

Criminal History Reporting

Adult Arrest and Juvenile Referral Reporting



Criminal History Reporting
Training Unit
512-424-2478
CHR.Training@dps.texas.gov



1

What is CJIS?

- ▶ Criminal Justice Information Services is a comprehensive system that includes relevant data for criminal justice agencies responsible for the arrest, prosecution, adjudication, and correction of criminal offenders
- ▶ This information provides usable data to support the analyses of criminal justice policy makers and planners
- ▶ This data is maintained in a statewide Computerized Criminal History (CCH) system regulated by the Crime Records Division of DPS

2

Brief History

Chapter 60
CCP is
created

1989

Adult
reporting
mandatory,
along with
TRN
assignments

1993

Chapter 58
Family Code
is created,
juvenile
reporting
mandatory

1996

First
Electronic
Arrest
Reporting
(Livescan) up
and running

1997

Chapter 66
is created,
replacing
Chapter 60

2019

3

Purpose

- ▶ Provide information regarding the submission of criminal data elements into the Criminal Justice Information Services (CJIS)
- ▶ An accurate and complete CCH provides valuable criminal data to criminal justice and non-criminal justice agencies as well as contributing to a safer community overall

4

Completeness Percentage/Reports (Grant Funding)

Counties must have an average of 90% or above on both adult and juvenile disposition completeness and maintain timely reporting of all information as required by state law in order for any unit of government or non-profit agency within the county to be eligible for Criminal Justice Division (CJD) funding.

5

Executive Order #8 (Grant Funding)

On September 5, 2019, Governor Abbott issued eight executive orders to help prevent mass shootings by increasing law enforcement's ability to respond to suspicious activity.

Effectively, the order requires counties to submit final dispositions within 35 days in year 2021 and beyond.

6

County Dispositions Exceeding 35 Days

- DPS will, as a part of its monitoring process, notify the County Judge when a reporting agency does not comply with Texas CCP, Chapter 66.
- The State Auditor's Office found a decrease in court reporting within the 35 days as required by statute.

CCP Ch 66.252 (d)

An Audit Report on the Criminal Justice Information Services at the Department of Public Safety and the Texas Department of Criminal Justice, State Auditor's Office Report No. 16-025

<http://www.sao.texas.gov/reports/report.aspx?reportnumber=16-025>

7

SID

DPS eight-digit numeric identifier used to track all offenses associated with an individual in the state of Texas

This number is issued upon receipt of the first arrest event of an offender

TRN

Ten-digit control number assigned at the time of arrest, used to track a specific arrest event from arrest through court

This number is pre-printed on paper CR43 forms or assigned by the DPS for agency use in electronic (Livescan) reporting

Ex: 012345678X or 0123456789

TRS

Four-digit alphanumeric identifier used to track specific offenses associated with an arrest, from arrest through court

Ex: A001, A002, or A003, etc.

8

GOC

General Offense Character

- Inchoate/Preparatory commands

Victim's Age

Mandatory for offenses listed under Ch 66.102(h)

- Mandatory for most sex offenses or offenses with the intent to commit a sex offense

DMV

Domestic Violence

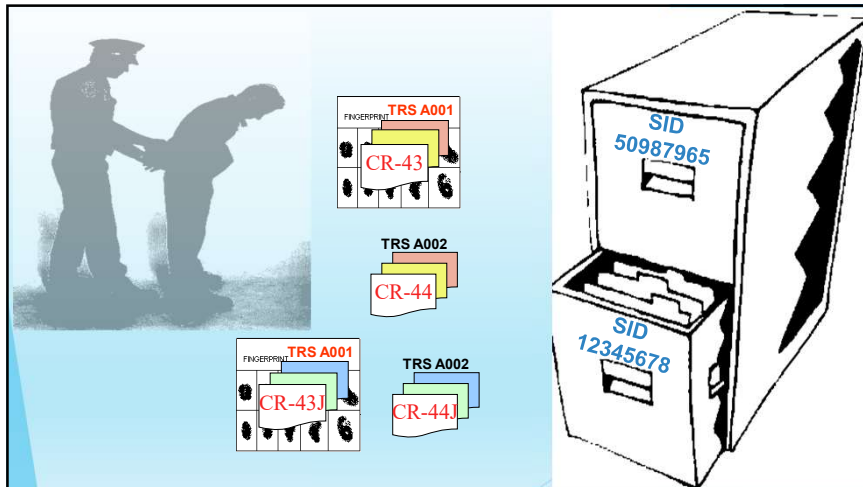
- Report a "Y" in the Domestic Violence field if the offense meets the definition of Family Violence as defined in Family Code 71.004

9

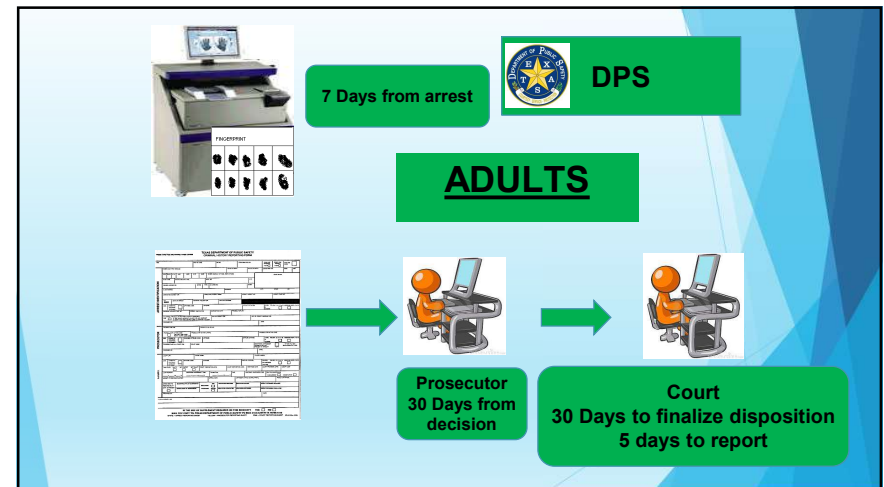
Name Base Disposition

- ▶ When a Prosecution or Court transaction passes edits but cannot be matched to an arrest, the CCH application places the transaction into the NBD file. When a new arrest is processed, the transactions in the NBD file are searched for matches. Any matching prosecution or court transactions are automatically submitted for processing.
- ▶ Records remain in the NBD file until: they match an arrest, are manually re-submitted by DPS analysts, or are deleted by DPS analysts at the request of the originally submitting agency.
- ▶ **Make sure arrests/TRNs are being submitted and arrest information (like the SID from the MID/"Hit" or "No Hit" message) is updated in the vendor**

