

CJIS User Guide

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Table of Contents

If you are viewing this document on-line, CTRL+click the target page number in the Table of Contents. Then to return to the Table of Contents, click the left arrow icon on Word's Web toolbar. Alternately, CTRL+HOME takes you to the top of the document.

INTRODUCTION	4
CONTACTS	4
LOGIN TO CJIS	5
ENTER USER ID	5
ENTER PASSWORD	6
INBOX.....	7
REPORTS.....	9
REPORT EXAMPLE – OPEN OFFENSE REPORT	10
REPORT HISTORY	13
NOTICE EXAMPLE - NON-DISCLOSURE REPORT	14
EDR ERROR REPORTING	16
REPORT EXAMPLE - PROSECUTION ERRORS	17
ELECTRONIC DISPOSITION REPORTING (EDR)	18
MANUAL TRANSMISSION OF EDR FILES	18
<i>Uploading EDR File (to TxDPS)</i>	18
<i>Return File (from TxDPS)</i>	19
EDR HISTORY FILES	20
<i>EDR Upload History</i>	20
<i>EDR Return File History</i>	21
ONLINE ENTRY OF EDR TRANSACTIONS.....	22
<i>Court and Prosecution Transactions</i>	22
<i>Prosecution Information</i>	25
<i>Juvenile Program Information</i>	31
<i>New TRS</i>	34
<i>Adding a Charge</i>	35
SERVICES.....	36
SUBSCRIPTIONS – ACTIVITY NOTIFICATIONS.....	36
<i>Add Someone to the Subscription List</i>	37
<i>TxDPS CJIS Subscription Notification Email Example</i>	38
<i>Activity Notifications</i>	39
MUG SHOTS.....	40
<i>Mug Book Search</i>	40
<i>Line Up</i>	41
<i>Facial Search</i>	43
ADMIN.....	45
SECURITY PROFILE	45
<i>Security Image and Site Phrase</i>	46
<i>Security Questions</i>	47
<i>Passwords</i>	48
<i>Browser Authentication</i>	50
CJIS ONLINE USER AGREEMENT	52
DOCUMENT REVISION HISTORY	53

Introduction

The Criminal Justice Information System (CJIS) site is provided by the Texas Department of Public Safety to assist counties in managing their Computerized Criminal History (CCH) information. The site consists of three major areas – Reports, Electronic Disposition Reporting (EDR), and Subscriptions.

The **Inbox** section lists all previously requested reports and any automatically generated reports and notices from TxDPS. Most reports are available in HTML, PDF, and CSV formats and can be downloaded if desired.

The **Reports** section allows authorized users to request reports for their county. Most reports are available in HTML, PDF, and CSV formats and can be downloaded if desired.

The **EDR** section covers submission of prosecution and court transaction files and individual transactions to TxDPS. EDR file histories are also available via the CJIS site. A record of the transmission and return file is available when the files are submitted via the CJIS site.

The **Services** section allows users to subscribe to services provided via the CJIS site such as activity notification for a SID number of interest or to execute services such as Lineup creation.

The **Admin** section allows users to manage their security profiles. Users can change their password, update their security questions and responses, and select a security photo and corresponding phrase.

Contacts

HQ DPS	EDR Coordinator	Cassandra Richey	512-424-2479
HQ DPS	CJIS Site Support Specialist	James McElroy	512-424-2500

Login to CJIS

Connect to the Internet and CCH/CJIS (CJIS) by typing the following URL:
<https://cch.dps.texas.gov>

Enter USER ID

Login by typing your work e-mail, then click **Login**.

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

Criminal Justice Information System

Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.

User ID

Login

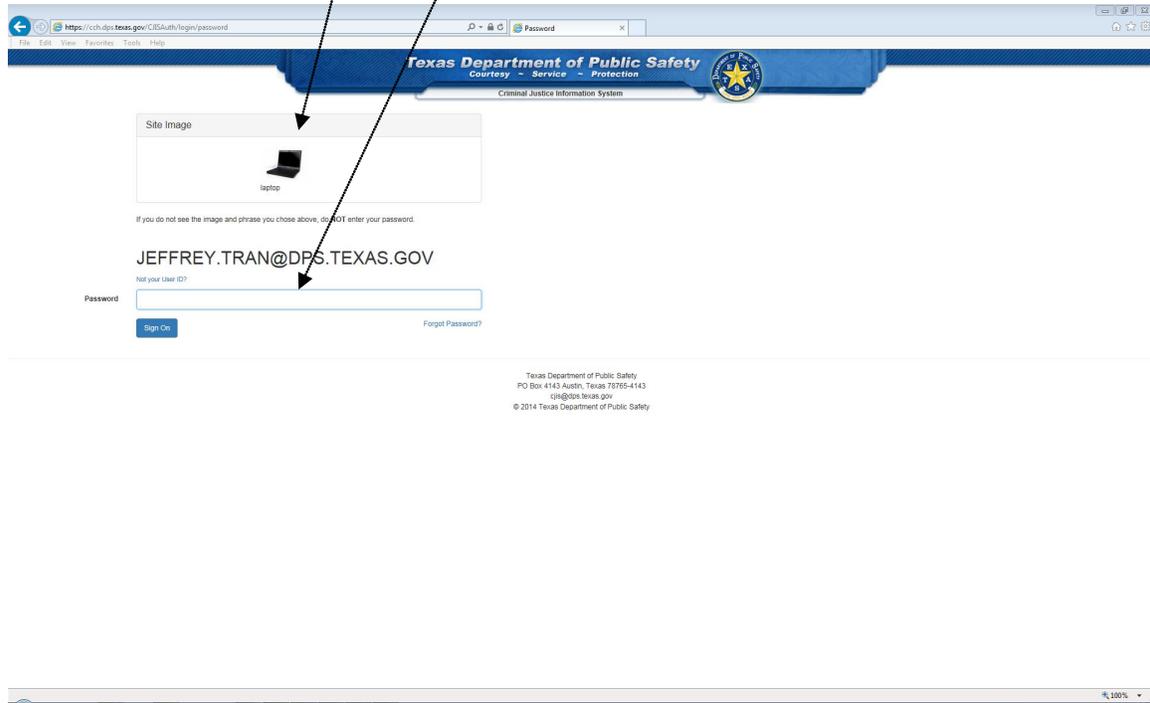
Application - New User

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
cjis@dps.texas.gov
© 2014 Texas Department of Public Safety

Note: You must be registered as a CJIS user to logon. If you are not currently an authorized user, you may click **Application-New User** and complete the application form which will be sent to TxDPS for consideration. A confirmation of your request and instructions will be emailed to you.

Enter Password

Verify that your *site image and phrase* are accurate.
Enter your password and click **Sign On**.



Inbox

The CJIS home page defaults to your **Inbox** page.

The information displayed in your **Inbox** lists your most recently delivered reports or notifications. Click the link in the *View* column to view a report.

The screenshot shows the 'Inbox All Reports' page in a web browser. The page header includes the Texas Department of Public Safety logo and navigation tabs for C.J.I.S., Inbox, Reports, Applicant, EDR, NICS, Latent, Services, Admin, and Developers. The main content area displays a table of reports. The table has columns for Name, Date, Description, View, Format, and Archive. The first row is highlighted and has a red arrow pointing to the 'View' link. The 'View' column contains links labeled 'view' and the 'Archive' column contains links labeled 'archive'.

Name	Date	Description	View	Format	Archive
Non-Disclosure Notices	Dec 22, 2017	END_DAT: 2017-12-21 BEG_DAT: 2017-12-21 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 20, 2017	END_DAT: 2017-12-19 BEG_DAT: 2017-12-19 ROL_IDN: 156815	view	CSV Notice PDF	archive
User Statistics Report by Entity	Dec 17, 2017	MONTH: 11 YEAR: 2017	view	CSV PDF	archive
User Statistics Report	Dec 17, 2017	MONTH: 11 YEAR: 2017	view	CSV PDF	archive
Non-Disclosure Notices	Dec 12, 2017	END_DAT: 2017-12-11 BEG_DAT: 2017-12-11 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 9, 2017	END_DAT: 2017-12-08 BEG_DAT: 2017-12-08 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 6, 2017	END_DAT: 2017-12-05 BEG_DAT: 2017-12-05 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 5, 2017	END_DAT: 2017-12-04 BEG_DAT: 2017-12-03 ROL_IDN: 156815	view	CSV Notice PDF	archive
View File	Sep 7, 2017	SUBJECT: You have new files on the CJIS TO: TRAN,JEFFREY EMAIL: open arrest macro	view		archive
View File	Aug 28, 2017	SUBJECT: You have new files on the CJIS	view		archive

By default, reports and notifications remain in your **Inbox** for 30 days, but can be shorter if the selection is made when running the report. To keep a report from being deleted, click the *Archive* link.

An example *Open Offense Report*:

Open Offense Report

Back to Inbox

Report Parameters

County: TARRANT
 Begin Date: 01/01/17
 End Date: 01/31/17

Other formats available: CSV | Show: All

2421 records returned Run Date: 06/16/2017

ORI	DOA	SID	TRN	TRS	LDA	OCA	AON	NAM	SEX	RAC	DOB	JUL	ORIA	ORIP	PAF	PAF LITERAL	PAD	ORIC	CDN	CDN LITERAL
TX2200000	2017-01-01			A001	MB		35620008						TX2200100							
TX2200000	2017-01-01			A001	MB		54040009						TX2200100							
TX2200000	2017-01-01			A001	MB		35620008						TX2200100							
TX2200000	2017-01-01			A002	F3		35990015						TX2200100							
TX2200000	2017-01-01			A001	MB		54040009						TX2200100							
TX2200000	2017-01-02			A001	FS		35990014						TX2200100							
TX2200000	2017-01-06			A001	MB		54040009						TX2200100							

Reports

The **Reports** menu tab lists the *reports* which you are authorized to execute.

The screenshot shows the CJIS Reports page. The navigation bar includes 'CJIS', 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Services', 'Admin', and 'Developers'. The 'Reports' tab is highlighted. Below the navigation bar is the Texas Department of Public Safety logo and the title 'Texas Department of Public Safety'. The main content area is titled 'Reports' and contains a table with two columns: 'Name' and 'Description'. An arrow points from the text above to the 'Reports' menu tab in the navigation bar.

Name	Description
AFIS FILE DOWNLOAD	AFIS FILE DOWNLOAD
Agency Users Report	Users by Agency Report
CCH Queries via TLETS	Total number of CCH queries via TLETS for a time period.
CHLU Convictions Report	CHLU Convictions Report
CHLU Offense Code Report	CHLU Offense Code Report
CJS EDR Statistics	CJS EDR Statistics
CJS Report Writer	Create dynamic reports
County Combined Completeness Percentage	Five Year County Combined Completeness Percentage
County Completeness Report	Summary of all dispositions reported to DPS that are associated with previously reported charges for a specified period
County Dispositions over 30 Days Old - Adhoc	County Dispositions over 30 Days Old - Adhoc
County Dispositions over 30 Days Old - Detail	County Dispositions over 30 Days Old - Detail
County ER3/ER4 submissions	County ER3/ER4 submissions
Court Transaction Error Report	Provides transaction details including the error reason for all court transactions in error for the specified period.
Court Transaction Monthly Pass/Fail Report	Monthly statistics for court submissions including the number of pass, fail, and the pass percentage rate
DHS Code/Offense Xref Report	DHS Code/Offense Xref Report
DSP Totals Report	DSP Totals Report
EDR Return File History	Provides a list of EDR batch transaction files that have been downloaded from DPS during the specified period. Text files of transactions may be downloaded for review.
EDR Upload History	Provides a list of EDR transaction files that have been uploaded to DPS during the specified period. Text files of transactions may be downloaded for review.
Full County Open and Closed Offense Report	This report provides the open and closed offenses for the specified date range.
Juvenile Program Transaction Error Report	Provides transaction details including the error reason for all juvenile program transactions in error for the specified period.
Latent Entry Report	Count of Latent Entries by Entity
Latent Print Summary	Latent Print Summary

Report Example – Open Offense Report

To execute an “Open Offense Report” for a county, select a *county*, a *date range*, and click **Run Report**.

Open Offense Report

County* TARRANT

Date Range* mm/dd/yyyy to mm/dd/yyyy

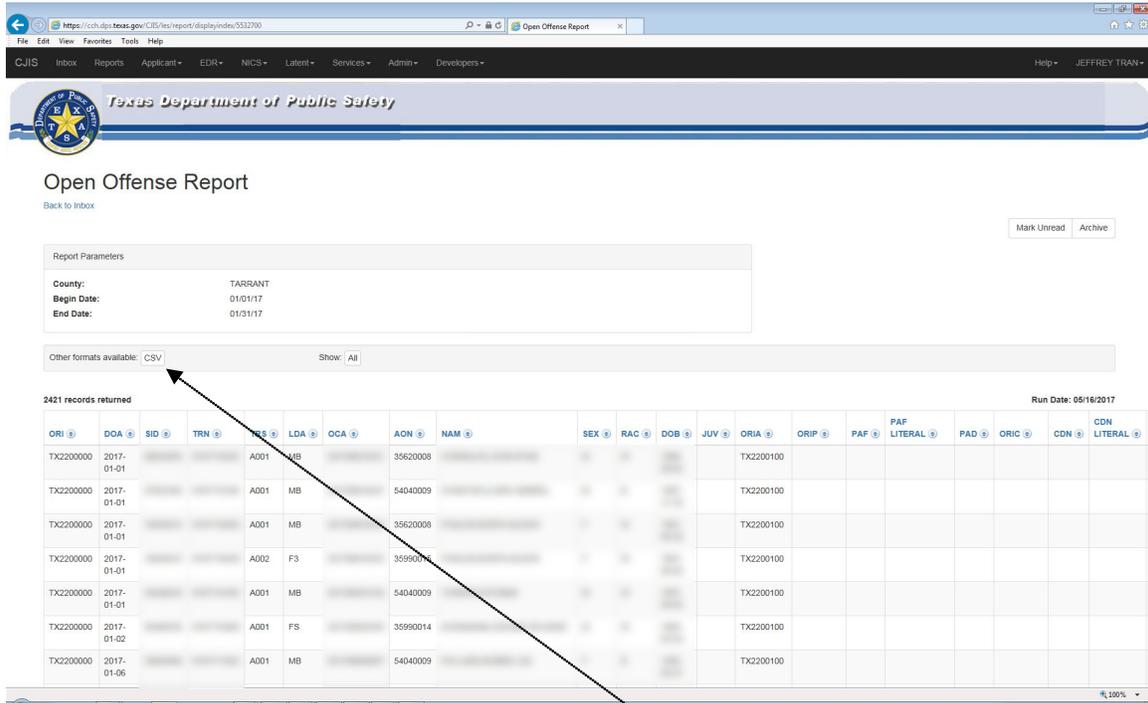
Keep For 1 Week

Run Report

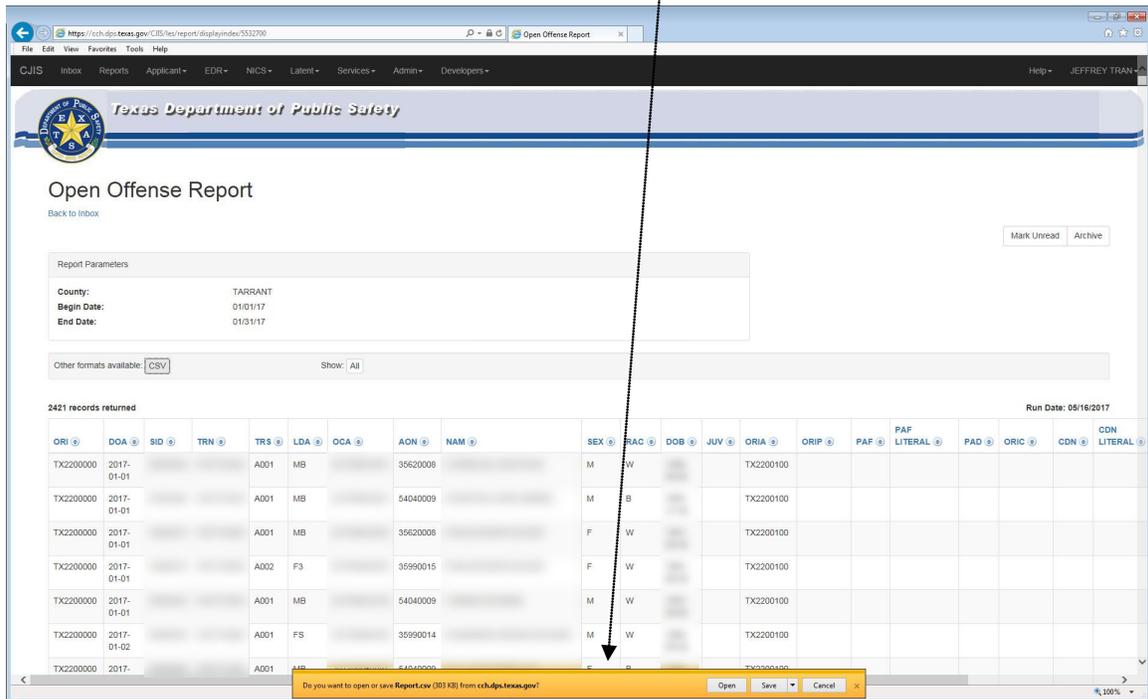
© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

Note: The report will remain in your **Inbox** for one month. To adjust the retention period, change the *Keep For* prior to running the report.

