

Latent Print Reporting User Guide

Version 1.1.2
June 29, 2020

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Monthly Reporting of Latent Print Searches

As of March 1st, 2012, filing of monthly Latent Print Search reports via the CJIS site replaces faxing in the monthly reports.

Features of Latent Print Search Reporting include:

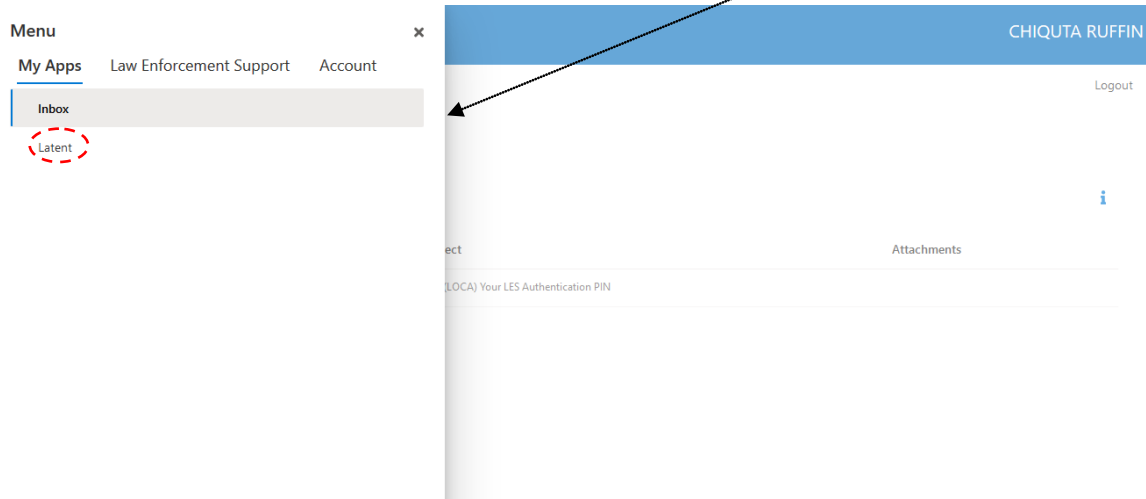
- Entry - Monthly reports are filed electronically via the CJIS site;
- DPS and FBI monthly figures are reported on one form;
- Search – Previously filed reports can be searched and reviewed;
- Edit – Previously filed reports can be changed as needed.

We're here to help Texas agencies comply with the Texas and Federal statutes involved in record keeping. Please let us know what we can do to further assist you and your agency towards that goal.

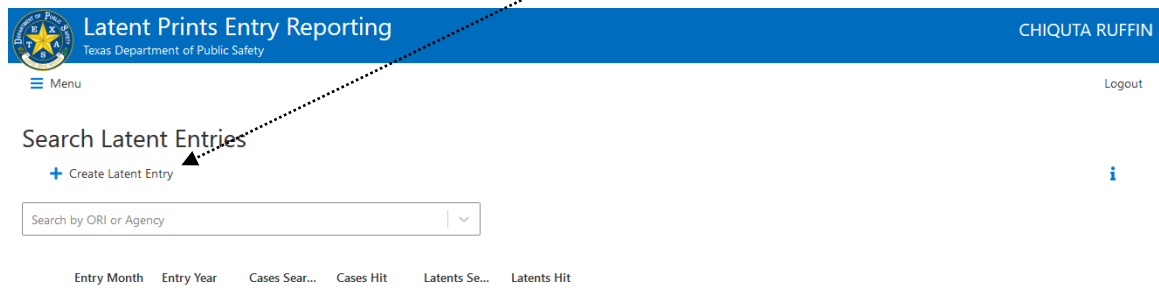
If you have any questions, please contact us at cjis@dps.texas.gov.

Entry

To enter a monthly Latent Print Search report, select the **Latent Tab** in May Apps.




The form below will display and click on **Creat Latent Entry**.



The form below will display:

New Latent Entry

 Enter the entity name or ORI...
Enter ORI...
Month *
June
Year *
2020
No. of cases searched *
No. of cases hit *
No. of latents searched *

Latent Values

Crime Type	Latent Finger Hits			Latent Palm Hits			TLI Hits			LLI Hits			TLIP Hits		
	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS
Capital Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Enter the required fields, then enter any hits by crime type for DPS, FBI, or DHS for the selected month

New Latent Entry ✕

✓ TX0150000 - BEXAR CO SO SAN ANTONIO

tx0150000

Month *
May

Year *
2020

No. of cases searched *

No. of cases hit *

No. of latents searched *

Latent Values

Crime Type	Latent Finger Hits			Latent Palm Hits			TLI Hits			LLI Hits			TLIP Hits		
	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS
Capital Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unk. Deceased	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Submit Latent Entry

Select **Submit Latent Entry**. Any errors will be displayed with an error message:

New Latent Entry ✕

Enter the entity name or ORI...