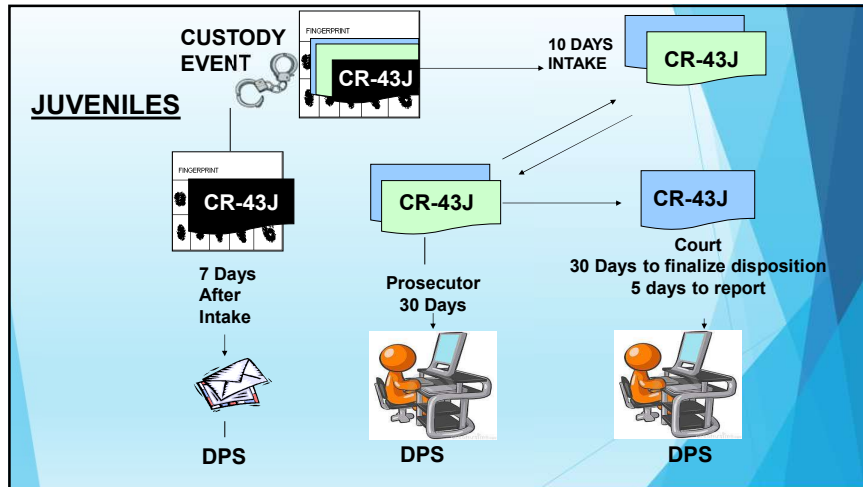
10



11



12



13

LES EDR Website Portal

- ▶ The Electronic Disposition Reporting web portal is provided by the Texas Department of Public Safety to assist counties in reporting their Case Disposition information to CCH and their Federal Firearm Cases
- ▶ <https://cch.dps.texas.gov>
- ▶ Contact EDR Website Portal Administrators-GRP_CJIS_SITE@DPS.TEXAS.GOV

14

Everyone who has access to Criminal Justice Information (CJI) – including via the EDR Site – must complete CJIS Security Awareness Training and the Background Check– This is a CJIS Security Policy requirement for everyone that has access to CJI.

<https://www.dps.texas.gov/section/crime-records-service/cjis-security-awareness-training>



15

Adult Arrest

16

There are 2 ways to report arrests:

- ▶ Livescan Machine
- ▶ Manually on paper (CR43 or CR43J form with fingerprint card)

17

NON-REPORTABLE OFFENSES BY LAW ENFORCEMENT

- ▶ Probation violation
- ▶ Parole violation
- ▶ Bond forfeitures
- ▶ Release of surety

18

NON-REPORTABLE OFFENSES BY LAW ENFORCEMENT JUVENILES ONLY

- Class C Misdemeanors (including DMV/FV)
- Offenses Referred to First Offender Program
- Offenses not referred within 10 calendar days
- Conduct in Need of Supervision (CINS)

19

Offenses **NOT** referred to Intake within 10 calendar days of the juvenile being taken into custody

Chapter 58.001(c) of the Family Code

If the child is not referred to juvenile court within that time, the **LAW ENFORCEMENT AGENCY SHALL DESTROY ALL INFORMATION**, including photographs and fingerprints, relating to the child unless the child is placed in a first offender program under Section 52.031 or on informal disposition under Section 52.03.

20

TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIMINAL HISTORY REPORTING FORM

ARREST IDENTIFICATION

PROSECUTION

COURT

IS THE USE OF SUPPLEMENT REQUIRED ON THIS INCIDENT? YES ☐ NO ☐

MAIL TOP COPY TO: TEXAS DEPARTMENT OF PUBLIC SAFETY PO BOX 4143 AUSTIN TX 78761-4143

MAIL: CRIMINAL HISTORY REPORTING SHEET - PROSECUTION REPORTING SHEET - BLUE - COURT REPORTING SHEET - GREEN

21

CR-43 Adult Arrest Segment

TRN: **123 456 789X** DATE OF ARREST (DOA): **01012022** DPS NO. (SID): **12345678** FBI NO.: **TX00000000** OUT OF COUNTY? YES ☐ NO ☐ OUT OF COUNTY ORI: **TX00000000**

NAME (LAST, FIRST, MIDDLE) (NAM): **Test, Record Middle Jr** DATE OF BIRTH (DOB): **01011950** PLACE OF BIRTH (POB): **TX** SEX: **M** RACE: **W** ETH: **N** HGT.: **601** WGT.: **195** OUT OF COUNTY WARRANT NO.: **LEAVE BLANK**

SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT): **BALD; GLASSES; MISS L FT; SC CHEST; TAT FHD**

SCAR, MARK, TATTOO, AMPUTATION (SMT): **LEAVE BLANK**

ISC: **xxx** FAR: **FAR** SOCIAL SECURITY NO. (SOC): **123456789** BALD; GLASSES; MISS L FT; SC CHEST; TAT FHD

MISC. NO. (MNU): **US** DRIVER LICENSE NO. (DLN): **12345678** STATE: **TX** TYPE: **C** ID CARD NO. (ICN): **12345678** STATE: **TX**

LICENSE CERTIFICATION AND ISSUING AUTHORITY: **Realtor - Tx Real Estate Commission** LICENSE NO.: **Real-99999**

ALIAS NAME(S) (AKA): **Rubble, Barney; Bubba, XX** ADDRESS: **10999 Imagination Ave** CITY: **Austin** STATE: **TX** ZIP: **78752**

NTIFICATION

TRN Date Of Arrest Name Date of Birth
Place of Birth Sex Race Height
Weight Eyes Hair Skin Tone
Citizenship

22

CR-43 Adult Arrest Segment

ARREST/IDEN

CHARGING AGENCY ORI: **TX00000000** CHARGING AGENCY NAME: **Charging Agency Name** AGENCY ARREST NO. (AGN): **2468** AGENCY CASE NO. (OCA): **ABC-123** FIREARM CODE: **K**

TRIS: **A001** GOC: **S** DOMESTIC VIOLENCE OFFENSE? **Y** OFFENSE CODE (AON): **00000000** OFFENSE LITERAL (AOL): **Insert offense literal**

VICTIM'S AGE (MO): **00** STATUTE CITATION (OT): **00.00 (A)(2) PC** LEVEL & DEGREE: **2** FELONY (X, 1, 2, 3 or S): **2** MISDEMEANOR (A, B or C): **2** DATE OF OFFENSE (DOO): **01012021** WARRANT HOLDER ORI: **01012021**

