



CR NEWS

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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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Attn: Heidi Paul
PO Box 4143
Austin, TX 78765-4143
Heidi.Paul@dps.texas.gov

Conversion from Omnixx to OpenFox Messenger

In 2016, the Texas Department of Public Safety upgraded Omnixx terminals statewide from Omnixx version 3 to Omnixx version 5. After this conversion, the Department announced an upgrade of the TLETS system to ensure the telecommunications infrastructure would be capable of responding to the future needs of the state's numerous city, county, state, and federal law enforcement and criminal justice agencies. As a result of this upgrade, the Department will begin the replacement with the OpenFox Desktop software this summer.

OpenFox Desktop will provide a rich user interface that will be used to format and submit transactions through TLETS. Open Fox Desktop provides an email like window which allows users to view a record of the transactions sent and responses you have received. This upgrade will also bring with it an upgrade of the TCIC/TLETS certification process. nexTEST will serve as a web-based interface to track and ensure users at their agency are current and up to date on all certification requirements.

The Department is currently developing an installation guide to assist our Omnixx user agencies with this transition to OpenFox Desktop. **The goal is to release the installation guide on 04/17/2017.** Terminal Agency Coordinators (TACs) are urged to make necessary preparations, including scheduling appropriate staff members and technical personnel, to ensure an easy transition once they have received the installation guide and a date for migration.

DPS encourages agencies to check the TCIC2000 website periodically to obtain the most recent information on the status of the project. Questions, comments, and concerns may be relayed to the Department by email at Message.Upgrade@dps.texas.gov.

The entire migration from Omnixx to OpenFox Desktop will take significant effort by both the Department and the agencies accessing TLETS. DPS recognizes the impact that it will have on our customers and is steadfast in its commitment to do everything possible to minimize the impact on your organization. We appreciate your support and understanding as we make this important transition in technology that will significantly increase services to all involved in public safety.

Access & Dissemination

Photo Policy For Criminal Justice Hard Card Submissions & Fact Clearinghouse

The Department of Public Safety (DPS) encourages Criminal Justice Agencies to attach a photograph to applicant fingerprint cards when submitting “Hard Cards” for processing to DPS. Submitting a photograph with the fingerprint card will ensure the completeness of the record.

The following photograph specifications are necessary with the “Hard Card” fingerprint submission process:

- In color
- Printed on matte or glossy photo quality paper
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open

If your agency would like to submit a photograph, for applicants whose hard cards were previously submitted, the following must be included:

- Applicant’s photograph meeting the requirements listed above
- Applicant’s Full Legal Name
- Applicant’s Date of Birth
- Applicant’s Right Thumb Print on the back

DPS is also encouraging Criminal Justice Agencies that currently submit hard copy fingerprint cards to DPS to begin utilizing the FACT Clearinghouse to receive their Texas and FBI Criminal History responses. Please note a photograph for each applicant submission is required to be able to share records between criminal justice agencies within the FACT Clearinghouse.

If your agency does not have a FACT Clearinghouse account and needs to create one, or if you have questions regarding the FACT Clearinghouse, contact the Fingerprint Services Unit at fingerprint.service@dps.texas.gov or 512-424-2365, option 6.

If your agency has questions regarding the “Hard Card” process and requirements, contact the Rap Back & Secure Site Training Unit at RapBack_CHTraining@dps.texas.gov or 512-424-2746.

CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

Reporting Reminders

Juvenile Referral Reporting Agencies – There are three required dates in the Referral Section on the CR-43J and CR-44J reporting forms, the Date of Fingerprinting (DOA), the Date of Birth (DOB), and the Referral Date (ADA). Please be sure to complete all of the required fields to ensure that the referral is entered into CCH in a timely manner.

CJIS and JJIS Completeness Percentages

The 2017 Grant Funding deadline is approaching August 1, 2017. Let’s take action on getting our counties in compliance before the deadline. As most are aware, counties need to be at 90% completeness or above for 2011 thru 2015 to receive the Grant Funding. Our CJIS Field Auditors are here to assist you in any way to reach that goal. If you have any questions or do not know who the Field Auditor is for your region please contact the CJIS Main Line (512)424-2478, cjisjjis@dps.texas.gov

CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) continued

William P. Clements Excellence Award – John Morse, CJIS Field Auditor



Throughout his 12 years in the Criminal Justice Information System (CJIS) Field Support Unit, John has consistently been praised by internal co-workers, Supervisors and Managers, external agencies and the individuals he works with; he has also been featured in the DPS News emails three times, twice in the last year. In surveys that are regularly sent to external agencies, John continues to receive high marks and praise from the agencies he works with. He regularly receives Skilled/Effective ratings on his evaluations, often going beyond his assigned job duties in servicing his agencies and assisting his fellow Field Auditors.