The sample Open Offense Report with the report *parameters* and *number of records returned* is shown below in the default format (HTML).



To display the report in another format, select the *format* and that report format (CSV in this example) will be displayed or you will be prompted to Save or Open the file.



Reports for periods larger than 31 days must be run offline. If your report period is more than 31 days, the following page will be displayed:

Open Offense Report

The selected date range is greater than 31 days and this report will run batch. Click Run Report to proceed as is or modify the date range and resubmit.

County: TARRANT

Date Range: 04/01/2017 to 05/16/2017

Keep For: 1 Week

Run Report

© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

Click on **Run Report** again to submit a batch report request. You will receive an email confirmation when your report has completed and is available in your **Inbox**.

Report History

To see all instances of a particular report, click the report name in the left side column.

The screenshot shows the 'Inbox All Reports' interface. On the left, a navigation menu lists various report types, including 'Non-Disclosure Notices'. An arrow points from this menu item to the main table. The table contains six rows of report data, all of which are 'Non-Disclosure Notices'. Each row includes a 'Name' column, a 'Date' column, a 'Description' column with date ranges and ROL_IDN, a 'View' button, a 'Format' column (all 'CSV Notice PDF'), and an 'Archive' button. The right sidebar contains links for 'Mark Non-Disclosure Notices Reports Read' and 'Archive Non-Disclosure Notices Reports'.

Name	Date	Description	View	Format	Archive
Non-Disclosure Notices	Dec 22, 2017	END_DAT: 2017-12-21 BEG_DAT: 2017-12-21 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 20, 2017	END_DAT: 2017-12-19 BEG_DAT: 2017-12-19 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 12, 2017	END_DAT: 2017-12-11 BEG_DAT: 2017-12-11 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 9, 2017	END_DAT: 2017-12-08 BEG_DAT: 2017-12-08 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 6, 2017	END_DAT: 2017-12-05 BEG_DAT: 2017-12-05 ROL_IDN: 156815	view	CSV Notice PDF	archive
Non-Disclosure Notices	Dec 5, 2017	END_DAT: 2017-12-04 BEG_DAT: 2017-12-03 ROL_IDN: 156815	view	CSV Notice PDF	archive

and all previous versions of that *report type* will be listed.

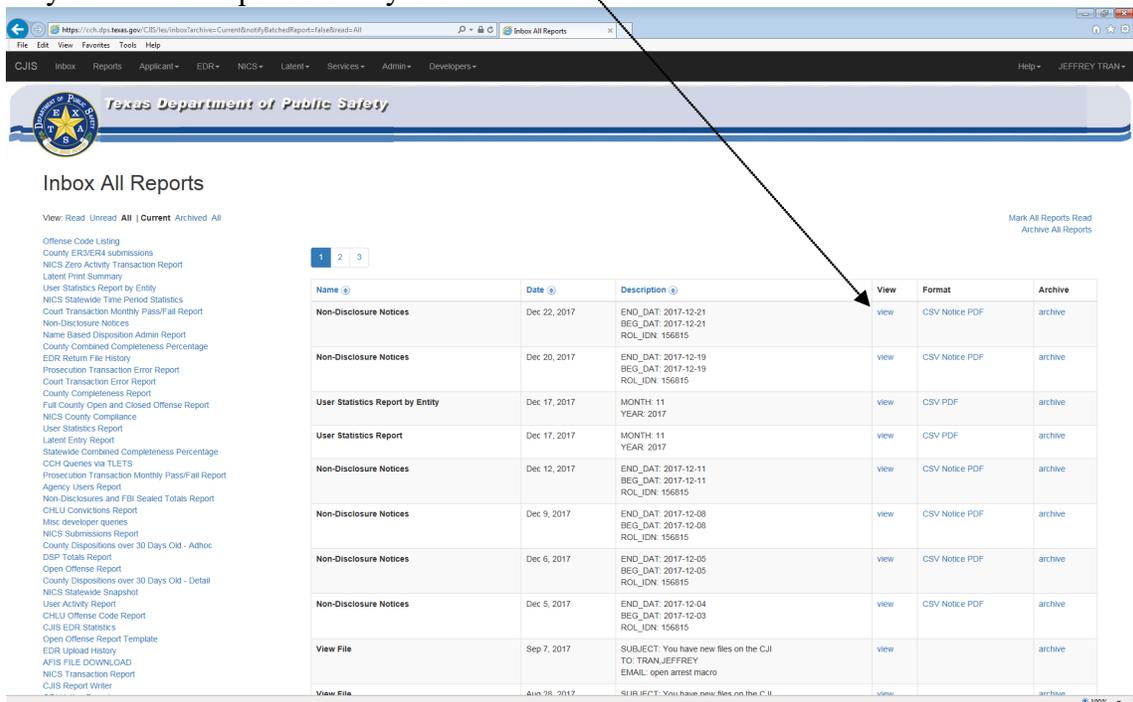
Notice Example - Non-Disclosure Report

Non-Disclosure notices are processed weekly. You will receive an e-mail indicating the number of non-disclosure notices for the cycle.



When you logon to the CJIS site, your CJIS **Inbox** will contain a link to the latest set of notices. You may review the notice information as a report or create and print the notices.

Previous notice information may be reviewed by clicking *Non-Disclosure Notices* under *Show Report Type*. Also, a notice report may be generated for a specified period which may include multiple notice cycles.



The HTML version of the Non-Disclosure Notices Report:

Non-Disclosure Notices

Back to Inbox

Mark Unread Archive

Report Parameters

Begin Date: 05/15/17
End Date: 05/15/17
ROL_IDN: 156815

Other formats available: CSV | Notice | PDF Show: All

3 records returned Run Date: 05/16/2017

DPS #	NAME	DOB	DOA	TRN	AGENCY	CHARGE	DATE	TRS	CAUSE #
			2006-03-21		TX2270000	PCSS MARJ <= 40Z > 20Z	2017-05-15	A003	
			2010-04-09		TX2270000	IMPROPER PHOTO/MISUAL RECORDING W/OUT CONSENT	2017-05-15	A001	
			2013-03-07		TX2270000	OBSTRUCTING HIGHWAY PASSAGEWAY	2017-05-15	C001	

© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

Select the “*Notice*” format to view all notices for the period in PDF format:

TRAVIS CO SO AUSTIN
PO BOX 1748
AUSTIN, TX 78767

NOTICE OF ORDER OF NONDISCLOSURE

Section 411.081, Texas Government Code provides that, upon successful completion of a deferred adjudication sentence, a person may petition the court for an Order of Nondisclosure prohibiting criminal justice agencies from disclosing to the public criminal history record information related to the offense giving rise to the deferred adjudication. A criminal justice agency may disclose that criminal history information to an individual or agency described by Section 411.083(b)(1),(2),(3), which includes other criminal justice agencies and certain non-criminal justice agencies authorized by the state statute. If you have any questions please contact us at 512-424-7256 or at error.resolution@txdps.state.tx.us.

Accordingly, under the provisions of Section 411.081, Texas Government Code, the Department of Public Safety is providing notice of an Order of Nondisclosure prohibiting criminal justice agencies from disclosing criminal history record information to the public relating to the following offense:

Name: [REDACTED]
Date of Birth: [REDACTED]

To review Non-Disclosure Reports and Notices for a different period, click the “*Non-Disclosure Report*” from the **Report** menu.

EDR Error Reporting

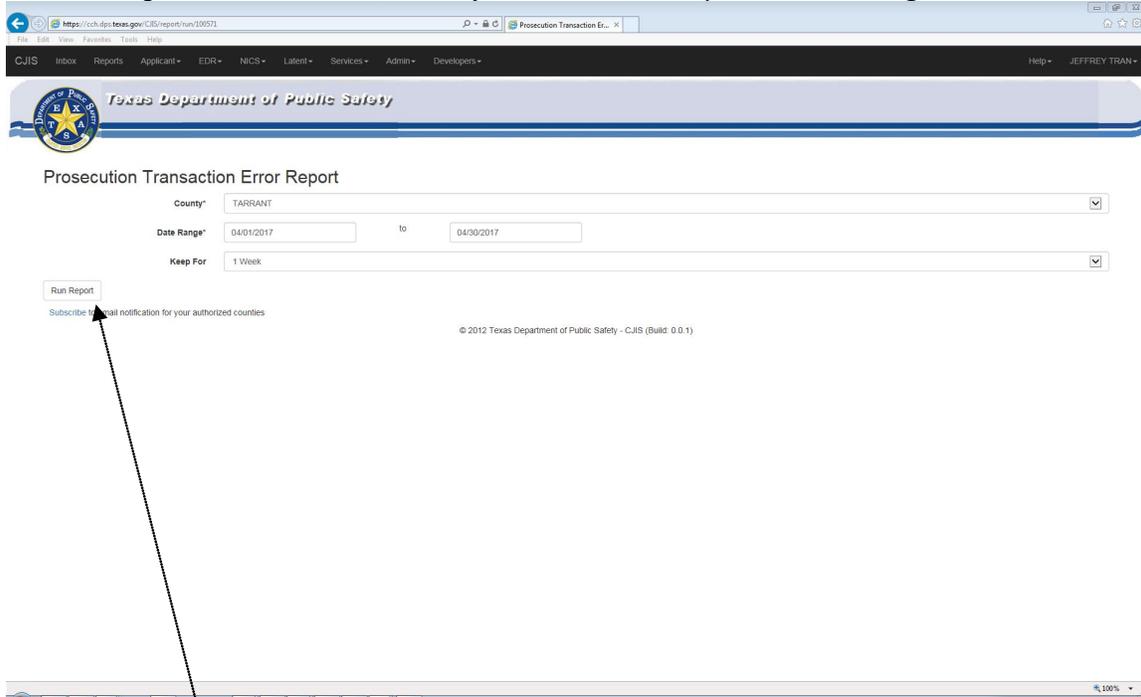
Court Transaction Error Report
 County: TARRANT
 Date Range: 04/01/2017 to 04/07/2017
 Keep For: 1 Week
 Run Report
 Subscribe to email notification for your authorized counties
 © 2012 Texas Department of Public Safety - CJIS (Build 0.0.1)

The EDR Error Reports can be used to review errors in **Prosecution** (ER3), **Court** (ER4), and **Juvenile Program** (ER4J) transactions. To receive a daily email summary of errors for your authorized counties, click “*Subscribe*” and you will receive the notification below.

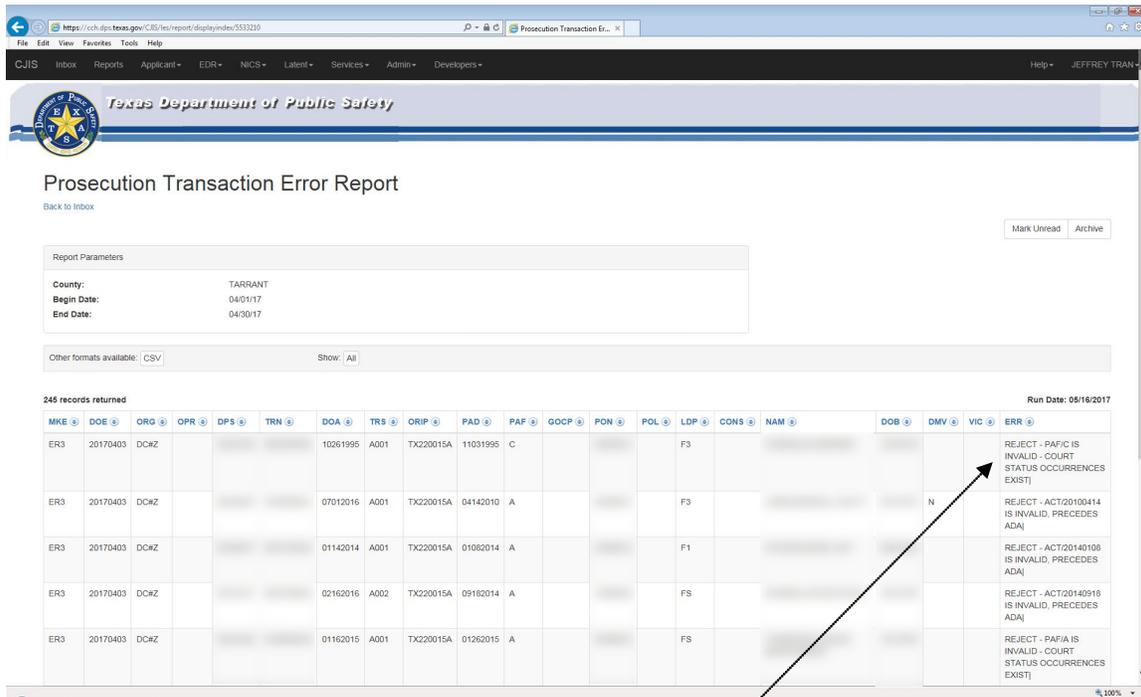


Report Example - Prosecution Errors

To review prosecution errors, select your desired *county* and “*date range*”



then click **Run Report**.



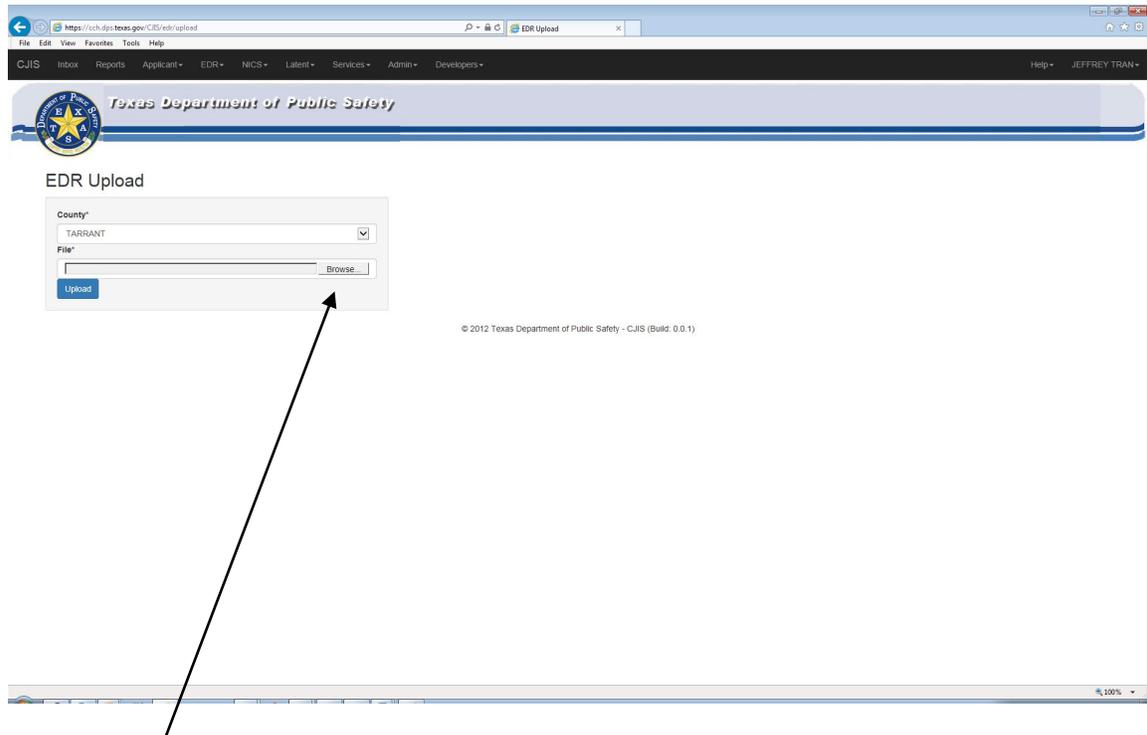
The report contains a text reason for the transaction error.

Electronic Disposition Reporting (EDR)

Manual Transmission of EDR files

Uploading EDR File (to TxDPS)

Select **EDR > Upload**

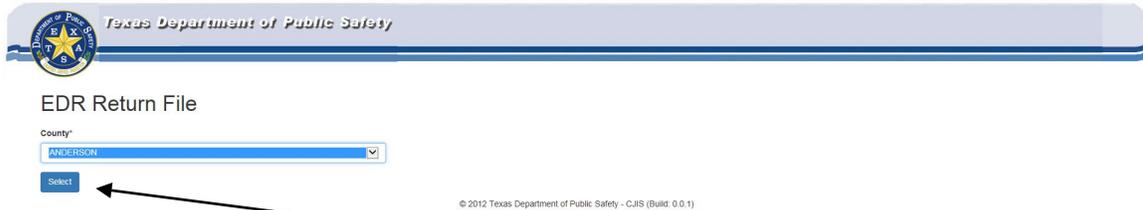


The screenshot shows a web browser window displaying the 'EDR Upload' page. The browser's address bar shows the URL 'https://cch.dps.texas.gov/CJISedr/upload'. The page header includes the Texas Department of Public Safety logo and navigation links for CJIS, Inbox, Reports, Applicant, EDR, NCS, Latent, Services, Admin, and Developers. The user's name 'JEFFREY TRAN' is visible in the top right. The main content area features a form titled 'EDR Upload' with a 'County' dropdown menu set to 'TARRANT', a 'File' input field with a 'Browse...' button, and an 'Upload' button. A copyright notice at the bottom reads '© 2012 Texas Department of Public Safety - CJIS (Build 0.0.1)'. A black arrow points from the 'Browse...' button to the text below.