WARRANT HOLDER CASE NO.: **205** ARREST DISPOSITION (ACN): **01012022** DISPOSITION DATE (ADA): **TX0000000A** PROSECUTOR ORI (REF): **TX0000000A** TRANS HAZ MATERIAL? **Y** OR N: **Y** OPER COM VEHICLE? **Y** OR N: **Y** LICENSE NO.: **ZXY99A** STATE: **ME** YEAR: **06**

PREPARED BY, PLEASE PRINT: **Print Full Name Legibly** DATE: **01012022**

Charging Agency ORI Offense Code Level & Degree
Arrest Disposition Disposition Date Prosecutor ORI

23

TEXAS DEPARTMENT OF PUBLIC SAFETY
JUVENILE JUSTICE REPORTING FORM

ARREST IDENTIFICATION

PROSECUTION

COURT

IS THE USE OF SUPPLEMENT REQUIRED ON THIS INCIDENT? YES ☐ NO ☐

MAIL TOP COPY TO: TEXAS DEPARTMENT OF PUBLIC SAFETY PO BOX 4143 AUSTIN TX 78761-4143

MAIL: CRIMINAL HISTORY REPORTING SHEET - PROSECUTION REPORTING SHEET - BLUE - COURT REPORTING SHEET - GREEN

24

CR-43J Juvenile Referral/Identification Segment																			
TRN		123 456 789X			DATE OF FINGERPRINTING (DOF)		01012014			DPS NO. (SID)		12345678			CONTRIBUTOR ORI		TX0000000		
NAME (LAST, FIRST, MIDDLE) (NAM)															DATE OF BIRTH (DOB)		PLACE OF BIRTH (POB)		
Test, Record Middle Jr															01012010		TX		
SEX		RACE		ETH.		HGT.		WGT.		EYES		HAIR		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)			LEAVE BLANK		
M		W		H		410		098		BLU		XXX		BALD; GLASSES; MISS L FT; SC CHEST					
SKIN TONE		SOCIAL SECURITY NUMBER (SOC)			MISC NO. (MNU)			CITZ.											
FAR		123456789			12345678			US											
DRIVER LICENSE NO. (DLN)		STATE		TYPE		ID CARD NO. (IDN)		STATE											
12345678		TX		C		123456789		TX											
ALIAS NAME(S) (AKA)					ADDRESS					CITY					STATE		ZIP		
Rubble,Barney; Bubba,XX					10999 Imagination Ave					Austin					TX		78752		
TRN		Date of Fingerprint		Name		Date of Birth		Place of Birth											
Sex		Race		Height		Weight		Eyes											
Hair		Skin Tone		Citizenship															

25

CR-43J Juvenile Referral/Identification Segment																										
REFERRING AGENCY ORI		TX00000000			REFERRING AGENCY NAME			Referring Agency Name			AGENCY ARREST NO. (ADN)		2468		AGENCY CASE NO. (OCA)		ABC-123		FIREARM CODE		K					
TRIS		A001		GOC		S		DOMESTIC VIOLENCE OFFENSE? Y or N		OFFENSE CODE (ADN)		00000000														
OFFENSE LITERAL (AOL)		Insert offense literal			STATUTE CITATION (CIT)			00.00 (A)(2) PC			LEVEL & DEGREE		2		MSDEMEANOR (A or B)		DATE OF OFFENSE (DOO)		01012014		WARRANT HOLDER ORI					
REFERRAL DATE (ADA)		01012014			REFERRAL DISPOSITION NUMERIC (ADN)			225			VICTIM'S AGE (VIC)		02		REFERRAL AGENCY ORI (REF)		TX0000000G									
PARENT/GUARDIAN NAME AND TELEPHONE					555-555-1212					NAME OF SCHOOL					Location of School					GRADE		09				
PREPARED BY, PLEASE PRINT					Test, Parent					Print Full Name Legibly					DATE					01012014					SCHOOL NOTIFIED? Y or N	
Referring Agency ORI		Offense Code		Level & Degree																						
Referral Date		Referral Disposition Numeric (ADN)		Referral Agency ORI																						

26

Important Dates to be aware of:	
<i>These are the 3 most common errors on the juvenile CR-43J</i>	
1. Date of Fingerprint	
2. Referral Date – The date the arresting agency referred the juvenile or the juvenile's case to intake (must be no later than 10 calendar days after fingerprinting the juvenile)	
3. Date of Birth	

27

CR-44 and CR-44J Form Uses	

28

CR-44 Adult Arrest Segment for Reporting <u>Multiple Charges</u>												
TRN	123 456 789X		DATE OF ARREST (DOA)	01012019		DPS NO. (SID)	01011950		SEX	M	RACE	W
ARREST/IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM)								OUT OF COUNTY WARRANT NO.		OUT OF COUNTY ORI	
	Test,Record Middle Jr											
	ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)								LEAVE BLANK			
	ADDITIONAL ALIAS INFORMATION											
	CHARGING AGENCY ORI								CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)	
TX00000000		Charging Agency Name		2468		ABC-123		FIREARM CODE				
TRS	A002		DOMESTIC VIOLENCE OFFENSE?	Y		OFFENSE CODE (AON)	00000000		OFFENSE LITERAL (AOL)		Insert offense literal	
VICTIM'S AGE (VIC)	02		STATUTE CITATION (CIT)	00.00 (B) TRC		LEVEL	FELONY (X, 1, 2, 3 or S)		MSDEMANOR (A, B or G)		DATE OF OFFENSE (DOO)	
WARRANT HOLDER CASE NO.		321-CAB		ARREST DISPOSITION (ADN)		215		PROSECUTOR ORI (REF)		TX0000000A		
PREPARED BY, PLEASE PRINT		Print Full Name Legibly		DATE		01012019		WARRANT HOLDER ORI		TX0000100		

