



CR NEWS

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Oct – Dec



HIGHLIGHTS:

CJIS News
Page 3

NCIC/TCIC System Integrity
Page 5

Internet Use of CHRI Data
Page 8

TCIC Stored/Abandoned
Vehicles and Boats
Page 9

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

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TCIC AUDIT

TIMELY ENTRY OF RECORDS

Technical and Operational Update (TOU) 03-2 (dated June 23, 2003) contained a policy change regarding the length of time an agency has to enter a record. Per TOU 03-2:

To ensure maximum System effectiveness, NCIC 2000 records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt by the entering agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when documentation exists to support delayed entry.

Auditors compare the date of entry to the date of report/warrant/protective order or the date of last contact for missing persons to assess compliance with TOU 03-2 during the record review of a TCIC audit. Agencies should be aware of records being re-entered after a purge or cancellation (i.e. original date of record 1-1-2000 with a date of entry of 1-1-2004...documentation showing "re-entry after purge" will suffice as a reason for the amount of time between date of record and date of entry).

It is important to note that the Adam Walsh Child Protection and Safety Act of 2006 (signed into law on July 27, 2006) requires law enforcement agencies to enter juvenile missing persons within **two (2) hours** of receipt of the report for entry into TCIC/NCIC.

(Continued on Page 3)

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Fax order form to 512-424-5599
OR DOWNLOAD Order Form located at <ftp://crspub.txdps.state.tx.us/>

TCIC AUDIT – TIMELY ENTRY OF RECORDS (continued)

(Continued from Page 1)

During the record review for juvenile missing persons, auditors compare the time on the report against the time the entry was made. Compliance/Non-Compliance will be determined based on this information.

CJIS REPORTING

Listed below are some basic tips to remember to avoid the more common reporting errors:

- ⇒ For agencies that submit data to TXDPS via livescan, do not send in the hard copies of arrests that you have transmitted to TXDPS electronically! That information is already on file as a result of the electronic transfer of data.
- ⇒ The criminal history file is supported by fingerprint submissions. If you do not have a set of fingerprints for the TRN that you are submitting, please do not send the information to TXDPS .
- ⇒ Prior to sending any updates or corrections, agencies are encouraged to review the TXDPS record. This will ensure that TXDPS has received the original information and will allow the agency to specifically indicate what needs to be added or modified.

Corrections can be faxed to the TXDPS at 512-424-2476.

CJIS CONFERENCE 2009

The CJIS staff held the annual CJIS Conference in Houston in July 2008. TXDPS would like to extend its appreciation to all of those that attended and participated in this conference.

The TXDPS CJIS Field Support Unit would like to announce that they will be hosting the 2009 CJIS Conference at The Westin Park Central in Dallas, from Monday June 29th through Wednesday July 1, 2009.

Please watch for additional information regarding the CJIS Conference 2009. Information will be provided in upcoming newsletters plus will be posted on the following website <http://www.txdps.state.tx.us/cjis/> beginning January 2009.

The TXDPS CJIS Staff looks forward to seeing everyone there!

AFIS TEN—PRINT OPERATIONS REPORT

April – June 2008

Number of Criminal Transactions Submitted Electronically to AFIS	195,838
Number of Criminal Transactions Submitted via Hard-Card to AFIS	36,027
Total Number of Criminal Transactions Submitted to AFIS	231,865
Total number of Applicant Transactions Submitted to AFIS	191,265
Total number of Custody Transactions Submitted to AFIS	21,904

The chart below reflects the approximate overall percentages of criminal, custody, and applicant submissions processed through the Crime Records Service.



2008 AFIS Ten-print Database Counts

April	7,249,522
May	7,306,590
June	7,363,013

TX GANG

COMPILATION OF INFORMATION PERTAINING TO CRIMINAL COMBINATIONS, CRIMINAL STREET GANGS AND GANG MEMBERS

The following are excerpts from the Code of Criminal Procedure (CCP), Chapter 61:

If a local law enforcement agency compiles and maintains information under this chapter relating to a criminal street gang, the agency shall send the information to the department.

The department shall establish an intelligence database and shall maintain information received from an agency in the database in accordance with the policies established under 28 C.F.R. Section 23.1 et seq. and the submission criteria under Article 61.02 (c).

TXDPS determined in meeting with multiple Texas law enforcement and criminal justice agencies that the current TX Gang System should be replaced with one that provided greater functionality. New system functionality will include easier submission methods (direct interface, Excel, XML, Access or text file upload processes), enhanced photo functionality (mug shots, scars, marks, tattoos, vehicles, and photo lineup), standard reports, as well as ad hoc query capability.