A Huge Congratulations to John on receiving the William P. Clements Excellence Award February 22, 2017.
Great job John!

Criminal Justice Information System (CJIS) Site – Entity Administrators

The CJIS Site is provided by the Texas Department of Public Safety to assist counties in managing their Computerized Criminal History (CCH) information and to manage CJIS users for respective entities. The Entity Administration section allows a local representative to manage CJIS users for their entity. The functions that are currently available are:

- Approve/Deny users for CJIS access,
- Reset passwords,
- Remove users who no longer need access

If your agency hasn't been setup, please email GRP_CJIS_Site@dps.texas.gov or call 512-424-2686/512-424-2500 and we can assist with the process.

Criminal Justice Information System (CJIS) Site – User Accounts Deactivated

Effective March 1, 2016, CJIS Site user and/or Electronic Disposition Reporting (EDR) batch upload account will be de-activated if they haven't been accessed within the last 30 days. EDR batch upload accounts that are deactivated will be required to retest before the account will be reactivated. [To avoid deactivation, please make sure to utilize your CJIS account within the 30 day timeframe.](#)

CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) continued

Sealing of Juvenile Records (Family Code 58.003)

Applicable to Records Eligible for Sealing on or After September 1, 2015:

The new process described as “automatic sealing,” eliminates the requirements to file an application or petition to seal records and mandates the juvenile court to order sealing of records if the juvenile meets statutory criteria. The Department of Public Safety (DPS) is notifying the juvenile probation department when a juvenile record maintained by DPS may be eligible for automatic sealing. CCH is programmed to check for closed dispositions (i.e. discharges from probation/confinements for adjudications, dismissals, etc.) and it must be 2 years past the final disposition date. Agencies receive notifications through the Criminal Justice Information System (CJIS) Site. There may be records that have not been reported to DPS that may impact sealing eligibility. The Juvenile Probation Office will need to check their records to make a final determination regarding eligibility prior to the court order to seal. If you have any questions on Sealing of Juvenile Records (Family Code 58.003), please contact Holly Morris at 512-424-2686 or holly.morris@dps.texas.gov.

CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) Security Office

Incident Response, what is it and why is it required?

Incident Response is defined as an organized approach to addressing and managing the aftermath of a security breach or attack (also known as an incident). The goal is to handle the situation in a way that limits damage and reduces recovery time and costs.

For Law Enforcement Agencies, it is typically a locally developed procedure designed for specific needs to ensure continuity of services. What the response plan provides is a simple blueprint of what to do, and who to contact in the event that CJI data may have been compromised. This documented plan is required to be in place by the CJIS Security Policy for any agency which stores, processes, transmits or accesses CJI data. The Incident Response Plan is a document the agency will be asked to provide during any CJI audit. In addition to the agencies steps within the plan, we ensure DPS, as the State CJI access provider, is included within the contact list for any incident events.

The Incident Response Plan should include a step process of the initial actions to be taken by the responding staff and a contact list including the titles and contact numbers of these first responders. These responders often include your command chain, IT support staff and DPS. Reportable events are not limited to digital media, any loss of CJI data, devices or material should be reported. Agencies are required by the FBI CJIS Security Policy to track, document, and report incidents to appropriate agency officials and/or authorities.

Potential malware or viruses being introduced into the secure system is a constant concern – an event such as this could lead to compromise of critical Law Enforcement data, loss of evidence, and life safety issues (such as an interruption of critical services). All incidents involving loss or compromise, Virus, Malware, etc. shall be reported to DPS. Prompt reporting and response assist in the protection of vital networks and security assurance for all agencies throughout the state of Texas.

For sample Incident Response plans as well as other helpful links and samples, please visit our website at www.dps.texas.gov/securityreview

SEX OFFENDER REGISTRATION (SOR)

ERD (Ending Registration Date) Removal Request Processing Update

The Bureau is pleased to announce that we now have additional personnel to assist with the processing of ERD requests. These four investigators are now working diligently to provide a faster initial review of ERD requests and either facilitate the removal of the registrant or notify the contributor of any issue or request for additional documentation.

Investigators have discovered that most requests are rejected due to either lack of supporting documentation to confirm when the person discharged supervision for their offense or a review of state and national criminal histories that reveal some other offense for which the person potentially has a current duty to register for other than the offense that was reported to the registry. Registrants who ensure that their discharge from supervision paperwork is on file or have their criminal histories updated can significantly reduce the amount of time that a request can be completed.