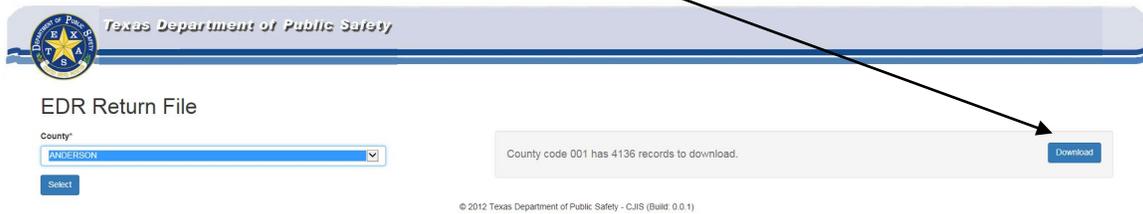
Use the **Browse** button to select a text file of EDR formatted transactions from your workstation or network and click **Upload**. The transaction file will be transmitted to DPS and scheduled for processing. Files will generally process within 15 minutes of upload.

Return File (from TxDPS)

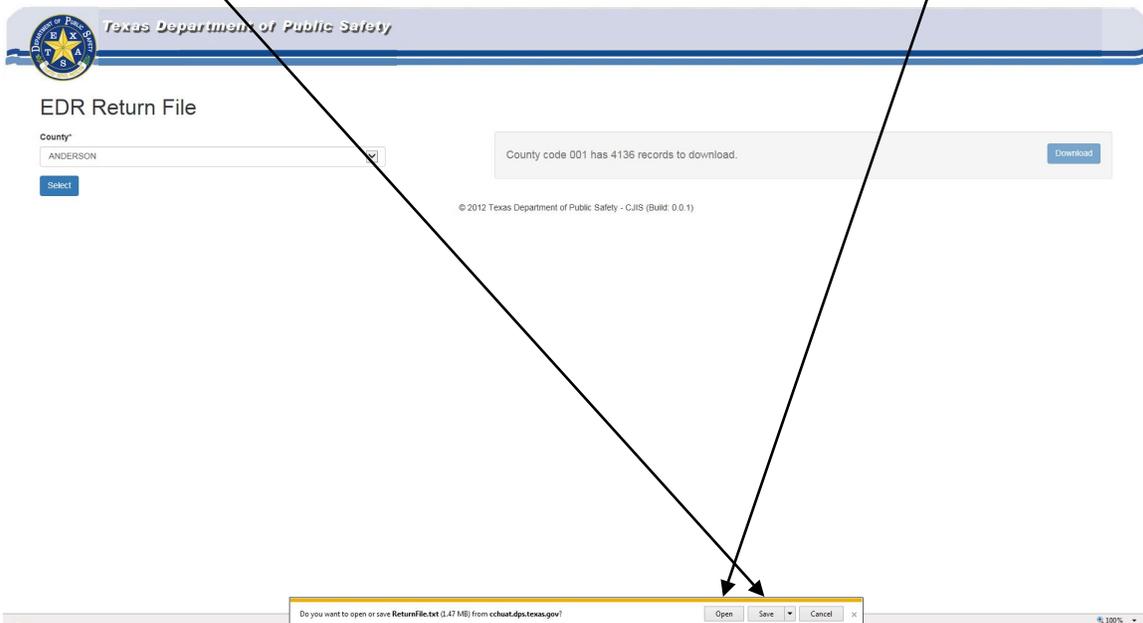
Select **EDR > Download** to retrieve processing results (an EDR return file) in **.txt** format from DPS.



Select the county to download a Return File for and click *Select*. The number of records to be downloaded will be displayed, click *Download* to start downloading the file.



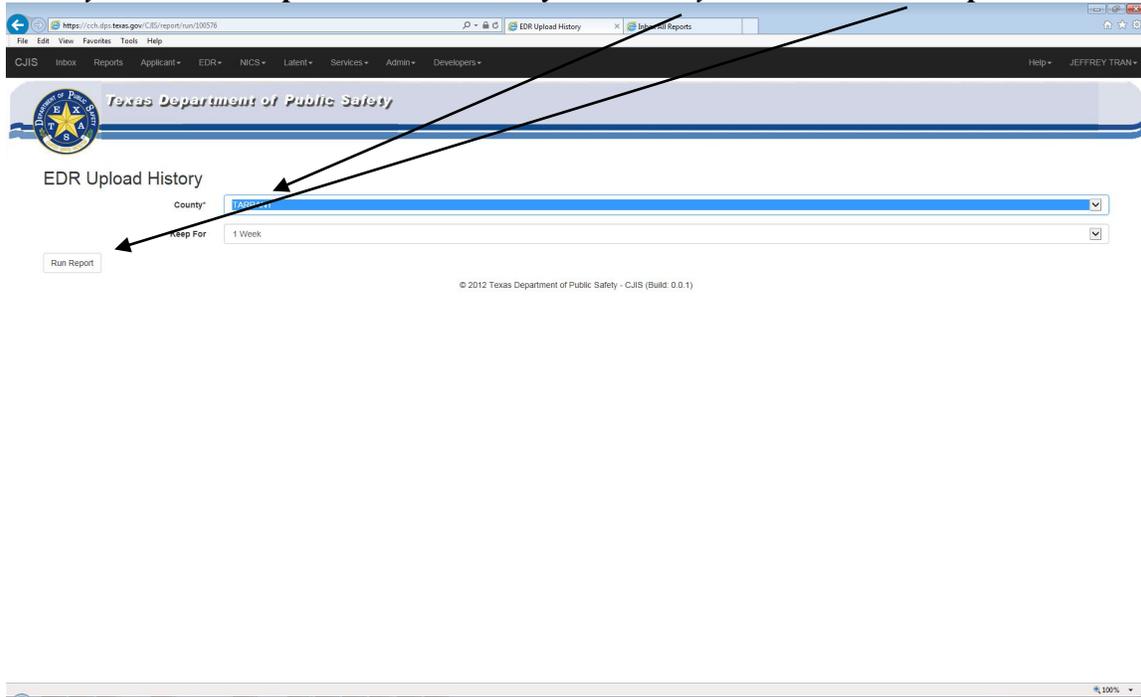
The return file consists of all transactions which have been processed since the previous **Return File** request and any arrest transactions for your county. Click "*Open*" to view your file or "*Save*" to store it for later processing at a later time.



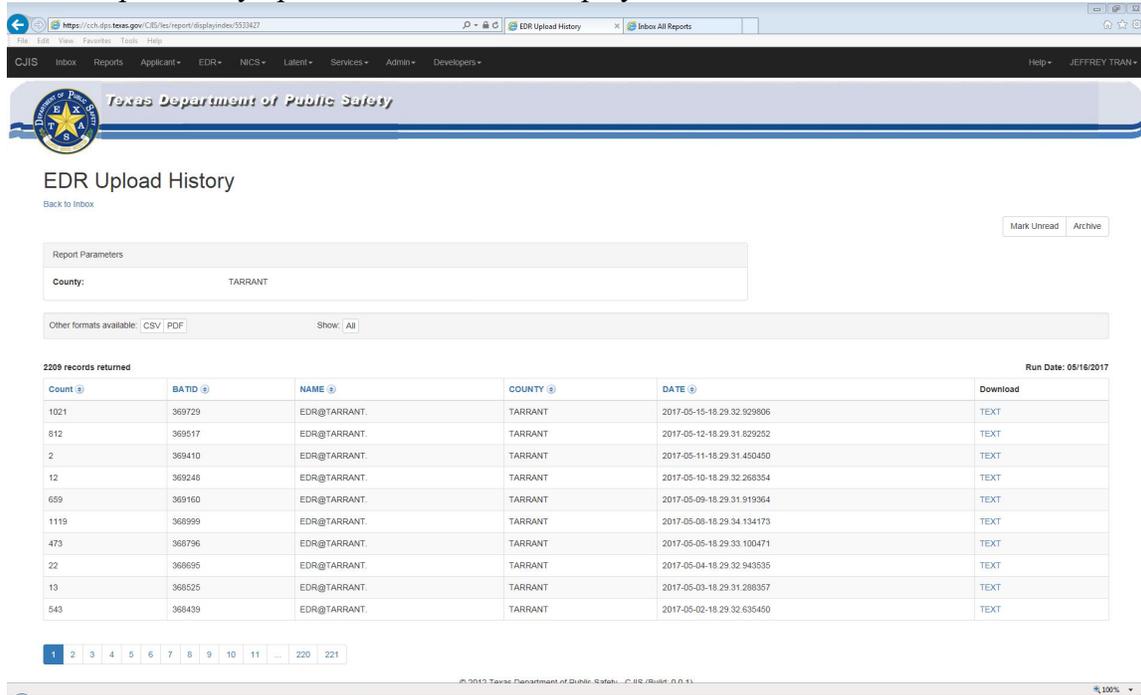
EDR History Files

EDR Upload History

To review a list of previously uploaded transaction files, select the “*EDR Upload History*” from the **Reports** menu. Select your “*County*” and click **Run Report**.

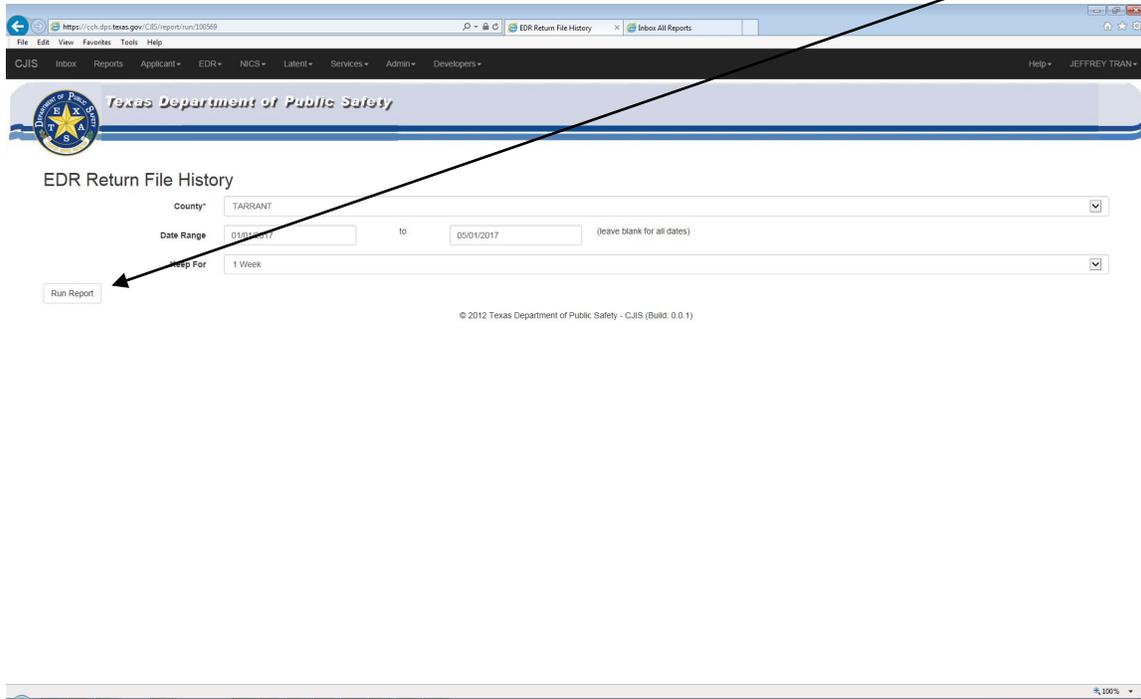


A list of previously uploaded files will be displayed.

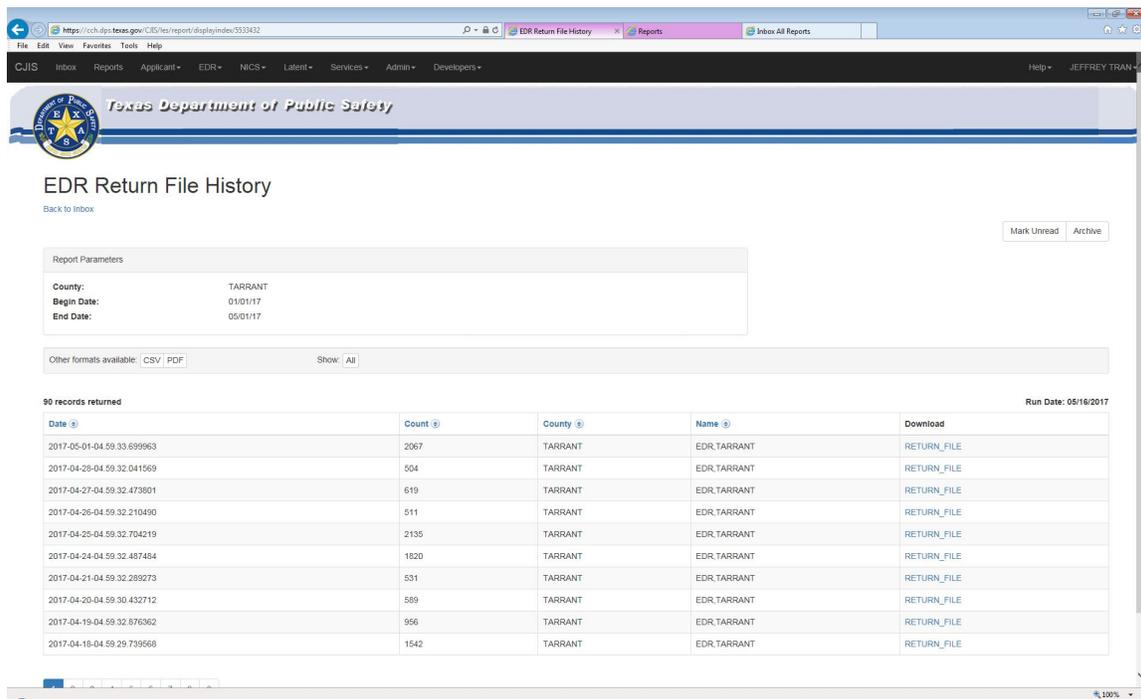


EDR Return File History

To review a list of previously downloaded transaction files, select the “*EDR Return File History*” from the **Reports** menu. Select your “*County*” and click **Run Report**.



A list of previously downloaded files will be displayed.



Online Entry of EDR Transactions

Court and Prosecution Transactions

Individual Prosecution (ER3) and Court (ER4) transactions may be entered via the CJIS site by selecting **EDR > Online**.

Enter the **SID Number** for the transaction you wish to enter and click **Search**.

The screenshot shows the 'Online EDR' form header with the Texas Department of Public Safety logo. Below the header, there are input fields for 'SID Number', 'TRN Number', and 'TRS Code'. At the bottom left of the form area are buttons for 'Search', 'Reset', and 'Add TRS'. A small text note at the bottom reads: 'If you are having problems click here to refresh the page.' and a copyright notice: '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

A list of Tracking Numbers (TRNs) for your authorized counties will be displayed.

This screenshot shows the 'Online EDR' form with the following populated fields: 'SID Number: 07777777', 'Name: DOE,JANE', 'Sex: F', 'Race: U', 'DOB: 01/01/1990', and 'JUV:'. The 'TRN Number' dropdown menu is open, showing a list of tracking numbers including '0000000000', '1710/0007', and '1292/0000'. The 'TRS Code' dropdown is also visible. The 'Search', 'Reset', and 'Add TRS' buttons are at the bottom left. The same footer text and copyright notice are present.

Select the **TRN** for your prosecution or court transaction and click **Search**.

Select a Tracking Sequence Number (**TRS**) for the TRN and click **Search**.

This screenshot shows the 'Online EDR' form with the 'TRS Code' dropdown menu open, displaying a list of sequence numbers including '1001'. The other fields remain populated as in the previous screenshot. The 'Search', 'Reset', and 'Add TRS' buttons are at the bottom left. The footer text and copyright notice are also present.

Arrest Information

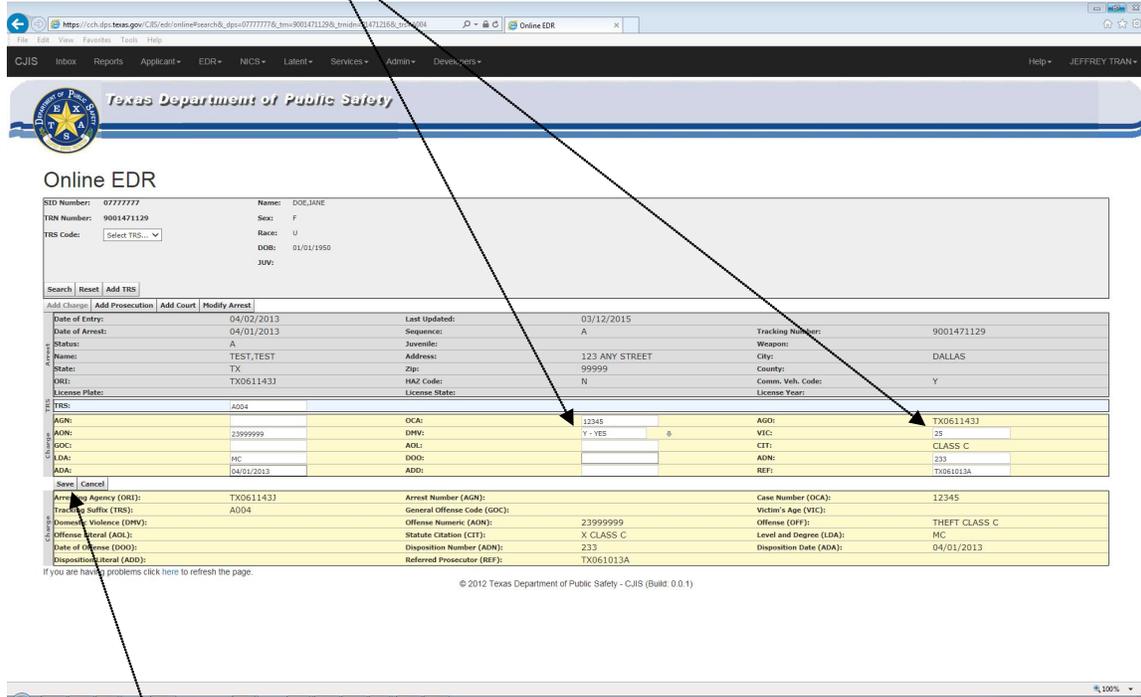
If you are authorized to modify arrest information and no prosecution or court information has yet been entered, click **Modify Arrest**.