(Continued on Page 5)

TX GANG (continued)

(Continued from Page 4)

The new TX Gang Database system will also interface with TLETS to make basic TX Gang information available to patrol officers and dispatchers. It will also provide the capability for agencies to use the statewide TX Gang system as their local private database, if they choose to do so.

There are currently 350 juvenile gang member records in the TX Gang database and 2279 adult gang member records. These records have been entered by 26 participating Texas agencies.

To request access to the TX Gang database, please complete the Individual User Application form posted at <http://www.txdps.state.tx.us/txgangs/> or send an email to TCIC.Operations@txdps.state.tx.us.

TCIC QUALITY CONTROL MESSAGES

The FBI/NCIC and TXDPS/TCIC take certain steps to help local agencies maintain the records as complete, timely, and accurate. Quality Control is one step. TXDPS reviews all records entered into the system. An administrative message is sent to notify the originating agency of possible errors. Agencies are given 24 hours to review the records and make corrections, cancel the record, or notify TXDPS that the record is correct as entered. Agencies will receive three (3) messages. If no action is taken after the third message, a corrective action will be taken by TXDPS .

The records currently reviewed by TXDPS are: Protective Orders, Wanted Persons, Missing Persons, Stolen Vehicles, Articles, Boats, Guns, Capias Warrants, Identity Theft and Threat Against a Peace/Detention Officer.

The focus is to look for any information missing from the record that can cause a "missed-hit". Missing information in a record can cause officer safety issues as well as public safety issues. Additionally, TXDPS checks all key descriptors for accuracy to avoid a false arrest. **TXDPS encourages agencies to pack the record with all accurate and available information.**

If an entering agency receives a quality control message from TXDPS , it is the responsibility of that agency to determine if the information belongs to the record in question. Once the entering agency determines that the information received from TXDPS is correct, modifications to the record should be made. If the entering agency has determined that the information does not belong to the record, **notify** the TXDPS by teletype that the record is correct as entered.

The purpose of quality control is not to punish the entering agency, but to lessen any liabilities and enhance officer and public safety. For additional information please contact TCIC Control Center Supervisor Jill Gajkowski at 512-424-2152.

NCIC/TCIC SYSTEM INTEGRITY

Criminal justice agencies have a primary responsibility to maintain records that are accurate, complete, and up-to-date. However the CJIS Systems Agency (CSA), for Texas the CSA is the Texas Department of Public Safety, employs the standards below to ensure reasonably sufficient records management, for electronic and/or hard-copy case management systems, which allow accurate and up-to-date record entry and proper/secure dissemination of those records. The following standards have been established and approved by the CJIS Advisory Policy Board (APB) with regard to security, audit, and training:

1. **Security** – As documented in the CJIS Security Policy (Policy). The Policy includes personnel, physical and technical security, as well as user authorization and dissemination.
2. **Audit** – Terminal agencies will be audited every three years to ensure the accuracy, completeness, and timeliness of the records entered. The security and dissemination of these records will also be evaluated.
3. **Training** – CSAs must :
 1. Within 6 months of employment or assignment, train, functionally test, and affirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy and regulations;
 2. Biennially, provide functional retesting and reaffirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy;
 3. Maintain records of all training, testing, and proficiency affirmation;
 4. Initially (within 12 months of employment or assignment) provide all sworn law enforcement personnel with basic NCIC 2000 training to ensure effective use of the System and compliance with FBI CJIS policy regulation;
 5. Make available appropriate training on NCIC 2000 System use for criminal justice practitioners other than sworn personnel;
 6. Provide all sworn law enforcement personnel and other practitioners with continuing access to information concerning NCIC 2000/state Systems using methods such as roll call and in-service training;
 7. Provide peer-level training on NCIC 2000 System use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers; and
 8. Annually review all curricula for relevancy and effectiveness.

TEXAS DATA EXCHANGE (TDEx)

TDEx 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 plus several DOJ law enforcement components' (Bureau of Alcohol, Tobacco, Firearms, and Explosives; Bureau of Prisons; Drug Enforcement Agency; FBI; and United Marshalls Service).

All agencies who submit criminal justice incident information (or related data) and / or access the TDEx System MUST have an executed memorandum of understanding (MOU) on file with TXDPS. Agencies agree to assign a TDEx Agency Administrator responsible for:

- Acting as the single point of contact for TDEx issues;
- Ensuring compliance with this agreement, current and future versions of the TDEx Security Policy, Department policies and procedures regarding TDEx, and all applicable state and federal laws;
- Vetting all TDEx users from the Agency who access the TDEx system through **both a state and national criminal history record search**;
- Granting users access through the user management tools provided by the system;
- Disabling (through account revocation, termination, etc) users from the system when they leave the agency or otherwise become ineligible for access;
- Ensuring that all users from that agency are trained and informed of policies and procedures that govern TDEx;
- Reporting security incidents to the Department's CJIS ISO.

