



# CR NEWS

Volume 13, Number 3

July-Sept



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CR NEWS is published by the Texas Department of Public Safety. Comments, Suggestions and mailing list updates are welcome.

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## SEX OFFENDER REGISTRATION VALIDATION

All agencies with registered sex offender records entered into NCIC will now receive a monthly list of sex offender records to be validated. This new listing plus a sex offender registration validation certificate will accompany the existing TCIC Certification Letter that agencies receive when it is time to validate wanted persons, missing persons, protection orders, etc. and will replace the previous method of validating sex offender records via the secure website.

All records contained on this validation list should be reviewed by your agency. Records belonging to an offender whose duty to register has expired must be confirmed and the appropriate updated information submitted to the Department for removal. The records which remain in TCIC/ NCIC should be valid and active, contain all available information, and the information contained in each of the records should be accurate.

Any corrections or updates concerning the records contained in the validation list should be made utilizing the appropriate DPS Update Form or through the Department of Public Safety's secure Sex Offender Registration website. If your agency does not currently have access to the DPS Secure Site, please contact Cheryl Cox Page at 512-424-2477 or by email at [Cheryl.Cox@xdps.state.tx.us](mailto:Cheryl.Cox@xdps.state.tx.us) to set up a SOR secure site account.

To comply with the guidelines set by the CJIS Advisory Policy Board which promulgated the requirement for a validation certification

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# CRS DIRECTORY

## CRS MANAGEMENT

|               |                              |                                |              |
|---------------|------------------------------|--------------------------------|--------------|
| David Gavin   | Assistant Chief              | david.gavin@xdps.state.tx.us   | 512-424-2077 |
| Mike Lesko    | Deputy Administrator         | mike.lesko@xdps.state.tx.us    | 512-424-2524 |
| Alan Ferretti | Information Security Officer | alan.ferretti@xdps.state.tx.us | 512-424-5686 |

## ACCESS & DISSEMINATION BUREAU

|                   |                     |                                    |              |
|-------------------|---------------------|------------------------------------|--------------|
| Don Farris        | Manager             | donald.farris@xdps.state.tx.us     | 512-424-2078 |
| Baerbel Cleveland | Supervisor, Support | baerbel.cleveland@xdps.state.tx.us | 512-424-2023 |
| Elaine Smith      | Supervisor, CHIU    | elaine.smith@xdps.state.tx.us      | 512-424-5474 |
| Assistance Line   | Record Checks       |                                    | 512-424-5079 |
| Assistance Line   | Secure Site         |                                    | 512-424-2474 |

## CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

|                   |                               |                                    |              |
|-------------------|-------------------------------|------------------------------------|--------------|
| Angie Klein       | Manager                       | angie.klein@xdps.state.tx.us       | 512-424-2471 |
| Greg Easley       | Assistant Manager             | greg.easley@xdps.state.tx.us       | 512-424-7163 |
| Holly Morris      | Supervisor, Data Entry        | holly.morris@xdps.state.tx.us      | 512-424-2154 |
| Deborah Maldonado | Assistant Supervisor, ER      | deborah.maldonado@xdps.state.tx.us | 512-424-7253 |
| Pat Molloy        | Supervisor, Fingerprint       | patricia.molloy@xdps.state.tx.us   | 512-424-2153 |
| Debbie Parsley    | Asst. Supervisor, Fingerprint | debbie.parsley@xdps.state.tx.us    | 512-424-5304 |
| Maritia Priddy    | LiveScan Coordinator          | maritia.priddy@xdps.state.tx.us    | 512-424-2409 |
| Cassandra Richey  | Supervisor, CJS Field Reps    | cassandra.richey@xdps.state.tx.us  | 512-424-2479 |
| Cheryl Sanchez    | AFIS Project Assistant        | cheryl.sanchez@xdps.state.tx.us    | 512-424-2089 |
| Charlene Cain     | OCH Internet Coordinator      | charlene.cain@xdps.state.tx.us     | 512-424-2090 |
| Ursula Cook       | EDR Coordinator               | ursula.cook@xdps.state.tx.us       | 512-424-2407 |