If your agency has submitted an ERD request and you would like a status of the review, please contact our office at (512) 424-2800 or email to txsor@dps.texas.gov.

Enhancements to the Sex Offender Registration Web Sites

The Sex Offender Registration Web Site/Database is scheduled to have some enhancements later on this year. These enhancements will affect both the public and secure web site. One of the biggest changes for users of the secure site will be a streamlined wizard which will reduce the number of screens the user will need to go thru for Verification and Change of Status Events. We hope that the users will find these enhancements useful and announcements regarding specific changes will occur closer to implementation. If you are not a user of the Secure Sex Offender Registration Web Site, we encourage you to contact our Support Operations Unit at TxSOR-Support@dps.texas.gov to receive information on how to request access.

State of Texas Sex Offender Registration Conference

We are closer in the procurement process in selecting a venue to host the next State of Texas Sex Offender Registration Conference. Currently the conference is projected to occur sometime in the first part of December. Once a venue and dates are established, the announcement and registration will occur soon afterward. Announcements will be made thru the Secure Sex Offender Registration web site and in emails to individuals who have attended the prior conference.

Conference organizers are currently working on topics to be covered at the next conference. If you have any suggestions regarding topics you would like to see presented, please email conference organizers at sorc@dps.texas.gov.

The 85th Texas Legislative Session (2017)

The 2017 Texas Legislative Session started on January 10, 2017. A handful of bills have already been filed in relation to registered sex offenders. Crime Records will be monitoring these bills thru the legislative process and prepare a summary of the legislative changes affecting sex offender registration right after the session ends as well having a Legislative Update session at the next conference.

Sex Offender Registration Training Unit

The Training Unit currently has 3 new field representatives. These representatives are currently working with veteran field representatives. Within the next few months, personnel will be contacting agencies to schedule meet and greets and trainings. In addition, veteran field representatives have been traveling to Regions who currently do not have a veteran field representative.

SEX OFFENDER REGISTRATION (SOR) continued

The following trainings are scheduled in the coming months. If your agency would like to host a training or your office has new personnel that require assistance, please contact your designated field representative, email txsor@dps.texas.gov or call (512) 424-2800.

West Texas Trainings (Region 7)

Dawson County Regional Training

When: Wednesday, April 12, 2017

Time: 8:00am to 12 pm

Where: Lamesa Police Department

601 S. 1st St.

Lamesa Tx 79331

For directions please call (806) 872-2121

Seating limited to 25

To register for this class, please email Gary Richards at Gary.Richards@dps.texas.gov.

Central East Texas Regional Trainings (Region 2)

Kaufman County Regional Training

When: Wednesday, March 27, 2017

Time: 1:00pm to 5:00pm

Where: Municipal Court

331 South FM 548

Forney, Tx

For directions please call: (972) 564-7600

Seats are limited to 50 persons

To register, please email Eddie Contreras at Eddie.Contreras@dps.texas.gov.

Tarrant County Regional Training

When: Tuesday, April 18, 2017

Time: 12:00 pm to 4:00 pm

Where: Tarrant County CSCD

3800 Adam Grubb, Ste 100

Lake Worth, Tx 76135

For directions please call: (817) 238-4405

Seats limited to 50 persons

To register, please email Jennie Hoop at JGHoop@TarrantCounty.com.

Training Handouts: Reduced Paper Initiative

The SOR Field Representative Unit currently is in a pilot where materials normally printed and distributed at trainings are now being emailed to attendees electronically. Attendees are encouraged to download these documents to their tablets or laptops and bring them to the scheduled training. This practice is currently being tested within various regions of the state and the reception is positive since electronic copies of documents and forms are portable and we are able to update new versions of the forms faster and more efficiently. Field Representatives will continue to have some paper documents available at trainings if needed. If you have any questions regarding the initiative, please contact your designated Sex Offender Registration Field Representative or email txsor@dps.texas.gov.

Texas Data Exchange (TDEx)

Role Call

Though that is not usually how you would see the phrase “Roll Call”, it better fits with what is written below.

Every state and local agency that wishes to access the FBI’s National Data Exchange (N-DEx) must assign at least one Agency Administrator (AA). That AA has a major **role** to play. That role comes with a multitude of duties. Some are tasks that are done routinely and others are tasks that only come up on occasion.