Agencies which contribute information to TDEx are responsible for purchasing and maintaining its own software, RMS and or JMS in relation to this MOU including all associated costs to contribute or access TDEx. Following creation of initial capability to contribute data to TDEx at TXDPS expense, **costs to maintain capability to contribute data to TDEx following enhancements, modifications, or replacement of Agency's software, RMS and/or JMS will be the responsibility of the Agency, including costs to maintain continued functionality with TDEx, such as frequency of contribution, file formats, file layouts, contribution methodology plus interface processes, types of records contributed, record structure, data elements and/or fields contributed (type, content and format), code lookup tables, etc.**

Please contact the TDEx Program at (512) 424-2629 or tdex@txdps.state.tx.us for additional information.

INTERNET USE OF FBI CJIS CHRI DATA

The transfer of FBI CJIS Criminal History Record Information (CHRI) data by means of the Internet and associated electronic media such as mail facilities, remote access file transfers, and any other file modifications shall be permitted provided all technical security requirements have been met. (See CJIS Security Policy, Section 7.0, "Technical Security.")

First the rules:

It **MUST** be encrypted. Email is sent plain text and a copy is placed on each server that it transfers through on the way to the destination. If it is sent as an attachment then the attachment must also be encrypted. Not all encryption programs automatically encrypt both email and attachments. The type of encryption depends on the age of the system. It needs to be at least 128 bit encryption. Any new systems and all systems by September 30, 2010 need to be NIST certified to FIPS 140-2 standards.

Don't forget that the physical security rules apply also. Routine viewing must be prevented, secure location or advanced authentication, sender and receiver must be authorized (undergone/passed a national fingerprint based background check.)

The implementations:

The easiest way to get encrypted email is to use LEO. It's free and available to all law enforcement types. Note on this though – it must be sent and received by a LEO account to be encrypted and safe. If you send it from a LEO account to an outside non-LEO account it is NOT encrypted.

You can see several vendor products in use in the field currently; about all of them have a FIPS mode – PK Ware, Entrust, RSA, and many, many more. This involves key exchange between the sender and receiver. They are inexpensive and easy to set up and use.

Secure Web-mail is another option. In this situation there is a web site that you go to and fill out the form information, write the email, and attach the attachment. It's using a web site and server rather than a client like Outlook. The server is secure and takes care of the encryption. I would expect you to find this at some of the larger agencies that run their own servers. Same encryption rules apply as for regular email.

Summary:

If you think you have a misuse situation, want to ask a question, or find out more; please don't hesitate to contact Alan Ferretti at (512) 424-5686 or one of the technical auditors.

As TXDPS begins getting out to the agencies and conducting on-site technical audits, the agencies will start to understand the requirements and exactly what's required to be compliant.

TCIC STORED/ABANDONED VEHICLES AND BOATS

For TCIC purposes, an Abandoned/Stored Vehicle or Boat is a vehicle (or boat respectively) that is stored on police property or in a licensed storage facility. These records are entered into just TCIC using the transactions ERV or ERB. The Abandoned/Stored Vehicle file should be used when an agency stores a vehicle or boat on police property or in a licensed storage facility or when an agency is notified by a licensed storage facility that they have received a vehicle for storage. Entry of a vehicle into these files should only be used after a "QV" or "QB" inquiry produces no records and attempts to contact the registered owner of the vehicle or boat have failed.

When entering vehicles stored in state-licensed Vehicle Storage Facilities (VSF), the license number issued for that facility should be placed in the first characters of the miscellaneous field (MIS), for example, 5000000VSF. This is the format used when issuing numbers to the storage facilities. Police impound lots do not have assigned VST numbers, so the location of those vehicles would be located in the pound (PND) field of the TCIC record; i.e. PND/City Name PD Impound Lot, with additional information in the miscellaneous (MIS) field. When a vehicle is towed to a VSF, the name of the VSF would be placed in the PND field; i.e. PND/Buford's Tow-n-Stow with the first characters of the MIS field to be the VSF certificate number assigned to the company by the Texas Department of Licensing and Regulation (TDLR). The VSF certificate number is ten characters with the last three characters being "VSF". Example: 0123456VSF. Please be aware that Tow Company certificate numbers have "C" as the last digit. The manner in which the VSF is placed in the TCIC Stored/Abandoned Vehicle (or Boat) records aids law enforcement agencies in quickly and efficiently providing the name, location, and telephone number of the facility to the owner of the vehicle/boat should the owner attempt to file a stolen property report for property that has actually been recovered already.