29

CR-44J Juvenile Reporting <u>Multiple Charges</u>												
TRN	123 456 789X		DATE OF FINGERPRINTING (DOA)	01012014		DPS NO. (SID)	01012009		SEX	M	RACE	W
REFERRAL/IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM)								OUT OF COUNTY WARRANT NO.		OUT OF COUNTY ORI	
	Test,Record Middle Jr											
	ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)								LEAVE BLANK			
	ADDITIONAL ALIAS INFORMATION											
	REFERRING AGENCY ORI				REFERRING AGENCY NAME				AGENCY ARREST NO. (AGN)		AGENCY CASE NO. (OCA)	
TX00000000		Referring Agency Name		2468		ABC-123		FIRE ARM CODE		K		
TRS	A002		DOMESTIC VIOLENCE OFFENSE?	Y		OFFENSE CODE (AON)	00000000		OFFENSE LITERAL (AOL)		Insert offense literal	
VICTIM'S AGE (VIC)	02		STATUTE CITATION (CIT)	00.00 (A)(2) PC		LEVEL	FELONY (X, 1, 2, 3 or S)		MSDEMANOR (A or B)		DATE OF OFFENSE (DOO)	
WARRANT HOLDER CASE NO.		321-CAB		ARREST DISPOSITION NUMERIC (ADN)		225		PROSECUTOR ORI (REF)		TX0000000G		
PREPARED BY, PLEASE PRINT		Print Full Name Legibly		DATE		01012014		WARRANT HOLDER ORI		TX0000100		

30

Adding Charges on EDR Site

Choose Charge/Offense: New TRS

D

DOE,JANEY

SID: 07777777

TRN: 0123456789

DOB: 1950-02-28

Sex: F

Race: U

Juvenile: No

+

Add

x

+

Add

x

Charge

Prosecution

Court

+

Add

x

Charge

Prosecution

Court

+

Add

x

Charge

Prosecution

Court

31

Adding Charges on EDR Site

Choose Charge/Offense: New TRS

D

DOE,JANEY

SID: 07777777

TRN: 0123456789

DOB: 1950-02-28

Sex: F

Race: U

Juvenile: No

+

Add

x

+

Add

x

Charge

Prosecution

Court

+

Add

x

Charge

Prosecution

Court

+

Add

x

Charge

Prosecution

Court

32

Adding Charges on EDR Site

Add Charge
Submit
Discard

Tracking Suffix (TRS) *
A002 or A003 or A004, etc.

Arresting Agency (ORI) *

Case Number (OCA) *

Offense Numeric (AON) *

Level & Degree (LDA) *

Disposition Number (ADN) *

33

CR-44 Adult Arrest Segment For Additional Identifiers Only

TRN 123 456 789X	DATE OF ARREST (DOA) 01012020	DPS NO. (SD) 12345678	DATE OF BIRTH (DOB) 01011950	SEX M	RACE W	OUT OF COUNTY? <input type="checkbox"/>	OUT OF COUNTY ORI <input type="checkbox"/>
NAME (LAST, FIRST, MIDDLE) (NAM) Test,Record Middle Jr						OUT OF COUNTY WARRANT NO.	
ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) NM L ARM; TAT FLBODY; SC CHEST						LEAVE BLANK	
ADDITIONAL ALIAS INFORMATION: Test,Bogus Name; DOB 10101900							
CHARGING AGENCY ORI		CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)		AGENCY CASE NO. (OCA)	
TRN A001	GOC <input type="checkbox"/>	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (AON)	OFFENSE LITERAL (AOL)			
VICTIM'S AGE (VIC)		STATUTE CITATION (CIT)		LEVEL FELONY (X,1,2,3 or 5) MISDEMEANOR (A, B or C) & DEGREE		DATE OF OFFENSE (DOO)	
WARRANT HOLDER CASE NO.		ARREST DISPOSITION (ADN)		DISPOSITION DATE (ADA)		PROSECUTOR ORI (REF)	
PREPARED BY, PLEASE PRINT		Print Full Name Legibly		DATE 01012020			
TRN	Date of Arrest	Date of Birth	Sex	Race	Name	TRS	

34

CR-44J Juvenile Referral/Identification Segment For Additional Identifiers Only

TRN 123 456 789X	DATE OF FINGERPRINTING (DOF) 01012014	DPS NO. (SD)	DATE OF BIRTH (DOB) 01012010	SEX M	RACE W
NAME (LAST, FIRST, MIDDLE) (NAM) Test,Record Middle Jr					
ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) NM L ARM; TAT FLBODY; SC CHEST					
ADDITIONAL ALIAS INFORMATION: Test,Bogus Name					
REFERRING AGENCY ORI		REFERRING AGENCY NAME		AGENCY ARREST NO. (AGN)	
TRN A001	GOC <input type="checkbox"/>	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (AON)		
OFFENSE LITERAL (AOL)		STATUTE CITATION (CIT)		LEVEL FELONY (X,1,2,3 or 5) MISDEMEANOR (A, B or C) & DEGREE	
REFERRAL DATE (ADA)		REFERRAL DISPOSITION NUMERIC (ADN)		VICTIM'S AGE (VIC)	
NAME OF SCHOOL		LOCATION OF SCHOOL/CITY		GRADE	
PREPARED BY, PLEASE PRINT		Print Full Name Legibly		DATE 01012014	
TRN	Date of Fingerprint	Date of Birth	Sex	Race	Name

35



36

Adult Out Of County Warrant (Arresting Agency)

TIN 123 456 789X		DATE OF ARREST (DOA) 01012022		DPS NO. (SD) TX00000000		FBI NO. TX9870100		CONTRIBUTOR ORI TX00000000		OUT OF COUNTY ORI <input checked="" type="checkbox"/> YES		OUT OF COUNTY ORI TX9870100	
NAME (LAST, FIRST, MIDDLE) (NAM) Test, Record Middle Jr				DATE OF BIRTH (DOB) 01011950		PLACE OF BIRTH (POB) TX		SEX M		RACE W		ETH. 601195	
EYE (HAI) BRO/XXX				SKIN TONE FAR		SOCIAL SECURITY NO. (SSN) 05-1234ABC		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) LEAVE BLANK					
MISC. NO. (MNS) BRO/XXX				CITIZ. US		DRIVER LICENSE NO. (DLN) 05-1234ABC		STATE TX		TYPE C		ID CARD NO. (ICN) 05-1234ABC	
LICENSE CERTIFICATION AND ISSUING AUTHORITY TX00000000				LICENSE NO. ABC-123		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin		STATE TX		ZIP 78752	

- ☐ Out-of-County ORI
- ☐ Out-of-County Warrant No.
- ☐ Enter your ORI in the Contributor ORI field
- ☐ Complete the first four lines of the CR-43
- ☐ Forward the entire form, with quality fingerprints attached, to the warrant-holding agency

37

Adult Out Of County Warrant (Warrant Agency)

