Texas Department of Public Safety

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.

Menu		3		CHIQUTA RUFFIN
My Apps	Law Enforcement Support	Account		Logout
Latent				
				i
			ect Attach	ments
			LOCA) Your LES Authentication PIN	

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

Latent Prints Entry Reporting Texas Department of Public Safety	CHIQUTA RUFFIN
E Menu	Logout
Search Latent Entries	i
Search by ORI or Agency	
Entry Month Entry Year Cases Sear Cases Hit Latents Se Latents Hit	

The form below will display:

New Latent Entry

1 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

	Later	nt Finger	Hits	Late	nt Palm	Hits		TLI Hits			LLI Hits			TLIP Hits	;
Crime Type	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

) - BEXAR	CO SO SAN	I ANTONIO				- / /	/							
tx0150000							7 11	/							
Ionth *						/	77								
May															`
ear *						/ /	/								
2020					_/		/								
o. of cases s	earched *	t			\vdash	+									
lo. of cases h	it *			_/	_/										
o. of latents	searched	*		-	-	-									
			/	/	/ /	/									
atent Valu	es														
Crime Type	Lat DPS	ent Finge FBI	Hits DHS	DPS	ent Palm FBI	Hits DHS	DPS	TLI Hits FBI	DHS	DPS	LLI Hits FBI	DHS	DPS	TLIP Hits FBI	DHS
apital Aurder	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
lurder	1	o	0	0	0	0	0	0	0	0	0	0	0	0	0
idnapping	0	0		0	0	0	0	0	0	0	0	0	0		0
ex Assault	0	0	6		0	0	0		0	0	0	0	0		0
Agg. Assault	0			1	0	0	0		0	0	0	0	0		0
)rugs									0						0
obbon.	0														0
obbery	0			0	0	0	0		0	0	0	0	0		0
rgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ik. Iceased	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0									0	

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

🖋 Edit

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 DHS 1

~	Crime Type	DPS	FBI	DHS
I	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

FBI

DHS

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 FBI 1 DHS 1 \sim Crime Type DPS

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

Edit Laten	t Entry														>
Agency: TX015 Month: 6	0000						/								
Year: 2020							/								
No. of cases se	earched *					/									
2															
No. of cases hi	it *					_/									
2						1									
No. of latents	searched *					/									
2					/	,									
Latent Value	es														
Crime Tune	DDC	Latent Finger H	lits	DDS	Latent Palm H	its	DDC	TLI Hits	DUC	DDC	LLI Hits	DUS	DDC	TLIP Hits	DUE
Capital	0			DF5		DII5	0		DII5				0		
Murder															
Murder	1	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
Sex Assault	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	1	0	10	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
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
Theft	0	0	6	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
Forgery	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
Miscellaneous	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0
Submit Late	ent Entry														

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

The updated report will display:

Latent Entry Details Prepared By: RUFFIN.CHIQUTA Date: 06/25/2020 Contact: Reporting Agency BEXAR CO SO SAN ANTONIO - TX0150000 No. of cases searched 2 2 No. of cases hit 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

🥒 Edit

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;

Latent Prints Entry Reporting Texas Department of Public Safety	CHIQUTA RUFFIN
E Menu	Logout
Search Latent Entries + Create Latent Entry	i
Search by ORI or Agency V Entry Month Entry Year Cases Sear Cases Hit Latents Hit	

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

_

	Latent	Prints E	Entry Rep ^{Safety}	orting		
	ienu					
Sea	rch Late	nt Entrie	es.			
TX01	50000 - BEXAR (O SO SAN ANT	ONIO			
	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

lick or port.	n any	entry	and	the	View Detail:	S	button will appear. Click to view or edit the	
Latent Prints Entry Reporting Texas Department of Public Safety								CHIQUTA RUFFIN
Menu earch Late + Create Latent x0150000 - BEXAR	nt Entrie Entry 👁 Viev CO SO SAN ANT	es v Details	*****			~		Logout i
Entry Month	Entry Year	Cases Sear	Cases Hit	Latents Se	Latents Hit			
9 6	2020	2	2	3	3			
5	2020	2	2	2	3			
10	2014	10	1	10	1			
6	2014	10	1	10	1			
	Lick or port. Laten Texa Depart Create Latent Create Create Create Create Create Create Create Create Create Create Create Create Create Create Create Create Create Creat	Lick on any port. Latent Prints E Tess Department of Public Create Latent Entry Create La	Lick on any entry port. Latent Prints Entry Rep Taxa Department of Nubic Safety Create Latent Entries Create Latent Entry @ View Details Create Latent Entry @ View Details Create Latent Entry @ View Details Create Latent Entry @ Create Safety Create Latent Entry	Intervention of the second se	Intry and the port of build safety Latent Prints Entry Reporting Tease Department of build safety Internet Case Department of build safety Intry Reporting Tease Department of build safety Case Department of build safety	Itick on any entry and the port. Itick conserve and the port.	View Details Create Latent Entry View Details View Details	Altern Prints Entry Reporting Cased Laterit Firity Cased Laterit Firity

Document Revision History

Change 3. June 29, 2020 Version 1.1.2, Updated Latent Screen shots. *Editor Chrystal Davila and Chiquta 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*