The most common task is to create new accounts after vetting those within their agency who request access to N-DEx. In addition to vetting and creating accounts for users at their agencies, the AA must also manage those accounts. Managing the accounts includes resetting passwords, reactivating accounts, and revoking the access of those who are no longer employed with their agency or have moved to a position within the department that no longer requires the user to access N-DEx.

Many users will call our office to receive assistance with password resets and/or reactivation requests. Those needing assistance with passwords are helped, but they are also given the contact information of their AA for future reference. Those seeking the reactivation of their account are told that they must contact their AA for assistance. When an account goes inactive, we are not able to see if it was from lack of system use or if the AA has revoked access. For this reason, we ask those users to work with their AA.

The AA is also tasked with being our point of contact for anything N-DEx related. The most common contact from us will be to solicit N-DEx training host locations. However, there are times that we must reach out if the agency is also a data contributor and we have lost our connection to the local reporting system.

We are always available to answer questions and assist our AAs with any issue they may encounter. We can be reached in the following ways:

The Texas Data Exchange Bureau
(512) 424-2629
tdex@dps.texas.gov

UNIFORM CRIME REPORTING (UCR)

The campaign to move all Texas law enforcement to incident-based reporting (NIBRS) continues!

Since passage by the legislature of HB11 in 2015, there has been a lot of movement in Texas in regard to NIBRS. Recent developments include:

- Increasing the number of NIBRS reporting agencies statewide, so far, by 50% (60 in 2015 to 119 today)
- 26 agencies are current testing their new NIBRS compliant RMS systems with the bureau and will be coming online soon.
- The Department made two grant offerings (partnered with the Office of the Governor) that produced 204 awards for funds to become NIBRS compliant.
- The UCR bureau has begun final user acceptance testing for a new UCR system developed to handle the volume of data required for a single format reporting program (read: all-NIBRS)
- Planning is underway for a statewide outreach later this year to all agencies regarding the change to NIBRS and general NIBRS training. Several sessions will be planned for multiple weeks in July and August 2017.

With the announcement from the FBI that the Summary Reporting System will be discontinued by 2021, and only incident-based reporting will be accepted, it has become critical that ALL law enforcement agencies in Texas take the move to NIBRS seriously. The goal is to have all Texas LEAs moved to NIBRS by 2019 in anticipation of the deadline and sun-setting of the Summary program at the national level two years later.

Please, take the time to research your agency’s NIBRS compliance capability, and if you have any questions, do not hesitate to reach out to us. We can be contacted:

By email at: NIBRS@dps.texas.gov or by phone at: 512-424-2091.

Or you can reach me directly at 512-424-2418

Thomas Earl Adams
Manager – UCR Bureau
Texas Department of Public Safety
thomas.adams@dps.texas.gov

DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev.11/16)



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

Date: _____

Website address for FBI supply order: <https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Fingerprint Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Fingerprint 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 Preprinted TRN and Fingerprint Card Attached*	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with Fingerprint Card Attached*	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	
	Fingerprint Card Return Envelopes (For arresting agencies 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 months supply.
 Please submit order at least 4 weeks prior to depletion of your supplies.

NOTICE: Provide a complete shipping address.
 PO Boxes are acceptable.

AGENCY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

ATTENTION _____

PHONE # () _____

Direct questions concerning supply orders to (512) 424-2367
 Fax# (512) 424-5599 • crssupplyorder@dps.texas.gov

CRS DIRECTORY

CRS MANAGEMENT

Mike Lesko	Deputy Assistant Director	mike.lesko@dps.texas.gov	512-424-2524
Angie Kendall	Deputy Administrator	angie.kendall@dps.texas.gov	512-424-2471
Michelle Farris	Deputy Administrator	michelle.farris@dps.texas.gov	512-424-7659

CJIS Security Office

Stephen "Doc" Petty	Manager	stephen.petty@dps.texas.gov	512-424-7186
Deborah Wright	Lead Technical Auditor	debbie.wright@dps.texas.gov	512-424-7876

ACCESS & DISSEMINATION BUREAU

Don Farris	Manager	donald.farris@dps.texas.gov	512-424-2078
Zack Sharaf	Supervisor, Criminal History Support	zakariya.sharaf@dps.texas.gov	512-438-6591
Sharon Hill	Supervisor, NCJU Training & Audit	sharon.hill@dps.texas.gov	512-424-7920
Susie Dial-Herrera	Supervisor, NCJU Training & Audit	susanne.dial@dps.texas.gov	512-424-7927
Ronnie Lane	Fingerprint Services Coordinator	ronnie.lane@dps.texas.gov	512-424-2568
Tina Saenz	RapBack Coordinator	tina.saenz@dps.texas.gov	512-424-5105
Charlene Cain	CCH Internet Coordinator	charlene.cain@dps.texas.gov	512-424-2090
Rochelle Torres	Program Supervisor-Billing Unit	rochelle.torres@dps.texas.gov	512-462-6171
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Amanda Horelica	CRS Billing Clerk	amanda.horelica@dps.texas.gov	512-424-2936
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
Brandon McCradic	CJIS/JJIS Forms and Fingerprint Card Supplies	brandon.mccradic@dps.texas.gov	512-424-2312
	crssupplyorder@dps.texas.gov	Fax order form to:	512-424-5599