TIN 123 456 789X		DATE OF ARREST (DOA) 01012022		DPS NO. (SD) TX00000000		FBI NO. TX9870100		CONTRIBUTOR ORI TX00000000		OUT OF COUNTY ORI <input checked="" type="checkbox"/> YES		OUT OF COUNTY ORI TX9870100	
NAME (LAST, FIRST, MIDDLE) (NAM) Test, Record Middle Jr				DATE OF BIRTH (DOB) 01011950		PLACE OF BIRTH (POB) TX		SEX M		RACE W		ETH. 601195	
EYE (HAI) BRO/XXX				SKIN TONE FAR		SOCIAL SECURITY NO. (SSN) 05-1234ABC		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) LEAVE BLANK					
MISC. NO. (MNS) BRO/XXX				CITIZ. US		DRIVER LICENSE NO. (DLN) 05-1234ABC		STATE TX		TYPE C		ID CARD NO. (ICN) 05-1234ABC	
LICENSE CERTIFICATION AND ISSUING AUTHORITY TX00000000				LICENSE NO. ABC-123		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin		STATE TX		ZIP 78752	

ARREST/IDENTIFICATION

CHARGING AGENCY OR TX00000000		CHARGING AGENCY NAME Warrant Co SO or Warrant PD		AGENCY ARREST NO. (AGN) 2468		AGENCY CASE NO. (ACA) ABC-123		FIREARM CODE 00000000	
TIN A001		DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> YES		OFFENSE CODE (AON) 00000000		OFFENSE LITERAL (AOL) Insert offense literal		DATE OF OFFENSE (DOO) 01012021	
VICTIM AGE (VIO) 00.00 (A)(2) PC		LEVEL 1		FELONY (FL, 3-9 S) 0		MISDEMEANOR (M, 1-2 S) 0		WARRANT HOLDER OR 01012021	
WARRANT HOLDER CASE NO. 215		ARREST DISPOSITION (ADN) 01012022		DISPOSITION CODE (DCN) TX0000000A		TRIAL HAZ 0		VEHICLE Y or N 0	

Print Full Name Legibly **01012022**

- ☐ Correct any information completed by arresting agency
- ☐ Complete rest of form
- ☐ Mail in completed CR-43 with fingerprints to DPS

38

Adult Transferred For Civil Prosecution

TIN 123 456 789X		DATE OF ARREST (DOA) 01012022		DPS NO. (SD) TX00000000		FBI NO. TX9870100		CONTRIBUTOR ORI TX00000000		OUT OF COUNTY ORI <input type="checkbox"/> YES		OUT OF COUNTY ORI TX9870100	
NAME (LAST, FIRST, MIDDLE) (NAM) Test, Record Middle Jr				DATE OF BIRTH (DOB) 01011950		PLACE OF BIRTH (POB) TX		SEX M		RACE W		ETH. 601195	
EYE (HAI) BRO/XXX				SKIN TONE FAR		SOCIAL SECURITY NO. (SSN) 05-1234ABC		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) LEAVE BLANK					
MISC. NO. (MNS) BRO/XXX				CITIZ. US		DRIVER LICENSE NO. (DLN) 05-1234ABC		STATE TX		TYPE C		ID CARD NO. (ICN) 05-1234ABC	
LICENSE CERTIFICATION AND ISSUING AUTHORITY TX00000000				LICENSE NO. ABC-123		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin		STATE TX		ZIP 78752	

ARREST/IDENTIFICATION

CHARGING AGENCY OR TX00000000		CHARGING AGENCY NAME Charging Agency Name		AGENCY ARREST NO. (AGN) 2468		AGENCY CASE NO. (ACA) ABC-123		FIREARM CODE 00000000	
TIN A001		DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> YES		OFFENSE CODE (AON) 00000000		OFFENSE LITERAL (AOL) Insert offense literal		DATE OF OFFENSE (DOO) 01012022	
VICTIM AGE (VIO) 00.00 (A)(2) PC		LEVEL 1		FELONY (FL, 3-9 S) 0		MISDEMEANOR (M, 1-2 S) 0		WARRANT HOLDER OR 01012022	
WARRANT HOLDER CASE NO. 228		ARREST DISPOSITION (ADN) 01012022		DISPOSITION CODE (DCN) TX0000000A		TRIAL HAZ 0		VEHICLE Y or N 0	

Print Full Name Legibly **01012022**

***Note – If you have already submitted the arrest to DPS with another Arrest Disposition then follow the Correction Example**

39

Adult / Juvenile Released without Prosecution

TIN 123 456 789X		DATE OF ARREST (DOA) 01012022		DPS NO. (SD) TX00000000		FBI NO. TX9870100		CONTRIBUTOR ORI TX00000000		OUT OF COUNTY ORI <input type="checkbox"/> YES		OUT OF COUNTY ORI TX9870100	
NAME (LAST, FIRST, MIDDLE) (NAM) Test, Record Middle Jr				DATE OF BIRTH (DOB) 01011950		PLACE OF BIRTH (POB) TX		SEX M		RACE W		ETH. 601195	
EYE (HAI) BRO/XXX				SKIN TONE FAR		SOCIAL SECURITY NO. (SSN) 05-1234ABC		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) LEAVE BLANK					
MISC. NO. (MNS) BRO/XXX				CITIZ. US		DRIVER LICENSE NO. (DLN) 05-1234ABC		STATE TX		TYPE C		ID CARD NO. (ICN) 05-1234ABC	
LICENSE CERTIFICATION AND ISSUING AUTHORITY TX00000000				LICENSE NO. ABC-123		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin		STATE TX		ZIP 78752	

ARREST/IDENTIFICATION

CHARGING AGENCY OR TX00000000		CHARGING AGENCY NAME Charging Agency Name		AGENCY ARREST NO. (AGN) 2468		AGENCY CASE NO. (ACA) ABC-123		FIREARM CODE 00000000	
TIN A001		DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> YES		OFFENSE CODE (AON) 00000000		OFFENSE LITERAL (AOL) Insert offense literal		DATE OF OFFENSE (DOO) 01012022	
VICTIM AGE (VIO) 00.00 (A)(2) PC		LEVEL 1		FELONY (FL, 3-9 S) 0		MISDEMEANOR (M, 1-2 S) 0		WARRANT HOLDER OR 01012022	
WARRANT HOLDER CASE NO. 207		ARREST DISPOSITION (ADN) 01012022		DISPOSITION CODE (DCN) TX0000000A		TRIAL HAZ 0		VEHICLE Y or N 0	