## CRIME INFORMATION BUREAU

|                    |                                     |                                     |              |
|--------------------|-------------------------------------|-------------------------------------|--------------|
| Randy Batten       | Manager                             | randy.batten@xdps.state.tx.us       | 512-424-2734 |
| Pam Pierce         | TCIC Systems Analyst                | pam.pierce@xdps.state.tx.us         | 512-424-2898 |
| Vacant             | TCIC Operations Supervisor          |                                     | 512-424-7659 |
| Diane Wells        | TCIC Training Supervisor            | diane.wells@xdps.state.tx.us        | 512-424-2982 |
| Janet Raeke        | TCIC Audit Supervisor               | janet.raeke@xdps.state.tx.us        | 512-424-2897 |
| Jill Gajkowski     | TCIC Control Room Supervisor        | jill.gajkowski@xdps.state.tx.us     | 512-424-2152 |
| Toni Fairs-Coleman | Program Administrator, HEAT         | toni.fairs-coleman@xdps.state.tx.us | 512-424-2962 |
| Rosemary Webb      | Program Administrator, UCR          | rosemary.webb@xdps.state.tx.us      | 512-424-2418 |
| Linda Carter       | Supervisor, UCR Clerical Supervisor | linda.carter@xdps.state.tx.us       | 512-424-3646 |
| Tom Jenkins        | Supervisor, UCR Field Reps          | tom.jenkins@xdps.state.tx.us        | 512-424-2983 |
| Pam Nickel         | IBR Supervisor, UCR                 | pam.nickel@xdps.state.tx.us         | 512-424-2979 |
| Vincent Castilleja | Sex Offender Reg. Coordinator       | vincent.castilleja@xdps.state.tx.us | 512-424-2279 |

## CRS LEGAL STAFF

|             |         |                              |              |
|-------------|---------|------------------------------|--------------|
| Louis Beaty | Manager | louis.beaty@xdps.state.tx.us | 512-424-5836 |
|-------------|---------|------------------------------|--------------|

## CRS SUPPORT BUREAU

|                 |                       |                                  |              |
|-----------------|-----------------------|----------------------------------|--------------|
| Desiree Taylor  | Manager               | desiree.taylor@xdps.state.tx.us  | 512-424-2968 |
| vacant          | Program Administrator |                                  | 512-424-7137 |
| Michelle Farris | Program Administrator | michelle.farris@xdps.state.tx.us | 512-424-7130 |
| Jennifer Norton | Budget Analyst        | jennifer.norton@xdps.state.tx.us | 512-424-7793 |
| Vacant          | Billing Clerk         |                                  | 512-424-2912 |

|              |                           |                                |              |
|--------------|---------------------------|--------------------------------|--------------|
| Tierra Heine | Fingerprint Card Supplies | Fax order form to              | 512-424-5599 |
|              | Order Form located at     | ftp://crspub.xdps.state.tx.us/ |              |

## TEXAS DATA EXCHANGE (TDEx)

The Texas Data Exchange (TDEx) Program was recently transferred from the Texas Office of Homeland Security (TOHS) within the Governor's Office to the Texas Department of Public Safety Crime Records Service (CRS). TDEx is a system that compiles law enforcement incident records and other non-intelligence criminal justice information into a central state repository for sharing across jurisdictional lines. The information is available for law enforcement and criminal justice purposes. The greatest value of TDEx is being realized in the wealth of information it brings to criminal investigations. Data pertaining to incidents, suspects, booking and incarceration records, and other law enforcement activity is provided by approximately 300 contributing Texas sources.

The Texas Department of Public Safety (TXDPS) is working towards expanding the quantity of contributing agencies; however this requires development of customized software tools ("adapters") which function to gather and standardize the contributing agencies' crime incident and other data for submission to the TDEx Application. The adapters developed under the TDEx Contract will allow for regional and national integration of this same data without the burden of additional costs to contribute the data to those other systems. Once the information is gathered from local databases, it will be populated in TDEx where it is combined with the data from other sources and optimized for searching by authorized TDEx users.

All agencies and users accessing TDEx and/ or contributing data to the TDEx Program must submit a Memorandum of Understanding (MOU) signed by the head of the agency (or their appointed designee authorized to enter into contractual obligations).

Additionally, each agency must assign one individual as the agency administrator. It is the responsibility of the agency administrator to approve all TDEx basic user account requests. The ultimate goal is to incorporate TDEx into the regional and national services, both of which require that TXDPS strictly enforce these requirements. If you would like more information on how to obtain an MOU, the Agency Administrator Assignment process, how to access TDEx or other TDEx questions, please contact Crime Records at [tdex@xdps.state.tx.us](mailto:tdex@xdps.state.tx.us).