To find a licensed VSF, visit <http://www.license.state.tx.us>. At the Texas Department of Licensing and Regulation (TDLR) home page, go to "OnLine Services" and select "Search Licenses by License Type". This will take you to the Licensing Search field; select "Inquire by License Type", and use the drop down box to select "Vehicle Storage Facilities". This will open the TDLR Tow Company and Vehicle Storage Facility Inquiry page. There are multiple options for searching: Company Name, TDLR Number (VSF#), City, Zip Code. Once the type of search is selected, a drop down box will appear, and different options will be presented for additional information to be inserted into the screen prior to additional search processing. With the exception of the search by TDLR number, multiple entries will be shown in the response.

Abandoned/Stored Vehicle and Boat File records remain in TCIC one year from the date of entry. Agencies are not notified when the records are purged from the file. The MVD vehicle registration and the Parks & Wildlife Boat Registration databases will not reflect these vehicles/boats as being stored/abandoned. Only QV, ZV, QB, ZB transactions will reflect these Stored/Abandoned records.

TXDPS SEX OFFENDER WEBSITE

TXDPS unveiled a complete redesign of the state's sex offender registry. With enhancements to the CRS Public Website, users are able to access additional information regarding specific offenders, including the offender's reported place of work. Future enhancements will allow users to subscribe to an offender's record and receive email notifications regarding any changes made to the database for that offender, such as changes in the offender's zip code, or changes made to the record.

The website is located at https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx.

Enhanced mapping will allow users to search by name, address, zip code and county. Lists of names will include the proximity of each registered sex offender to the address queried.

New information about registered offenders that is now available to the public:

- Offender's complete work address
- Whether the offender attends an institution of higher education
- Offender's occupational license information

The bulk of the rewrite made changes to behind-the-scenes processes, including automating some processing and streamlining others. These changes will allow TXDPS sex offender registry personnel the ability to more easily reconcile the sex offender database with both the Texas Crime Information Center (TCIC) and National Crime Information Center (NCIC), as well as automate many necessary reporting functions and enhance the system's notification capabilities.

TLETS TRAINING

For those agencies that are on Omnixx, to get to the Omnixx Trainer go to the

<https://tlets.txdps.state.tx.us/omnixx/desktop>.

Enter your user name and password. Select Classes at the bottom right hand corner of the screen and select ALL Classes. This will allow you to view all classes that are available. Double click on the class to view details, such as class dates, location, and address. To enroll, select Enroll, at the bottom right hand corner.

DPS IDENTIFICATION SUPPLIES ORDER FORM



TO: CRIME RECORDS SERVICE
 TEXAS DEPARTMENT OF PUBLIC SAFETY
 PO BOX 4143
 AUSTIN TX 78765-4143
 FAX: 512-424-5599

Date: _____

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	# PER PACKAGE	QUANTITY ORDERED
CR-6	DPS Applicant Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Card	Single cards	
CR-26	Death Notice Form	100 p/pad	
CR-42	Request for Criminal History Check	100 p/pad	
CR-43	Adult Criminal History Reporting Form with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with TRN Numbers	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form without TRN numbers	200 p/pkg	
CR-44	Adult Supplemental Reporting Form	100 p/pkg	
CR-44J	Juvenile Supplemental Reporting Form	100 p/pkg	
CR-44S	Adult Supplemental Court Reporting Form	100 p/pad	
CR-45	Adult DPS Fingerprint Card*	250 p/pkg	
CR-45J	Juvenile DPS Fingerprint Card*	250 p/pkg	
FD-249	FBI Arrest & Institution Fingerprint Card (Felony Card)*	500 p/pkg	
FD-258	FBI Applicant Fingerprint Card*	500 p/pkg	
FD-353	FBI Personal Identification Fingerprint Card*	500 p/pkg	
R-84	FBI Final Disposition Notice	500 p/pkg	
	Fingerprint Card Return Envelopes (For Arresting Agency Only)	100 p/box	

***DPS does not pre-stamp the agency ORI on any fingerprint card. Overnight services are available at ordering agency's expense.**

NOTE: Please order minimum of three weeks supply. Please submit order at least 4 weeks prior to depletion of your supplies.

NOTICE: Provide a complete shipping address (PO box (s) are acceptable).

AGENCY NAME _____

STREET ADDRESS _____

COUNTY _____ CITY _____ STATE TX ZIP _____

ATTENTION _____ PHONE NO. (____) _____ - _____