Print Full Name Legibly **01012022**

- ☐ Arrest/Referral Disposition (ADN) – 207
- ☐ If an Arrest/Referral Disposition has already been submitted to DPS - follow the Corrections Example

40

Adult / Juvenile Duplicate TRN

TRN: 123 456 789X		DATE OF ARREST: 01012023		OPS NO. (SIS)		FB NO.		CONTRIBUTOR OR		OUT OF COUNTY: YES		OUT OF COUNTY: NO	
NAME (LAST, FIRST, MIDDLE) (NAM)				DATE OF BIRTH (DOB)		PLACE OF BIRTH (POB)		SEX		ETH		HGT	
Test, Record Middle Jr				01011950		TX		M/W		601195			
EYE (EYE) HAIR (HAIR) SOCIAL SECURITY NO. (SSN)				SCARS, MARKS, TATTOOS, AMPUTATIONS (SMA)		LEAVE BLANK							
BRO/XXX FAR 123456789													
MISC. NO. (MNA)				DATE		DRIVER LICENSE NO. (DL)		STATE		TYPE		ID CARD NO. (IDN)	
01234567						TX		C					
LICENSE CERTIFICATION AND ISSUING AUTHORITY				LICENSE NO.									
ALIAS NAME(S) (AKA)				ADDRESS		CITY		STATE		ZIP			
				10999 Imagination Ave		Austin		TX		78752			
CHARGING AGENCY OR				CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)		AGENCY CASE NO. (AGC)		FILING CODE			
TX00000000				Charging Agency Name		2468		ABC-123					
TRN				DATE		OFFENSE CODE (AON)		OFFENSE LITERAL (ADD)					
A001				00000000		Insert offense literal							
VIOLENCE				OFFENSE		LEVEL		FELONY (F/L) (F/S)		MISDEMEANOR (M/A) (M/S)		DATE OF OFFENSE (DOO)	
00.00 (A)(2) PC						A		01012023					
INVESTIGATOR CASE NO.				ARREST DISPOSITION (ADP)		PROSECUTOR ORI (PRO)		TRANS		HAC		VEHICLE? Y/N	
205 207				01012023		TX0000000A							
PREPARED BY PLEASE PRINT				Print Full Name Legibly		DATE		01012023					

- Make copy of original CR-43
- Change Arrest/Referral Disposition to 207 – Released Without Prosecution (Please use Blue or Black ink only)
- Write "Duplicate To (Duplicated TRN#)" in "For Local Agency Use"

Adult / Juvenile Duplicate TRN

Edit Charge A006

12345

Offense Numeric (AON) *

00000000

Level & Degree (LDA) *

FS - FELONY - STATE JAIL FELONY

Disposition Number (ADN) *

207

RELEASED WITHOUT PROSECUTION

Disposition Literal (ADD)

Duplicate to TRN 123456789X

41

42

Adult Class "C" Arrests

TRN: 123 456 789X		DATE OF ARREST: 01012023		OPS NO.		FB NO.		CONTRIBUTOR OR		OUT OF COUNTY: YES		OUT OF COUNTY: NO	
NAME (LAST, FIRST, MIDDLE) (NAM)				DATE OF BIRTH (DOB)		PLACE OF BIRTH (POB)		SEX		ETH		HGT	
Test, Record Middle Jr				01011950		TX		M/W		601195			
EYE (EYE) HAIR (HAIR) SOCIAL SECURITY NO. (SSN)				SCARS, MARKS, TATTOOS, AMPUTATIONS (SMA)		LEAVE BLANK							
BRO/XXX FAR													
MISC. NO. (MNA)				DATE		DRIVER LICENSE NO. (DL)		STATE		TYPE		ID CARD NO. (IDN)	
12345678						TX		C					
LICENSE CERTIFICATION AND ISSUING AUTHORITY				LICENSE NO.									
ALIAS NAME(S) (AKA)				ADDRESS		CITY		STATE		ZIP			
				10999 Imagination Ave		Austin		TX		78752			
CHARGING AGENCY OR				CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)		AGENCY CASE NO. (AGC)		FILING CODE			
TX00000000				Arresting Agency Name		2468		ABC-123					
TRN				DATE		OFFENSE CODE (AON)		OFFENSE LITERAL (ADD)					
A001				00009999		Class C offense literal							
VIOLENCE				OFFENSE		LEVEL		FELONY (F/L) (F/S)		MISDEMEANOR (M/A) (M/S)		DATE OF OFFENSE (DOO)	
CLASS C						C		01012023					
INVESTIGATOR CASE NO.				ARREST DISPOSITION (ADP)		PROSECUTOR ORI (PRO)		TRANS		HAC		VEHICLE? Y/N	
233				01012023		TX0000000A							
PREPARED BY				Print Full Name Legibly		DATE		01032023					

- Enter the appropriate Class "C" general offense code and literal
- Enter "C" for Level/Degree
- Prosecutor ORI that handles Class "C" or use Charging Agency ORI
- Enter ADN as 233 – **VERY IMPORTANT**

Adult Class "C" Arrests with Family Violence

TRN: 123 456 789X		DATE OF ARREST: 01012023		OPS NO.		FB NO.		CONTRIBUTOR OR		OUT OF COUNTY: YES		OUT OF COUNTY: NO	
NAME (LAST, FIRST, MIDDLE) (NAM)				DATE OF BIRTH (DOB)		PLACE OF BIRTH (POB)		SEX		ETH		HGT	
Test, Record Middle Jr				01011950		TX		M/W		601195			
EYE (EYE) HAIR (HAIR) SOCIAL SECURITY NO. (SSN)				SCARS, MARKS, TATTOOS, AMPUTATIONS (SMA)		LEAVE BLANK							
BRO/XXX FAR													
MISC. NO. (MNA)				DATE		DRIVER LICENSE NO. (DL)		STATE		TYPE		ID CARD NO. (IDN)	
AS 123456789						TX		C					
LICENSE CERTIFICATION AND ISSUING AUTHORITY				LICENSE NO.									
ALIAS NAME(S) (AKA)				ADDRESS		CITY		STATE		ZIP			
				10999 Imagination Ave		Austin		TX		78752			
CHARGING AGENCY OR				CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)		AGENCY CASE NO. (AGC)		FILING CODE			
TX00000000				Arresting Agency Name		2468		ABC-123					
TRN				DATE		OFFENSE CODE (AON)		OFFENSE LITERAL (ADD)					
A001				00009999		Class C offense literal							
VIOLENCE				OFFENSE		LEVEL		FELONY (F/L) (F/S)		MISDEMEANOR (M/A) (M/S)		DATE OF OFFENSE (DOO)	
CLASS C Family Violence						C		01012023					
INVESTIGATOR CASE NO.				ARREST DISPOSITION (ADP)		PROSECUTOR ORI (PRO)		TRANS		HAC		VEHICLE? Y/N	
235				01012023		TX0000000A							
PREPARED BY				Print Full Name Legibly		DATE		01032023					

