Cassandra Richey began her career at DPS in February 2001 as a Fingerprint Technician, working with AFIS and processing criminal and applicant fingerprint cards. She moved to the Criminal Justice Information System (CJIS) Unit in July of 2004 to become a Field Representative. As a Field Rep, Mrs. Richey gained extensive knowledge in both Adult and Juvenile Criminal Reporting while assisting all levels of criminal justice agencies throughout many counties in Texas. She was promoted to the supervisor of the CJIS Field Support Unit in September of 2007, leading the unit through its many efforts to improve CJIS and JJIS reporting while increasing availability of electronic reporting methods. Mrs. Richey was promoted to the EDR Coordinator position in December of 2017.

**Chrystal Davila**

Biometrics Coordinator, Texas Department of Public Safety

Chrystal Davila has over 6 years of service with DPS Crime Records. She started in March 2013 as a Fingerprint Analyst and promoted to Work Flow Coordinator in August 2016. As the Work Flow Coordinator, she assists the Livescan Coordinator with criminal justice agencies with various aspects of livescan, mobile ID, and Universal Facial Workstations. Chrystal was promoted to Biometrics Coordinator in November 2018.

**Chiquita Ruffin**

Assistant Biometric Coordinator, Texas Department of Public Safety

Chiquita Ruffin has over 5 years with Texas DPS Crime Records Service. She started as a Fingerprint Analyst January 2015 and promoted to Assistant Biometric Coordinator May 2019. She assists Chrystal Davila, the Biometric Coordinator, by providing analytical and qualitative research, coordinating, planning, development, implementation and oversight as it pertains to livescan devices and Mobile ID.

**Tommy Urias**

CCH Quality Control Technician, Texas Department of Public Safety

Tommy Urias is a native Austinite who began working for the Department in February 1996. He joined the Error Resolution Unit in August 1999, when there were only five ER technicians. Mr. Urias performs a variety of functions as a CCH Quality Control Technician including answering calls from Criminal Justice Agencies and the General Public to assist with Criminal History Records, ensuring the accuracy of the Computerized Criminal History Database.

**Kerrie Herrera**

CCH Quality Control Technician, Texas Department of Public Safety

Kerrie began working with the Department of Public Safety in 2001 as a Criminal History Inquiry Technician in the Non-Criminal Justice Unit, which is now the Access and Dissemination Bureau. In 2004, Kerrie transitioned to the Error Resolution Unit. Kerrie is a Subject Matter Expert (SME) in Switched Print Records and Misuse of Identity issues. Kerrie enjoys working with a variety of agencies and individuals to utilize her knowledge and skills, ensuring the continued accuracy of the Computerized Criminal History Database.

**Biometrics Services Bureau**

Crime Records Service, Texas Department of Public Safety

The Fingerprint Section is responsible for maintaining the master fingerprint file for the state, including the receipt and processing through the Multi Biometric Identification System (MBIS) of the fingerprint information submitted from criminal justice agencies and private citizens, disseminating this information to these entities and individuals according to state statutes. We employ three shifts of Fingerprint Technicians that work seven days a week to provide prompt results on both mailed-in and Livescan fingerprint submissions. We provide fingerprinting services to the general public as well as fingerprint training to requesting agencies. One of our primary responsibilities is to resolve criminal record identification issues by performing fingerprint comparison verifications.

**Crystal Hoover**

Fingerprint Analyst III, Biometric Services Bureau  
Texas Department of Public Safety

Crystal Hoover joined DPS on January 21, 2015 as a Fingerprint Analyst I. She promoted to Fingerprint Analyst II in January 2017, and then promoted to Fingerprint Analyst III in February 2019. Crystal instantly became interested in the science of fingerprints, and wanted to share her interest by teaching others how to take good quality fingerprints. Crystal has taught 28 classes on how to take good quality fingerprints.

**Michael Rivas**

Fingerprint Analyst III, Biometric Services Bureau  
Texas Department of Public Safety

Michael Rivas has been with Texas DPS for 4 years. Michael has since promoted to Fingerprint Analyst III. Michael has been assisting with Fingerprint Training with the Texas Department of Criminal Justice for several years now. Michael was promoted to Fingerprint Analyst II in September 2017. Michael has had an interest in the complexity of fingerprints and the science behind everyone's unique signature along with spreading the knowledge of taking good quality fingerprints.

**Randy Coppedge**

Fingerprint Shift Supervisor, Biometric Services Bureau  
Texas Department of Public Safety

Randy Coppedge joined DPS on January 4, 2004 as a Fingerprint Analyst I. He promoted to Fingerprint Analyst II in January 2006 and Fingerprint Analyst III in January 2008 before becoming a Fingerprint Shift Supervisor on Dec 2, 2009. Randy became one of the lead trainer for the class How to Take Good Quality Fingerprint and has taught over 200 classes to law enforcement agencies across the state of Texas.

**Ashley Baker**

Fingerprint Services Unit Supervisor, CRS, Texas Department of Public Safety

Ashley Baker began her career with the Department as a field representative in the TDEx Bureau for the N-DEx system in 2015. In this position, she traveled across the state performing trainings on N-DEx to a variety of criminal justice agencies. After two and a half years working with N-DEx, she promoted to Rap Back Program Specialist within the Access and Dissemination Bureau. Half a year later, she promoted to Rap Back Program Supervisor and after consolidation of two units, she is now the Fingerprint Services Unit Supervisor. In this position, Ashley is responsible for maintaining and improving the FACT Clearinghouse and has been instrumental in implementing both the new FBI Civil Rap Back Program and the Criminal Justice Rap Back Program of Texas.





We would greatly appreciate you taking the time to complete this evaluation. Your opinion is important to help us better serve your future training needs. Please rate the conference and courses using the following scale:

- 1) Unsatisfactory 2) Below Expectations 3) Meets Expectations  
4) Exceeds Expectations 5) Outstanding
- 

Conference Evaluation

A) Did the conference content effectively meet your objectives?	1	2	3	4	5
B) Was the information relevant to you and your agency's needs?	1	2	3	4	5
C) Were the speakers knowledgeable and well prepared?	1	2	3	4	5

Course Evaluation

1) CJIS & JJIS Arrest/Referral Reporting	1	2	3	4	5
2) CJIS Prosecutor & Court Reporting	1	2	3	4	5
3) JJIS Pre-Adjudication & Court Reporting	1	2	3	4	5
4) Criminal Justice Information Systems (CJIS) Site	1	2	3	4	5
5) Techniques to Capture Good Fingerprints	1	2	3	4	5
6) Biometrics	1	2	3	4	5
7) Error Resolution: Quality Assurance of CCH	1	2	3	4	5
8) CJIS Security Overview	1	2	3	4	5
9) TxDPS FACT Clearinghouse & Rap Back Programs	1	2	3	4	5
10) Understanding Offense Codes	1	2	3	4	5

Suggestions to improve future conferences:

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Topics that you would like to see covered in future conferences:

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Additional Comments:

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Name (Optional)

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Agency Name/Phone number



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**Thank you for  
participating in  
our 2020 CJIS  
Conference!**

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