The screenshot displays the 'Online EDR' interface. At the top, there is a navigation bar with links for 'CJIS', 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Services', 'Admin', and 'Developers'. Below this is the Texas Department of Public Safety logo and name. The main content area is titled 'Online EDR' and contains a search form with fields for 'SID Number', 'Name', 'IDN Number', 'Sex', 'TRN Code', 'Race', 'DOB', and 'JUG'. Below the search form are buttons for 'Search', 'Reset', and 'Add TRN'. A table below the search form has a header row with buttons: 'Add Charges', 'Add Prosecution', 'Add Court', and 'Modify Arrest'. A red arrow points to the 'Modify Arrest' button. The table contains the following data:

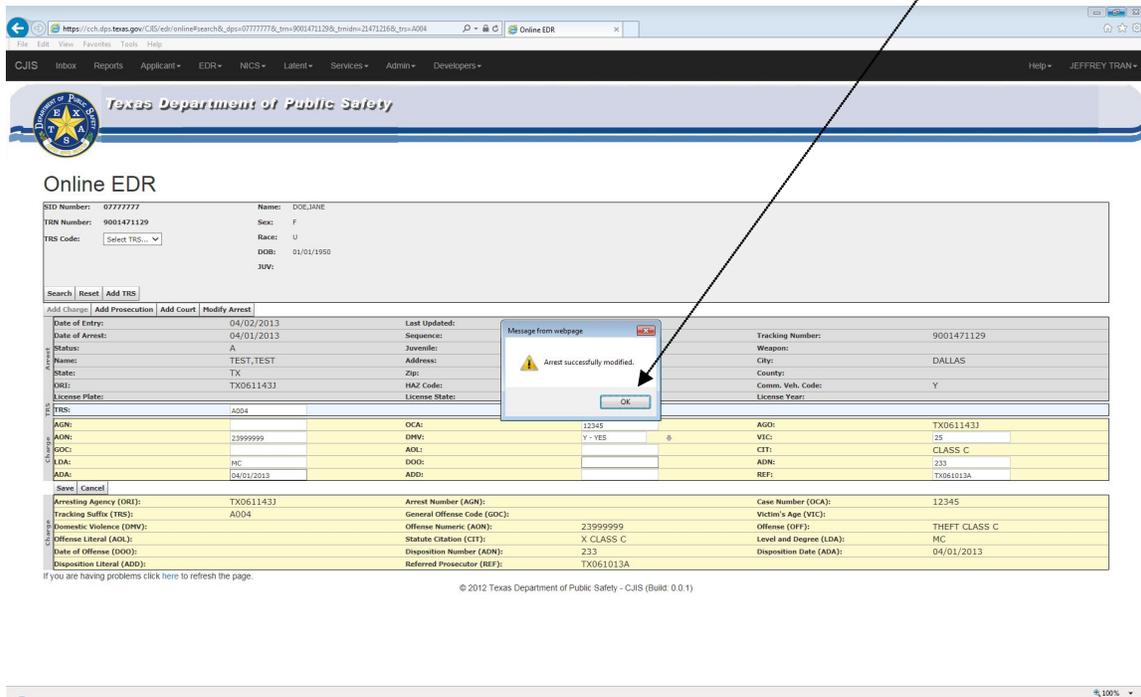
Date of Entry:	04/02/2013	Last Updated:	03/12/2015	Tracking Number:	9001471129
Date of Arrest:	04/01/2013	Sequence:	A	Weapons:	
Status:	A	Juvenile:		City:	DALLAS
Name:	TEST, TEST	Address:	123 ANY STREET	County:	
State:	TX	Zip:	99999	Comm. Veh. Code:	Y
ORI:	TX061143J	HAZ Code:	N	License Year:	
License Plate:		License State:		Case Number (OCA):	12345
Arresting Agency (ORI):	TX061143J	Arrest Number (AGN):		Victim's Age (VIC):	
Tracking Suffix (TRN):	A004	General Offense Code (GOC):		Offense (OFF):	THEFT CLASS C
Domestic Violence (DMV):		Offense Numeric (ADN):	23999999	Level and Degree (LDA):	MC
Offense Literal (ADL):		Statute Citation (CIT):	X CLASS C	Disposition Date (ADA):	04/01/2013
Date of Offense (DOO):		Disposition Number (ADN):	233		
Disposition Literal (ADD):		Referred Prosecutor (REF):	TX061013A		

At the bottom of the page, there is a copyright notice: '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

Change the arrest information

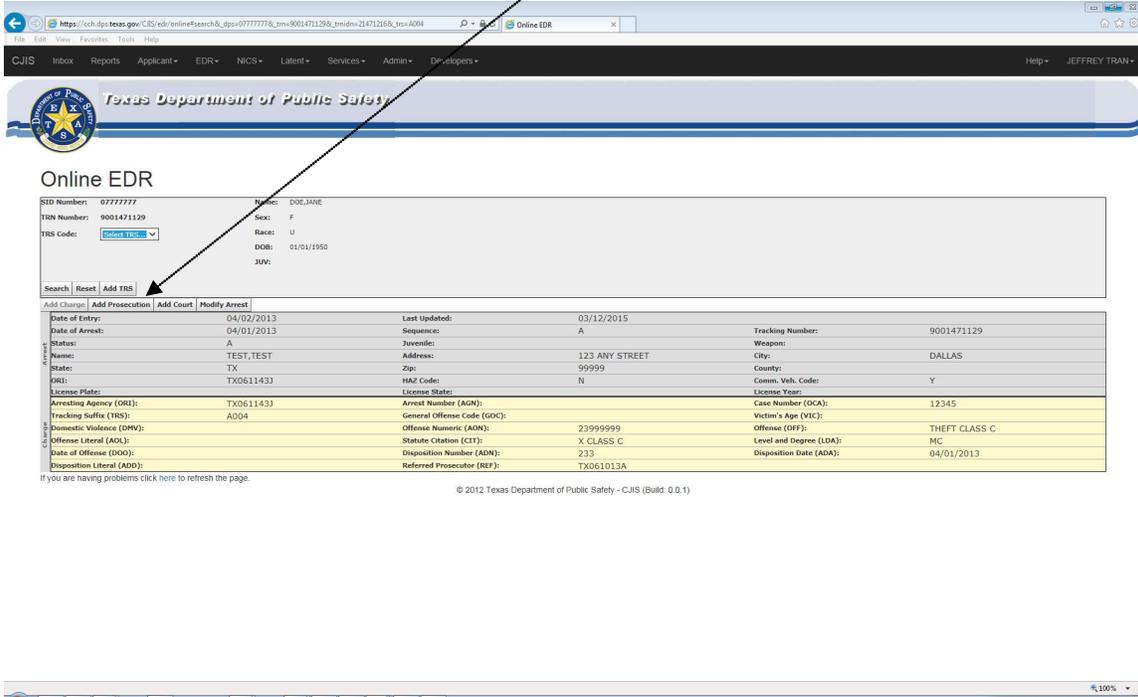


and click **Save**. A pop up will display if your update is successful. Click **OK** to continue.

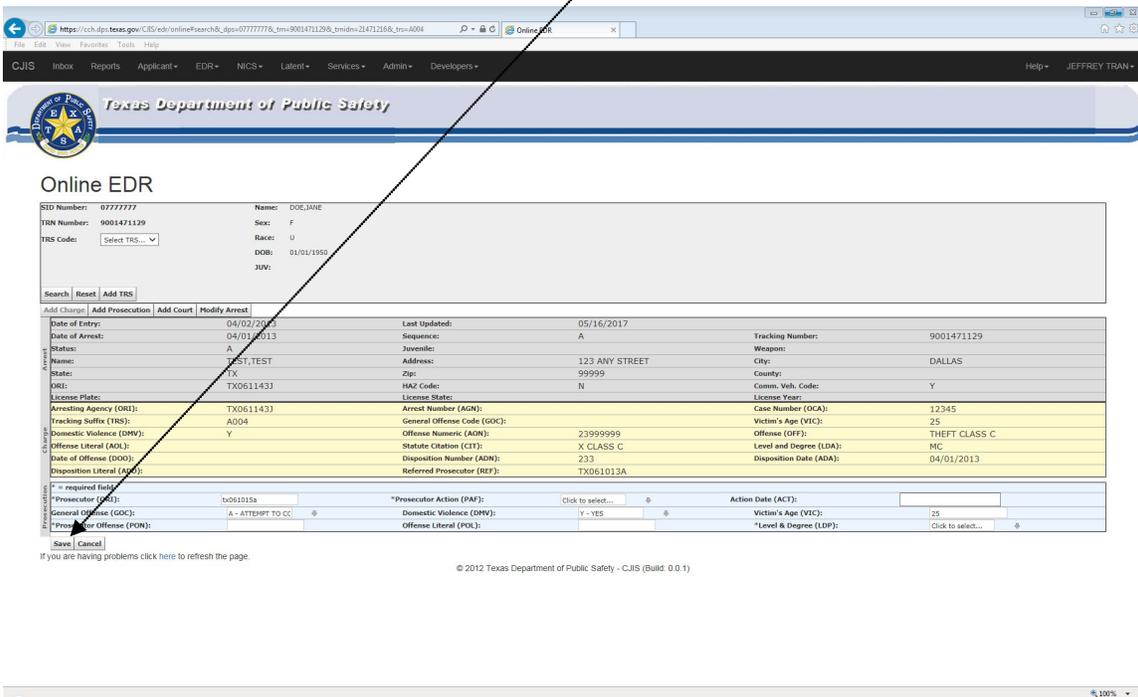


Prosecution Information

To add Prosecution information, select **Add Prosecution**:



Add your prosecution information, and click **Save**



Any prosecution fields in *error* will be highlighted in **red**.

The screenshot shows the Online EDR form with several error messages highlighted in red. The errors are:

- PAF - REJECT - PAF / IS MANDATORY**
- LDP - REJECT - LDP / IS MANDATORY**
- PON - REJECT - PON / IS MANDATORY**

The form also displays a table of prosecution fields with the following data:

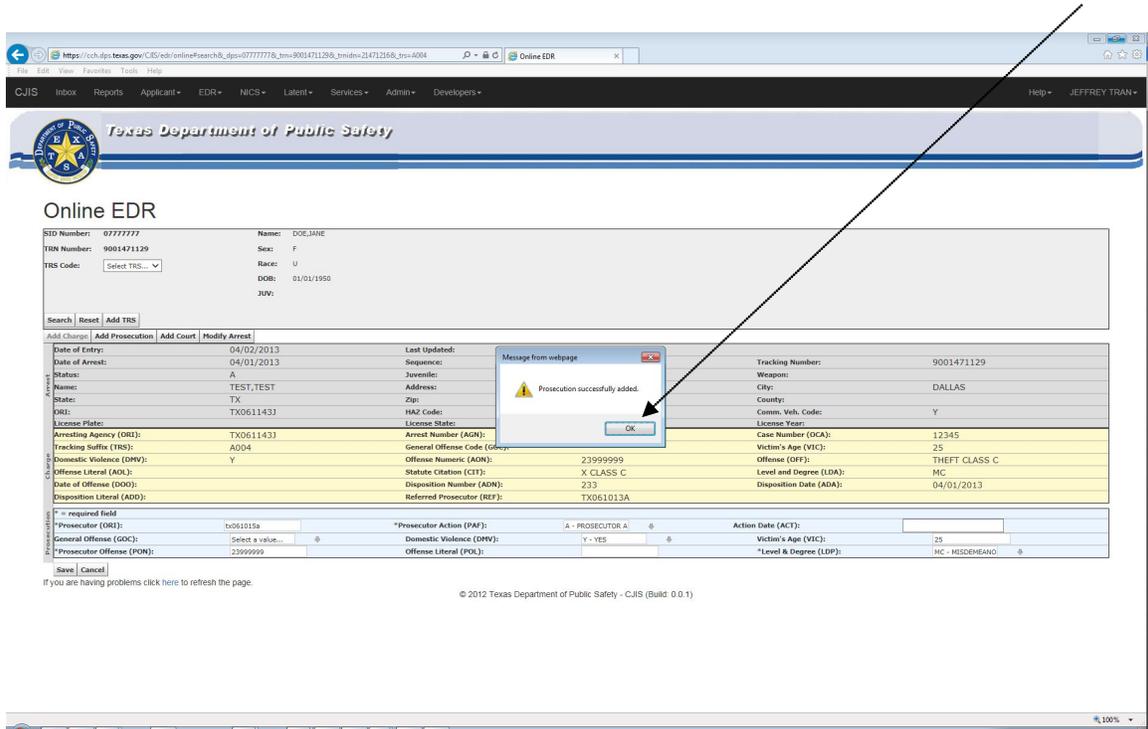
Field	Value	Field	Value	Field	Value
*Prosecutor (ORI):	tu061015a	*Prosecutor Action (PAF):	Click to select...	Action Date (ACT):	
General Offense (GOC):	A - ATTEMPT TO CC	Domestic Violence (DMV):	Y - YES	Victim's Age (VIC):	25
*Prosecutor Offense (PON):		Offense Literal (POL):		*Level & Degree (LDP):	Click to select...

Correct any errors and click **Save**.

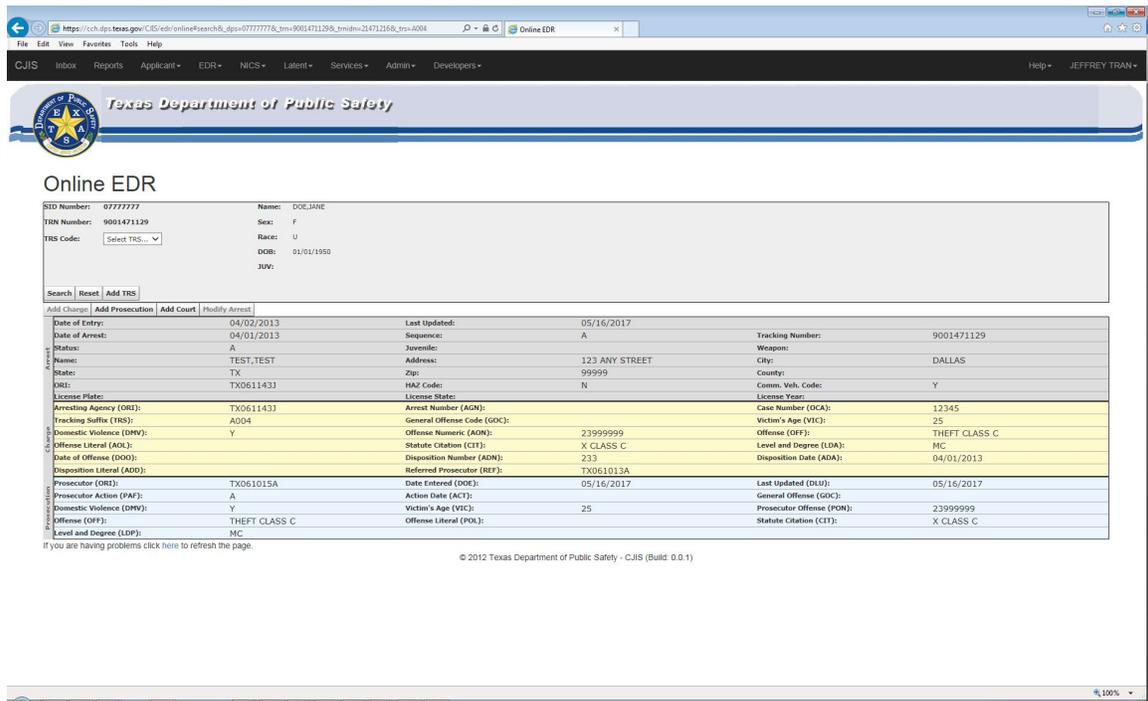
The screenshot shows the Online EDR form after corrections. The error messages are no longer present. The form displays a table of prosecution fields with the following data:

Field	Value	Field	Value	Field	Value
*Prosecutor (ORI):	tu061015a	*Prosecutor Action (PAF):	A - PROSECUTOR A	Action Date (ACT):	
General Offense (GOC):	A - ATTEMPT TO CC	Domestic Violence (DMV):	Y - YES	Victim's Age (VIC):	25
*Prosecutor Offense (PON):	2801010	Offense Literal (POL):		*Level & Degree (LDP):	F2 - FELONY - 2ND

A pop up will display if your prosecution information was successfully added. Click **OK** to continue.