- Enter the appropriate Class "C" offense code and literal
- Enter "C" for Level/Degree
- Prosecutor ORI that handles Class "C" or Charging Agency ORI
- Enter ADN as 235 – Misdemeanor Class "C" Arrest – Domestic Violence

43

44

45464748

Making Edits/Corrections to Charge/Offense

TRN 123456789		DATE OF ARREST (DOA) 01012023		OPR NO. (ORG) 12345678	PRG NO. TX00000000	CONTRIBUTOR ORG TX00000000	OUT OF COUNTY ORG YES
NAME (LAST, FIRST, MIDDLE, JR) Test, Record Middle Jr		DATE OF BIRTH (DOB) 02011989		PLACE OF BIRTH (POB) TX	SEX M	RACE W	HT 6'01
BRN XX		FAR 123456789		BALD; GLASSES; MISS L FT; SC CHEST; TAT PHD		LARGE BLANK	
MISC NO. (AGE) AS 123456789		US	12345678	TX	C	12345678	TX
LICENSE CERTIFICATION AND REGISTRATION AUTHORITY Reactor - Tx Real Estate Commission		LICENSE NO. Real-99999		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin	
ALIAS NUMBER (ORG) Rubble, Barney; Bubba, XX		CHARGING AGENCY NAME TX00000000		CHARGING AGENCY NO. 2468		AGENCY CASE NO. (DOA) ABC-123	
THE A001		DOA S	DOA 00000000	OFFENSE CODE (DOA) Insert offense literal		OFFENSE LITERAL (DOA) Insert offense literal	
VEHICLE MAKE (ORG) CLASS C		LEVEL 2		PELONY (DOA) (PC) 01012023		DATE OF OFFENSE (DOA) 01012023	
VEHICLE MAKE (ORG) 321-CAB		ARREST DISPOSITION (DOA) 205		DISPOSITION ORG (DOA) TX00000000		DATE 01012023	
Print Full Name Legibly							
FOR LOCAL AGENCY USE				Name of Person Correcting CORRECTION			
				Date Of Correction / Phone Number			

- Draw a single line through any incorrect information and write the corrected information next to it
- Email this corrected form to corrections.cjisjjiis@dps.texas.gov

49

Making Edits/Corrections to Charge/Offense (you cannot edit if Prosecutor or Court data are present)

Choose Charge/Offense: A001 + Add

▼ Charge/Offense Edit Charge/Offense

Tracking Suffix (TRS)	A006
Case Number (OCA)	12345
Arresting Agency (ORA)	SAMPLE_ORI
Offense Numeric (ACN)	00000000
Offense Text	Offense Text
Level & Degree (LDA)	FS
Disposition Number (ADN)	205
Referred Prosecutor (RES)	SAMPLE_ORI
Disposition Date (ADA)	2020-10-31
Arrest Number (AGR)	
Domestic Violence (DMV)	

50

Making Edits/Corrections to Charge/Offense

TRN 123456789		DATE OF ARREST (DOA) 01012005		OPR NO. (ORG) 12345678	PRG NO. TX00000000	CONTRIBUTOR ORG TX00000000	OUT OF COUNTY ORG YES
NAME (LAST, FIRST, MIDDLE, JR) Test, Record Middle Jr		DATE OF BIRTH (DOB) 02011989		PLACE OF BIRTH (POB) TX	SEX M	RACE W	HT 6'01
BRN XX		FAR 123456789		BALD; GLASSES; MISS L FT; SC CHEST; TAT PHD		LARGE BLANK	
MISC NO. (AGE) AS 123456789		US	12345678	TX	C	12345678	TX
LICENSE CERTIFICATION AND REGISTRATION AUTHORITY Reactor - Tx Real Estate Commission		LICENSE NO. Real-99999		ADDRESS 10999 Imagination Ave Austin TX 78752		CITY Austin	
ALIAS NUMBER (ORG) Rubble, Barney; Bubba, XX		CHARGING AGENCY NAME TX00000000		CHARGING AGENCY NO. 2468		AGENCY CASE NO. (DOA) ABC-123	
THE A001		DOA S	DOA 00000000	OFFENSE CODE (DOA) Insert offense literal		OFFENSE LITERAL (DOA) Insert offense literal	
VEHICLE MAKE (ORG) 00.00 (A)(2) PC		LEVEL 2		PELONY (DOA) (PC) 01012005		DATE OF OFFENSE (DOA) 01012005	
VEHICLE MAKE (ORG) 321-CAB		ARREST DISPOSITION (DOA) 205		DISPOSITION ORG (DOA) TX00000000		DATE 01012005	
Print Full Name Legibly							
FOR LOCAL AGENCY USE				Name of Person Correcting CORRECTION			
				Date Of Correction / Phone Number			

- Draw a single line through any incorrect information and write the corrected information next to it
- Email this corrected form to corrections.cjisjjiis@dps.texas.gov

51

Corrections

- ▶ Send an email to:
corrections.CJISJJIS@dps.texas.gov
- ▶ Include TRN, TRS, name, DOB, DOA, and what needs to be corrected

52

Corrections

53

Livescan Information

54

Livescan Responses

- **MAC – Accept:** This only means that the submission was accepted, but not processed yet.

Example:

```
TO: 000
FROM: MBIS01
SUBJECT: mac
DATE/TIME: 2014/01/01 15:17:03
TYPE: mac
TCN: 41000000496
SAN: 0924980066
CODE: 0000
LITERAL: Positive Response
```

55

Livescan Responses

- **MID – Identification:** “Hit” or “No Hit” – A SID will return on both. This message is confirmation that arrest has been applied to the CCH record.

Example:

```
TO: 000
FROM: MBIS02
SUBJECT: mid
DATE/TIME: 2014/01/01 16:12:10
TYPE: mid
TCN: 41000044902
SAN: 0924980066
SID: 05555555
ACN: 31864
TRN: 123456789X
OCA: 9818540
NAM: SMITH, JOHN
FBI:
FLG:
HNH: HIT
MSG:*****
MSG: TRANSACTION WITH TRN = 123456789X
MSG: TCN = 41000044902
MSG: WAS IDENTIFIED AS
MSG: SID = 05555555
MSG:*****
```

56

Livescan Responses

- **MRJ - Reject:** Used to advise the submitting agency of errors or problems with the record submitted. In most cases, the record will need to be corrected and resubmitted.