## SEX OFFENDER REGISTRATION VALIDATION

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program, your agency should complete the validation certificate and return the certificate to the TCIC CONTROL CENTER, CRIME RECORDS SERVICE, MSC 0233, PO Box 4143 Austin, TX 78765-4143. To insure your validation certificates reach this office on/ or before the due date, it is suggested that you fax the certificates to (512) 424-2748 prior to mailing the originals. Sex offender records will not be purged for failure to validate.

For further explanation or assistance with the NCIC/ TCIC validation process, please contact Jill Gajkowski, Supervisor "CRDP" or call (512) 424-2152 or toll free at 1-866-266-TCIC (8242).

## UNWANTED RAP SHEETS OR CORRESPONDENCE

In an effort to continue providing the highest quality fingerprint identification and criminal history record services, the staff at the FBI CJIS Division is asking agencies receiving unwanted rap sheets or correspondence to contact the Identification and Investigative Services Section's Customer Service Group by telephone at (304) 625-5590 or by e-mail at <liaison@eo.gov>. The FBI staff will assist the agency by taking the appropriate steps to discontinue the mailing of unwanted rap sheets or correspondence.

## TIMELY RECORD ENTRY

NCIC policy regarding timely entry of records states records should be entered as soon as possible.

Did you know the policy further defines timely entry as, not to exceed seventy-two hours?

Did you know new legislation was recently passed that further defined timely entry of missing juvenile records?

The Adam Walsh Act amended section 3702 of the Crime Control Act of 1990 (42 U.S.C. 5780), paragraph three by striking 'immediately' and inserting 'within two hours of receipt', receipt meaning when the report was filed.

The TCIC Audit Section recommends that if your agency does not currently apply a date

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## VGTOF RECORDS

### **Changes to Modifying the Group Name (GNG) and Subgroup Name (SGP) Fields in a Violent Gang and Terrorist Organization File (VGTOF) Group Reference Capability (GRC) Record**

Prior to April 2007, agencies could not modify the GNG and SGP Fields in a GRC Record in the VGTOF of the National Crime Information Center (NCIC). When an agency that entered a GRC record needed to modify the information in either the GNG or the SGP Field, the agency had to cancel the record from the NCIC and reenter the information. Consequently, any Group Member Capability (GMC) records associated with the GRC record were automatically canceled as well. Though the NCIC System sends a \$.P. message (Purge Notification) to the entering agency for canceled GMC records, a substantial amount of time could pass before the agency determined the appropriate GNG and SGP codes and reentered the record. The unavailability of the record during this time posed a threat to officer safety.

In April 2007 this changed, and the NCIC system will allow for the modification of the GNG and SGP fields, but only the Investigative and Operational Assistance Group (IOAG) staff can update those fields. If the IOAG's staff modifies the GNG or SGP Field in a GRC record, any linked GMC records will be automatically updated as well.

Before the IOAG's staff will modify the GNG and SGP Fields for an agency with a GRC record in the NCIC, the agency must follow administrative requirements and procedures. One such requirement is that the agency must provide a justification for the modification (such as the determination that one of the fields has an error). Furthermore, the agency must make the request in writing through the CJIS Systems Agency (CSA) {TxDPS Crime Records Service in Texas} to ensure that the state is aware of the modification and that the state system information will not be affected by the change. Requests should be sent to:

TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS SERVICE  
ATTN: DAVID GAVIN  
P.O. BOX 4087  
AUSTIN, TX 78773

Modifications of the GNG and SGP Fields that affect agencies outside the CSA's state (i.e., records with interest attached from agencies outside the state) will be performed at the discretion of the IOAG. In instances where the modification affects an entity in a state other than the CSA, the IOAG's staff will notify all parties involved before making the modification.

These changes do not affect the *NCIC Operating Manual* (December 1999) or the *NCIC 2000 Code Manual* (December 2000).

## ADDITION OF NEW FIELD FOR CCH INQUIRIES

Agencies are reminded the TLETS screens contain a new field as explained in the letter accompanying the CD for NCIC TOU 07-1.

The **TLETS** transactions for **criminal history inquiries** contain a new optional field, **RFI (Reason For Inquiry)**. The RFI field contains up to 75 free text alphabetic/ numeric/ special characters to indicate the **Reason For Inquiry**. Within the next few years, this new field will become mandatory for TLETS transactions, and interface system agencies are encouraged to begin the process of including this new field in their software for TLETS transactions. Recent FBI audits have prompted the DPS to create this new field allowing the local agency, and the DPS, to capture additional information regarding criminal history transactions and store that information in the automated DPS transaction logs. This new field will assist agencies during an audit and provide them with additional information so they can retrieve the case file/ paperwork needed to confirm the reason for the inquiry in a timely manner.