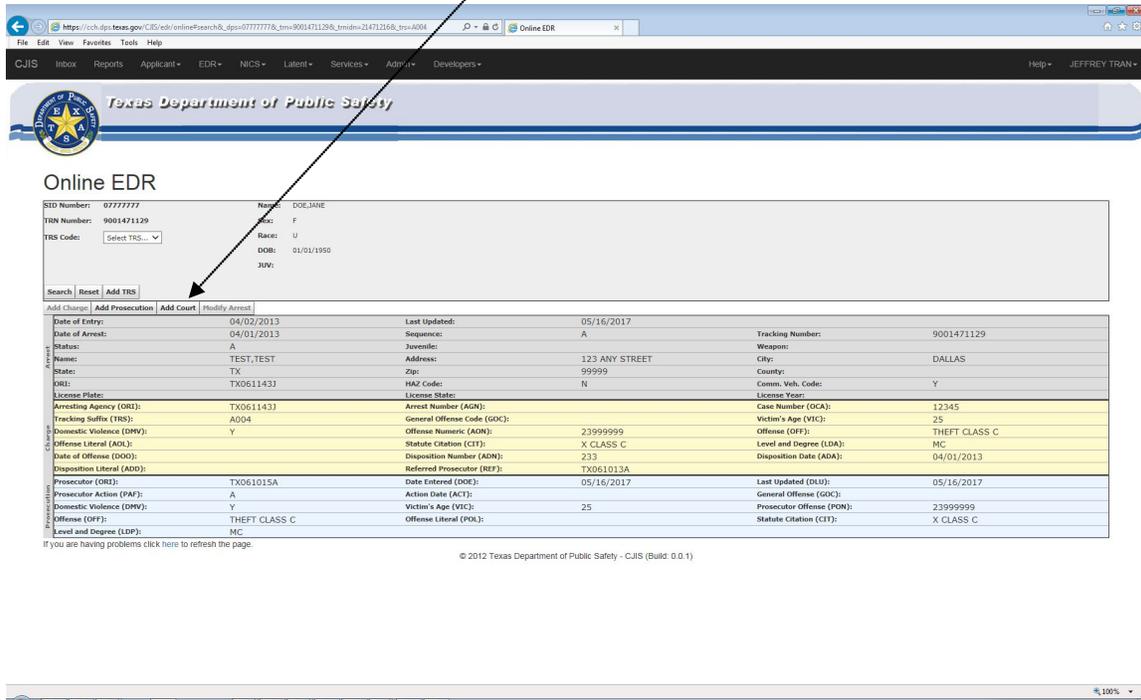


And the updated record will display.

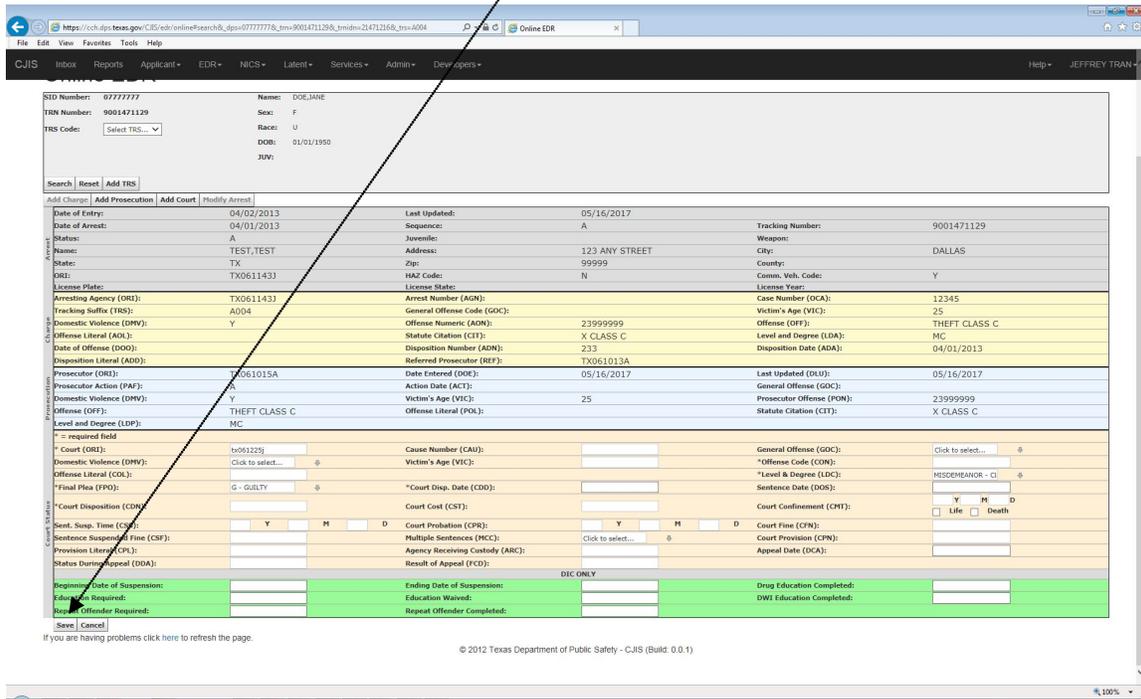


Court Information

To add Court information, select **Add Court**:



Add your court information, and click **Save**.

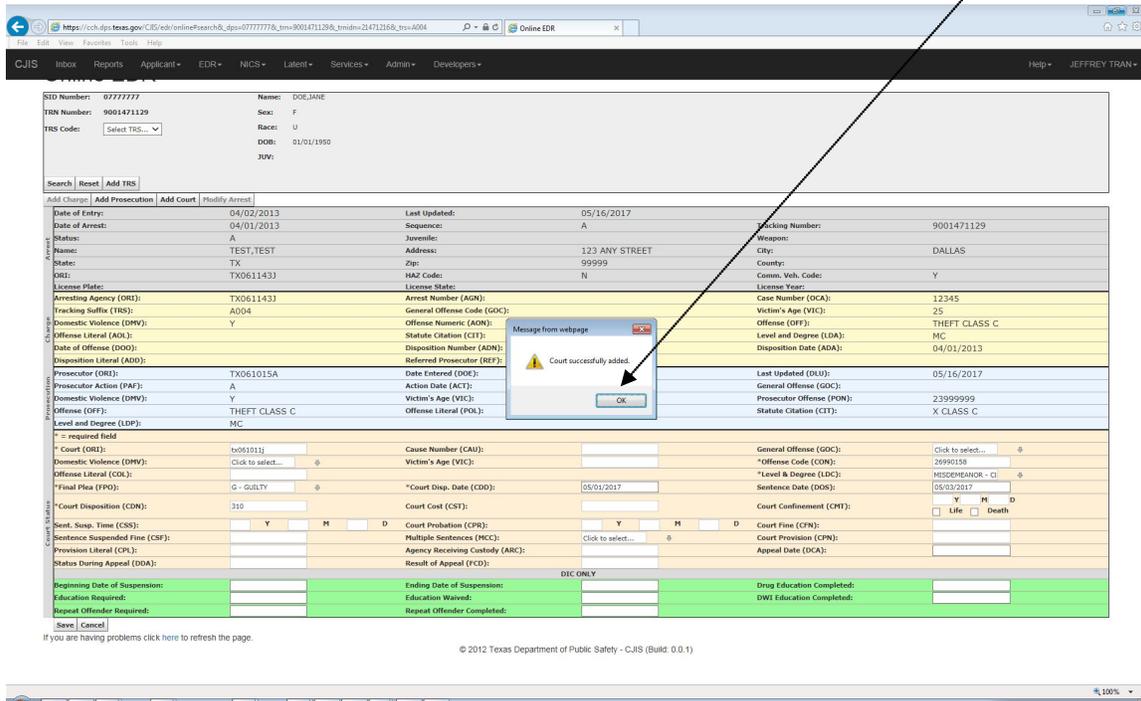


Any court fields in *error* will be highlighted in **red**.

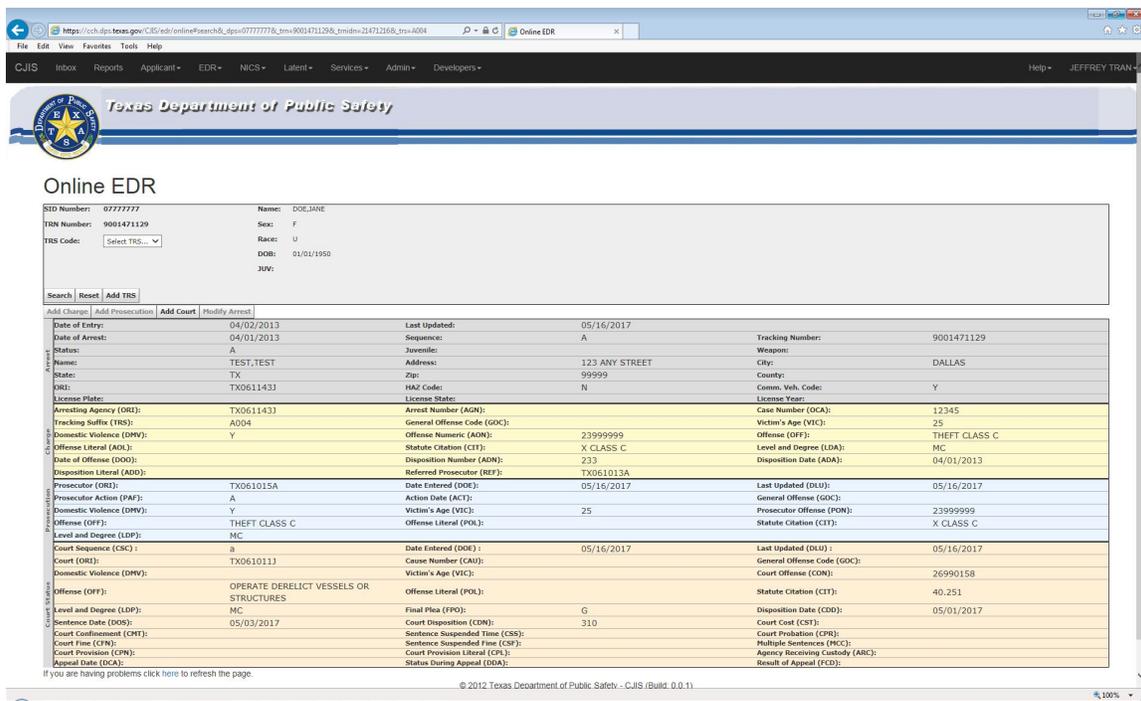
The screenshot displays the CJIS application interface. At the top, there is a navigation menu with options like 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICs', 'Latent', 'Services', 'Admin', and 'Developers'. Below this is a search bar and a table of case records. The selected case record is expanded to show detailed information, including 'Arrest Information', 'Prosecution Information', and 'Court Information'. The 'Court Information' section contains several fields, some of which are highlighted in red to indicate errors. A red text box above the 'Court Information' section lists the errors: 'Please correct the following errors before continuing: CDD - REJECT - CDD/ IS MANDATORY', 'CON - REJECT - CON/ IS MANDATORY', 'ORI - REJECT - ORI/ (061225) IS INVALID', and 'CON - REJECT - CON/ IS MANDATORY'. At the bottom of the 'Court Information' section, there is a 'Save' button. A red arrow points from the text 'Correct any errors and click Save.' to the 'Save' button.

Correct any errors and click **Save**.

A pop up will display if your court information was successfully added. Click **OK** to continue,



And the updated record will display.



Juvenile Program Information

If the court segment is for a juvenile jacket,

The screenshot shows the 'Online EDR' form from the Texas Department of Public Safety. The form includes fields for SID Number (0777777), Name (DOE, JANE), Sex (F), Race (U), DOB (01/01/1990), and JUV. The TRN field is a dropdown menu currently showing '000000007 - 01/04/2004 - 12/19/2013'. An arrow points to this dropdown menu. Below the form are 'Search', 'Reset', and 'Add TRN' buttons, and a note: 'If you are having problems click here to refresh the page.' The footer reads '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

Juvenile programs may be added to Court information by clicking on **Add Program**

Court Sequence (CSK):	b	Date Entered (DOE):	12/19/2013	List Updated (DLU):	12/19/2013
Court (COR):	TX155023G	Case Number (CAJ):		General Offense Code (GOC):	
Domestic Violence (DMV):		Victim's Age (VIC):		Court Offense (CON):	10080000
Offense (OFF):	ABDUCT-NO RANSOM OR ASSLT	Offense Literal (POL):		Statute Citation (CIT):	X
Level and Degree (LDP):	MA	Final Plea (FPO):	U	Adjudication Date (CDD):	01/01/2004
Sentence Date (DOS):	02/01/2004	Pre/Juvenile Disposition (PAN/JAN):	635	Court Cost (CSY):	
Court Confinement (CMT):		Sentence Suspended Time (CST):		Court Probation (CPR):	
Court Fine (CFN):		Sentence Suspended Fine (CSF):		Multiple Sentences (MCC):	
Court Disposition Provision (IDN):	619	Court Provision Literal (CPL):		Agency Receiving Custody (ARC):	
Appeal Date (DCA):		Status During Appeal (DDA):		Result of Appeal (FCD):	
Program Type:	A07				
Program Description:	TEST				
Add Program					

Add your program fields, and click **Save**.

Court Sequence (CSQ):	b	Date Entered (DOE):	12/19/2013	Last Updated (DLU):	12/19/2013
Court (ORI):	TX155023G	Cause Number (CAU):		General Offense Code (GOC):	
Domestic Violence (DMV):		Victim's Age (VIC):		Court Offense (CON):	10080000
Offense (OFF):	ABDUCT-NO RANSOM OR ASSLT	Offense Literal (POL):		Statute Citation (CTI):	X
Level and Degree (LDP):	MA	Final Plea (FPO):	U	Adjudication Date (CDD):	01/01/2004
Sentence Date (DOS):	02/01/2004	Pre/Juvenile Provision(PAN/JAN):	635	Court Cost (CST):	
Court Confinement (CMT):		Sentence Suspended Time (CSS):		Court Probation (CPR):	
Court Fine (CFN):		Sentence Suspended Fine (CSF):		Multiple Sentences (MCC):	
Court Disposition Provision (IDN):	615	Court Provision Literal (CPL):		Agency Receiving Custody (ARC):	
Appeal Date (DCA):		Status During Appeal (DDA):		Result of Appeal (FCD):	
Program Type:	A07				
Program Description:	TEST				
Add Program					
* = required field					
*Program Type (COD):	A05	*Program Description (TXT):	Testing for User Guide		
Save Cancel					

A pop up will display if your program information was successfully added. Click **OK** to continue.

The screenshot shows the CJIS web application interface. At the top, there is a navigation menu with options like 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Services', 'Admin', and 'Developers'. Below the menu, a list of programs is displayed, each with 'Program Type' and 'Program Description' fields. A pop-up dialog box titled 'Message from webpage' is overlaid on the list, containing a yellow warning icon and the text 'Court program successfully added.' with an 'OK' button. Below the list, the 'Add Program' form is visible, showing fields for 'Court Sequence (CSQ)', 'Date Entered (DOE)', 'Cause Number (CAU)', 'Victim's Age (VIC)', 'Offense (OFF)', 'Level and Degree (LDP)', 'Sentence Date (DOS)', 'Court Confinement (CMT)', 'Court Fine (CFN)', 'Court Disposition Provision (IDN)', 'Appeal Date (DCA)', 'Program Type', and 'Program Description'. The 'Program Type' is set to 'A05' and the 'Program Description' is 'Testing for User Guide'. At the bottom, there are 'Save' and 'Cancel' buttons.

Juvenile program information is displayed in the *Program* section. Additional programs may be added by clicking **Add Program** again.

The screenshot shows the CJIS web application interface. The top navigation bar includes 'CJIS', 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Service', 'Admin', and 'Developers'. The main content area is divided into sections for 'Program' and 'Court Sequence'. The 'Program' section lists several programs with details like 'Program Type' and 'Program Description'. The 'Court Sequence' section provides detailed case information, including 'Court Sequence (CSK)', 'Date Entered (DOE)', 'Cause Number (CAU)', and various legal codes and dates. Two arrows from the text above point to the 'Add Program' buttons located between the program and court sequence sections.

Program Type	Program Description
A04	TEST3
A03	TRE
A02	GTG
A05	test
A06	TEST
A07	TEST
A05	TESTING FOR USER GUIDE

Court Sequence (CSK)	Date Entered (DOE)	Cause Number (CAU)	Last Updated (DLU)
d	12/19/2013	TX155023G	12/19/2013
c	08/17/2014	TX155023J	08/17/2014

New TRS

If you need to add a new TRS,

The screenshot shows the 'Online EDR' form with the following fields: SID Number: 0777777, Name: DOE,JANE, TRN Number: 9876540033, Sex: F, TRS Code: Select TRS..., Race: U, DOB: 01/01/1950, and JUV: . Below the form are buttons for Search, Reset, and Add TRS. An arrow points to the 'Add TRS' button.

click **ADD TRS**, type the new TRS, then click **Add**

This screenshot is identical to the previous one, but the 'Add' button in the 'New TRS' section is now highlighted with an arrow.

The new TRS will be created when a charge, prosecution, or court segment is added.

This screenshot shows the 'Online EDR' form with additional buttons at the bottom: Add Charge, Add Prosecution, Add Court, and Modify Arrest. An arrow points to the 'Add Charge' button. A message below the form states: 'TRS code A002 will be created when a charge, prosecution or court record is added.'

Add *charge*, *prosecution* or *court* information, by clicking the appropriate button.