Enter ORI...

Month *
May

Year *

Once the report is accepted, it will display as shown below:

 Edit

Latent Entry Details

Prepared By: RUFFIN,CHIQUITA

Date: 06/29/2020

Contact:

Reporting Agency

BEXAR CO SO SAN ANTONIO - TX0150000

No. of cases searched

2

No. of cases hit

2

No. of latents searched

2

No. of latents hit

DPS

1

FBI

1

DHS

1

▼ Crime Type	DPS	FBI	DHS
Latent Finger Hits			
Capital Murder	0	0	0
Murder	0	0	0
Kidnapping	1	0	0
Sex Assault	0	0	0
Agg. Assault	0	0	0
Drugs	0	1	0
Robbery	0	0	0
Auto Theft	0	0	0

Edit

To edit a previously entered monthly report, click **Edit Entry**;



Latent Entry Details

Prepared By: RUFFIN,CHIQUTA

Date: 06/29/2020

Contact:

Reporting Agency

BEXAR CO SO SAN ANTONIO - TX0150000

No. of cases searched

2

No. of cases hit

2

No. of latents searched

2

No. of latents hit

DPS

1

FBI

1

DHS

1

▼ Crime Type	DPS	FBI	DHS
Latent Finger Hits			
Capital Murder	0	0	0
Murder	0	0	0
Kidnapping	1	0	0
Sex Assault	0	0	0
Agg. Assault	0	0	0
Drugs	0	1	0

Make any necessary changes, click **Submit Latent Entry**, and

Edit Latent Entry ✕

Agency: TX0150000
 Month: 6
 Year: 2020

No. of cases searched *
 2

No. of cases hit *
 2

No. of latents searched *
 2

Latent Values

Crime Type	Latent Finger Hits			Latent Palm Hits			TLI Hits			LLI Hits			TLIP Hits		
	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS	DPS	FBI	DHS
Capital Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unk.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deceased	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Submit Latent Entry

The updated report will display:

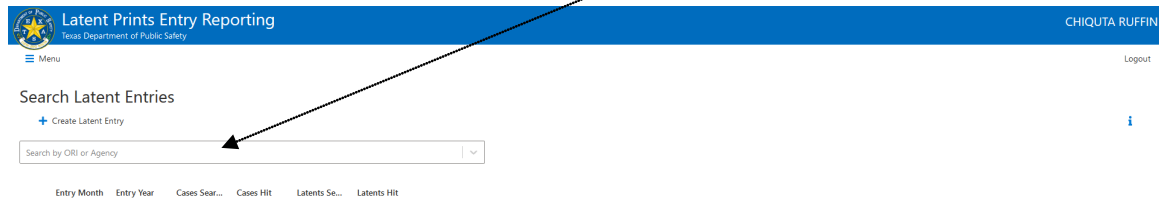
Latent Entry Details

Prepared By: RUFFIN,CHIQUITA
 Date: 06/25/2020
 Contact:
 Reporting Agency
 BEXAR CO SO SAN ANTONIO - TX0150000
 No. of cases searched
 2
 No. of cases hit
 2
 No. of latents searched
 3
 No. of latents hit
 DPS
 1
 FBI
 1
 DHS
 1

Crime Type	DPS	FBI	DHS
Latent Finger Hits			
Capital Murder	0	0	0
Murder	1	0	0
Kidnapping	0	0	0
Sex Assault	0	0	0
Agg. Assault	0	1	0
Drugs	0	0	0
Robbery	0	0	1