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Ursula Cook	Manager	ursula.cook@dps.texas.gov	512-424-2407
Cassandra Richey	Supervisor, CJIS Field Support	cassandra.richey@dps.texas.gov	512-424-2479
Brittany Chromcak	Supervisor, CCH Data Entry/Control Unit	brittany.chromcak@dps.texas.gov	512-424-7290
Nicole Berry-Moss	Day Shift Supervisor, CCH Data Entry/Control	nicole.berry-moss@dps.texas.gov	512-424-2216
Lenore Hemstreet	Evening Shift Supervisor, CCH Data Entry/Control	lenore.hemstreet@dps.texas.gov	512-424-2473
Holly Morris	EDR Coordinator	holly.morris@dps.texas.gov	512-424-2686
James McElroy	CJIS Systems Support Specialist	james.mcelroy@dps.texas.gov	512-424-2500
Error Resolution Assistance Line			512-424-7256
CJIS Auditor Assistance Line			512-424-2478

FINGERPRINT PROCESSING BUREAU

James Ferguson	Manager	james.ferguson@dps.texas.gov	512-424-7173
Randy Coppedge	Day Fingerprint Shift Supervisor	randy.coppedge@dps.texas.gov	512-424-5709
Debbie Parsley	Day Fingerprint Shift Supervisor	debbie.parsley@dps.texas.gov	512-424-5304
Sandra Montemayor	Evening Fingerprint Shift Supervisor	sandra.montemayor@dps.texas.gov	512-424-5749
Sandra Amaro	Evening Fingerprint Shift Supervisor	sandra.amaro@dps.texas.gov	512-424-5748
Mary Ann Gold	Midnight Fingerprint Shift Supervisor	mary.gold@dps.texas.gov	512-424-2408
Cathleen McClain	Midnight Fingerprint Shift Supervisor	cathleen.mcClain@dps.texas.gov	512-424-5248
Loann Garcia	LiveScan Coordinator	loann.garcia@dps.texas.gov	512-424-2409
Cheryl Sanchez	AFIS Coordinator	cheryl.sanchez@dps.texas.gov	512-424-2089
Chrystal Davila	Work Flow Coordinator	chrystal.davila@dps.texas.gov	512-424-7026
24 hour Fingerprint Assistance Line			512-424-5248

CRIME INFORMATION BUREAU

Luz Dove	Manager	luz.dove@dps.texas.gov	512-424-7964
Margarete Perryman	TCIC Training Supervisor	margarete.perryman@dps.texas.gov	512-424-7888
Dennis Chaffin	TCIC Control Room Supervisor	dennis.chaffin@dps.texas.gov	512-424-2152
Sheila Vasquez	TCIC Audit Supervisor	sheila.vasquez@dps.texas.gov	512-424-2253
TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.TLETS.training@dps.texas.gov	512-424-2832
24 hour TCIC Control Room		TCIC.controlroom@dps.texas.gov	512-424-2088
TCIC QC Analysts Help Line - ORI Requests/Updates, Offline Requests & TxGang			512-424-2900

UNIFORM CRIME REPORTING BUREAU

Earl Adams	Manager	thomas.adams@dps.texas.gov	512-424-2418
Rafael Martinez	Supervisor, UCR Field Reps	rafael.martinez@dps.texas.gov	512-424-7135
Tamika Ware	IBR Supervisor, UCR	tamika.ware@dps.texas.gov	512-424-2979
UCR Assistance Line			512-424-2091

SEX OFFENDER REGISTRATION BUREAU

Vincent Castilleja	Manager	vincent.castilleja@dps.texas.gov	512-424-2279
Sex Offender Registration Assistance Line		txsor@dps.texas.gov	512-424-2800

TEXAS DATA EXCHANGE (TDEx) BUREAU

JC Villanueva	Manager	jc.villanueva@dps.texas.gov	512-424-7167
TDEx Assistance Line		tdex@dps.texas.gov	512-424-2629