Adding a Charge

To add a charge to a newly created TRS, add the charge information and click **Save**,

Online EDR

SID Number: 0777777 Name: DOE,JANE
 TRN Number: 9876540033 Sex: F
 TRS Code: Select TRS... Race: U
 DOB: 01/01/1990
 JUV:

Search | Reset | Add TRS

Add Charge | Add Prosecution | Add Court | Modify Arrest | TRS code A002 will be created when a charge, prosecution or court record is added.

* required field

*Tracking Suffix (TRS):	A002	*Case Number (OCA):	test_oca	*Arresting Agency (ORI):	tx2270100
*Arrest Number (AGN):	51568	Domestic Violence (DMV):	Y - YES	Victim's Age (VIC):	21
*Offense Numeric (AON):	28010010	Offense Literal (AOL):	testing offense literal	*Level and Degree (LDA):	F3 - FELONY - 3RD
General Offense Code (GOC):	A	*Disposition Number (ADN):	232	*Disposition Date (ADA):	05/01/2017
Date of Offense (DOO):	06/06/2003	*Referred Prosecutor (REF):	tx015011a		
Disposition Literal (ADD):					

Save | Cancel

If you are having problems click here to refresh the page.

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A pop up will display if your charge information was successfully added. Click **OK** to continue.

Online EDR

SID Number: 0777777 Name: DOE,JANE
 TRN Number: 9876540033 Sex: F
 TRS Code: Select TRS... Race: U
 DOB: 01/01/1990
 JUV:

Search | Reset | Add TRS

Add Charge | Add Prosecution | Add Court | Modify Arrest | TRS code A002 will be created when a charge, prosecution or court record is added.

* required field

*Tracking Suffix (TRS):	A002	*Case Number (OCA):	test_oca	*Arresting Agency (ORI):	tx2270100
*Arrest Number (AGN):	51568	Domestic Violence (DMV):	Y - YES	Victim's Age (VIC):	21
*Offense Numeric (AON):	28010010	Offense Literal (AOL):	testing offense literal	*Level and Degree (LDA):	F3 - FELONY - 3RD
General Offense Code (GOC):	A	*Disposition Number (ADN):	232	*Disposition Date (ADA):	05/01/2017
Date of Offense (DOO):	06/06/2003	*Referred Prosecutor (REF):	tx015011a		
Disposition Literal (ADD):					

Save | Cancel

If you are having problems click here to refresh the page.

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Add Prosecution, Court, or Modify Arrest as needed.

Online EDR

SID Number: 0777777 Name: DOE,JANE
 TRN Number: 9876540033 Sex: F
 TRS Code: Select TRS... Race: U
 DOB: 01/01/1990
 JUV:

Search | Reset | Add TRS

Add Charge | Add Prosecution | Add Court | Modify Arrest

Date of Entry:	11/06/2003	Last Updated:	06/29/2015	Tracking Number:	9876540033
Date of Arrest:	07/06/2003	Sequences:	A	Weapon:	
Status:	A	Juvenile:		City:	TEST
Name:	TESTING,TWO	Address:	2 LANE STREET	County:	
State:	MO	Zip:	78000	Comm. Veh. Code:	
DIR:	TX101035G	HAZ Code:		License Year:	
License Plate:		License Status:			
Arresting Agency (ORI):	TX2270100	Arrest Number (AGN):	51568	Case Number (OCA):	TEST OCA
Tracking Suffix (TRS):	A002	General Offense Code (GOC):	A	Victim's Age (VIC):	21
Domestic Violence (DMV):	Y	Offense Numeric (AON):	28010010	Offense (OFF):	UNLAW OPER RECORD DEVICE THEATR W/2 PREV CON
Offense Literal (AOL):	TESTING OFFENSE LITERAL	Statute Citation (CIT):	BCC 35.935(c)(2)	Level and Degree (LDA):	F3
Date of Offense (DOO):	06/06/2003	Disposition Number (ADN):	232	Disposition Date (ADA):	05/01/2017
Disposition Literal (ADD):		Referred Prosecutor (REF):	TX015011A		

If you are having problems click here to refresh the page.

© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

Services

Subscriptions – Activity Notifications

Subscriptions send an email notification when activity occurs for a specific SID number. Types of activity that can be specified for a SID number are:

- Update activity:
 - All (includes any changes)
 - New Arrests (only new arrest transactions – ER2)
- Rapsheet activity – Individual and summary RAP sheets
- Background Checks – Those background checks run by TxDPS for authorized state agencies

Select **Services > Activity Monitoring** from the menu to list your current subscriptions.

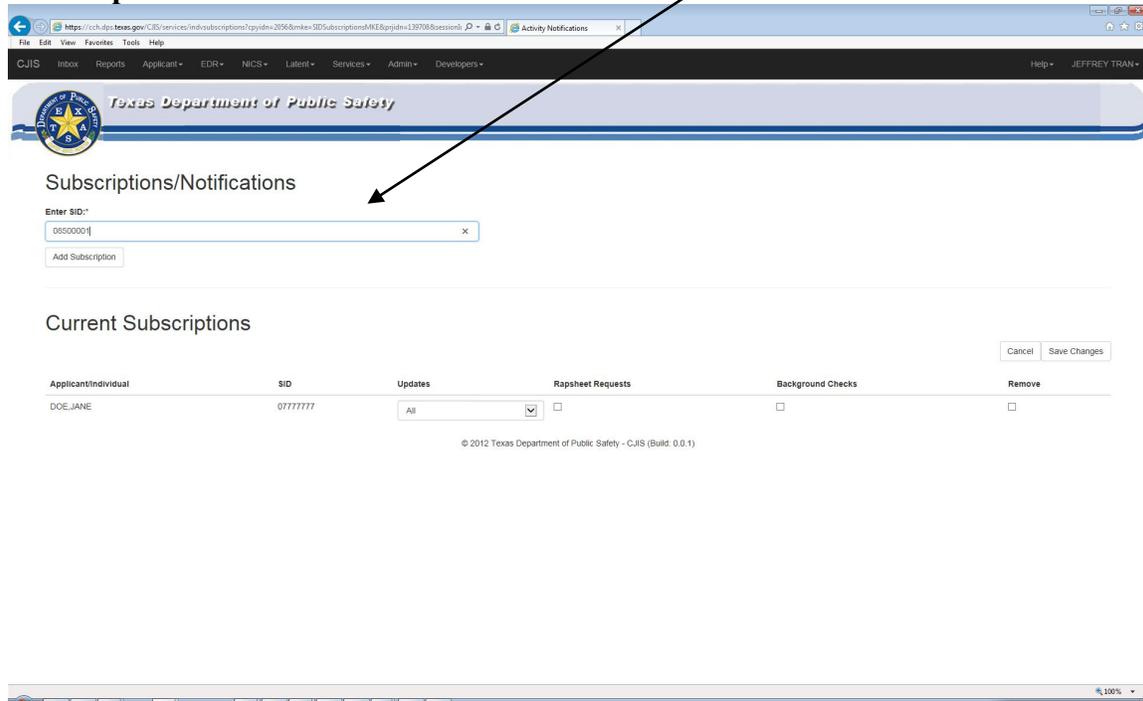
The screenshot shows the 'Subscriptions/Notifications' page in the CJIS system. At the top, there is a navigation menu with options like 'CJIS', 'Inbox', 'Reports', 'Applicant', 'EDR', 'NCS', 'Latent', 'Services', 'Admin', and 'Developers'. Below the navigation is the Texas Department of Public Safety logo and the text 'Texas Department of Public Safety'. The main content area is titled 'Subscriptions/Notifications' and contains an 'Enter SID:' input field with an 'Add Subscription' button below it. Below this is a section titled 'Current Subscriptions' with a 'Cancel' and 'Save Changes' button. A table lists the current subscriptions:

Applicant/Individual	SID	Updates	Rapsheet Requests	Background Checks	Remove
DOE, JANE	0777777	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

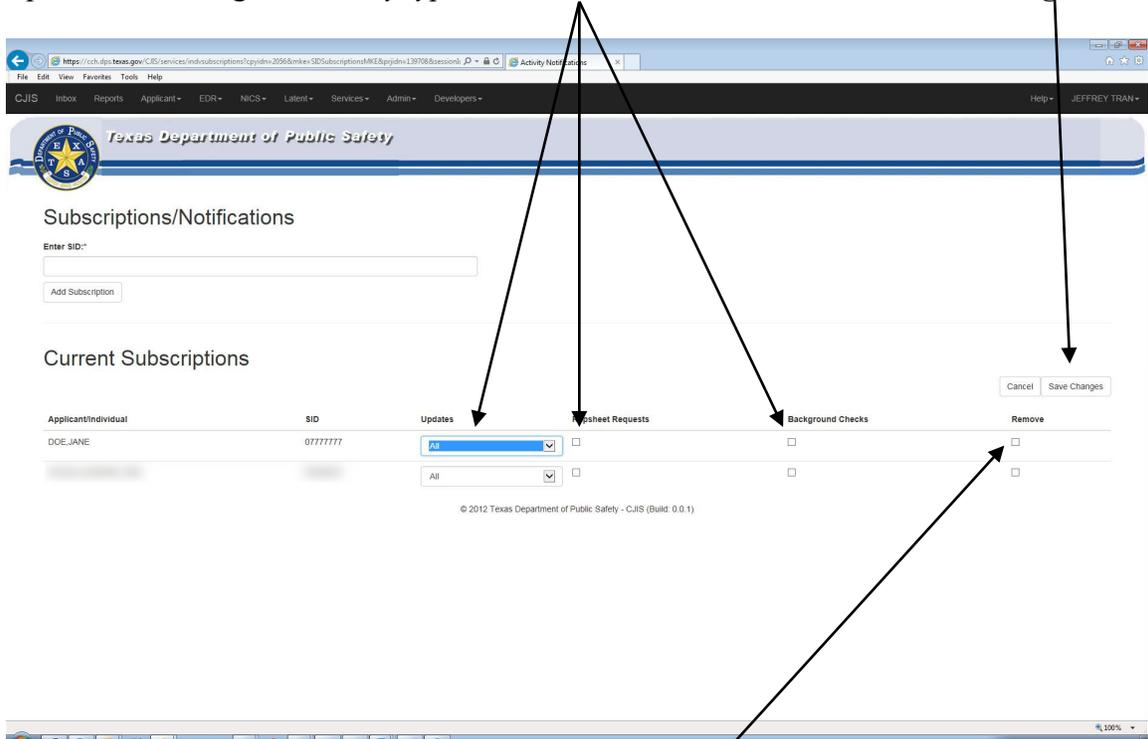
At the bottom of the page, there is a copyright notice: '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

Add Someone to the Subscription List

To add someone to your Subscription list, enter your desired *SID*, then click **Add Subscription**.

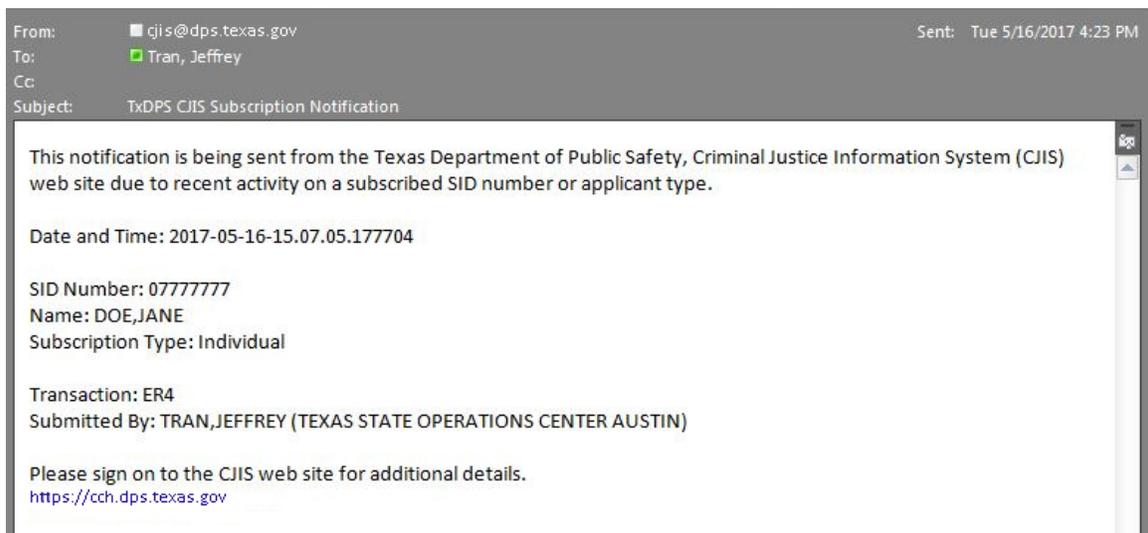


The new SID number will appear on the subscription list. The default update type is *All Updates*. To change an *activity type*, check the desired box, and click **Save Changes**.



To discontinue receiving notifications, check **Remove** and click **Save Changes**.

TxDPS CJIS Subscription Notification Email Example



Activity Notifications

Activity notifications display in your **Inbox**.

The screenshot shows the 'Inbox All Reports' page in the CJIS system. On the left is a navigation menu with various report categories. The main area contains a table of activity notifications. The table has the following columns: Name, Date, Description, View, Format, and Archive. The first row shows an 'Activity Notification' from May 12, 2013. A 'View' link is visible in the 'View' column of the first row, which is pointed to by an arrow from the text above. Other rows show notifications from April 22, 2013, and April 9, 2013.

Click *view* to see the notifications in HTML format.

The screenshot shows a detailed view of an activity notification in a web browser. The page title is 'Activity Notification'. It includes a '(Back to Inbox)' link and a message: 'This notification is being sent from the Texas Department of Public Safety, Criminal Justice Information System (CJIS) web site due to recent activity on a subscribed SID number or applicant type.' The notification details are as follows:

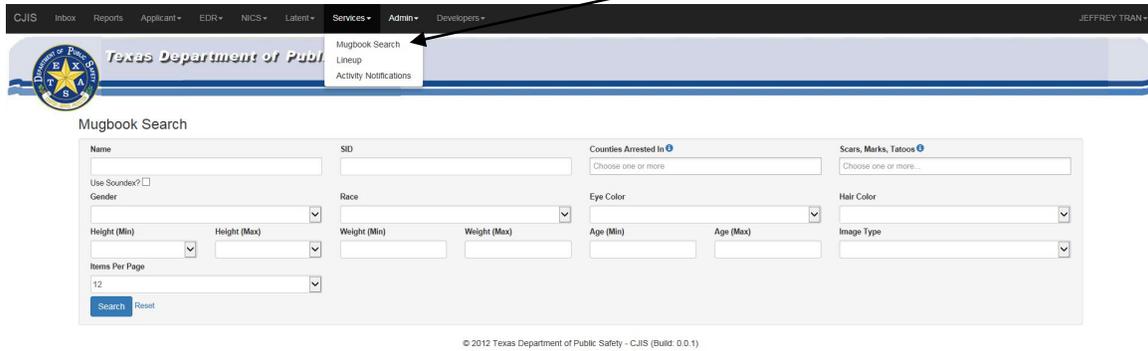
- Date and Time: 2017-05-16-15:07:05.177704
- SID Number: 07777777
- Name: DOE,JANE
- Subscription Type: INDIVIDUAL
- Transaction: CCH ENTER COURT DISPOSITION INFORMATION
- Submitted By: TRAN,JEFFREY (TEXAS STATE OPERATIONS CENTER AUSTIN)
- View Rapsheet

Below this, another notification is shown with similar details, including a date of 2017-05-16-15:12:28.696132 and a transaction of 'CCH ENTER COURT JUVENILE PROGRAMS'. A third notification is partially visible at the bottom with a date of 2017-05-16-15:55:10.496624 and a transaction of 'CCH ENTER ENTER ADDITIONAL ARREST CHARGES'. The footer of the page reads '© 2012 Texas Department of Public Safety - CJIS (Build 0.0.1)'.

Mug Shots

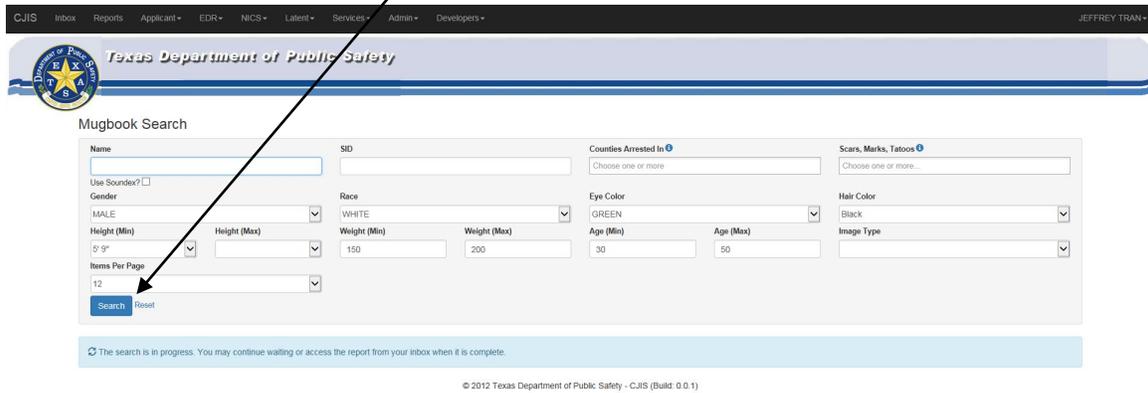
Mug Book Search

To search mugshots in the Criminal History database, select **Services** > **Mugbook Search** from the menu.