Example:

```

TO: 000
FROM: MBIS02
SUBJECT: mrj
DATE/TIME: 2014/01/01 15:17:03
TYPE: mrj
TCN: 41000000496
SAN: 0924980066
RCODE: R300
RLITERAL: Critical Error
TRN: 123456789X
OCA: 982620955
NAM: SMITH,JOHANNA
MSG:*****
MSG: TRANSACTION WITH TRN = 123456789X TCN = 41000000496
MSG: EH SEGMENT
MSG: Critical Err: Format Error
MSG: DOE [30020102]
MSG:*****

```

57

Livescan Responses

- **MNC – Noncritical Error:** Used to advise agencies regarding errors in a submission that have been corrected. NO resubmission of the record is needed and a MID message will follow.

Example:

```

TO: 000
FROM: MBIS01
SUBJECT: mnc
DATE/TIME: 2014/01/01 15:17:03
TYPE: mnc
TCN: 41000103299
SAN:
SID:
TRN: 123456789X
OCA: JID118015
NAM: SMITH,JOHN
MSG:*****
MSG: TRANSACTION WITH TRN = 123456789X
MSG: TCN = 41000103299
MSG: ER2 SEGMENT 1
MSG: Non Critical Err: No data (mandatory)
MSG: ANA [ ]
MSG: CORRECTED AS [SMITH,JOHN ]
MSG: ADZ [ ]
MSG: CORRECTED AS [999999]
MSG: REF [ ]
MSG: CORRECTED AS [TX0680000]
MSG:*****

```

58

Livescan Responses

FBI Responses & DHS/ICE Response

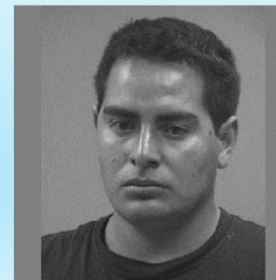
- Electronic (SRE): This will contain a hit or no hit response from FBI.
- Ten Print Transaction Error (ERRT): This response means the record did not process and it will supply an error message in the MSG field stating why the record did not process.

59

Livescan Information

- Quality mugshots
- Should be straight on, centered, and only be from the neck up

Good Mugshot



Bad Mugshot



60



Review

61

Arrest Segment Review

Can corrections to demographic information (name, DOB, etc.) be made on the EDR site?

- ▶ No
 - ▶ Corrections to demographic information must be sent in to DPS by email, fax, or mail

62

Arrest Segment Review

Should a CR-43 or CR-43J be sent to DPS without fingerprints?

- ▶ NO
 - ▶ DO NOT send the CR-43 or CR-43J to DPS without fingerprints
 - ▶ The CR-43 or CR-43J will be returned to the agency requesting fingerprints

63

Arrest Segment Review

Should a CR-43 be created for an out of county warrant?

- ▶ YES
 - ▶ The arresting agency should start a CR-43 and fingerprint the offender. Forward the paperwork (fingerprints included) to the warrant holding agency
 - ▶ DO NOT SUBMIT TO DPS IF YOU ARE JUST THE ARRESTING AGENCY

****Prosecutor ORI determines completeness percentage****

64

Arrest Segment Review

What Arrest Disposition (ADN) should be used for a Class C with Domestic Violence?

- ▶ **ADN 235**

65

Arrest Segment Review

Should a CR-43 be sent to DPS without fingerprints?

- ▶ **NO**
 - ▶ **DO NOT** send the CR-43 to DPS without fingerprints
 - ▶ The CR-43 will be returned to the agency requesting fingerprints

66

Arrest Segment Review

We issued a citation for a Class C with Family Violence. How do we get the charge on the criminal history so the court can report?

- ▶ A CR-43 and fingerprints must be submitted to DPS to initiate the reporting on the criminal history database
- ▶ The arresting agency needs to have a process to ensure a CR-43 (including fingerprints) is initiated on each person charged with a Class C with Family Violence

67

Referral/Identification Review

Is the referral date on the CR43J a required field?

- ▶ **YES**
 - ▶ The referral date is the date the juvenile was referred to intake

68

Referral/Identification Review

How are the 10 days determined for referring a juvenile to Intake?

- ▶ **Day 1 will be the day after the juvenile is fingerprinted**
- ▶ **Count 9 more days (include weekends and holidays)**

69

Referral/Identification Review

What happens if the juvenile is not referred within 10 calendar days?

- ▶ **The CR-43J and fingerprints must be destroyed (Family Code Section 58.001(c))**
- ▶ **The juvenile's name must be blacked out of any offense report pertaining to that offense**

70

Arrest Segment Review

What should be done if an offense code cannot be found?

- ▶ **Call the arresting officer/agency and ask for the statute/citation**
- ▶ **Call the CHR office and we will help with an offense code**

71

My chain of command has approved me to request access to the EDR Site, what is the process to request access?

Need help running reports or navigating the EDR Site?

- **Get with your CHR trainer for assistance**

72

For additional assistance, contact the appropriate section below.

CJIS/JJIS Supplies

(512) 424-2367

(512) 424-5599 (fax)

crssupplyorder@dps.texas.gov

Fingerprint Section

(512) 424-5248

fingerprint.processing@dps.texas.gov

Corrections

corrections.CJISJJIS@dps.texas.gov

(512) 424-2476 (fax)

Error Resolution Unit

(512) 424-7256

error.resolution@dps.texas.gov

*switched prints, switched records,
misuse of identity, etc.

Scan QR Code to download training materials
and reportable offense codes



73

For additional assistance, contact the appropriate section below.

EDR Website

(<https://cch.dps.texas.gov/les>)

GRP_CJIS_SITE@dps.texas.gov

*Contact CHR Trainer for how to
request access to the EDR Site

CODIS/DNA Assistance

(512) 424-2790

codislab@dps.texas.gov

Scan QR Code for CODIS FAQs



**For a New ORI or to Reactivate
an ORI**

TCIC.Operations@dps.texas.gov

**Electronic Arrest Reporting
(LiveScan)**

*Contact to obtain new TRN

Blocks

livescan@dps.texas.gov

Scan QR Code to download training materials and reportable
offense codes



74

Questions?



CHR Trainer Region List



75