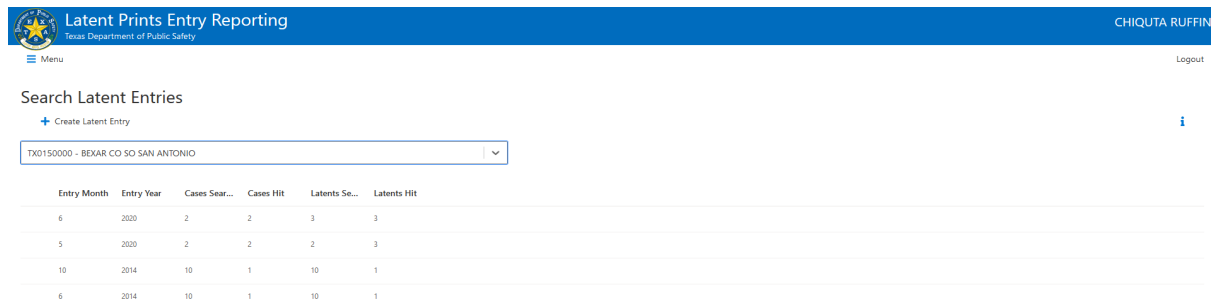
Search

To search previously entered monthly reports, go to My Apps and click on Latent Tab and it will display as shown below. Enter your agency ORI in the Search box;



The screenshot shows the 'Latent Prints Entry Reporting' interface. At the top, there is a blue header with the Texas Department of Public Safety logo and the user name 'CHIQUITA RUFFIN'. Below the header, there is a 'Search Latent Entries' section with a '+ Create Latent Entry' button and a search box labeled 'Search by ORI or Agency'. A dotted arrow points to this search box. Below the search box, there are several tabs: 'Entry Month', 'Entry Year', 'Cases Sear...', 'Cases Hit', 'Latents Se...', and 'Latents Hit'.

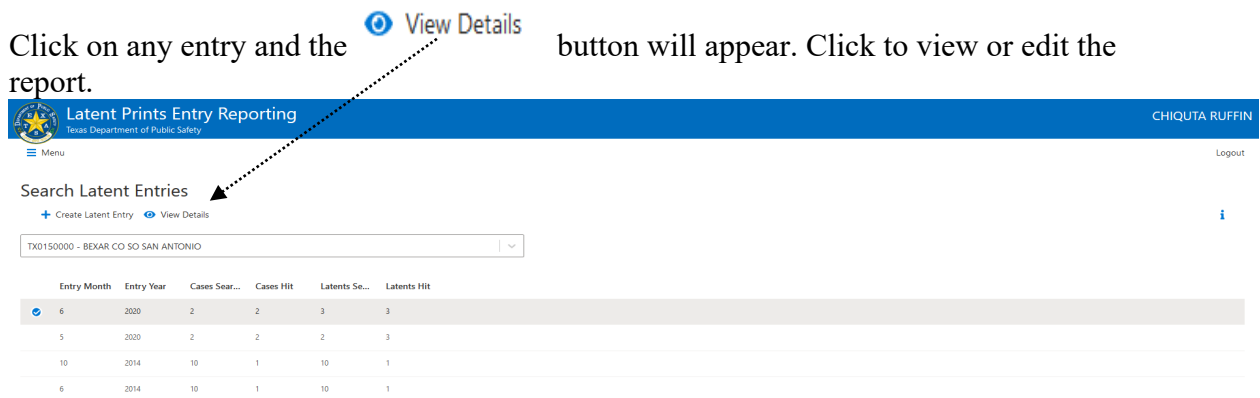
And a list of monthly reports for your county will display organized by filing year and month.



The screenshot shows the 'Latent Prints Entry Reporting' interface with the search box containing 'TX0150000 - BEXAR CO SO SAN ANTONIO'. Below the search box, there is a table with the following data:

Entry Month	Entry Year	Cases Sear...	Cases Hit	Latents Se...	Latents Hit
6	2020	2	2	3	3
5	2020	2	2	2	3
10	2014	10	1	10	1
6	2014	10	1	10	1

Click on any entry and the [View Details](#) button will appear. Click to view or edit the report.



The screenshot shows the 'Latent Prints Entry Reporting' interface with the search box containing 'TX0150000 - BEXAR CO SO SAN ANTONIO'. Below the search box, there is a table with the following data. A dotted arrow points to the 'View Details' button above the first row of the table.

Entry Month	Entry Year	Cases Sear...	Cases Hit	Latents Se...	Latents Hit
6	2020	2	2	3	3
5	2020	2	2	2	3
10	2014	10	1	10	1
6	2014	10	1	10	1

Document Revision History

Change 3. June 29, 2020

Version 1.1.2, Updated Latent Screen shots. *Editor Chrystal Davila and Chiquita Ruffin*

Change 2. April 12, 2016

Version 1.1.1, Updated Latent screen shots. *Editor Jeffrey Tran*

Change 1. August 12, 2013

Version 1.1.0, Added TLIP columns. *Editor Angie Kendall*

Change 0. February 6, 2012

Version 1.0.0, first document to be released. *Editor Angie Kendall*