Enter your search criteria, and click **Search**. Fields are required as follows:

- Gender, Race, Height, Weight and Age (ranges can be open ended)
- OR
- SID or Name

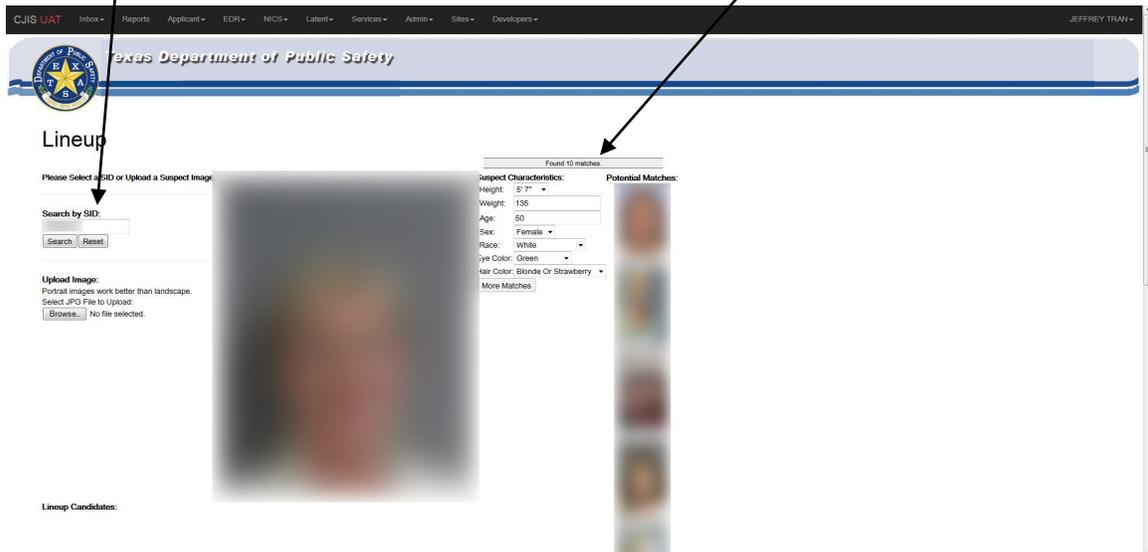


Line Up

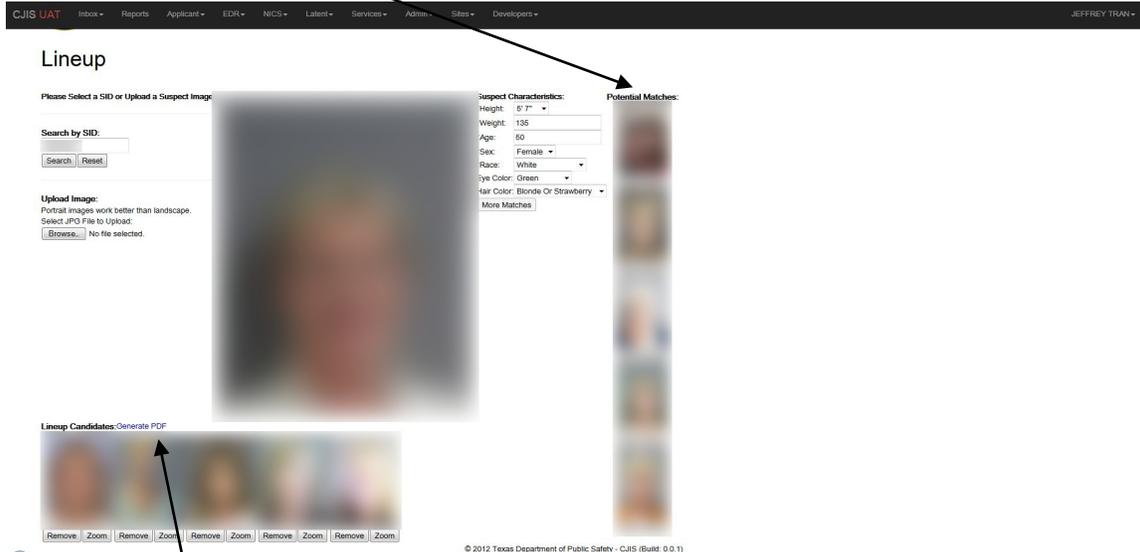
To create a Line Up from a SID or from an image available on your desktop or network, select **Services>Lineup** from the menu.



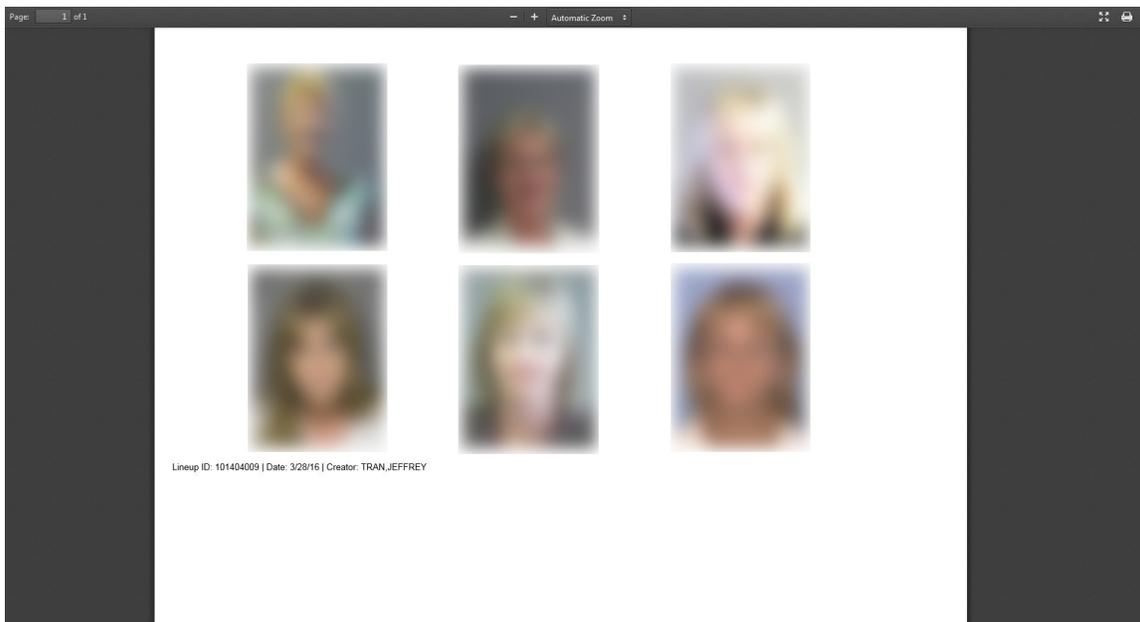
Enter a *SID* or *Upload* an image. If you enter a SID, the *Suspect Characteristics* associated with that individual will be populated. Characteristics can be added or changed as needed.



Select five “Potential Matches”,

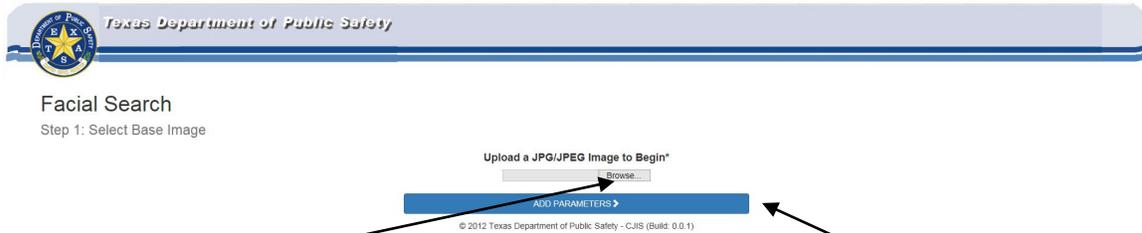


then click “Generate PDF” and a PDF formatted version of the Line UP is displayed.



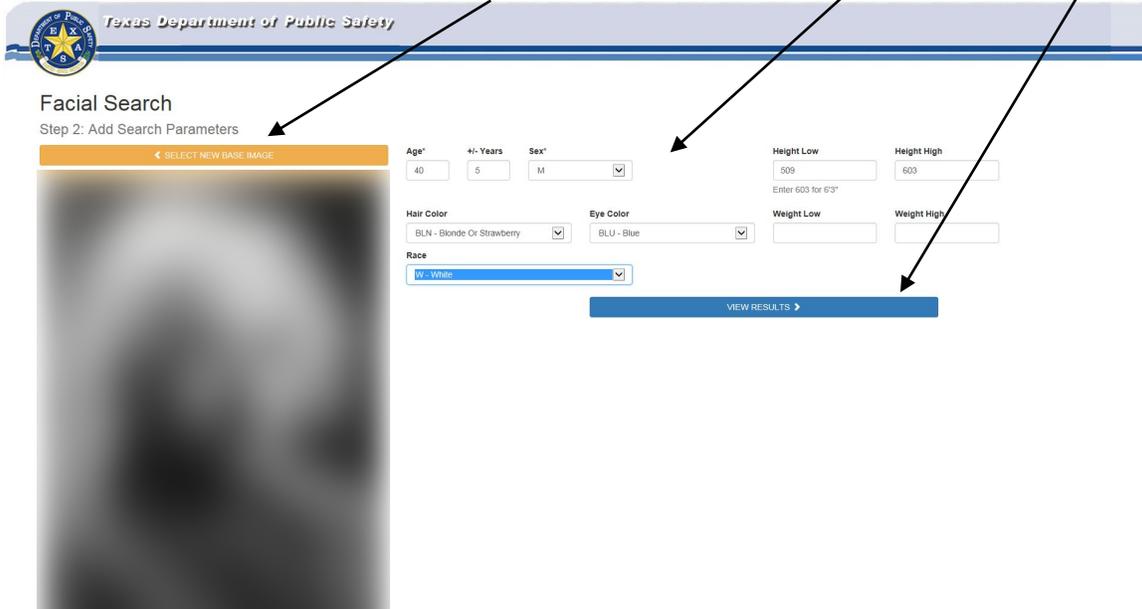
Facial Search

The Facial Search feature allows you to search the mugshot database for persons who are visually similar to a given base image. To start a facial search, navigate to **Services > Facial Search** under the menu.



Click *Browse* to select a base image for upload, verify the uploaded base image, and click *Add Parameters* to continue.

Enter the subject's Age and Sex (required) with any additional parameters and click *View Results* to continue, or click *Select New Base Image* to start over.



The results of the facial search will be displayed with the highest scoring match listed first. Click *Modify Parameters* to edit the current search, or click *New Search* to do another facial search from a new base image.

Facial Search Results NEW SEARCH

Original Possible Matches

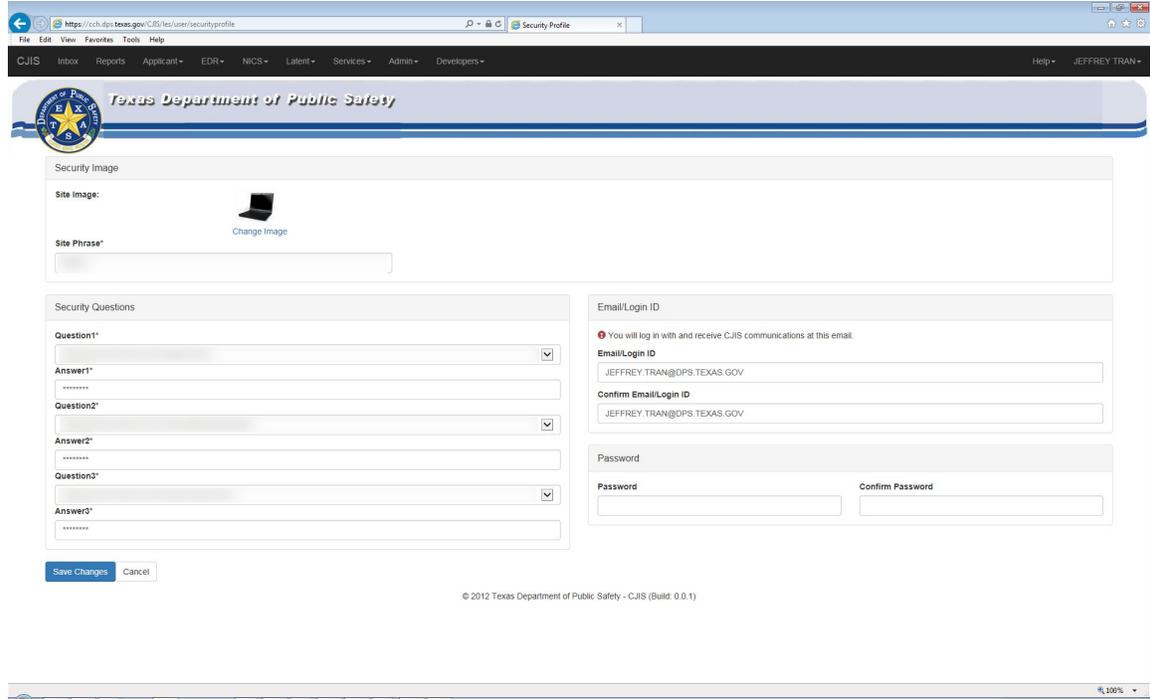
Rank	Image	Full Name	Dob	Dps Number	Score
1					1.96786
2					1.65007
3					1.65593
4					1.46079
5					1.46021
6					1.32472

← MODIFY PARAMETERS

ADMIN

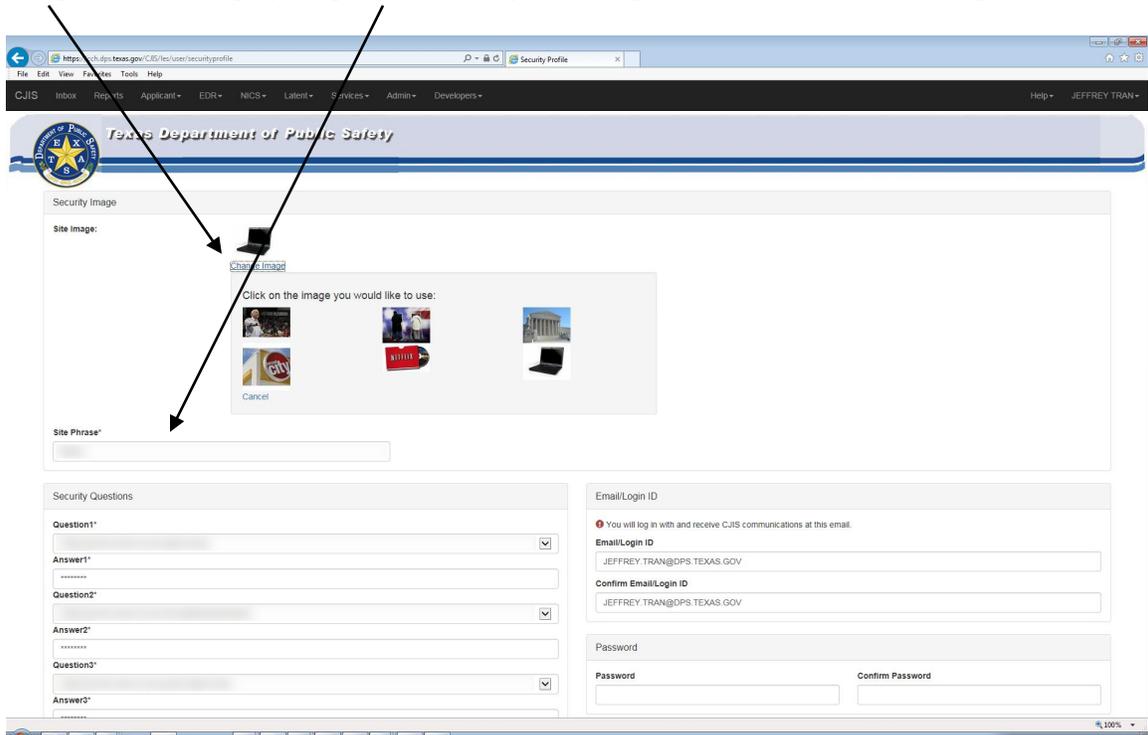
Security profile

To edit or update your security profile, select your name > **Security Profile** from the menu.



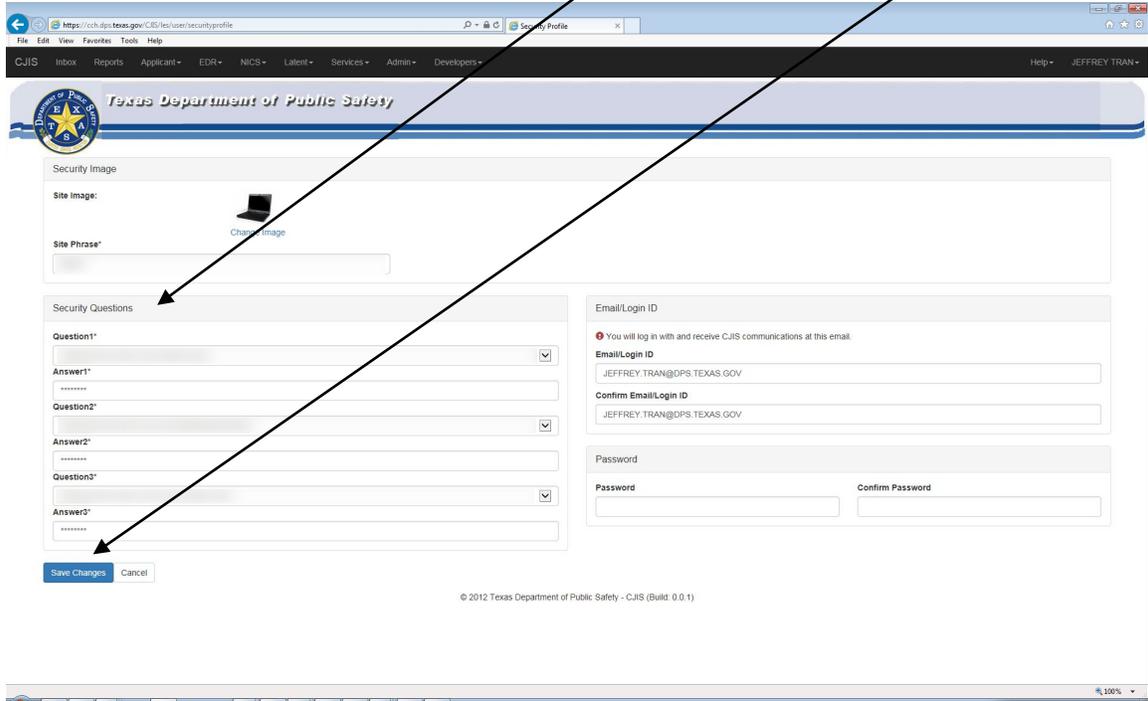
Security Image and Site Phrase

The *security image* and *site phrase* are used during the login process to allow you to verify that you are on the TxDPS CJIS web site. To change your image, click *Change Image*". To change your *phrase*, enter your new *phrase*. Click **Save Changes**.