Examples for RFI:

Burglary Investigation, Booking Classification, Homicide Investigation, Traffic Stop, etc.

If a case number is associated with the inquiry, please include that as well.

## TIMELY RECORD ENTRY

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stamp on the records to be entered upon receipt, that your agency should implement a policy that would record the date and time a record, especially a missing person-juvenile, was filed. In the future should the audit team question a late entry, the date and time stamp would indicate the time your agency received the report as opposed to when it was taken by the officer or when a warrant was signed, etc. The implementation of this practice could ensure agency compliance with the timely entry guidelines for all records.

The next time your agency receives a fax from the audit section regarding an upcoming audit, take a minute or two to review the entries we have included. Please be sure that all of the records have been entered within the timeframe prescribed by the NCIC Operating Manual.

## CJIS Field Representatives

The CJIS Field Representatives welcome their new supervisor, Cassandra Richey. Cassandra brings a wealth of experience gained while in the field as a CJIS Field Representative. Cassandra has enjoyed working with all of the agencies that she trained and provided support to and looks forward to continuing those business relationships and providing continued CJIS support to field agencies.

The CJIS Field Representatives are available to come to your agency and provide CJIS/ JIS and Live Scan, training.

Do you know who your Field Representative is?

|               |          |                   |              |
|---------------|----------|-------------------|--------------|
| Northeast     | Region 1 | Shelia Bledsoe    | 903-797-6120 |
| East          | Region 2 | Jeff McIlhane     | 979-776-3167 |
| South Central | Region 3 | Vacant            | 512-424-7618 |
| Southwest     | Region 4 | JC Villanueva     | 512-424-5068 |
| West          | Region 5 | Jim Merchant      | 512-424-7552 |
| West Central  | Region 6 | Rhonda Daniels    | 512-424-7651 |
| Panhandle     | Region 7 | James McElroy Jr. | 512-424-7614 |
| North Central | Region 8 | John Morse        | 512-424-5067 |
| South Coastal | Region 9 | Carol Owsley      | 512-424-7792 |

Mark your calendars for the 2008 CJIS Conference! The conference will be held in Houston at the Westin Galleria June 30-July 2, 2008. Additional details will be available after January 1, 2008. We look forward to seeing you there!

## NCIC/ TCIC SYSTEM AVAILABILITY

The average number of NCIC transactions per day is at the 6.1 million mark. On March 30, 2007 the NCIC had a record day where the number of transactions hit 6,871,945. The transaction Response Time average is .0659 seconds. System Availability is running at approximately 99.70% each month with scheduled maintenance accounting for the remaining .30%.

## **TCIC TRAINING SECTION**

The TCIC Training Unit would like to congratulate, John Hale, Regional TCIC Training Representative for the Houston and Southeast Texas area. John recently promoted to the TLETS Training section. We wish him the best of luck as he travels with the TLETS group.

We would also like to welcome Tracy Chambers to the TCIC Training Unit. Tracy brings a wealth of experience to the section having been a TCIC Auditor for the past five years. Tracy looks forward to visiting all of the regions in the state. Should you need to contact Tracy, please contact her by phone at 512-424-3605 or by email at [Tracy.Chambers@xdps.state.tx.us](mailto:Tracy.Chambers@xdps.state.tx.us).

All TCIC Training requests for this region and any other regions can be sent to: [TCIC.Training@xdps.state.tx.us](mailto:TCIC.Training@xdps.state.tx.us), phone: (512) 424-2832, or fax requests to (512) 424-7164.

## **ACCESS TO NCIC WANTED PERSON FILE FOR PASSPORT SCREENING BY THE DEPARTMENT OF STATE**

In early 2007, FBI Director Mueller approved the CJIS Advisory Policy Board's recommendation to authorize access to the NCIC Wanted Person File records for the Department of State's (DOS) Passport Services. Access to the Wanted Person file data was granted in August of 2007 to support passport screening and the referral of fugitive information to law enforcement agencies. At that time, DOS began confirming hits on Wanted Person file records.

Agencies are reminded of the NCIC Hit Confirmation Policy. Responses to Hit Confirmation Requests from the DOS's Passport Services are to adhere to the NCIC Hit Confirmation Policy for Routine Hit Confirmations. The policy: "Upon receipt of a hit confirmation request, the Originating Agency Identifier {ORI} of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject." Responsibility for the Hit Confirmation Process is shared between the DOS, which received the hit, and the agency that entered the record.