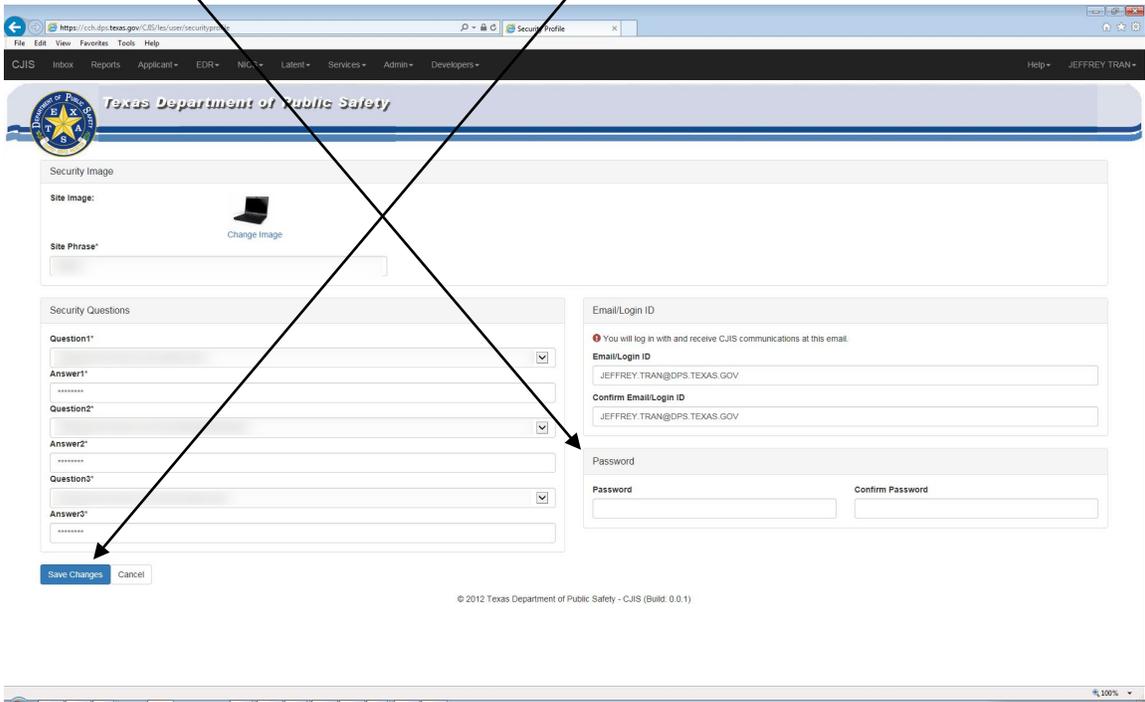
Security Questions

Security questions and answers are an additional method of identification. If your computer is not recognized by the CJIS site or if you have forgotten your password or it has expired, you will need to answer one of your *security questions*. To enter or change any of your question/answers, select the question, type an answer, and click **Save Changes**.

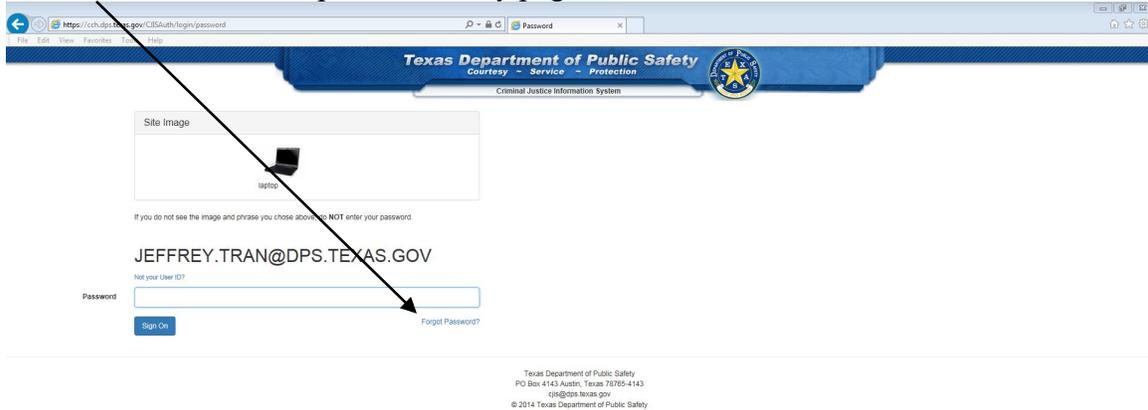


Passwords

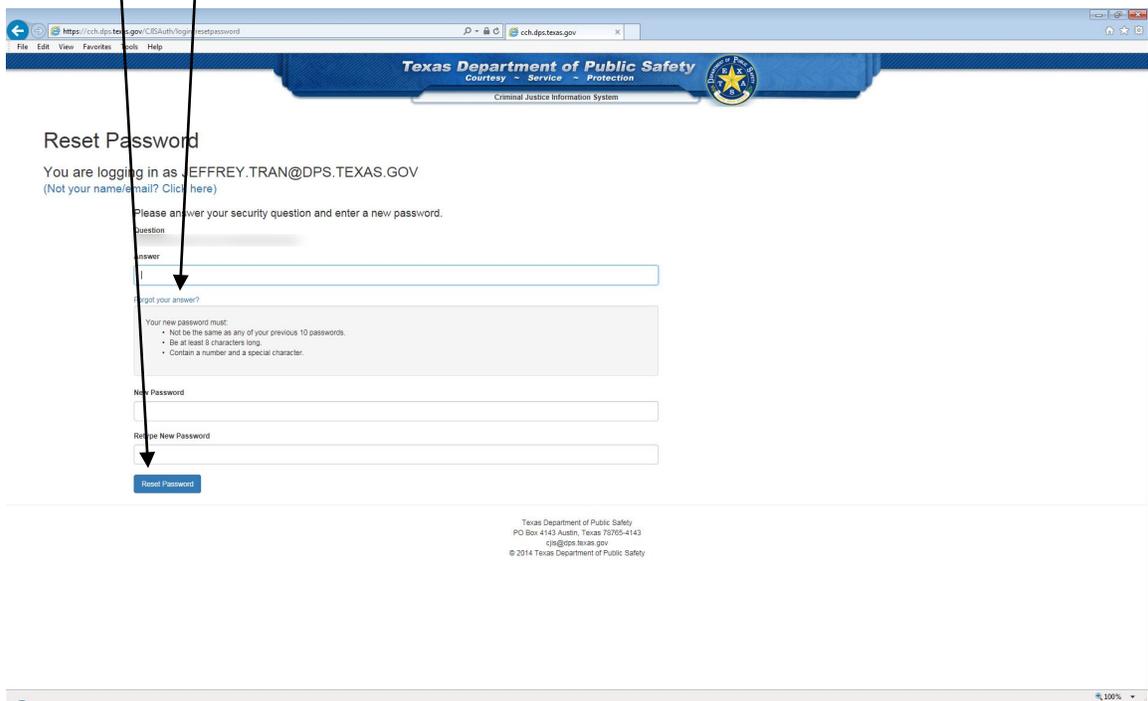
Your *Password* can be changed from the **Security Profile** page by typing in the new password, confirming it, and clicking **Save Changes**.



If you have forgotten your password, you may reset it by clicking the “*Forgot Password?*” link on the password entry page.

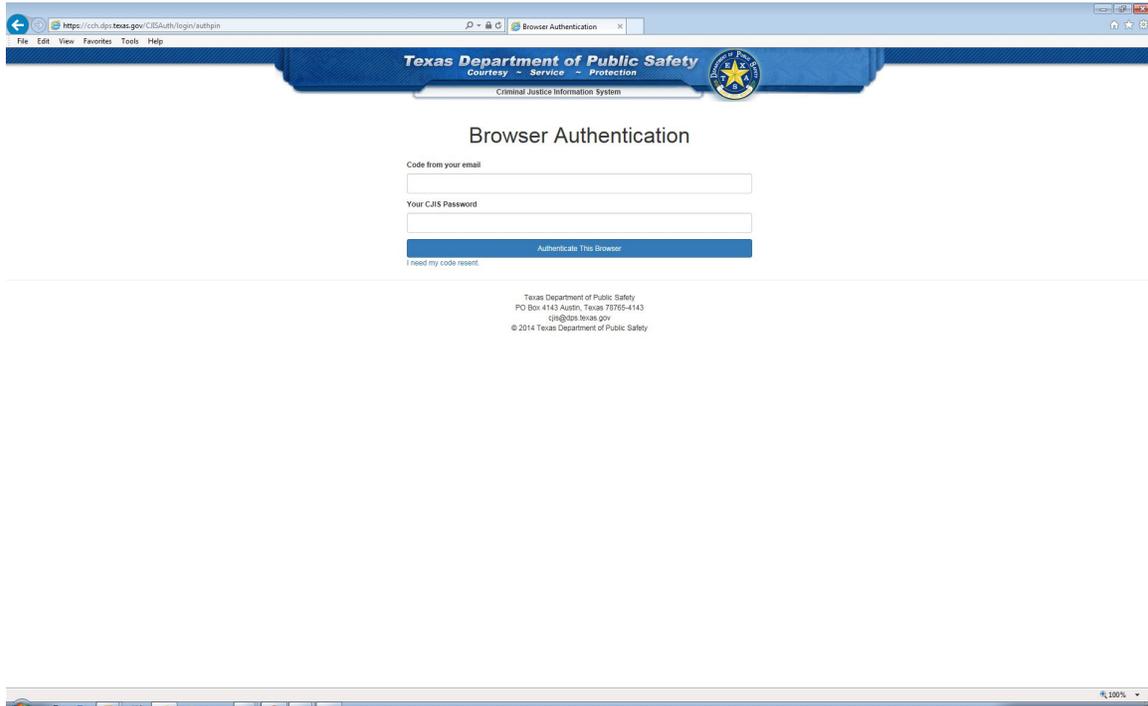


Provide the answer to your *security question*, enter your new password, retype it, and click **Reset Password**. If you do not remember the answer to your security question, click *Forgot your answer?* and a CJIS Administrator will be notified to contact you regarding access to your account.



Browser Authentication

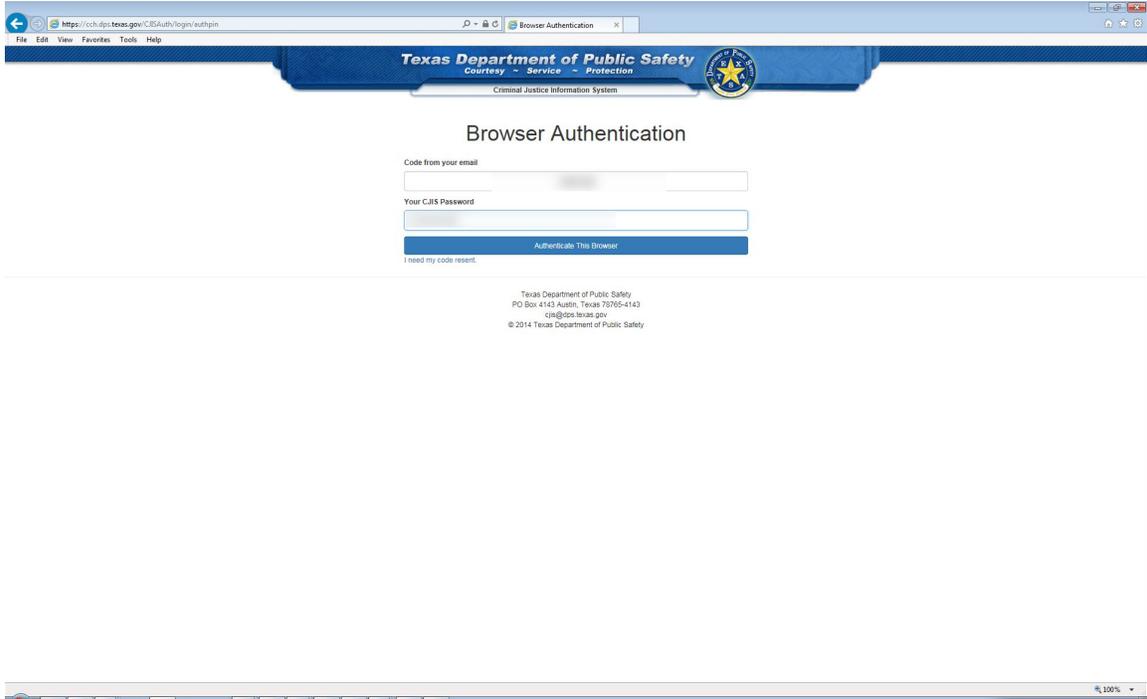
If your computer and/or browser is not recognized by the CJIS site or if your browser authentication has expired, a code will be emailed to you after successfully entering your Login ID and password. You will see the following screen



where you will be asked to enter the authentication code from the email that was sent to you.



When you have received the email, enter the code into the *Code from your email* field and your CJIS password once again, and click *Authenticate This Browser*.



CJIS Online User Agreement

Your first time logging into the CJIS website, you will be prompted to electronically sign the CJIS User Agreement with your full name, driver's license state and driver's license number. This will serve as your acknowledgment of the user contract presented on the signature screen:



Texas Department of Public Safety

CJIS User Agreement

You must agree to the following statement in order to access the CJIS website . Please review the document and provide your name and driver's license number as an electronic signature.

Authorized User Acknowledgement Criminal Justice Information System (CJIS) Website

- Authorized users approved by the Department to use the criminal history record information (CHRI) have regular access to confidential criminal history information as a part of their job duties.
- All authorized users must clearly understand that any unauthorized retrieval, use or dissemination of this confidential information is a violation of state law and can lead to the filing of criminal charges against the authorized user, in addition to cancellation of access to the Department of Public Safety (DPS) database. The following is a copy of Texas Government Code Section 411.085, which describes the criminal penalties related to unauthorized retrieval, use, or dissemination of criminal history record information. § 411.085. Unauthorized Obtaining, Use, or Disclosure of Criminal History Record Information, Penalty
 - a. A person commits an offense if the person knowingly or intentionally:
 1. obtains criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses the information to a person who is not entitled to the information;
 2. provides a person with a copy of the person's criminal history record information obtained from the department; or
 3. violates a rule of the department adopted under this subchapter.

I acknowledge that I understand above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

<p>Full Name*</p> <input style="width: 95%;" type="text"/>	<p>Driver's License #*</p> <input style="width: 95%;" type="text"/>
<p>Driver's License State*</p> <input style="width: 95%;" type="text"/>	<p>Date 05/23/2017</p>

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Document Revision History

Change 9, May 15, 2019

Version 6.0.1, Updated contact information. *Editor Cassandra Richey*

Change 8, January 3, 2018

Version 6.0.1, Removed Juvenile Restricted/Unrestricted section. *Editor Jeffrey Tran*

Change 7. May 22, 2017

Version 6.0.0, Updated screen shots and URLs and added Facial Search sections. Removed paper user agreement. *Editor Jeffrey Tran*

Change 7. January 30, 2011

Version 5.02, Updated mug shot and lineup pages. *Editor Jeffrey Tran*

Change 7. January 30, 2011

Version 3.1, Revised for addition of MR2 entry and new format for EDR online processes.. *Editor Charles Golson*

Change 6. June 29, 2009

Version 3.1, Revised for changes to security profile and user interface.. *Editor Charles Golson*

Change 5. July 1, 2008

Version 3.1, Revised for changes to ER3 and ER4 entry pages: removed manage CJIS Users.. *Editor Charles Golson*

Change 4. July 17, 2007

Version 3.1, Added changes to ER3 and ER4 entry pages.. *Editor Charles Golson*

Change 3. February 19, 2007

Version 2.0.2, Covered names so that they could not be uncovered.. *Editor Kathy Wells*

Change 2. August 9, 2006

Version 2.0.1, Covered names. *Editor Kathy Wells*

Change 1. July 20, 2006

Version 2.0.0, Major revisions. Authors Charles Golson & John Turman, *Editor Kathy Wells*

Change 0. November 16, 2005

Version 1.0.0, first document to be released. *Editor Kathy Wells*